



American Water Works Association Pacific Northwest Section

WINTER TRUSTEE MEETING HEATHMAN LODGE – VANCOUVER, WASHINGTON MINUTES

FRIDAY, FEBRUARY 9, 2018

Call to Order

The meeting was called to order at 9:34 a.m. in the General Howard Room at Heathman Lodge in Vancouver, Washington, by Chair Dan Kegley. Also present: Chair Elect Mel Damewood, Past Chair Lacey Goeres-Priest, Trustees James Dean, Ronda Farmer, Julie Smitherman, Lynn Stephens, Mike Whiteley, Treasurer Bob Ward. Trustee Chris Young, AWWA Directors Kari Duncan and Marshall Thompson were excused. Also present: Executive Director Kyle Kihs.

Chair's Report – Dan Kegley

- Chair Kegley reported that a \$41,000 budget deficit for 2018 was noted at the Fall meeting and the Board did not vote to pass the budget at that time. A special on-line meeting was held and with help from the SAC, Jamie Porter and Executive Director Kihs, that shortfall was reduced to about \$10,000. Considering current reserves and approved ratio this was deemed acceptable and the budget was adopted. The budget process will move to earlier in the year in the future so a balanced budget can be presented at the Fall meeting and the Board can concentrate on other issues.
- The opportunity to sit down with committees and work in groups to find out what resources can be shared, how to achieve efficiencies and how best provide resources to committees is very valuable to the budget process.
- The Strategic Plan will be posted on the website. Communication with the membership has been difficult at times and the Board is looking for new ways to reach out and new tools to implement to make communication more successful. The website has become much more robust and members should be encouraged to explore it.

Executive Director Report – Kyle Kihs

- The Section Meet and Greet at ACE in Las Vegas has been scheduled for Monday, 6:30 – 9:30 at the Mob Museum. Please RSVP if you plan to attend. Registration is still open and a good turnout from the Section would be supportive of Brenda Lennox's year as AWWA president.

Association Director Report – Provided by Lacey Goeres-Priest

- Review of 2018 budget, currently negative \$1.3 million. \$2 million to be invested in long term investments.
- Winter meeting scheduled for Savannah, new officers elected.
- Discussion to be held about how the DC office can efficiently assist state WUCs.
- Governance changes adopted – Executive Committee will now approve budget and standards with opportunity for full Board to comment and make suggestions; also changes in the nominating committee procedures.
- Volunteer of the Year is Sally Mills Wright of Texas, formerly with PNWS
- Water Equation philanthropic effort has been successful.
- Members are encouraged to participate in the benchmarking survey.
- Membership averaging 51,000.

- New apps will be available soon.
- Lead service line standard adopted.
- 2018 goal is modernization including digitalization of journal.
- Pushing veterans initiative for 2018.
- Strong budget goals, new career center, review of Farm Bill.

Treasurer's Report – Bob Ward

- The changes to the chart of accounts are nearly completed (working with CPA).
- The books have been closed for 2017 with an increase in overall retained earnings, mostly due to the E&T Fund.
- A subset of the Board – Dan Kegley, Mel Damewood and James Dean - will assist the Treasurer and Executive Director in providing direction for finalizing the chart of accounts.

Consent Item – Fall Meeting Minutes, Special Budget Meeting Minutes

Motion: Dean moved for approval of the minutes from the Fall Meeting and Special Budget Meeting. Seconded by Stephens. Motion carried unanimously.

Approval of the Section Election Results

Motion: Damewood moved to approve the Section election results: Vice Chair James Dean, Oregon/Idaho Director Suzanne DeLorenzo, Washington Director Dan Sleath, At-large Director Alex Mofidi, AWWA Director Randy Black. Seconded by Smitherman. Motion carried unanimously.

Update to Bylaws

Bylaws updates are proposed which include modifications to elections procedures and moving those procedures to the Rules of Procedure. Changes are also proposed to the nominating committee and to the Budget, Finance and Audit Committee that reflect the financial policy controls document approved by the Board in May 2017. Bylaws must be approved by the Section membership.

