



American Water Works Association Pacific Northwest Section

PNWS - AWWA WINTER TRUSTEE MEETING MINTUES

FRIDAY, FEBRUARY 5, 2016

Call to Order

The meeting was called to order at 9:45 in the General Howard Room of the Heathman Lodge, Vancouver, Washington, by Chair Randy Black. Those present were Chair Elect Lacey Goeres Priest, AWWA Director and Vice President Brenda Lennox, Past Chair Jason Canady, Treasurer Marshall Thompson and Trustees Dan Kegley, Brad Taylor, Jennifer Garbely, Jeff Lundt, Jacki Masters, Mike Whiteley and Executive Director Kyle Kihs

Chair's Report

- Chair Black thanked all who contributed to the success of the winter subsection officer training, particularly Max Woody, Tonya Reiss and Doug Schlepp of the Subsection Advisory Council as well as Executive Director Kihs.
- He thanked the Board for their due diligence and hard work on the neutral budget which was adopted during a conference call in November.
- Noted progress on the 20/20 Vision. The Board has approved \$10,000 for this initiative and is trying to integrate the Veterans' initiative.
- Compliments to the Board for working hard and collaboratively on diverse issues this year.

Executive Director's Report

Executive Director Kyle Kihs reported on recent election results:

- Dan Kegley, Chair Elect
- Chris Young, Oregon/Idaho Trustee
- James Dean, Washington Trustee
- Stephanie Raddatz, at-large Trustee

Motion: Lennox moved to approve the election results and destroy the ballots, seconded by Goeres-Priest and approved unanimously.

- ACE Meet & Greet will be held June 19 in Chicago at the Wrigley rooftop viewing facility. The Association is seeking sponsors for the event
- Kihs has worked with Association Historian Catherine Howell on archive issues. Three dimensional items from Bill Beckman have been loaned to the Skagit PUD for display; paper items and photos have been reviewed and items of historical interest have been saved and digitized for placement on the Section's Flickr page. Other items have been destroyed. Special thanks to Jim Meiroto from Tualatin Valley Water District for the assistance.

Association Director Report

Brenda Lennox reported on the recent AWWA Board Meeting, stating four new vice presidents and a member at large were elected and a new treasurer was confirmed for a four-year term. PNWS candidate Marshall Thompson was not elected this time around. Action items at the meeting included a new membership model. In addition to Water for People, Water Equation has been designated as a new philanthropic effort supporting community engineering efforts in India. AWWA is committed to helping water utilities, elected leaders and customers in learning from the crisis in Flint, Michigan. AWWA's Water Quality Technology Conference will be held in Portland May 2017 with Michelle Cheek as local coordinator. A new partnership between the association and the Section will create a new scholarship for

operators. Funds will be a 50/50 split between the association and Section. The scholarship will be presented at the Section level.

Consent Item – Fall Meeting Minutes

Motion: Masters moved to approve the Fall Meeting minutes. Seconded by Goeres-Priest. Motion carried unanimously.

Rules of Procedure Update

Brad Phelps noted the Rules of Procedure regarding the Nominating Committee need to be refined to be consistent with the Bylaws. The change has been presented in strikeout and underline.

Motion: Canady moved to approve the recommended change to the Rules of Procedure to change language to “the five most recent past chairs are the Nominating Committee”. Kegley seconded. Motion carried unanimously.

Budget Committee

Jamie Porter reviewed the budget process. At this time, the 2016 Section budget shows income of \$115,400 and expenses of \$103,420, resulting in an estimated of about \$12,000 in income. The overall budget including all designated accounts, shows \$637,525 in projected income and \$629,519 in expenses. He stated that the committee wants to be able to maintain more accurate year to date numbers. Board members complimented the Committee on the new format.

Treasurer’s Report

Marshall Thompson noted that the full report is published on the website. For 2015, total assets in the General Fund were \$704,000 with expenses of \$665,000, resulting in a balance of \$39,000. For all funds, total assets were \$1,128,000 with expenses of \$1,090,000, for a balance of \$37,000. He stated the working cash balance is generally \$22-35,000 available at any time with more needed prior to the conference or for exceptional cash flow needs.

