



American Water Works Association
Pacific Northwest Section

Trustee Meeting Minutes

Pacific Northwest Section – American Water Works Association
Embassy Suites Hotel – Portland Airport, Portland, Oregon
Friday, February 2, 2015

Trustees Present: Chair Jason Canady; Chair-Elect Randy Black; Treasurer Marshall Thompson; AWWA Director Brenda Lennox; Past Chair Chuck Kingston. Trustees present: Todd Heidgerken; Lacey Goeres-Priest; Brad Taylor; John Roth; Dan Kegley; and Jacki Masters.
Staff present: Executive Director Kyle Kihs

Call to Order

The Winter Meeting of the Pacific Northwest Section-American Water Works Association was convened by Chair Jason Canady at 9:30 a.m. on Friday, February 6, 2015, in the Firs Conference Room at the Embassy Suites Hotel Portland Airport, Portland, Oregon.

Chair's Report – Jason Canady

Chair Canady welcomed everyone and announced at 1:00 we will be moving to another room due to noise that will be coming from the room next door. He thanked Corie, Max and Tonya for putting together a good subsection program. The section appreciates its volunteers.

He stated Chris Miccolis and Mark Polling with PNCWA are here. We will collaborate with them with a new MOU to bring our organizations closer together since we share members, resources and objectives.

Canady thanked Kyle Kihs for the new clothing with the new logo. We will roll out the new logo to the subsections in the next few weeks.

We have talked about the member/non-member pricing and we want to roll that out as a more formal policy to provide a higher value to existing members and future members.

Randy Black feels it is important that we continue to promote membership in our section and by encouraging people with a new price we hope to attract more members. There will be a letter coming out to subsections and chairs to review this.

Executive Director Report – Kyle Kihs

Kyle Kihs officially reported the results of the most recent section election. The chair elect is Lacey Goeres-Priest; incoming director is Kari Duncan; Washington trustee, Jeff Lundt; Oregon trustee; Mike Whitely; and trustee at large, Jennifer Garbely.

Action:

Motion to approve the election results and destroy the ballots by John Roth; second by Todd Heidgerken. Unanimously approved.

Kihs also announced the Ace15 Meet and Greet location will be in Anaheim, CA on June 7 from 5-7 at the House of Blues in Downtown Disney. If you are planning to attend, make your travel plans so you can join

us Sunday evening. Also thanks to RH2 Engineering, Murray Smith and Associates, CH2M Hill, DN Tanks and HDR for sponsoring this event.

Association Director's Report

Brenda Lennox reported she attended AWWA winter board meeting in Santa Fe, NM. The president-elect is Jeannie Bennett-Bailey from Fairfax, VA. Four new vice presidents selected by the board are Steve Dennis and Jon Eaton each for two years; and Martha Segal and Brian Steglitz each for one year. Sally Mills-Wright was elected director at large.

She provided a follow-up to the webinars last year that were to discuss the AWWA strategic plan. We will have two more webinars. There were many awards. Our section nominated Dean Fritzke who will receive the honorary member award. We nominated Kyle for the Jack W. Hoffbuhr Award. Elaine Boyd from the Intermountain Section was selected.

We approved 23 standards and she thanks the standard council for its work. We approved a couple policy statements.

Consent Item

Action:

Chuck Kingston moved to approve the minutes of the Fall Trustee Meeting October 2-3, 2014; second by Todd Heidgerken. Jacki Masters abstained as she wasn't present at the meeting. Motion carries.

NW Subsection Bylaws

Doug Priest covered significant changes including the officer rotation having the incoming officer serve as secretary and the following year as treasurer. We eliminated the dues that we had collected and the remainder was just some cleanup.

Randy Black suggested we approve this now and asked them to incorporate the member/non-member dues in the future. Priest asked if the dues should be in the rules of procedures. The board officers will approve that.

Action:

Motion to approve the minutes by Brenda Lennox; second by Lacey Goeres-Priest. Unanimously approved.

Budget Committee

Jeff Lundt stated that the Section started 2014 with a budget deficit but ended up with \$19,000 in the black due to significant increase in the conference revenue that had not been projected. The 2015 budget has been updated to include current expenses and signed contracts for the Bellevue conference. Equipment reserves have been eliminated. Ken Johnson will be the new budget chair. He challenges the board to sit down and look at the 64-page document and see what is of value to the organization in hopes it can be simplified.

