



American Water Works Association Pacific Northwest Section

WINTER TRUSTEE MEETING MINUTES FRIDAY, FEBRUARY 22, 2019

Call to Order

The meeting was called to order at 9:36 in the General Howard Room of the Heathman Lodge in Vancouver, Washington, by Chair Mel Damewood. Also present: Chair Elect James Dean, Past Chair Dan Kegley, Trustees Suzanne De Lorenzo, Ronda Farmer, Alex Mofidi, Dan Sleeth, Julie Smitherman, Lynn Stephens; AWWA Director Kari Duncan; Treasurer Bob Ward, Executive Director Kyle Kihs.

Chair's Report – Mel Damewood

Progress on the goals for the year:

- The 2019 balanced budget was approved with a small increase in annual conference fees.
- Heather Pennington was appointed to the E&T Board.
- Year-end financials show a \$30,000 loss due to stock market fluctuation, but we expect to balance the 2018 budget, primarily through the excellent performance of committees. Committee spending was down \$31,000 and income was up \$20,000 compared to the adopted budget.
- Influence of the Section at the Association level continues to increase with Kristin Kihs was elected as incoming chair of the Manufacturers and Associates Council, Bob Willis as chair of the Water Equation and Mike Stuhr as Chair of the Standards Committee.
- Philanthropic efforts will be enhanced by establishment of the Philanthropic Advisory Committee (PAC).
- Membership involvement improvement continues with greater integration of committees, providing more and combined training for committees and SAC members and the reinvigoration of the Membership Committee.
- In the next two months, the officers will be reviewing and updating the business plan and strategic plan.

AWWA Director Report – Kari Duncan

- Average 12-month membership level is at 51,900 with a steady upward trend.
- CE Corps is growing; Water Equation continues to strengthen.
- ACE and AICE Success – ACE had a 96% success rating.
- Thanks to Loren Searl for stewardship of the Veteran's Initiative program.
- Recognition to Lynn Stephens for receiving the first Community Engineering Corps Excellence Award.
- WIFIA Water Infrastructure Funding Act – no longer a pilot but a real program that took much lobbying to make it happen.
- Farm Bill passed with additional funding for sole source water protection. Members are urged to get to know the Conservationist and Department of Agriculture in your states in anticipation of funding opportunities.
- AWWA India office continues to become more self-sustaining.
- Plans are to strengthen Association's online platform, with concentration on resilience and cyber security.
- With passage of 2018 American's Infrastructure Bill in Congress, Sections must pass on information regarding resiliency planning. All will be required to update resiliency plans using AWWA standards so training will be critical.
- Reviewed results of the AWWA elections held at the winter meeting.

- Noted Affiliation Agreement is on website as a governing document; all Sections should review and understand and see how it links us with the Association.

Executive Director Report – Kyle Kihs

- ACE will be held June 9-12 in Denver. Due to budget constraints the Section will not be sponsoring a Meet and Greet but members should check to see what other activities will be going on that Sunday.
- Also due to budget constraints, a maximum of two members from each Subsection will be reimbursed for travel to this Winter Meeting. Attendees should coordinate with their Subsection presidents to let the Executive Director know which attendees will be reimbursed. The decision is up to Subsection officers.

Treasurer's Report – Bob Ward

- Overall income of \$732,000 and expenses of \$742,000 equal a loss of \$10,000 which is within the reserve ratio required by the Bylaws (30-61%).
- End of year balance is \$1.6 million, down about \$100,000 due to stock market fluctuations. Investment income is down \$36,000. The loss was moved out of the General Fund and into Designated Income. The tradition of using investment income to balance the operating budget will no longer be in place. The 2020 budget will designate investment income as such and investment income will be used for cash flow if needed.
- The Audit Committee has nearly completed financial review of the Northwest Oregon Subsection.

Fall Meeting Minutes

Motion: Kegley moved to approve the minutes of the Fall Meeting, seconded by Farmer. Motion carried unanimously.

Action Items – Approval of the Section Election Results, Appointment to the E&T Fund Board – Mel Damewood

Kegley moved to approve the Section Election Results (Chair elect Ronda Farmer, OR/ID Trustee Michelle Cheek, WA Trustee Dave England and Trustee at Large Crystal Jensen), second by Dean. Motion carried unanimously.

Appointments: Damewood noted that he has appointed two members to the E&T Fund Board. Bob Willis has been reappointed to a four-year term and Joanie Stultz has been appointed as YP representative for a two-year term.

Action Item – ROP Update (Philanthropy Advisory Council) – Ronda Farmer

Updates to the Rules of Procedure to include the Philanthropic Action Council were reviewed by Chair Damewood.

Dean moved to approve the changes to the Rules of Procedure as presented, seconded by Sleeth.

Kegley moved to amend the motion to include changes proposed by the Board at their morning discussion prior to this meeting, seconded by Farmer. Motion carried unanimously.

Motion to approve changes to the Rules of Procedure as amended carried unanimously.

Updated Rules of Procedure will be posted on the website.

