



# American Water Works Association Pacific Northwest Section

## SPRING TRUSTEE MEETING MINUTES TUESDAY, APRIL 24, 2018

### **Call to Order**

The meeting was called to order at 10:00 a.m. in Room 407 of the Greater Tacoma Convention Center, Tacoma, Washington by Chair Dan Kegley. Also present: Chair Elect Mel Damewood, Past Chair Lacey Goeres-Priest, Trustees James Dean, Chris Young, Lynn Stephens, Ronda Farmer, Julie Smitherman, Mike Whiteley, AWWA Directors Kari Duncan and Marshall Thompson, Treasurer Bob Ward. Also present: AWWA President Brenda Lennox, AWWA Visiting Dignitary Vice President Steve Blankenship; AWWA Manager Section Services Nancy Sullivan, and PNWS Executive Director Kyle Kihns.

### **Chair's Report: Dan Kegley**

- Membership will vote on proposed Bylaws changes this week. If approved, will be forwarded to the Association Board for approval. After this Rules of Procedure will be updated and scheduled to be approved at the Section Fall Trustee Meeting.
- Chair Kegley presented gifts to visiting dignitaries Steven Blankenship and Nancy Sullivan.
- Incoming officers were introduced: Chair Elect James Dean, Oregon/Idaho Trustee Suzanne DeLorenzo, Washington Trustee Dan Sleeth, At-large Trustee Alex Mofidi, AWWA Director elect Randy Black.

### **AWWA Visiting Dignitary – AWWA Vice President Steven Blankenship**

- Appreciation expressed to AWWA President Lennox; visiting PNWS was first choice for travel and excited to be here.

### **Association Director Report – Kari Duncan**

- Upcoming meetings include ACE Board meeting June 9 in Las Vegas, July summer workshop in Denver July 24-26, regional section officers meeting, Sitka, Alaska August 15-17, 2018.
- Noted that PNWS is now in AWWA Region IV.

### **AWWA President – Brenda Lennox**

- Participated in Washington DC Fly-In last week. This is 16<sup>th</sup> year and an effective way to meet with congressional offices. Over 160 participants from 48 states attended. Lennox met with Senator Cantwell who is very supportive of water projects. The Senator's aide attended UNLV on an AWWA scholarship.
- Presidential term will be ending in six weeks, a great experience and particular pride in work on the veterans' recruitment program.

### **AWWA Board Member Marshall Thompson**

- Sits on steering committee and provided an update on veterans' initiative to attract, train and retain vets in water positions. Association has put together a tool kit with tips on resume writing, interview strategies etc. as well as a document to assist hiring managers in recruiting veterans. Committee is seeking feedback on documents.

### **AWWA Section Services Visitor – Nancy Sullivan, Manager Section Services**

- Excited to be back, noted this is a hard-working section and she is glad to reconnect. Expressed thanks for all the Section does on behalf of AWWA and the water industry.

### **Executive Director Report – Kyle Kihs**

- Reminder that the ACE Section Meet & Greet is scheduled for Monday night, June 11 from 6:30 – 9:30 at the Mob Museum in Las Vegas. Please RSVP through website.
- Work is beginning on the agenda for the Board strategic planning meeting in July. 2019 budget discussions are ongoing.

### **Treasurers Report – Bob Ward**

- Section has \$2.2 million, up \$400,000 in the last 6 months. Over \$1 million in the E&T Fund, rest is in general fund and designated funds.
- ROP requires 30% of annual budget or cost of conference in reserve. Currently forecasted reserve is \$320,00 with \$267,000 estimated conference costs.
- 2018 budget revenue forecast included \$25,000 in investment revenue but currently figures show a loss of \$7,000. Recovery is anticipated but this needs to be kept in mind heading into the 2019 budget process.
- Opened a new CD with Columbia Credit Union, with slightly higher return than we have seen in the last several years.

