



American Water Works Association Pacific Northwest Section

PNWS-AWWS SPRING TRUSTEE MEETING MINUTES

TUESDAY, MAY 2, 2017

Call to Order

The meeting was called to order at 10:10 a.m. on Tuesday, May 2, in Room C of the 3 Rivers Convention Center in Kennewick, Washington, by Chair Lacey Goeres-Priest. Also present: Chair Elect Dan Kegley, Past Chair Randy Black, Trustees James Dean, Jennifer Garbely, Jeff Lundt, Stephanie Raddatz, Mike Whitely, Chris Young, AWWA Director Kari Duncan, and AWWA Visiting Dignitary, President-Elect Brenda Lennox.

Chair's Report - Lacey Goeres-Priest

- Incoming Officers were introduced:
 - Chair Dan Kegley
 - Chair-elect Mel Damewood
 - Oregon/Idaho Trustee Julie Smitherman
 - Washington Trustee Ronda Farmer
 - Trustee at Large Lynn Williams Stephens (not present)
 - Bob Ward will begin a four-year term as Treasurer
- This will be the last meeting for Trustees Jeff Lundt, Mike Whiteley, Jennifer Garbely and Past Chair Randy Black.
- Marshall Thompson has been appointed as a Director at Large to AWWA.
- Winter meeting in Vancouver was cancelled due to weather; 2017 Budget was approved at Fall meeting and included an upgrade to the website and addition of a conference planner to take work off the Local Arrangements Committee.
- Over 500 participated in the membership survey, good feedback was received which will help evaluate how we can improve to provide the best service to members.
- Committees delivered succession plans at the Fall meeting as requested. Important to develop upcoming leaders within the committees so they are ready to step into officer roles.

Executive Director Report – Kyle Kihs

Request that the Board approve the election results and the destruction of the ballots.

Motion: Lundt moved to approve the results and destroy the ballots from the most recent election. Seconded by Kegley. Motion carried unanimously.

- Due to feedback at the strategic planning meeting, there will be no traditional procession or gathering of the Board prior to the banquet. Board members will continue to mingle and network at the silent auction and take seats at the head table when it is time.
- Photos of the incoming Board have been scheduled for the Strategic Planning Meeting in August.
- No meet and greet is planned for ACE 17 in Philadelphia; attendees are encouraged to attend the wrap party at the Convention Center Wednesday night at 5:00 in the Fieldhouse Pub.

AWWA Visiting Dignitary – AWWA President Elect Brenda Lennox

- Thanks to the PNWS family for being a tremendous support team over the past 30 years in this profession which has enabled me to take on this leadership role at AWWA. We are all in the business of service to provide safe drinking water and better our communities.
- AWWA is reviewing governance structure, which is somewhat unwieldy with a 60+ member board; hoping the streamline the process to take fiduciary and some other issues first to a smaller committee, then engage other directors in discussion for guidance.
- Water for People was founded in the early '90's and has been very successful; now AWWA is looking at more domestic efforts with the Water Equation, operator scholarships and programs.

- Attended recent Fly-In in Washington DC. Over 400 meetings for 43 sections were scheduled. Much work is done behind the scenes that influences regulatory and health guidelines.

Chair Goeres-Priest presented Ms. Lennox with a gift as visiting dignitary and noted that she is a great role model, particularly excellent at crafting her messages well and getting them across. The Section will be 100% supportive for her term as President.

Association Director Report – Kari Duncan

- Marshall Thompson was elected at winter meeting as Director at Large. PNWS is seen as a leader in the association and source of new ideas and energy.
- Association membership was 50,925 at the end of 2016, showing steady upward growth.
- Total Water Solutions is a concept of one approach to drinking water, wastewater, stormwater. In 2016 a partnership for clean water on the wastewater side was launched.
- Activity on the public information front has more than doubled since the lead crisis, with marked increase from a typical year of AWWA quotes in media. Expedited standard regarding lead resources is anticipated this December.
- AWWA 20/20 vision is a full suite of pieces that relate to more fully employing talents of directors, contributions to stability and growth of AWWA; also focuses on standard branding, logos, etc.
- Water Equation is an important new philanthropic effort.
- AWWA will be entering a new pension plan for staff.