PNCWA Liaison

John Roth noted the first board mixer with PNCWA was held last night. We want to continue to build the partnership and bring value, including networking and training, to members. Multiple surveys have indicated that the majority of utilities operate both water and wastewater. Plans are in effect for short schools at local levels. They will begin working on the annual MOU and hope to present that at the Spring Section meeting. Estimates are that 60-70% of entities are members of both associations. It is important to provide opportunities for joint CEUs.

20/20 Vision

Rich Reavis reported on the committee leadership change, as Meredith Noble stepped down and he has taken over as chair. Kevin Wyckoff has agreed to serve as co-chair. He referred to the written report submitted. Additionally, he stated that there is a need to define goals for subsection seasoned professionals and young professionals and to develop lists of potential participants. The committee has a candidate for communications coordinator to assist with the website. The event toolbox is progressing and will roll out shortly. There is interest in tying into other committees for shared initiatives. The committee will track and monitor successes and have more information for the next meeting.

2016 Boise Conference Committee

Camille Cegnar stated a great conference is planned for May, with current budget showing over \$80,000 in net proceeds. Her written report elaborates on budget numbers and on the conference events.

Program Committee

Cheryl Capron thanked Kevin Boggs for incorporating the wastewater track which brings us up to 108 hours of program time at the Section Conference. CEU’s have been approved by Oregon but Idaho has

only approved about half of the program, denying 43 CEUs for drinking water. CEU rules provide that topics have to be relevant for an operator to use and maintain systems so trying to get credit for some types of material will be a few years off. Board comments included speculation on whether the lack of CEU approval will have an impact on attendance. Goeres-Priest noted that members must stay current on issues even if classes are not approved for CEUs and that timely and important topics should not be excluded. Masters added that it would be good to have a presence on the Operations Certification Advisory Council.

Manufacturers Suppliers and Consultants Committee and Water For People Committee

Kristin Young reported that 58 of 100 booths on the Boise conference floor have been sold. Two platinum, three gold and two silver sponsors have been secured so far. Tickets are selling for attendees for vendor trips, working on finalizing locations and all will be on the conference app in the next two weeks. Water for People galas are scheduled on March 5 in Oregon City and April in Woodinville.

The meeting was recessed for a 15-minute break at 10:45.

2017 Kennewick Conference

Pat Everham reported the tagline and logo have been chosen for the conference – Tr!-Cities, Tr!-Water. The new Springhill Suites has opened next door to the convention center and a walk-through is planned next week.

Central Washington Subsection

James Dean reported three major highlights: Adding a YP liaison to the Board; successful golf tournament and Wine for Water event resulting in \$4,000 donation to Water for People; and offering scholarships to the Boise conference. He elaborated on the “poop scoop” walk, noting it was a partnership with the sewer department in Meridian.

Blue Mountain Subsection

Cory Baune reported that Barney Metz will succeed him next year. The subsection has quarterly meetings and is working on updating bylaws. They sponsor spring and fall trainings. Current challenges are trying to incorporate competitions and encouraging YP involvement. Although they have two universities in the subsection, they are both holding finals week at the same time as the conference.

Inland Empire Subsection

Scott Inch reported that the subsection board has monthly meetings. He highlighted events including the Truck Rodeo, No Water No Beer, and annual picnic. Meter Madness, Best Tasting Water and Muddy Boots awards are given. Several classes were sponsored and the board tries to have each director conduct a class. The subsection made a \$2500 profit in 2015.

Southern Oregon Subsection

Greg Hunter stated the subsection is very active, with quarterly meetings that include training, a golf tournament that made \$7,000 for Water for People, competitions for Meter Madness, Gimmicks and Gadgets, Best Tasting Water and a short school every other year. Incoming president Julie Smitherman reported on increasing activities geared to YPs including presentations to local colleges and career fairs, and raising money for scholarships.

Northwest Washington Subsection

Bridget August and Eric Schey reported on officers and people in key roles, noting they need to fill the secretary position. The subsection focus is on affordable training and CEUs, fundraising and partnering with PNWS Committees as well as YP and student outreach. Seven workshops were presented in 2015, with short schools scheduled and reaching out to the Olympic Peninsula. A Best Tasting Water contest was held and they hope to incorporate Meter Madness in 2016. YP outreach included a networking event in Mountlake Terrace. The Water for Life reception in Seattle netted \$17,000 for Water for People.