2019 Vancouver Conference – Tyler Clary

- Planning is on target, keynote speaker Steve Eberlein confirmed.
- Competition night will take place in Esther Short Park with open market theme.
- Allowing sponsors to support food and beverage trucks.

- Golf tournament, conference and banquet gifts selected.
- New app is more user friendly and ready to deploy.

2020 Spokane Conference – Dan Kegley

- Volunteers are being assembled, golf course has been selected
- Conference structure will change, with the conference being a little shorter and moving to an awards luncheon instead of banquet.

Program Committee – Cheryl Capron and Elizabeth Edgar

- All moderators set & working with speakers (10% speaker turnover since program was put together).
- Fully accredited for drinking water (1.7 CEUs) in Oregon, Idaho and Washington, 1.7 CEUs for wastewater in Idaho and .6 CEUs for wastewater in Oregon; wastewater approval is pending from Washington.
- Committee meeting times are being set.
- Conference app is up to date
- Working with Maura Kegley on Spokane conference; could use suggestions for onboarding someone from Boise to shadow.
- If Leadership Symposium turns into annual event, committee could be of assistance in getting CEUs and abstracts; suggest assigning vice chair to coordinate logistics.

Manufacturers Suppliers and Consultants Committee – Kristin Kihs

- All exhibit spaces are sold out and some potential exhibitors are on a waiting list.
- Three platinum sponsors, three gold and three silver sponsors on board.
- Sponsors are sold out for scavenger hunt and golf tournament.
- Sold out all exhibits (maybe earliest time) and have people calling for wait list.
- Working on sponsorships for competition night.
- Because of commitment to AWWA role, Kristin will pass the gavel after 8 years of chairing the committee; suggest that the new conference planner be tasked with this position in coordination with LAC members.

Southwest Idaho Subsection – LaDonne Harris

- Presentation by Kristina Gillespie and Kalli Everhart
- Review of PowerPoint presentation including organizational structure, board members, financial summary and events.
- Fundraisers provided over \$6,000 for scholarships.

Blue Mountain Subsection – Paul Grimes

- Presentation by Joanne Cole Hanson
- Review of submitted report including officer succession, activities, first-ever fundraising event, finances, goals and challenges.
- Used Training in a Box for very well-attended Basic Waterworks session.
- Added a Competition Coordinator.
- Plan to use Booth in a Box to reach out to colleges/universities in subsection. Encouraged to start student chapters in schools.

Inland Empire Subsection – Loren Searl

- Reviewed submitted report including officers/organizational structure, annual golf tournament, truck rodeo, IESS Scholarship, contribution to operator scholarship, goals achieved, a new fund to support contests.
- Each director is responsible for one class per year.

Recess

The meeting was recessed for the purpose of a break at 11:05. The meeting reconvened at 11:15.

Southern Oregon Subsection – Mike Blake & Craig Kuhnert

- Reviewed submitted report including officers/organization, goals achieved, events, coming attractions.
- Requested no allotment this year.

Central Washington Subsection – Pat Everham

- Presented by Ryan Withers
- Reviewed PowerPoint presentation including organization, officers, 2019 goals
- Training coordinator appointed.
- Financially sound going into 2019

Northwest Washington Subsection – Eric Schey

- Presented by Jeff Marrs and Bridget August
- Review of submitted report including officers, key roles subsection trainings, competitions, outreach, 2019 outlook and goals.
- Total 752 attendees at subsection trainings.
- Alderwood District won national competition for Best Tasting Water.

King County Subsection Charlie Sovacool

- Presented by Sally Mohr
- Reviewed report including succession planning and officers, goals, education, socials, charity golf tournament.
- Increased income this year.
- Used tools from last year's committee trainings to improve 2018 performance; noted the value of learning from the experience of others.

Cascade to Coast Subsection – John Woody

- Also presenting Jamie Porter, Mark McGuire.
- Review of report including activity highlights and challenges, proposed activities for 2019
- Characterized this as a year of rebuilding.

South Sound Subsection – Michael Lubovich

- Review submitted report including new board members, succession planning, new training opportunities and goals.
- Used Training in a Box and moved trainings all over subsection; trainings netted \$4,000 in revenue.

Northwest Oregon Subsection – Elizabeth Edgar

- Review of submitted presentation including officers, meetings, fundraisers, YP events
- Working toward a named scholarship for John Aho.
- Increasing CEUs available to try to increase operator attendance.
- Membership survey will be conducted to see what content and locations work.

Eastern Oregon Subsection – Deb Cornford

- Presented by Carolyn Clemons
- Review of submitted report including training, fundraising, board members and meetings.
- Operators conference in Ontario had 87 attendees.
- Providing funds for scholarships at Walla Walla Community College, need for more YP involvement.

Lower Columbia Subsection – Nate Bell

- Also presenting, Andrew Holmes.
- Reviewed submitted report including workshops, charity events, competitions, goals for 2019.

- June workshop cancelled for first time but made up in December with 55 attendees
- Used Training in a Box for 35-person training.