Treasurers Report – Marshall Thompson

- Importance of preserving the integrity of the Spring Conference was emphasized; bringing a conference planner on board to ensure conferences are run smoothly is a good investment resulting in more security of conference success and income.
- Continue to reap benefits of having a bookkeeper, with clear reports and assistance in creating new financial control policies for cash management.
- Assets on hand are a mix of short and long term: short term supports inflow and outflow for section conference. Equal amounts are kept in CDs locked in at best rate for 1-2 years and the mutual fund which continues to grow and provide fairly liquid funds. Mutual fund balance can drop to \$150,000 without penalty. Total assets are approximately \$350,000.
- Financial control policy outlines cash policies for receipts and disbursements, where money is invested, how expenses are handled. This includes how expenses are reimbursed, financial report, donations to the E&T Fund. The policy outlines everything we do and provides guidance for walking through any policy or process.
- Audit Committee (discussion)
 - Generally visits one subsection per year in educational capacity; audits have been fractional due to emphasis on paper records. Estimate 5 subsections have been audited.
 - Audits encourage consistency in policies and procedures among subsections.
 - Suggestion to develop interim subsection guidelines based on the new financial control policies and use as a model for SAC training; make available on-line.
 - A suggestion has been made to start a practice for two subsections a year to be audited and ask them to review their bylaws to make sure they are up to date with PNWS and AWWA. This would increase the subsection audit frequency to once every 6 years and potentially decrease the effort to review bylaws.

Consent Item – Fall Trustee Meeting Minutes

Motion: Lundt moved to approve minutes of the Fall Trustee Meeting. Kegley seconded. Motion carried unanimously

Action Item – Financial Controls and Procedures Policy – Marshall Thompson

Motion: Black moved to approve recommended changes to the Financial Controls and Procedures Policy as presented. Dean seconded. Motion carried unanimously.

Action Item – E&T Fund Succession Plan and Officer Selection – Lacey Goeres-Priest

Proposed changes in membership on E&T Board were outlined.

Motion: Garbely moved to approve the E&T Fund Succession Plan and Officer Selection. Dean seconded. Motion carried unanimously.

Action Item – Rules of Procedure Update: E&T Governing Documents – Brad Phelps

- Review of proposed changes
- Hospitality Suites/Vendor Booth contributions to E&T (discussion)
 - Although document provided for hospitality suites and \$100 contribution from each to E&T Fund, the practice was eliminated several years ago. Hospitality suites have been planned for current conference due to the atypical nature of the venue but this is an anomaly.
 - Current practice (not in ROP) is to provide \$100 from each vendor booth to the E&T Fund; this results in approximately \$10,000 contribution annually and has been instrumental in growing the fund.
 - A better plan to assure E&T Fund growth is now in place but the fund may not be in the financial position desired yet.
 - Should this practice be formalized in ROP to recognize the ongoing practice or should it remain as a discretionary item which Board can approve in annual budget.
 - Ad Hoc Fundraising Committee, once established, should participate in discussion and may be premature to make decision until that can happen.
 - Potentially continue business as usual for now and decide later if formalization in a governing document is desired.

Motion: Young moved to approve changes to the ROP as presented on condition that the Board will discuss the \$100 per vendor contribution to the E&T Fund at a later date. Lundt seconded. Motion carried, 9-1.

Action Item – Leadership Symposium Ad-Hoc – Lacey Goeres-Priest

- Proposal for an Ad hoc Committee that would provide training to members that is currently not available. AWWA suggested leadership training. Request is to formalize the committee which would then propose location, topics and program.
- Katy Isaksen (Women in Leadership Chair) expressed support for the idea and noted that for timing purposes the Women in Leadership event will be held in February each year.
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Motion: Lindt moved to approve formation of the Ad Hoc Leadership Symposium Committee as outlined. Duncan seconded. Motion carried unanimously.

Action Item – Fundraising Ad-Hoc – Lacey Goeres-Priest

- The number of philanthropic efforts is increasing, with new initiatives such as Water Equation and Community Engineer Corps. In order to pull fundraising efforts together, and be more efficient, the Board proposes to centralize this effort by creating an Ad Hoc Fundraising Committee
- Guiding this effort necessitates someone with the creative fundraising skill set; Kristin Young has agreed to chair the committee.

Motion by Lundt to approve establishment of a Fundraising Ad Hoc Committee. Seconded by Black. Motion carried unanimously

Action Item – Approval of Slate of Candidates for 2018 – Randy Black

The nominating committee has put forward the following slate of candidates for 2018.