Motion: Dean moved to forward the proposed Bylaws revisions to the membership for approval at the annual conference. Damewood seconded. Motion carried unanimously.

Appointment to Education and Training Board - Dan Kegley

Kegley announced the appointment of Greg Wyatt to the E&T Board. Mr. Wyatt was the first Section treasurer and is currently vice president and general manager for SUEZ Idaho. He brings a wealth of knowledge and great understanding of the Section and the E&T Fund.

Education & Training Fund Update - Bob Willis

- The fund is doing well and has shown remarkable growth in this good market year, gaining \$170,000 in total value to \$980,000. Part of the gain was used to transfer \$40,000 within the fund to dedicated scholarships.
- The Fund also received \$34,000 in donations which includes the \$10,000 from conference exhibits. The Board increased the transfer to scholarships from \$25,000 to \$30,000. A formula for minimum transfer was applied as required and increases the minimum transfer by \$3,000. The formula will be brought back for adoption as official policy of the E&T Board at the Spring Trustee meeting.
- The fund total is currently \$954,000 and dropping somewhat because of market conditions. A "stress test" was run on the fund projecting to 2030, taking average

earnings and anticipated donation amounts (including exhibitor money) and the test showed the fund can recover from market drops during that period.

- Three-year “levelization” concept was reviewed, noted it is similar to utility rate calculations designed to smooth out and divide retained earnings over a three year period to allow for ups and downs in the market.

2018 Tacoma Conference Kyle Kihs

- Section Conference is scheduled April 25-27. The Board will meet on Tuesday, April 24. Wednesday kick-off will include golf tournament and pre-cons. Competition and meet and greet night theme is “Under the Big Top”
- Visiting dignitary will be Steven Blankenship, Vice President of AWWA from New Jersey.
- Proposed changes to the Bylaws are posted on the website and the membership will vote on approval at the opening session. If approved, they will go on to AWWA for final approval.
- Keynote speaker is Elisa Hill from XYZ University with a presentation on how minds work at different age levels and how generations can come together to accomplish great things.
- The smart phone app is up and running and is the go-to for information about the conference.

Manufacturers Suppliers and Consultants Committee – Kristin Young

- There has been a great response from vendors, with only 10 more spaces to sell (out of a total 107).
- Two platinum, three gold and two silver sponsors
- New format for the competition night with a new sponsorship structure, need to publicize and attract sponsors.
- Currently 10 golf sponsors, looking for more.
- Educational opportunities provided for vendors: 10 exhibitors will give 15 minute mini-sessions in the Exhibit Hall.

Program Committee – Cheryl Capron and Jacki Masters

- Program has been submitted to states for approval, no word yet from Idaho or the Dept. of Ecology. Oregon, Washington and DOH have awarded both wastewater and drinking water CEUs.
- Working on potential CEUs for exhibitor sessions on the floor, considering a two-step process. Issues include documenting attendance and the time requirement. May try for this next year.
- Total of 1.7 CEUs available this year, with an extra two-hour session added.
- Discussed certification with Idaho representative who is concerned about large number of small systems in Idaho and making sure small operators get specific training. The discussion will continue.
- The conference app is being updated as changes come in.

2019 Vancouver Conference Committee – Tyler Clary and Tyler Wubbena

- Planning is underway, and committee is exploring venues and opportunities, some of which have changed since last conference.
- Logo and tagline – “A River Runs Through It” and logo approved by Board.
- Walkthroughs will be scheduled in May.

Southwest Idaho Subsection - LaDonne Harris

- Three trainings, two events, a career fair and a tour will again be scheduled for 2018
- Backflow and regulatory training presented this year.
- Bill Carr assisted with two events, fall Wine for Water to raise money for Water for People and a beer BSU career fair. Noted that career fairs are a tougher sell when direct jobs are not being offered.
- In 2017 moved from quarterly meetings to every other month
- Recently reviewed bylaws and putting together roles and responsibilities.
- Succession planning – two open positions and much interest with multiple people coming forward for each position. Need to determine how to keep those who are not elected engaged with other opportunities.

