



American Water Works Association Pacific Northwest Section

SPRING TRUSTEE MEETING MINUTES

TUESDAY, APRIL 30, 2019

Call to Order

The meeting was called to order at 1:34 p.m. in the Hemlock/Oak Room of the Vancouver Convention Center 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

Mr. Damewood introduced the incoming officers, all of whom were present:

Chair Elect Ronda Farmer
OR/ID Trustee Michelle Cheek
WA Trustee Dave England
Trustee at Large Crystal Jensen
AWWA Director Randy Black

He also recognized the outgoing Board members and officers:

Lynn Stephens
Julie Smitherman
Ronda Farmer (outgoing as Board member, incoming chair elect)
Kari Duncan (Association Director)
Brenda Lennox (AWWA Past President)
Past Chair Dan Kegley

He summarized the year's accomplishments:

- Greater integration through divisional structure; Board has committed to combine the Winter trustee meeting with SAC training starting in 2020.
- Committees stepped up at the end of the year to increase income and decrease expenses for a net \$50,000 to balance the budget.
- Philanthropic Committee has come together, team and guidelines are in place.
- Accelerated budget timeline with Board making decisions at the appropriate level; creation of a Finance Committee to provide a higher level budget for Board to review;
- Increased section's advocacy: Marshall Thompson as Director at Large, Michael Stuhr on Executive Committee and Chair of Standards Committee; Kristen Kihs as Chair of MAC; Bob Willis on Water Equation Philanthropic Committee; Nancy Toth on Water Source Protection Committee; Suzanne DeLorenzo appointed to Association WUC.

Thanks were expressed to Dan Kegley for his leadership and support of the strategic plan which set all these plans in motion.

AWWA Visiting Dignitary – AWWA Vice President Theresa O'Grady

Ms. O'Grady, from Napierville, Illinois expressed her thanks and said she is looking forward to the conference. She noted the Section is very well represented at the Association level and highly respected for that. She is impressed by the number of years members volunteer at the Section level and the great knowledge and experience here.

Association Director Report – Kari Duncan

Ms. Duncan mentioned the ACE conference in June, with the Water Equation golf tournament on Sunday, hoping that Section members will attend. She welcomed Randy Black into the Association Director position.

AWWA Past President – Brenda Lennox

Ms. Lennox noted that after 11 years on both Section and Association Boards, it is time to say goodbye and said that the Section should continue to capitalize on the leadership positions held at AWWA. She thanked everyone for the privilege and support from the Section that led to her attaining the position of AWWA President.

Executive Directors Report: Kyle Kihs

- Conference registration numbers are excellent, with about 600 registered attendees and 1,000 people overall.
- First Leadership Symposium will have great keynotes and tech sessions. This could provide more income for Fall; registration starts on June 1, hoping Board members will reach out to promote the event.
- No Section meet and greet at ACE but plenty of other activities are planned on Sunday night.

Treasurers Report – Bob Ward

- Stock market is up.
- CDs are rolling over on schedule.
- Mr. Ward presented a new trustee orientation on financials; slide deck will be provided to Executive Director.

Consent Item – Winter Trustee Meeting Minutes

Motion: Kegley moved to approve the minutes of the Winter Trustee Meeting, seconded by Duncan. Motion carried unanimously.

Action Item – Approval of Slate of Candidates for 2019 – Dan Kegley

Mr. Kegley presented the slate of candidates for 2019:

Chair Elect:

OR/ID Representative:

Washington Representative:

At Large Representative:

Motion: Farmer moved to approve the 2019 slate of candidates as presented, seconded by Dean. Motion carried unanimously.

Approval of Bylaws for ORWARN

Mr. Damewood stated that the Board will not take action on approval of the ORWARN Bylaws at this meeting. The organization is registered in the state of Oregon as a non-profit as well as being a committee of AWWA. There was agreement to ask the Executive Director to get legal advice regarding whether this may be a violation of the terms of AWWA and if so, how to proceed.

Direction to staff: Executive Director will review the situation and add the item to the agenda for the Fall Trustee Meeting.

2019 Vancouver Conference LAC – Tyler Clary

- Great weather will be great for competition night in the park.
- The new app seems to be successful and user friendly.
- Described opening ceremony, gifts for attendees and banquet.
- About 220 volunteers and speakers on board.

MSC Committee – Kristin Kihs

- Exhibit space is sold out, with 108 exhibitors including 7 in lobby and hallways.
- Because of space, meals and exhibit hall are in separate location, please encourage attendance at the exhibit hall.
- Sponsorships include 3 platinum, 5 gold, 4 silver.
- Other sponsorships obtained for venue hosting, scavenger hunt, golf tournament .

Program Committee – Cheryl Capron and Elizabeth Edgar

- Challenging year with smaller venue and high turnover of speakers and topics which continued until last week.
- Five pre-cons, 5 early bird sessions, 7 sessions Thursday afternoon and all-day Friday.
- Ready to open call for abstracts for Spokane, hoping for 2.0 CEUs.
- Helping with Leadership Symposium & standing by for any assistance needed.
- Need volunteer to pull together wastewater program for Boise conference.
- Mr. Kihs noted that the increase in CEUs is a reflection of comments from members. expressing desire for more technical sessions and more CEUs at the conference.

2020 Spokane Conference LAC – Dan Kegley

- Speakers are needed.
- First walkthrough scheduled in May.
- First year for a shorter conference, so some changes will be made.
- Spokane revitalizing riverfront park should be mostly done.
- Planning 2.0 CEUs.

