

## Small Systems Committee

### PNWS-AWWA

#### Small System Mission Statement:

PNWS – Provide small water systems with opportunities that benefit their systems and operators.

AWWA – Work with Sections; to promote membership in AWWA through programs, services, continuing education, awards, and other methods; and to evaluate issues being faced by small systems and then prepare recommendations and guidelines for programs, tools, and services to be evaluated for implementation by the Association and the sections. (see attached materials)

#### Committee Issues:

The Small Systems Committee has been a longstanding active committee within the PNWS-AWWA. Through the years, the committee has focused on providing training to small water systems. As of the last couple of years, the committee activities and membership have dwindled to the point of little to no activity. An Ad-hoc committee of concerned Board members was assembled to:

- 1.) Determine if there remains a need for the committee
- 2.) If there is a need, determine goals and objectives the Board could support
- 3.) Outline a path to rejuvenate the committee.

Through discussions with the Ad-Hoc committee, it was determined that there is indeed a benefit to retaining and renewing the committee.

#### Issues to be resolved for the renewed success of the committee:

1. Defining who the target audience is for this committee – The Ad-Hoc sees this committee serving the needs of operators, engineers, financial and operational managers of typical smaller systems. Many of these systems have multi-tasked personnel who take on many day-to-day roles within the organization.
2. The name “Small Systems Committee” may have negative connotations in that nobody really wants to consider themselves a “small system”. Adding to this is the understanding of what constitutes a “small system”. EPA defines small systems as those serving less than 10,000 people while AWWA defines small systems as those serving a population of 2,500 or less. The Ad-Hoc committee has brainstormed this issue and has several suggestions for the future Chair to consider
3. Leadership and involvement in the committee – Currently, the committee does not have any leadership or members. The first order of business is to find a champion who can revitalize the committee. With the direction contained within this document and in the Roles and

Responsibilities (attached), the rebranded committee will have a clear scope and direction from the PNWS Board.

4. Clear direction for the committee – The Ad-Hoc committee sees several opportunities for the rebranded committee to pursue. Of foremost importance is training opportunities. To help develop and deliver training to the targeted membership, this committee should try to partner with other committees such as the TCC, SAC as well as local Subsections.

Summary of Action Items –

<b>Task</b>	<b>Assigned to</b>	<b>Completion Date</b>
<b>Issue Paper</b>	Ad Hoc Committee	Winter Trustees
<b>Assign Chair of Committee</b>	Ad Hoc Committee	Complete
<b>Recruit New Members to Committee</b>		Complete Winter Meeting Speed Dating
<b>Rebrand Committee</b>		Discussion point
<b>Partner with other Committees for training opportunities</b>		Complete Discussions with TCC & SAC



**Small System Committee Officer Roles & Responsibilities**

**Chair**

Primary contact for committee  
 Lead development of meeting agendas  
 Send committee meeting invitations with agenda  
 Facilitate exec and committee meetings  
 Manage relationship between the committee and section  
 Lead development of annual budget  
 Lead development of reports to the Trustees  
 Deliver reports to the Trustees  
 Submit committee reports to Water Matters

**Vice Chair**

Maintain committee webpage  
 Manage Constant Contact list  
 Manage committee membership list

**Secretary**

Compile agenda and send to leadership team  
 Record minutes  
 Finalize minutes with leadership team then send to chair  
 Maintain committee activity calendar

**Past Chair**

Maintain continuity of institutional knowledge  
 Provide support or advice as needed

**All leadership team members**

Lead recruitment of active committee members  
 Lead development of annual conference program  
 Lead development of webinars and socials  
 Develop and maintain a sustainable governance structure

**Manage Outreach Tools**

**Constant Contact**

Username: waterevents pnws  
 Password: awwapnwsevents1

**Committee Webpage**

Obtain PNWS gmail account and permissions for chair and vice-chair from PNWS Water Information Technology Committee

Procedures manual can be downloaded from <https://sites.google.com/a/pnws-awwa.org/water-information-technology/home/training-documents>

**Minutes Process**

- 1) Use agenda as basis for meeting minutes
- 2) Secretary sends draft minutes to leadership team before Exec meeting
- 3) Finalize minutes at Exec meeting  
Vice-chair posts to committee webpage before the monthly meeting
- 4) Standing item on the agenda for minutes approval with link to the webpage
- 5) If the committee has corrections, post corrected version of the minutes after monthly meeting