Blue Mountain Subsection – Art Garro

- Currently have a full board and 10-15 people fully engaged and attending meetings
- Subsection has adequate funding and will forgo annual allotment from Section.
- Goals include two training events and scholarships.
- Quarterly meetings, would like to schedule a social event.
- Small system outreach critical with large area and small entities. Looking at social media outreach.
- YP involvement is needed and will continue to pursue that.
- Appreciate opportunities for cooperation among Subsections.

Inland Empire Subsection – Terry Pickel

- Goals include having all directors sponsor a class, reaching out to vets, scholarships, YP involvement, continuing truck rodeo.
- Other goals include training for small districts, Facebook page, newsletter, other outreach including Constant Contact.
- Fundraisers include “No Water, No Beer” and golf tournament.
- Net income for year \$66.49 after \$7600 expended for donations.

Southern Oregon Subsection – Andrew Albee

- Training at each quarterly meeting (one is competition)
- \$5,500 for E&T Fund
- Sixth annual golf tournament
- YP program is going well, networking with small community colleges

Central Washington Subsection – Dave England

- Goals: offer three affordable trainings for members; support Water for People fundraiser, create networking opportunities & increase membership; generate more funds for scholarships.
- Fund Operator’s scholarship.
- Golf tournament Aug. 17 in Yakima

Northwest Washington Subsection – Bridget August

- Full slate of officers for 2018.
- Board meetings rotate among counties.
- Affordable training, reached 276 water operators and 76 wastewater operators.
- Two day short school.
- More YP involvement – tours, tap house social.
- Twelve workshops, up from 8 last year – making good use of Training in a Box.

- Scholarships provided, looking for more benevolent opportunities, possibly local scholarships.

King County Subsection – Tom Keown

- New collaboration with Absolute vodka company for Water For People. Inaugural event went well.
- Good YP program, growing exposure.
- Golf tournament.
- Training - full schedule for 2018.
- Initiated “invite a friend” to each Board meeting and that has encouraged interest in serving on board; also raising awareness of opportunities at social events.
- Reviewing educational opportunities including community tech colleges. Educators interested in rebooting some programs, trying to connect and assist.

Cascade to Coast Subsection – Jeff Kinney

- “Rebooting” after two challenging years – covering large area with geographic challenges and lost some employer support.
- Down to two officers last year, put on two events.
- For 2018, amended bylaws to add directors. Recruited new officers and now have a full team of 9.
- Plan to move short school to better venue, reduce expenses, push for more employer support.
- Help from SAC and Executive Director appreciated.

South Sound Subsection – Michael Pleasants

- Meet monthly at Tacoma Water, 8-12 people at most Board meetings.
- Most difficult to reach out to the coast, south to Centralia, looking at Kitsap County for more opportunities.
- 2017 held three training events with local trainers .
- Waterworks 101 done annually, new Construction Management course well received.
- Held Corrosion Control class with help from King County.
- Annual water tasting event at Parametrix in Puyallup, over 100 attendees.
- Golf tournament well attended, 138 participants.
- Charity is Living Access Support Alliance which helps pay utility bills for low income people - \$7,500 contributed this year.
- Rising effort with YPs - 2 tours with follow-up networking.

Eastern Oregon Subsection – Tammy Rogers

- Host two events per year. Large geographic area makes it challenging for people to get away for training.
- Operators Conference.
- Fall class – either math or CEU certification. Could not secure trainer last year.
- Monthly meetings in Pendleton.
- Truck rodeo for last two years.
- Offer scholarships – 2 “greenhorn” (2 years or less) and named scholarship.
- \$500 to Water for People
- Established AWWA/PNCWA scholarship fund with Walla Walla Community College.

Lower Columbia Subsection – Debbie Karlsson & Nate Bell

- 2017 classes: Cross Connection, Water System Controls, All About Pipe, each .6 CEUs
- 2018: 3 or 4 workshops, 1 Water for People event, annual golf tournament
- Subsection Hall of Fame – two new inductees this year
- Raised \$2,000 for Water for People, \$3,200 from golf tournament.
- Ending balance of \$6,472.
- Will try to make \$10,000 donation to E&T Fund in 2018.