2015 Bellevue Conference Committee

Alex Gancheva reported the Bellevue conference organization arrangements are going well. There are 237 registrations to date and \$154,000 in revenue. Sponsorship is going great. On March 10 there is a walkthrough of the facility to make sure all angles are covered. All contracts are secured for all events and transportation. The signage sheets are being done by the City of Bellevue. There will be an information booth at the conference with promotional material to be distributed. The fun run location has been changed and the golf tournament is coming along. We will have constant transportation to different locations. The speaker for the opening ceremony is Chad Pregrackie. The dignitary from AWWA is Lela Perkins. The City of Bellevue mayor will speak at opening ceremonies. We are working on engaging volunteers from the City of Bellevue to help.

Kihs added a thank you to the City of Bellevue who is hosting this with its numerous resources, including signage. He also charged the board with bringing guests to the opening general session. Chad Pregrackie is a very engaging, funny speaker, and is worth listening to. It will be well worth it.

Chair Canady added he heard him this summer and his message "one person can make a difference" is worth hearing.

Program Committee

Cheryl Capron stated we finalized the program in the fall. She was able to get the package mailed to the states by the Monday after Thanksgiving. Oregon and Idaho approved the program deleting a few items. Washington is working on its approval. We have 5 pre-conference seminars in 3 hours blocks and 1 all day session. There are 9 concurrent sessions on Wednesday and Thursday, and 8 on Friday. Any revisions to the program are due next week. They are working on training for scanning.

The Boise event is coming along. We will send a hot topics survey to see what people want to learn in the Boise conference. When the call for papers open we will send that to the committee chair so speakers can be located.

Dan Kegley said this is a tough job and he thanks her for her work.

Chris Young, Program Committee, provided sample conference speaker gifts. The speaker gifts have been budgeted at \$1,000; \$4 per speaker with 250 speakers. He brought some sample items for the board to consider. There is a laser pointer pen that is \$4 per pen however he recommended the black case with laser pointer and wireless remote. However these are \$17 each, or \$4,500. He is looking for approval of \$2,500. There are sponsorship opportunities for logos.

There was board discussion about the gifts and change in budget.

Action:

Motion to find money in the general fund to spend \$17 for the black case and pointer item by Kingston; second by Roth; vote was 6 ayes, 3 nays. Motion passes.

Manufacturers Suppliers and Consultants Committee

Kristin Young reported we have sold 83 booths of the 105 available. We had two platinum sponsors this year, 4 gold and 4 silver sponsors. Mobile banner ads are sold out. All vendors are seeing that app as an opportunity to advertise. The golf sponsorships, YP and fun run going well.

A couple new things this year include vendor e-news to send to vendors each month until conference and after to keep them apprised. We have a new sponsorship this year, a coffee cart. One has been sold. We still have sponsorships available; we are pushing technical classroom sponsorships and golf holes. We are just getting started on MSC in Boise.

Randy Black asked why we had quick vendor signup. Young said the location and the fact that some were sold out last year so they wanted to get in early.

2016 Boise Conference

Camille Cegnar reported we met in November and have the committees assigned. We have developed an amazing theme and logo. It is "May the source be with you" - the source is a source of knowledge, supply and value of water. We have great ideas to incorporate this into the conference. We meet the third Tuesday of the month and are working on the budget. We have a great idea for the booth in Bellevue with an interactive booth with lots of prizes.

Randy Black said he attended the Boise kickoff meeting. It is a group of folks excited about having the conference there. Camille is the right person to have at the helm.

Utility Management Committee

Dan Sleeth stated everyone should have the report previously submitted. We are moving forward for the Bellevue conference, and are working on the workshop. The target audience is mid-level management positions wanting to move up. We resubmitted the budget due to prior issues. We are looking for volunteers on the board who would share knowledge and mentorship as speakers.

Jacki Masters said they originally were going to have one speaker but there is so much knowledge in this group they will go to multi-speakers. Jacki said the budget issue was due to an error of inputting numbers.

Sleeth said there is a lot of value in different ways to run utilities. It also helps engage the audience.

Education and Training (E&T) Fund

Bob Willis stated the fund is at \$695,000+ and is doing well. It gained about \$59,000 in donations. Mrs. Alsing (Kyle please check spelling.....) donated about half of that for scholarships for her husband. We received many donations that drove our minimum scholarship levels. We will provide \$15,100 in scholarships. There are two other scholarship funds that have started, Young Professionals is about \$5,000; and Chris Uber Scholarship Fund has been started and we are working on donations. MSA and employees are interested in making sure this happens. An issue that affects E&T Fund is the philanthropic program, one of which is to increase the size and support of national scholarships. This may compete with them; leaders are involved and if there is an element of competition it is minimized.