King County Subsection

Doug Schlepp and Tom Keown reported that they have sponsored many YP activities. A focus for the year is to open the subsection to the general membership and make the organization more transparent. In 2016, a truck show has been added. The section donated over \$9,000 to various charities including HopeLink and Engineers Without Borders and almost \$7,000 to Water for People.

The meeting was recessed for a one-hour lunch break at 11:50.

Eastern Oregon Subsection

Deb Cornford reported that the subsection committee is joined with PNCWA. All trainings have three tracks – water, wastewater, and combined. The challenge in this area is getting involvement because we are so widespread. Hoping to get new members and more involvement from YPs. A conference is set for Ontario April 2-6 with the theme “Teamwork for Success.” It is hoped the Membership Committee can help with public relations, giving managers and supervisors an idea of what the benefits of the organization are.

Cascade to Coast Subsection

John Stephens provided a list of events, including Wine for Water with attendance of 143. Several trainings were also provided including Arc Flash, Basic Waterworks, and a regulatory update with Dave Leland. Trainings have been well attended and the subsection is profiting. Kevin Wyckoff reported on YP and Career Fair Committee. They have participated in six events and talked to about 2000 students in the past year. He would like to work with Membership Committee and plans to engage with Oregon State University with hopes of establishing a student committee. Subsection held a Best Tasting Water competition.

South Sound Subsection

Ronda Farmer and Mike Pleasants reported on four trainings, a Best Tasting Water Competition, Meter Madness, a golf tournament which raised \$5,000 for a non-profit supporting low income utility payments, and Wheels for Water benefitting Water for People. They noted they appreciate the committee partnerships. The subsection is reaching out to engineers and rate study consultants to attend Water 101.

Northwest Oregon Subsection

Chandra Hingston and Elizabeth Edgar reported 11 monthly meetings in 2015, a Meter Madness competition with 8 entries, Best Tasting Water competition, and an Oregon Operator conference. Fundraisers for Water for People raised \$33,900. There is an active YP program, and close to 15 activities were hosted costing a total of about \$700.

Lower Columbia Subsection

Nate Bell and Vaughn Barber reported the subsection hosted three workshops, monthly meetings, a golf tournament and a Water for People fundraiser. Two of the workshops were approved for wastewater CEUs also. Competitions for Best Tasting Water and Meter Madness were done at the first workshop in March. The December Emergency Preparedness class took place during an actual emergency. Ken Alexander stepped in when the scheduled speaker couldn't get there. Funding was provided to NW Battle Buddies and PNWS Scholarship Fund. The subsection purchased a laptop and Quicken to track finances. For 2016, will work on Vision 20/20 and YP involvement.

Oregon Cross Connection Specialist Regional Subcommittee (OCCSRS)

Brian Jansen and Christine Hollenbeck noted the group has four quarterly meetings that move around the state and two trainings per year. Last year the subjects were residential fire training and backflow tester ethics. One training is currently scheduled for 2016. Their treasurer retired and both that role and a vice chair have been filled. Recruitment is underway for a second vice chair. They are working actively on an electronic backflow tester report and are also looking forward to working with other states. Primary committee goals are networking and acting as a sounding board for cross connection issues.

Education and Training Fund

Bob Willis reported the Fund is doing well, with total assets about \$690,000. The Fund is managed by the E&T Board and a financial advisor. Funds are invested by Morgan Stanley. In 2015, \$51,000 was

received in donations, the second largest amount ever. A driver was the memorial scholarship in memory of Chris Uber which stands at \$34,000. Investment growth was flat due to market conditions. The number of scholarships continues to grow from \$13,500 in 2015 to a proposed \$19,500 for 2016, which is \$1,000 over the anticipated revenue. The Board plans to continue sorting through paperwork and now believes they have all the records with receipt of materials from Dan Sanders. Dave Leland reported that the committee does ranking and rating and recommends scholarship recipients to the section chair. Three new members are on board and it is good to have a bigger pool of raters.

The Board noted the extra \$1,000 was outside this year's adopted budget.

Motion: Masters moved to approve \$1,000 additional income and \$1,000 additional scholarship expense for 2016. Second by Kegley. Motion carried unanimously.