The meeting was recessed at 12:05 for a lunch break. The meeting reconvened at 12:50.

Northwest Oregon Subsection – Andrew Nishihara

- Working on spreading meetings throughout the Section.
- Seven Meter Madness Competitors
- December holiday party.
- 50/50 Raffles.
- Total 2.1 CEUs in 2017.
- Two training events June/November.
- Awarded \$3,000 scholarships to local students for Clackamas Community College.
- Established networking events for YPs working with APWA and others.
- Review 2018 goals (high quality training, communication between section and subsection and between officers and committee chairs).

Subsection Advisory Council – Doug Schlepp

- Good feedback on training yesterday, committee will put together a survey for this event to continue training improvements better next year.
- Succession planning ongoing.
- Waiting for applications for scholarships for spring conference from small systems – info is on website.
- Coordination with YPs.
- All feedback from session will be distributed.
- Over half of attendees yesterday were first timers.

AWWA Sustainable Conference Local Arrangements Committee – Kyle Kihns

- Conference at Renaissance Hotel Seattle March 21-28 – registration info on website.
- Need room monitors for Tuesday/Wednesday, free registration available in exchange for volunteering – contact Executive Director if interested.

Training Coordination Committee – Loren Searl

- Two Training in a Box programs – Basic Waterworks a phenomenal hit, many trainers now comfortable with it.
- New programs include Emergency Preparedness, Water Storage Basics, Water Quality Basics, Construction Management.
- Train the Trainer event will be held during the pre-con in Tacoma.
- Recruitment this week has been good, about 6 people signed up.
- Working on Chemistry for Operators and developing three-hour Math for Operators.

Young Professional Summit – YP Michael Lubovich

- Venue Brightwater Education Center (Woodinville) with theme “Reach Your Peak.”
- Great lineup of speakers, great local help.

- Satellite location in Portland. 8 attended but good feedback and all thought they would try to attend event next time. Satellite was challenging to set up and a local champion for that task is needed for next year.
- Also because of last year's feedback, provided goal-setting activity booklet with takeaways from speakers so attendees can reflect on lessons learned and share info with peers and employers and a copy of "7 Habits of Highly Efficient People".
- Potential boost in attendance from other organizations
- Recommend early bird registration – many signed up late this year. Looking at incentives for early bird.
- Would like to see more "seasoned professionals" attend – excellent networking opportunity.

Items or Comments from the Membership – Dan Kegley

- Suggestion that members are aware of tools that help them know overall when events and training are happening so people can stay ahead of the dates, get them on websites etc. Like knowing what is going on throughout the section.
- At subsection level, would be good to hear feedback from Board on committee reports
- Appreciation of use of maps in reports showing where trainings were held; hoping for more info on job fairs (Kegley)

TRUSTEE WORK TEAM REPORTS

(Additions to written reports)

Bob Ward

Audit reviews of three Subsections per year are planned. Subsections will start to use chart of accounts similar to those used by the Section.

Budget Process will begin earlier in 2018.

Mel Damewood

Ad-Hoc Committees

Philanthropic : Presentation at Fall Trustee meeting did not result in much direction and committee is waiting for articulated goals for Damewood's term as chair. In communication with committee and currently in a holding pattern.

Women in Leadership: Successful conference held Wednesday Feb. 7th in Tukwila with 166 attendees.

Public Officials: currently inactive, a board member has requested to be liaison and reboot.

Leadership Ad Hoc: planning fall symposium in 2019, and working on topics for general leadership. Suggested topics regard upward mobility and transitions (supervision to management, staff to supervision, staff to lead position). A financial track could address how rates are set, budgets, difference between O&M and Capital, etc. Other tracks include working with elected officials and executive management while moving through the ranks. Technicalities of management – dealing with labor unions, etc. Communication tracks as well.