One reason why we had increased donations is that the subsections are putting money in the dedicated funds. The NW subsection has \$13,000; Southern OR has \$22,000 in the dedicated fund, and both Lower Columbia and SW Idaho are continuing to contribute and working toward that goal. Scholarships make the Pacific NW section shine.

Southwest Idaho Subsection

Randy Zollinger, reported the subsection is transitioning due to retirements creating changes in officer positions. The bylaws were completed last year. Kevin Boggs is program chair and treasurer and there are new board members.

The highlights of last year were successful fundraising focused for the E&T fund. In 2015 we are looking ahead to more training with more attendance and hope to have training in each quarter.

Kihs offered a special shout out to Randy who has jumped into the President position after the previous subsection president stepped down.

Inland Empire Subsection

Tonya Reiss stated they have had a good year with multiple people running for the board. The 2014-2015 goals were explained. She stated they want to get involved in Coeur d'Alene safety fest and are working toward that.

They have started doing training for officers and have brought the finances up in the last few years with the 2014 balance of \$12,055.04. She identified activities planned. Scott Inch is upcoming President. They had open meetings, records and record retention training in October. She reported on upcoming classes are trying to get operators to attend more events without CEUs. Patty Godwin retired and will be missed.

John Roth asked about the officer training here if it was helpful to the group. She feels the training is worthwhile. We want to get people involved as director 5 instead of director 1.

Kihs commends her on officer training because people come and go and don't share the information they have learned.

Research Committee

Lynn Williams reported AWWA has a research committee for research across the organization. The goal is to share what we are doing across sections and better reach members. They recently had meeting to

partner with PNCWA for workshops. They are gearing up for Bellevue conference, and are working on ASR workshops with Tacoma and Hillsboro and one in the Boise area. They have a meeting in March with a tour in Tacoma.

Blue Mountain Subsection

Cory Baune reported he is still president. They have quarterly meetings and discuss general business and training. They should look at their bylaws for revisions. One goal this year is try to find additional officers. Last year's training reached 70-75 people. Thank you to Inland Empire section for providing training. The budget is in good shape, and they made a few donations.

Kihs commended them for getting Blue Mountain Subsection up and running again. It is hard when people are spread out. Canady agreed.

Southern Oregon Subsection

Landon Rainwater reported they had a good 2014 with successes and challenges. A couple directors quit in middle of year with new people on the board filling those positions; hopefully they will bring new ideas. He reported on trainings and fundraisers. All proceeds go into E&T Fund in which they have \$22,000. They gave a scholarship to Stacey Shurr for \$2,200 to attend Oregon State University. Board will review the bylaws in 2015.

King County Subsection

Bill Reynolds stated there were turnovers in officer levels. Goals for 2014 fell short on training sessions but had 3 networking or social classes. They are starting 2015 strong and identified upcoming courses. He spoke about their fundraising efforts and stated they gave over \$7,000 to charitable organizations last year. They are looking to increase membership and will reach out to general membership and try to get more people involved. There are a lot of good ideas from the utilities about fundraisers. The slate of officers are moving through the ranks except treasurer. There is a good mix of engineers, vendor and water municipalities that work well. They lost revenue due to reduction in training classes but still have a \$13,000 balance. They last updated bylaws in 2009 but based on class yesterday they are in good shape. There was brief discussion about how they handle elections without have general elections. Reynolds said they are the last subsection to get a webpage set up. They have transitioned to Constant Contact.

A 10 minute break was taken at 11:00.

Eastern Oregon

Doug Harsin stated they have monthly meetings and do operator training. They are planning the 33rd Annual Short School which averages between 100-130 attendees per year. They have two events in the spring and one in the fall. This year at the operator's conference they will have a vendors' breakfast so we can offer another .1 CEU for breakfast. They are trying to get a vendor to sponsor breakfast.

Kihs stated Cascade to Coast Short School subsection is younger than your subsection and suggested that since you both have similar time periods for short schools and given geographic distance you could possibly share the load.

Northwest Washington

Michael Norton reported their subsection encompasses 7 counties from the Olympic Peninsula to the Canadian border. They do affordable training with CEUs with focus on the water utilities operators and wastewater side of business. They try to partner with other section committees. They are focusing on young professional and student outreach providing scholarships to them. They have had success finding venues and speakers at no cost so they can generate revenue for giving. He provided an overview of their training. He reported on their fundraising stating they have donations of \$15,000 for the year to support E&T Fund and Scholarship Funds of \$1,000 each. He identified the current leadership and thanked other key volunteer players in their subsection.