Chair Elect: James Dean, Stephanie Raddatz, John Roth

OR/ID Trustee: Jamie Porter, Mike McClenathan, Suzanne DeLorenzo

WA Trustee: Tony Lindgren, Dave England, Dan Sleeth

At Large Trustee: Cory Baune, Alex Mofidi

Motion: Kegley moved to approve the slate of candidates as presented. Duncan seconded. Motion carried unanimously.

Ad Hoc Committee Updates – Dan Kegley

- Board has struggled at times defining Small Systems. Some research has been done regarding AWWA work with small systems. Bob Cunningham and Lance Peterson have agreed to co-chair committee. Other potential members have been contacted.
- Appreciate Mike Whiteley's guidance, with assistance from Jeff Lundt and James Dean. The committee is gaining traction, will coordinate with subsections and training coordination committee. Any outreach and encouragement to the new co-chairs will be appreciated.

Women in Leadership – Katy Isaksen

- Another highly successful event was held this year, attendance has grown from 91 to 160.
- Planning committee meets once a month.
- The program was described in detail as presented in the meeting packet.
- Isaksen was encouraged to submit any requests for scholarships to the Board as well as asking for ideas to encourage students to participate.

2017 Kennewick Conference Local Arrangements Committee – Pat Everham

- Much time and effort has gone into the conference, credit to the LAC Committee and all volunteers.
- Chair Goeres-Priest thanked Everham and the committee for thinking outside the box to accommodate a different sort of venue. Kihs reported that at this time there are around 800 attendees registered, not including vendors.

MSC Committee – Kristin Young

- Vendor booths are sold out, with 105 vendors. Sponsorships include 1 platinum, 2 gold and 4 silver and as well as 14 hole sponsors for the golf tournament. Great prizes have also been procured for contest winners.

Program Committee – Cheryl Capron and Ronda Farmer

- Attendees can earn: 1.6 CEUs for drinking water, 1 day of wastewater class will earn a minimum of .6 with some dual credit from Oregon. Washington Dept. of Ecology has approved 1.4 CEUs. Working with Idaho.
- All events in one building has made the set-up challenging to switch between classes and events.
- Working on website and call for abstracts for 2018 Tacoma conference. Would like to go to on-line speaker confirmations, similar to AWWA.
- Working on customer service CEU credits, not yet accepted in Washington.

Recess: The meeting recessed for lunch at 12:20 and reconvened at 1:20.

2018 Tacoma Conference LAC – Jolene Gibson, Amy Hardiman

- Amy Hardiman stated South Sound is happy to host the next conference and the local committee looks forward to working with the professional planner. Some venues have been secured and the first walk-through at the Murano Hotel and Convention Center is scheduled for June 5.

Leadership Symposium Ad-Hoc Update – Chris Wanner

- Scope of the committee would include location (whether to stay in one location or move); frequency (probably annual); topics of interest – potentials include coaching opportunities for field staff moving to supervisor and manager positions; manager vs. leader; budgets and rate setting, working with boards and electeds. Chris will continue reaching out and would like input from Board, Committee and council members.
- Committee was approved by the Board today and Board will have some ideas for aligning committees to partner with; other committees may be able to supply speakers and tracks; looking for first event in Fall 2018.

Fundraising Ad-Hoc Update – Kristin Young

- Tony Lindgren, John Roth, Nicki Pozos, and Dave England have agreed to serve on committee.
- Now that Water Equation has been added to other philanthropic efforts, committee would like to avoid donor fatigue and let members contribute to things they are passionate about.
- Prior to Fall meeting, committee will work on framework for proposal including structure, message to membership, how to designate fund, whether specific fundraisers will be planned or funds raised and then designated.
- Visited recent Cal Nevada conference; they have just started a philanthropy council and have initial governing documents so may be able to get some ideas from them.

Membership Survey Data Discussion – Lacey Goeres-Priest

- Over 500 responses received, both constructive and positive.
- Importance of training and networking confirmed.
- Some confusion about how the organization functions, suggestions for improved transparency, wondering how to get involved
- Organization is complex, with committees, subsections, subsection committees, etc.
- Information will be used as we move forward.
- Demographic information indicated respondents about half individual and half utility members; 40% of respondents have been involved for 15+ years.

Strategic Plan Discussion and Timelines – Dan Kegley

- Last strategic objectives were set in 2011-12 so good to revisit: are we still relevant and engaging our membership as well as aligning ourselves with the Association
- Board strategic planning meeting set for August; hope to be thoughtful and inclusive of membership at large as well as committees. Will also review mission and vision statements.
- Goal is to roll out the plan to membership and gather feedback, to engage by including committee officers in the Fall, subsection officers in the winter; and communication via Water Matters and the E-newsletter
- Approval of the plan and suggested changes at Spring 2018 meeting.