### **Consent Item – Winter Trustee Meeting Minutes**

**Motion: Mike Whitely moved to approve the Winter Trustee meeting minutes. Seconded by Mel Damewood. Motion carried unanimously.**

### **Action Item: Approval of Section’s New Vision and Mission Statement, Strategic Plan and Lean business plan– Dan Kegley**

- Noted three key strategic objectives: Member Engagement/Education and Training; Organizational Stewardship; Advocacy and Philanthropy. Each objective contains a number of supporting measures.
- A Lean business plan has also been formulated. This is currently a skeleton plan and will be developed over the next year.

**Motion: James Dean moved to approve the Section’s new Vision and Mission Statement, Strategic Plan and Lean business plan. Seconded by Kari Duncan. Motion carried unanimously**

### **Action Item - Approval of Slate of Candidates for 2019 – Lacey Goeres-Priest**

- Thanks for the great experience of the past five years.
- Nominating Committee has proposed the following slate of candidates:
  - **Chair: Jacki Masters, Mike Whiteley, Ronda Farmer**
  - **Washington Trustee: Dave England, Doug Schlepp, Mike Pleasants**
  - **Oregon/Idaho Trustee: Mike McClenathan, Michelle Cheek, Nick Belmont**
  - **At-large Trustee: Robert Barret, Crystal Jensen, Cory Baune**

**Motion: Chris Young moved to approve the 2019 Slate of Candidates as presented. Lynn Stephens seconded. Motion carried unanimously.**

### **2018 Tacoma Conference Local Arrangements Committee – Jolene Gibson and Amy Hardiman**

- 600 attendees expected
- Vendor booths sold out
- Nearly full slate of golfers for Fircrest Golf Course
- Keynote speakers and entertainment in place
- Kegley asked for input on the first year with event planner. Hardiman noted that struggled at times with communication as well as having to turn away volunteers. On the plus side, the work load on LAC was lighter.

- Damewood suggested a debriefing after the conference to discuss pros and cons of employing an event planner. Chairs noted they will appreciate feedback.

#### **MSC Committee – Kristin Young**

- Exhibit floor sold out by March 15, great venue and location
- Exceeded expectations with large dollar sponsors – 2 platinum, 5 gold, 3 silver
- Rebranding “beer and brats” to circus fun night made finding sponsors challenging, but after marketing efforts, two sponsors have been found.
- Exhibit Hall education sessions will be held for first time – 15-minute presentations where exhibitors share info on new technology and answer questions. Ten sessions are scheduled Thursday morning and afternoon. No CEUs granted this year but will try for next year.
- Attended AWWA Manufacturers/Associates Council meeting in DC. Council has 4-5 openings and will advertise to service providers in NW. Recommendations welcome, nominations due by end of January.
- Brenda Lennox congratulated Young on her election as Vice Chair of the Associations MAC Council
- Important for Board members to thank sponsors and vendors
- Agreed that there was some work to do on establishing good communication with conference planner. Would like to evaluate after the conference, knowing that anything new will have a learning curve with both positives and negatives.

#### **Program Committee – Cheryl Capron and Jacki Masters**

- 270 sessions, 225 speakers this year.
- Still looking for someone to assist committee in Vancouver, mostly help at the conference itself; need to pass on information so there is redundancy for knowledge of committee tasks.
- States are giving more CEU credit for wastewater; possible 1.7 CEUs on both certificates if classes are chosen wisely.
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#### **2019 Vancouver Conference LAC – Tyler Clary**

- Booth at conference
- Vancouver Hilton Convention Center is reserved; preliminary planning has started
- Walkthrough with LAC in May

#### **Scholarship Committee – Cory Baune**

- \$42,300 in scholarships this year - \$16,000 more than last year
- 37 applications from all throughout the section, 11 recipients chosen.
- AWWA Operator scholarship included AWWA \$1,000 plus NW Section match for \$1,000; Central Washington fundraiser added \$1,800. Total scholarship was \$3,800
- Four subsection name scholarships now: NW Washington, Southern Oregon, SW Idaho and Inland Empire.
- Five students will attend opening ceremony.