Bridget August, incoming president, identified educational and fundraising events for 2015. They plan to donate \$2,500 each to E&T Fund and Scholarship funds. The checks were provided to the board.

Kingston thanked the subsection for the funding contributions.

Membership Committee

Laurie Fulton stated the database is done; people can request and sort data. She will work with subsections to get the word out. There is a new brochure that has been completed. Two people are attending the membership summit currently happening.

Lennox stated they are doing a good job. 17 sections had membership growth and we are third.

The meeting was adjourned for a lunch break at 11:55 a.m.

The meeting was reconvened at 1:10 p.m.

South Sound Subsection

Ronda Farmer showed a promo video they created for their website to try to boost membership. They had only 1 training; they typically do 3 trainings. For 2015 they will have 3-4 sessions. She reported on their fundraising events. They are working on a succession plan; they lost their treasurer so are looking for someone to step up. Financials started at \$30,000 and now down to \$13,000.

Central Washington Subsection

Pat Everham reported they are getting stronger this year with a complete board. They had 4 trainings events last year with good turnout. The Golf Tournament is biggest event of the year; they break even with it but it is good for networking. They are working on 2015 training sessions and fundraisers.

Cascade to Coast Subsection

Cris Piccioni reported they lost their president and she stepped in. They will replace their short school coordinator. She commended the officers of the organization and their core volunteers who help education and fundraising. The 30th Annual Short School had 171 attendees last year, and they made \$3,100 net revenue. They funded two scholarships for Linn Benton Community College for students in the Water, Environment and Technology Program. They had 4 preconference seminars. She gave an overview of their fundraisers and gave a breakdown of types of job titles that attend events. One-third of the people they reach are wastewater operators. Their bylaws need to be updated to take care of issues concerning when board members leave, how the position is filled and they also need some ROPs. They may need to change the organization of the subsection and job duties. They are putting together a survey to find out member needs. They have sufficient cash flow but are operating in the red every year. That trend can't continue.

She stated officer training comes 9 months after their subsections officers are in place. She recommends that it be sooner. Canady said the board has talked about this, too.

Lower Columbia Subsection

Jeff Coleman stated they inducted 5 people into the Lower Columbia Hall of Fame. They helped the subsection get started and can come to classes at their will. In 2014 financials were \$6,000+. He identified their trainings and fundraisers for 2015. He reported Nate Bell will be president; Brian Wilson will be treasurer and Michelle Henry will be secretary. Coleman said they are using Constant Contact. They have discussed doing short schools in the Lower Columbia Subsection.

Northwest Oregon Subsection

Doug Priest reported on the highlights in 2014, including 11 meetings. They are using Constant Contact and Paypal for events. The holiday party is the largest meeting with 180 attendees. Training on Constant Contact was helpful. He identified their fundraising events. They did a membership survey to see what their subsection needs for training. They have a new education coordinator. Due to banking irregularities they changed banks. They have strong YP membership who put on trainings constantly. Annual Short

School lost money in 2013 due to low attendance; but 2014 was better. In 2015 they are partnering with PNCWA for trainings.

Public Information Committee

Tacy Steele stated the latest idea is to have Excellence in Communications Best of Show Winners sponsored by the Public Information Committee. The agency gets an award to take away, so the plaque she brought to show is a travelling continual plaque. Eugene Water and Electric Board was the first winner. They have other awards, too. They are working with Catherine Howell at Portland State University who has offered her class of students to review entries and feedback. They'll provide input on how well their presentation will reach the millennium generation. They will be at the conference. They will put on a workshop with CEUs and have been working with other committees to achieve the CEU goal and get communication included. Water quality and how you communicate with customers is the first topic. This should be a great opportunity. This is worth .6 CEUs. There will be information about applying for national awards, too.

Engineering Committee

Nick Robertson stated they are looking for nominations for excellence in engineering awards and have three categories. February 27 is the due date. They are involved in High School Engineering presentations in Seattle and Portland. They had two pump trainings that were successful. This year they may do water chemistry and pipe training.

Subsection Advisory Council

Corie Peterson feels training yesterday went well and filled the room. She also thought people were attentive and involved especially in the afternoon training session. They have worked hard to get all forms on the website with new logos and fillable forms. They are having an incoming officer as she moves on. She identified two potential candidates to fill the topic coordinator position.