Water Distribution Committee

Bill Reynolds is recruiting members to build the roster and working with program committee for conference classes. He is also researching locations for a committee meeting at the conference. Conference calls and GoToMeetings have been working well for the group. He is searching for a Water Loss Control focus group "champion". In response to the article in the Winter issue of Water Matters, inquiries were received from two well-qualified individuals. Scott Reichart will take on the position as leader and help develop courses. A budget has been requested to put on regional trainings in coordination with the TCC Committee and also plans are moving forward to develop another class this summer in Western Oregon or Washington.

Training Coordination Committee

Loren Searl reported things are going well, he is happy to hear committees have been working with TCC and appreciates the work on course development. Committee's focus is to develop courses and expand the reach of the current training, as well as moving participation into rural areas. Training currently planned in Wenatchee and looking at Boise, Grants Pass, etc. They are working to recruit more instructors to serve more areas. Effort has been spent trying to get wastewater staff involved. In 2015, committee budgeted \$2,000 income with \$1,200 expenses, and has brought in \$3,300 with \$400 in expenses. They hope to exceed that in 2016. They are developing more courses and working on Chemistry for operators. They are getting on schedule for CEU approval cycles in the different states.

Research Committee/Community Engineering Corp

Lynn Williams Stephens reported the committee sponsored three workshops on aquifer storage and recovery this year. The upcoming conference session on water reuse includes several presentations highlighting local examples as well as what other states around the country are doing. The committee is working on another training for 2016, potentially teaming up with other committees regarding concerns similar to Flint. She is actively involved in the national AWWA Water Research Committee and attended teleconferences and in-person meetings. She is currently assisting with development of an article for the Journal of AWWA. AWWA has put together a Community Engineering Corps section with regional representation. Quarterly calls are held to discuss projects and outreach. This includes identifying communities in need of support and identifying teams that can help. This falls in line with the 20/20 vision by getting YPs and students involved. Two projects have been identified in our area, both elementary schools located on groundwater sources with contamination. The group needs section and board support to identify other needs and inspire teams. The committee requests that CEC reports be included on meeting agendas and at section conferences.

Public Information Committee

Tacy Steele reported on the Excellence in Communication Awards and encouraged communication with agencies so they will be encouraged to provide nominations. They are considering waiving entry fee if an agency serves 15,000 or fewer connections. All entries will receive feedback and a category has been added for internal communications. Technical sessions at the conference will include speakers from each state. A training called Communication for Engineers and other Techies is scheduled for Feb. 18 in Vancouver.

Engineering Committee – No report

Personal Leadership Committee – No report

Nominating Committee – No report

The meeting was recessed at 2:50 for a ten-minute break.

Subsection Advisory Council

Max Woody and Tonya Reiss reported the SAC is focusing on competitions and are tracking the number of subsections doing competitions. She stated they are struggling with the tapping competition and have cut the second place funding award as well as separate award for women's team. There will be 4 or 5 teams in Boise, and hoping we can reconsider offering a second place prize which would fund attendance at ACE and team shirts. Tonya will take over the Council leadership in May. Two people were interviewed for secretary, both were great candidates so one will be secretary and one will be webmaster. Tonya noted the committee will be looking into a "muddy boots" or "operator of the year" award which might include a scholarship to the conference. After further review, this suggestion will be brought forward to the Board.

Board discussion ensued regarding the potential prize offering for second place tapping team. The Treasurer clarified that there is approximately \$5,800 in budget surplus which could be earmarked for this item.

Motion by Kegley to appropriate \$2,280 as award for the team finishing in second place in the Tapping competition to allow travel to the conference and team shirts, if at least four teams are entered, was seconded by Garbely. Motion carried unanimously.

Water Treatment

Michelle Cheek noted that a treatment forum was held in August at Skagit PUD and even with low attendance generated \$500. Another forum is planned March 11 at The Dalles, and they are working to get more registrants. She noted that it is a challenge to find dates for trainings when no other events are scheduled. She suggested a survey of operators to see where they are getting their trainings and determine how much effort should go into one-off trainings. Exploring collaboration may be an option. She said there are two tech sessions scheduled on Friday at the conference and a pre-conference session with tours. Since there are no conference busses, she is working to find sponsorship to provide transportation.

TRUSTEE WORK TEAM REPORTS

(Covering committees not present or not submitting written reports)

Marshall Thompson (Audit, Budget)

Marshall was not present for this report.