#### **New Section Org Chart with Divisions – Mel Damewood**

- Discussions about rearranging committee structure with trustee liaisons. Trying to encourage committees to coordinate more for training opportunities.
- Each trustee now has a division
- Foster and encourage committees to work with subsections.
- Genesis through Executive Director and his work with CAL NEVA that has a similar system.
- Divisions include Utility Operations, Water Science, Public Relations, Past Chair, Government Relations, Ad Hocs, Philanthropic, Treasurer

### **Section Business Plan – Mel Damewood**

- Goals next year revolve primarily around the business plan just approved. Aiming for continuity from the membership survey conducted while Lacey Goeres-Priest was chair. This provided great information in order to help respond to the concerns and desires of the membership. The survey was a driver for the Strategic Plan devised by the Board during a 1.5-day meeting.
- Would like to continue the momentum, not starting anything large or new but maintain the course and focus on getting the work done.
- Focusing on one objective within each initiative:
  - Subsection and Committee Outreach under Member Engagement
  - Financial Accountability under Organizational Stewardship;
  - Increase Involvement with Association under Advocacy and Philanthropy.
- Planning to come up with simple goals for each trustee.
- Bringing a balanced budget to the Fall trustee meeting; all committees will be asked to submit budgets by mid-June.
- Leadership training is part of education and training goal
- Increase involvement with AWWA – strategize for the future, encourage higher profile involvement.
- AWWA representatives noted the many opportunities for involvement, noted it is important to be strategic and recruit and back those who want to be involved.
- Also noted the changes in AWWA nominating process; reviewing their efforts would be helpful to the Section.

### **Leadership Symposium Ad-Hoc – Chris Wanner**

- Would like to interface with existing committees; currently working with Women in Leadership, YP, would like to work with 20/20.
- Currently envision three tracks: new supervisor, middle management, leadership
- Still looking at Fall 2019.
- Like concept of branding, have designed a logo.
- More details are needed before Executive Director can get an idea of what type of space is needed. Funding proposal will be included in Fall budget packet.
- Looking to rotate program to smaller regions – potentially design new program every three years.
- Board members expressed interest in assisting.

### **Recess**

The meeting was recessed at 11:45 for a lunch break.

### **Reconvene**

The meeting was reconvened at 12:45

### **Education and Training Fund Jeff Lundt, Nick Belmont**

- Bob Ward gave a recent history of the relationship between the Board and the E&T Board. E&T worked somewhat autonomously for many years; now Board's responsibility is to understand and provide guidance. Board has a fiduciary responsibility and that has been better defined under the rewritten Charter.
- Noted that there have been good years for investments, but subsequent years may not live up to that for awhile. Criteria and Guidelines for disbursement have been finalized; this year will be a test. The 5 criteria were reviewed (analysis of annual growth rate, retained earnings to principle ratio held at 40% or greater, current scholarship funding vs. average return, multiple year distribution – consistent funding over 3-year period; assessment by E&T Board of current economic conditions.

- Initial commitment to pay out at rate of 10% on annual basis is not sustainable; has changed to 5% payout. A balancing act and hoping that Board will allow E&T to continue receiving the \$100/year from vendors to help build undedicated principle to meet the 5% goal.
- Noted that just over \$500,000 has been distributed since 1995.

## **TRUSTEE WORK TEAM REPORTS**

(Additions to written reports)

### **Bob Ward**

Audit: Plan to audit three subsections per year (so all subsections audited during one three-year Treasurer's term. Dan Kegley suggests that audit criteria be posted so subsections know what to expect.  
Budget: Budget Committee will start up in June.

### **Mel Damewood –**

Committee Chair

Ad-Hoc Committees

Women in Leadership: 168 attendees at Feb. symposium (no males). Financially successful, no numbers yet. Will be retained as well as participating with other leadership efforts.

Public Officials: sticking to conference as far as any kind of training opportunities. Not too active, Dan Kegley will take on next year.

Philanthropy: on hold for first year as divisions are developed.

### **Kari Duncan**

National Association Awards & Review: submitted members for national awards and successful for some. Announced at conference and given out at ACE. Always looking for recommendations. Submissions take some time.