2019 Leadership Symposium – Chris Wanner

Because the meeting was running ahead of schedule, Mr. Wanner was not yet present. Mr. Dean summarized the report received by the Board.

Scholarship Committee – Cory Baune

The item was delayed pending arrival Mr. Baune

Philanthropy Advisory Council – Kristin Kihs and Nick Belmont

- AWWA is sharing the fact they would like all Sections to diversify their fundraising and once again PNWS is on the cutting edge.
- Committee is pulling documentation together, reaching out to Section leaders and providing a fund-raising event form so all activities can eventually be viewed in a single place. PAC will also provide guidance on best practices for fundraising events.
- Asking all event planners to share budgets; this will be used for forecasting for the year as well as information for new planners.
- A good core group has been formed but still have positions to fill and happy to receive recommendations.
- Short term goals include filling committee roles, promoting presence on website and social media, getting information to members about who we are and what we are trying to

accomplish; develop and implement a system for managing the distribution of donated funds per the Section's desires.

- Long term goals include production of a Section-wide calendar that will frame events for the year (hoping this will help members approach employers with an attendance plan for the year); developing an annual scholarship sponsorship opportunity.

Incoming Chair Initiatives and the Trustees Role – James Dean

- Will build on the momentum of the last years, keep the YP and incoming members involved. The Leadership Symposium is a key event for the year.
- Trustee roles have expanded, with the establishment of the Section divisions.
- Taking some pressure off the committees. Must understand this is a completely volunteer organization and can be overwhelming to volunteers. Trustees need to step in to foster relationships.

Items or Comments from the Membership – Mel Damewood

Cheryl Capron thanked Chair Damewood for his leadership over the past year.

Michelle Hektor from AWWA thanked everyone for inviting her to participate in the conference, expressed appreciation to the PAC effort, it will be important to Water Equation.

Scholarship Committee – Cory Baune

- Nine scholarships were awarded for a total of \$34,790. Slight decrease this year due to the \$4,000 Ameron scholarship not being funded and lower earnings of the E&T Fund. 42 scholarship applications were reviewed.
- Three awardees will be here Thursday morning
- Some repeat scholarships were awarded, the Committee would like direction from the Board regarding awarding repeat scholarships.
- Scholarships were awarded to two attending UC Berkley and one attending Colorado State (this one currently studying at WSU). Direction from the Board would be welcome on out of Section awards.
- Water Equation's One Operator scholarship awarded with \$1,000 match from NW Washington to the \$1,000 national funding. Tend to get 8-10 operator applicants, but might need a set of questions with different focus geared to operators.

Discussion topic for future Trustee meetings: policy for scholarship committee regarding out of section applications and awarding repeat scholarships.

2019 Leadership Symposium – Chris Wanner

- Thanks for assistance, especially from Cheryl Capron of Program Committee, Chair Elect James Dean, and Executive Director Kihs
- Postcards will be available for distribution at conference.
- Plenty of abstracts were submitted and were able to make some modifications to tracks.
- YP Summit will be running of its own accord so will be a fourth "track".
- Three tracks Thursday, Three tracks Friday specific to Leadership Symposium. All information is on the website.
- Hoping Trustees can assist as moderators.
- Registration is open, keynote speaker George Hawkins is generating much interest.

Trustee Comments or Updates

James Dean

No more comments.

Kari Duncan –

Water Utility Councils from Washington and Oregon participated in DC fly-in this year. Mark Knutson has been awarded the Outstanding Service to AWWA Award.

Dan Kegley -

Seattle Women in Leadership sponsored a tree planting following their winter symposium and cleared invasive ivy at a former wastewater treatment site on Hamm Creek in King County. This will be an annual project.

Women's networking event scheduled conference on Thursday, May 2.

WARNS continue to do training.

Public Officials Committee still struggling, and hope Board will discuss at summer retreat.

Discussion topic for Board at summer retreat: Public Officials Committee status.

Ronda Farmer

Stop by the E&T table and give often.

Dan Sleeth

Engineering & Distribution worked together for a training that was successful collaboration.

Small Systems is still a struggle.

Safety Committee all but dead.

Dan Kegley noted he has some input on Small Systems.

Discussion topic for Board at summer retreat: Small Systems and Safety Committees.

Alex Mofidi

Science committees have worked well together within new system with regular trainings. Now trying to foster a webinar-based training that will qualify for CEUs.

Suzanne DeLorenzo

History Committee – Catherine Howells is retiring from the committee; she has written some general procedures which will be brought to the July meeting.

SAC has kicked into high gear, lots of planning on timing, movement etc.

Julie Smitherman

E-mailed 125 first timers, Chris Young and Smitherman will do presentation at the first-timers meet and greet.

Fresh Ideas poster competition may be moved to a different spot on the schedule. She expressed thanks to the judges.

Scavenger Hunt scheduled for Thursday night – great venues, more sponsors.

Membership engagement committee – integrating 20/20 committee under that umbrella.

Thanks for the opportunity to serve.

Lynn Williams

Public Communications: Public Information has gotten a lot of attention and a newsletter, has two tech sessions at conference.

Customer Service – thanks to James Dean for leading training.

Very appreciative of my time on the Board

Bob Ward

Audit Committee reviewed NW Oregon Subsection, corrected a few small things

Special Presentation

A gift was presented to Theresa O'Grady, AWWA Vice President and visiting dignitary

Adjourn

There being no further business, the meeting was adjourned at 3:12 p.m.