Lacey Goeres-Priest (Ad Hoc Committees, Strategic Planning, Public Officials, Personal Leadership)

- Noted that there has been one kickoff meeting regarding Veteran's project, and will be follow-up. All other reports were included with the packet.

Brenda Lennox (National Association Awards & Review, Idaho, OR, WA Water Utility Councils, ORWARN, IDWARN, WAWARN)

- All committee and council reports have been received in written format.

Jason Canady (Nominating, Past Chairs, Scholarship, E&T Fund)

- Nominating Committee met yesterday, have a great slate and will be contacting the candidates this week and bring forward at May meeting. There are two candidates for treasurer and one will be appointed at the Fall meeting.

Dan Kegley (Utility Management, Distribution, Conference Program, Conference Local Arrangements)

- Utility Management is doing a wage study, more information in May.
- Conference Program is back on track for Boise and Kennewick.

Brad Taylor (Cross Connection-OCCSRS, Historian, Publications, Safety)

- Safety Committee is actively working to prepare materials for tech session in Boise and actively reviewing applications for the Wendell LaDue safety award.

Jennifer Garbely (Customer Service, Young Professionals, Water Conservation, Water Treatment)

- A Customer Service tech session is planned for the conference on Thursday. A Tech Education Council grant has been submitted. (Comments from Lennox noting AWWA is repackaging delivery but curriculum has been updated. Masters noted another training is being proposed before the new curriculum comes out.)
- Young Professionals held their first annual summit, attended by over 90 people including volunteers and several non-members signed up. Two people attended the national YP summit in San Diego. YPs will have Boise conference scavenger hunt and are working on Pioneer Award.
- Water Conservation has a full day track at the conference and webinars have begun with attendance at the first session of 14.

Jeff Lundt (Manufacturers and Suppliers, Water Quality, Small Systems, Research)

- Small Systems did not submit a report; it is really a one-person committee. Several have expressed a desire to be involved but have not had the organization and energy to get it going and this will be worked on in the coming year. There has been contact with both NW Oregon and Lower Columbia to do Basic Waterworks on the coast.

Jacki Masters (Training Coordination, Subsection Advisory Council, Membership)

- IT & Web Site submitted report – the IT Committee is looking to add members and they will teach those who are not techies. Trying to beef up GoToMeetings for more use.
- Membership is maintaining the database we asked for and starting another DB of non-members that subsections and committees will be able to use. They are also working on a recruitment package. Membership goals for 2015 were not met but have high hopes for 2016. The committee developed a roles and responsibilities document which may be useful for all committees.

Mike Whiteley (Engineering, Water for People, Public Information, Water Resources)

- Engineering Committee is co-sponsoring upcoming program on Communications for Engineers and Techies.
- Water Resources Committee will host a winter social happy hour on Feb. 18 in Portland and a webinar in late February on the Willamette Water Study. There is a pre-conference track and an early bird session at the conference.

Other Business

Cross-Connection Manual Publishing Rights

The Association has been approached by British Columbia chair on cross-connection section for Canada. They have been searching for a manual to address cross-connection in Canada and believe over 80% of the Association manual is applicable to their needs. They have requested to purchase franchise rights to publish the manual in Canada.

Motion: Masters moved to approve the sale of franchise rights to reproduce the Cross-Connection Manual for publication in Canada for \$10,000 (U.S.). Canady seconded. Motion carried unanimously (Thompson not present for vote).

Ad Hoc Committee

Chair Black noted that it has been suggested that an ad hoc committee be created to review and clarify the relationship between the Board and E&T Committee with a potential update of governing documents. He proposed appointing Trustees Dan Kegley, and Jacki Masters from the Board as well as Bob Ward and John Roth.

Motion: Goeres-Priest moved to create an ad hoc committee chaired by Bob Ward, and consisting also of Dan Kegley, Jacki Masters, and John Roth, with the objective of coming forward in May with a recommended revision to the rules of operation and bylaws regarding the relationship between the Board and E&T Committee to incorporate into the governing documents. Second by Kegley. Motion carried unanimously.

Adjourn

There being no further business, the meeting was adjourned at 3:58 p.m.

Minutes prepared by Pam Kolacy MMC