Kari Duncan

National Association Awards and Review
Idaho, Oregon, Washington Water Utility Councils
ORWARN, IDWARN, WAWARN

Lacey Goeres-Priest (reported by Bob Ward))

Nominating: came up with potential candidates and alternates, reaching out to them as well as candidates for chair elect.

Past Chairs
Scholarship: almost \$40,000 available.
E&T Fund
20/20 Vision and Veteran's Initiative: well underway

Chris Young - (reported by Mike Whiteley)

Utility Management: performed a member survey of utility managers regarding desired training. A 38% response listed benchmarking, legal issues relating to utilities, metering trends, and safety. Involved with sustainability water management, presenting two tracks at Spring conference.

History
Customer Service
Publications

James Dean -

Cross Connection and Safety: inactive over past few years, Cross Connection re-formed recently. This will be first year each committee will be doing two trainings each. Subsections that need training should contact the committees if they are interested.

Subsection Advisory Council: heard report; excellent training this week.

Distribution: no report but doing a full track as usual this year with two additional trainings throughout the year. Stellar committee, operate well with great leadership and a succession plan in place.

Lynn Stephens

Engineering: committee has already doubled their estimated income to the Section after first training in January. Planning on partnering with NACE for Corrosion Symposium at the end of February with advertisement to AWWA members collect a portion of registration fees. Discussions are ongoing with Distribution Committee regarding a joint training. Partnered with Seattle YPs at Engineering Fest in Seattle. Reaching out to high school and middle school level students. Currently 15-20 active members and doing succession planning.

Research: partnered with Treatment Committee for training "Making the Best of 20th Century Filtration" March 13 all day in Vancouver with national and international presenters.

Small Systems: updating website, want to create something quick and easy for small utilities, connecting to consumer confidence, loans.

Public Information: working on Excellence in Communication awards and have sent early registration; waiving fees for systems under 15,000. Training themes for year are value of water, and crisis communication. Working hard on succession planning, looking to replace some very long term members.

Ronda Farmer

Water I/T and Website : Jeremy Djajadi is latest member of committee, and a tremendous asset. There are many requests for assistance and knowledge is being shared with anyone who needs help. First pre-con to be presented at the Tacoma conference.

Membership – Membership lists are available upon request. First time attendees event changed to breakfast on Thursday at 7 a.m. Working with YPs and other key players to create an agenda and give conference highlights as well as information.

Conference Program
Conference Local Arrangements

Mike Whiteley

Water Quality – (and Treatment) assisted with water quality conference in Portland just held both working on flavor profile analysis workshop this summer

Treatment – teaming with Research Committee for March workshop.

Training Coordination.

Manufacturers and Suppliers.

Julie Smitherman –

Conservation – presenting three-day water audit training and software workshop April 3-5 in Portland Metro area. Mix of classroom and hands-on training at different facilities; training includes one year access to the water audit software tool. Will have presence at Sustainable Water Management Conference. Presenting an all-day pre-con in Tacoma about water auditing software, need more attendees. Partnering with Water Resources for joint session.

Water for People - Off to a fantastic start, 2018 donations to date are \$39,000. Kenneth J. Miller Award nominations are on website, vote with voting app. Currently soliciting donations for conference auction. 2017 donation gross was \$150,000. Section has been donating for 10-15 years and have largest overall total – over \$1 million.

Young Professionals: Bringing back traditional scavenger hunt, have two venue sponsors and looking for others. Winner of the Research Poster Competition will represent PNWS at ACE. Project Poster Competition will also be held on non-research based topics. Mentors and proteges may connect at first timer event. YP technical track will be included at conference including a half hour of 5-minute lightning talks to encourage YPs to participate in short tech talks. Plan to begin combining YP and 20/20 monthly meeting calls. If there are separate projects, then a subcommittee will call separately.

Water Resources – planning several sessions at conference, working with Water Conservation and Water Quality Committees.

ADJOURN

There being no further business, after closing remarks by Chair Kegley, the meeting was adjourned at 2:56 p.m.