**To be assigned to officers or active committee members**

Specific committee member lead for each activity for each season

<b>2016 – 2017 Officers &amp; Activity Leads</b>			
Lance Peterson (Co-chair) Address Phone: <b>email</b>	Bob Cunningham (Co-chair) Address Phone email	Michelle Johnson Secretary Address Phone: email	(Past Chair) Don Popoff RH2 Engineering 300 Simon Street SE Suite 5 East Wenatchee, WA 98802 Phone: (509) 886-2900 <a href="mailto:jlambie@e-purwater.com">jlambie@e-purwater.com</a>
Conference Program Rep:		TCC/SAC Liaison(s): Loren Searl/Tonya Reiss	
Fall Activity Lead(s):		Winter Activity Lead(s): Dan Kegley, Jeff Lundt	

**Guidance regarding event and activity planning**



## Small System Committee Officer Roles & Responsibilities

### Events/Activities

The purpose of these notes is to create a checklist for planning WRC events and activities.

- When scheduling committee activities, it is wise to consult the PNWS Calendar of events so that the event/activity is not scheduled over or in proximity to other section events that would be of interest to committee members. Some consideration to WRC leadership work load is also merited.
- Once the date and time is approved by the committee, create an event registration page in Constant Contact. Procedures for creating an event are in the slide show document titled: Updating constant contact and the training ewebpage\_Updated for login
- After you have created the event registration webpage, create the event invitation e-mail from the EventSpot page on Constant Contact. The event invitation should be tested and proofed by the Small System Committee leadership before sending out to all committee members. This also provides an opportunity for the leadership to have first dibs on registration if there is limited space for the event. Procedures for creating an invitation e-mail for an event are in the document titled: Constant Contact e-mail for event
- After the initial event invitation e-mail is created, create a second “last chance to register” e-mail that will be sent to all committee members and a reminder e-mail to be sent the week before to those registered for the event. Schedule all three e-mails to be sent from Constant Contact on at least three week intervals.
- Post an announcement for the event on the committee announcement webpage. Include a link to the Constant Contact registration page. Procedures for updating the webpage can be found on the Water Information Technology Committee webpage <https://sites.google.com/a/pnws-awwa.org/water-information-technology/home/training-documents>
- If you charge a fee for the event, consult the member/non-member fee policy in the document titled: Member-Non-Member Letter to Subsections and Committees\_11-3-2015
- If you charge a fee for the event, the Executive Director (ED) will receive registration fee revenue. The event must be entered into the section training calendar webpage so that the ED knows to attribute the revenue appropriately. Procedures for entering the event on the section training calendar webpage are in the second half of the slide show document titled: Updating constant contact and the training ewebpage\_Updated for login
- After the event, post any slide show presentations on the committee workshops and webinars webpage. Change the event notice on the committee announcement webpage to direct folks to the committee workshops and webinars webpage. Take down the event notice entirely after one committee meeting cycle.



American Water Works Association  
**Pacific Northwest** Section

**Small System Committee Officer Roles & Responsibilities**

**Chair**

Primary contact for committee: The section designates the chair as the primary contact for each committee. For this reason the chair sends out e-mail notifications for meetings and events

Lead development of meeting agendas

Send committee meeting invitations from Constant Contact with link to agenda webpage

Send committee event invitations from Constant Contact with link to event registration webpage

Facilitate exec and committee meetings

Manage relationship between the committee and section

Lead development of annual budget

Lead development of reports to the Trustees

Deliver reports to the Trustees

Submit committee reports to Water Matters



American Water Works Association  
**Pacific Northwest** Section

**Small System Committee Officer Roles & Responsibilities**

**Vice-Chair**

Maintain committee webpage

Manage Constant Contact list

Manage committee membership list

Act as the TCC/SAC Training Liaison



American Water Works Association  
**Pacific Northwest** Section

**Small System Committee Officer Roles & Responsibilities**

**Secretary**

Compile agenda and send to leadership team

Record minutes

Finalize minutes with leadership team then send to chair

Maintain committee activity calendar



American Water Works Association  
**Pacific Northwest** Section

**Small System Committee Officer Roles & Responsibilities**

Past Chair