Subsection Advisory Council – Pat Van Duser

- Presented by Loren Searl and Brian Wilson.
- SAC will continue to focus on promoting competition, helping members, providing officer training and support.
- Want to keep SAC involved and engaged in subsections.
- Promote use of scholarships, engage with operators, mentor and engage with scholarship attendees.
- Keep people involved in contests, promote activity award winners and encourage subsection awards.

Membership Committee – Chris Young

- Member Engagement and Development Committee title lines up with Association.
- Goal to have 20/20 fully incorporated into Membership Committee within one year; name will stay as the vision still applies.
- Subsection Liaisons, 1 YP and 1 SP from each Subsection.
- Resources include “welcome wagon” and website, 6-month follow-up outreach to new members.
- Bridge the Gap Podcast coming up next month, will be posted on web.
- Committee guiding document is 50% done.
- Will identify committee members and start conference calls, transition in the 20/20 committee.
- Attended membership conference in Denver.
- Reviewed Member Value Study geared to PNWS. 43% of Section membership get more value than cost; 88% of subsection satisfied with membership value.
- About 50% of members are active.
- AWWA incentivizes sections for reaching membership goals.

Women in Leadership – Katy Isakson

- Presented by Dan Kegley.
- Conference attracted 190 attendees despite snow.
- CEO speakers and breakout sessions in career development.

E&T Fund –Jeff Lundt, Denny Clouse

- \$28,510 allocated to scholarships this year.
- A demonstration was done with water pitcher and glasses to demonstrate differences among Dedicated Principal, Undedicated Principal, Retained Earnings and Annual Scholarship Allocation
- Also reviewed payout percentages noting everything after 1-1-2016 is in the 5% pool. No 10% payout until we find a way to make higher returns.
- Discussed efforts to encourage estate planning.
- Need to work together to maintain the proper balance among funds.

Leadership Symposium – Chris Wanner

- Presentation by James Dean.
- Symposium is set for September 26 and 27 in Yakima. Open for abstracts now, no need to be subject matter experts, anyone can talk about leadership at all levels.
- Information is now on website. 30-minute presentations are being solicited and tag team is fine.
- Cheryl Capron noted the abstract form has been tweaked so everyone understands CEUs are not the focus.
- Contact Chris Wanner or James Dean with questions.
- Next Symposium will be in Salem in 2020.

Items or Comments from the Membership? – Mel Damewood

Jeff Lundt commented on the membership response survey and noted that in addition to the percentage of response it would be interesting to see who provided the opinions. Generally, the top people in an organization respond and different responses might have been received from operators.

Crystal Jensen asked if there is any way to know what abstracts have been submitted for the Leadership Symposium. She was encouraged to check with James Dean or Chris Wanner but also to submit if she has a topic of interest.

Sally Mohr urged members not to “silo” themselves in the way they relate to each other. She explained the King County program encouraging members to “bring a friend” to meetings to encourage involvement.

TRUSTEE COMMENTS OR UPDATES

James Dean

- Expressed appreciation for everyone’s hard work and excellent reports.

Kari Duncan

- AWWA Fly-in is coming up where AWWA representatives go to DC to advocate for water issues.

Dan Kegley

- Advocated that members visit WARN websites to familiarize themselves with WARN functions. WARNs are located in each state and provide much value with operators helping operators.
- Public Officials committee is in need of someone new to revitalize. Call Dan if you are interested in stepping into this important role.
- Recognized the passing of Roy Butts, a Spokane 55-year employee.

Ronda Farmer

- Encouraged members to reach across subsection line to work with neighboring subsections. Share distribution lists, be alert to potential overlapping charity events.

Dan Sleeth

- Encouraged members to work up and down the line, reach out to your Trustee as they can’t always reach out to you. Make sure you are utilizing resources and remember to delegate.

Alex Mofidi

- Science Division is holding a workshop in Vancouver on March 13.
- Water Quality is developing a webinar that could snowball training.
- Reach out to Alex if any subsections would like more technical present at events.

Suzanne DeLorenzo

- Thanked everyone for their hard work and dedication and reminded all that you don’t have to be a subject matter expert to be a leader. Members efforts are driving the section forward.

Julie Smitherman

- Noted the IT Committee is doing a lot of work with and support for committees; YPs are doing webinars. Pioneer Award applications are being accepted until March 8, please nominate an outstanding YP.
- Still looking for sponsors for the scavenger hunt, contact her if you have ideas. Also conference will have the first timers meet and greet and Fresh Ideas poster competition. YPs are taking on many roles and doing amazing work.

Lynn Williams

- Public Information committee will share with others. Noted Excellence in Communication Award is still open for nominations. She is pleased to see the great progress all subsections have made and how the efforts have paid off.

Bob Ward

- Thanks to all who attended financial workshop and asked good questions.

Mel Damewood

- Humbled by the mind-boggling amount of energy shown and pleased at how deeply the Section is involved at all levels.
- PNWS is one of the few Sections that has subsections and that says a lot about the level of involvement of members. All should be proud to be part of this great organization.

ADJOURN

There being no further business, the meeting was adjourned at 1:13 p.m.