Trustee Work Teams

Marshall Thompson

- Audit and Budget Committee reports have been covered.

Dan Kegley

- Ad-Hoc and Strategic Planning Committees presented
- Public Officials – looking forward to the Leadership Committee to help engage with public officials which is still a “one-man show” with little succession planning.

Kari Duncan

- National Association Awards & Review - meeting tomorrow afternoon, will take time to look at association awards & see if we have potential nominees
- Idaho, OR, WA Water Utility Councils are going strong; might suggest a schedule for dues deadlines as dues impact the budget
- ORWARN, IDWARN, WAWARN active and look forward to connecting this week

Randy Black

- Nominating Committee has presented slate for approval.
- Past Chairs meet tomorrow at 4 pm.
- Scholarship report included 35 applications; \$27,000 in named scholarships to 9 students
- 20/20 Vision report received; thanks to Julie Smitherman and Rich Rivas. Cascade Coast and LowerColumbia subsection need help in designating the 2 YPs and 1 SP. Software kits are active and getting good reports. Website is up and running, input can go to Julie

and Kevin Wyckoff. Three new letters designed to help new members and inform them of ways to be active so they can engage early on. Operator programs are strong and community college participation and internships at utilities are increasing. Kevin will be new chair.

- Veteran's Initiative. Website is active; help for how utilities can find assistance and replacement for positions.
- Student survey – 36 responses, four of which received scholarship to conference for total of \$2800.
- 30 students have stated they would like to be paired with a mentor.

Chris Young

- Utility Management - seeing better days, regained focus. Presented training in Salem "So You Want to be a Manager" with Jeff Lundt as one of the presenters. Committee is redefining their roles and responsibilities and mission statement. Outlined 27 hot topics they could focus on in any given year and will refine down to 2 – 3 per year. Representative Laura Corolla from Women in Leadership has been attending meetings.
- History- chair would like to determine a way for committee to have synergy with other committees; potentially have individuals share their experiences. Would like to focus on individuals and utilities.
- Conference Program report presented, have done a fantastic job.
- Training Coordination – a committee of 2 at this point. Loren and Jeff looking for more instructors. TCC could work on how to better data mine presentations being given around the section. Emergency Preparedness will debut in Port Townsend on May 24. Water Storage workshop is in the works.

James Dean

- Cross Connection, Subsection Advisory Council, Distribution have submitted reports. First Cross Connection track at conference in several years
- Safety - getting them up and running again; new chair has good ideas and will be reaching out for new members and defining committee focus. Hope to offer trainings.

Jennifer Garbely

- Customer Service - have new training materials, getting ready to present trainings but need new trainers in addition to Jacki Masters, preferably someone in each state. The training takes three days, preferably done consecutively.
- Young Professionals – has openings, including co-chair and career fair coordinator.
- Publications- doing well and ask that Board help get dates out to all committees
- Water Treatment- struggling to increase participation – looking for forms, etc. 3-4 meetings per year with about 10 attendees

Jeff Lundt

- Manufacturers and Suppliers, Water Quality and Small Systems reports presented.
- Research – see report, they are looking for a topic for their Fall workshop
- Both WQ and Research have large rosters but few active participants

Stephanie Raddatz

- Water Conservation is strong, meet often with active members and succession plan.
- Conference Local Arrangements - report was presented
- IT & Web Site – Robert will continue as chair, new committee member has joined.
- Membership- plan submitted to AWWA – no chair succession plan yet.

Mike Whiteley

- Engineering - Training opportunities, both free and successful. Partnered with YPs in February but low turnout due to bad weather. Ten submittals for Excellence in

Engineering award. Added the Planning Asset Management award. Will try to get a tour of Bremerton watershed this July (100 years old this year)

- Water for People – will again meet goal to be global sponsor by raising over \$100,000. Will send representative to Water for People in Denver. Remind Board members to participate in events and see calendar for events during rest of the year.
- Public Information - presented report
- Water Resources- Committee is left with few active members with Jill Hoyenga moving to Public Information; and most active members are in Portland area. Whiteley will stay involved with this committee, trying to get arrange a track or half track at American Water Resources Association Conference in Portland.

Adjourn

There being no further business the meeting was adjourned at 2:45 p.m.