Idaho, OR, WA Water Utility Councils: All had representatives at Fly-In. Idaho WUC has new members and activity and connection with Intermountain Section.

ORWARN, IDWARN, WAWARN: ORWARN very active, ID and WA good membership base, less activity but strong group. Tri WARN and Tri-WUC committee meetings scheduled at conference.

### **Lacey Goeres-Priest**

Nominating

Past Chairs

Scholarship

E&T Fund

20/20 Vision and Veteran's Initiative: Another mentor/protégé signup period this Fall, usually announced at the YP Summit. Work with individuals one on one to get them to the conference. Event survey form will gather data and information about career fairs and social events, will be used for planning purposes. Great video produced. Looking at planning and publishing a drinking water careers e-newsletter. Working on succession planning.

### **Chris Young**

Utility Management: Looking at adjusting the way they deliver training, maybe webinar or blog based.

Want to be big part of leadership symposium.

History – scheduled early bird training.

Customer Service: actively looking for new members, new training. Second rollout of updated program on April 18-20. Jacki Masters noted she updated PowerPoint presentation with okay from AWWA. Christy McNeal at Rockwood PUD will start training. City of Gresham wants to train entire staff. Hosting a track on Thursday.

Publications: would like a succession plan

### **James Dean**

Cross Connection & Distribution: Putting on full tracks, additional trainings.

Subsection Advisory Council: Competitions are going to have good turnout – including 9 teams for hydrant hysteria

Safety: Working to revitalize. Looking for partners to work with on trainings.

### **Lynn Stephens**

Engineering: Strong committee, estimating almost twice the estimated income from training. Partnering in projects with Water Distribution. Giving out Excellence in Engineering awards. Currently 15-20 members, succession looks good.

Research: Good year, trying to focus on a workshop once a year, but partnering with Treatment Committee, March training in Vancouver did better than anticipated with over 90 participants and most expenses paid by sponsors resulting in approximately \$8,000 revenue.

Small Systems: Still trying to understand their role and figure out how they can contribute most effectively.

Public Information: Could use more support and volunteers, possibly combine with another committee as it is a one-person effort now. 2018 Excellence in Communications Awards will be presented.

### **Ronda Farmer**

Water I/T and Website: Presenting first pre-con and looking to partner with additional committees. Working with Scholarship Committee, discussing creation of a portal for submission of transcripts. Looking to grow membership & encourage partnerships as technology touches every aspect of the industry.

Membership: Planning 2 membership appreciation events in Eugene and Seattle. These will be informal events to express thanks for volunteer hours contributed. Membership survey has been rolled into post-conference survey. Would like to steer key people to this committee to assist.

Conference Program: Call for abstracts for Vancouver will go out next month – now submitters will receive a summary e-mail.

Conference Local Arrangements : 50/50 raffle for Water for People

### **Mike Whiteley**

Water Quality: Best tasting water competition, conference training

Treatment - Co- sponsor training with Research

Training Coordination: Train the trainer training tomorrow for emergency preparedness. 11 subsections represented. Looking for ARC flash trainers and new ideas for training material.

Manufacturers and Suppliers

### **Julie Smitherman**

Conservation: Three-day water audit/evaluation held in Portland in April. First day restaurant, second day Embassy Suites, last day irrigation evaluation. Water auditing tool, comes programmed with calculations is a great tool and each attendee received a copy. Pre-con on irrigation evaluation.

Water for People: In Oct 17 – March 18 period, \$53,000 was raised. Creating agenda for annual meeting.

Young Professionals: Early bird session. YP track all day on Thursday. Scavenger hunt 6-9 pm.

Working with Lane Community College developing an on-line water conservation program. Working with students to find them internships. Letter of support Pacific NW Section and awarded a grant.

Water Resources developing tech program for 2019 conference. Planning field trip and social for end of summer. Want to contribute more to subsection trainings. Teamed with Water Quality and Water Conservation for sessions.

### **ADJOURN**

There being no further business, the meeting was adjourned at 2:12 p.m.