Kihs suggested you might have someone in the wings for gimmicks and gadgets. Mike McClanahan will take Bill Beckman's place.

John Roth commended them for hard work they have accomplished.

Training Coordination Report

Dan Kegley reported classes are being presented and they currently working on developing videos for those who want to work on their math skills. They'll be training in the box training worth .6 CEUs. The association has a new program for sharing training throughout the entire association. We aren't sure of nuts and bolts but it would be nice to have. He reported on succession planning that Mr. Searle will be taking over in April.

Lisa Snowden feels having training projected for the entire year helps plan training for staff. This will help people putting on trainings and employers for scheduling. Trainings are on the website calendar.

Brenda Lennox commended her for doing a great job and she has big shoes to fill.

History – Catherine Howells

Catherine Howells provided her view of the role of historian for the section. She sees the historian as being the champion of helping all of the subsections to tell people about their history. She wants the board's feedback of the most appropriate role. She has worked with the program committee to have a history display at the conference. Each year on the program is a session on the history of the area. Last year it was a history of different water districts. It was well attended. She has also written Historian's Corner as part of Water Matters. She needs advice on the 16 boxes of stuff she has at home. There are tons of photos – how do we decide what to save and what to digitize. She suggests a few people from the Portland area get together for a day to make these decisions.

Todd Heidgerken said the challenge is that Catherine needs empowerment but isn't comfortable making some decisions.

Masters wonders if she can make use of the hall of fame members. They have all retired and would be available to help identify photos. Lennox feels it is a great start. You may need someone section-wide who would know. The photos may need to go to some of the chairs. There are thousands of photos and posting all of them may not be the thing to do.

There was general board discussion about how to accomplish this task. Lennox feels we shouldn't give direction today but come back in May after we have discussed it to have a plan. Catherine states as you go through the list you should think about who might be the right persons to help. Catherine feels long-term you need to decide what should be digitized and kept by the executive director.

Todd Heidgerken said she has little budget; she can work with committees and past chairs as it relates to photos and that is a good start to digitizing photos. Lennox said the technical committee could come up with a plan and write dialog for the future. Todd said we should keep only one copy of each thing.

Oregon Cross Connection Specialist (OCCSRS)

Christine Hollenbeck reported last year was a good year with 4 quarterly meetings. The August meeting was held in LaPine. A dozen attendees is the good turnout. The Florence meeting is next week. Last year didn't have training. The goal is to have training at least once a year to get CEUs. She reported on their board positions. Last year they lost their chair and past chair, Jessie from Roseburg, stepped back into chair position. Our meetings are planned out for 2015. In Roseburg in May they will train on residential fire systems.

Kihs stated they have a new backflow report form. They met with persons from all three states to ensure it met all requirements. They crafted an explanation for people with questions about completing the form.

TRUSTEE WORK TEAM REPORTS

Marshall Thompson reported the Audit Committee would like more volunteers outside of Oregon. Subsection audits and annual section audits are ongoing. Judy is doing a good job. He stated Jeff Lundt is moving on to bigger and better things. Ken Johnson will take over but cannot attend all meetings. They did work on RFP language for reserve fund and will talk about it at the conference.

Brenda Lennox stated the ROP cleanup with Brad Phelps also needs to address issues in awards committee.

Chuck Kingston reported past chairs met yesterday with a slate of candidates for election next fall. Dave Leland and Bob Willis spoke to us yesterday about the E&T Fund and Scholarships. Murray Smith & Associates has stepped forward to begin a name scholarship for Chris Uber.

Dan Kegley stated that the Distribution Committee will be missing an integral person as Patty Godwin has moved on, they are unsure at this time what will happen with the Water Loss Control sub-group. Succession planning has Bill Reynolds as incoming chair.

Brad Taylor reported the Pioneer Award is up and available and recommends you nominate co-workers.

Todd Heidgerken thanked the board for the discussion regarding historian and public information. We are getting ready for Bellevue conference. There are transitions in the water resources chair and it is working well. In March there is a session coming up on court cases and water rights.

John Roth reported manufacturers and supplier sponsors are coming in. He gave kudos to Kristin Young for her hard work. The water quality group has been active. The speakers are from "who's who." Concerning Small Systems, Don Poppof has reached out to Idaho and may have partnerships and hopes to have committee meeting at conference.

Jacki Masters She feels the South Sound Multi-Media presentation is wonderful.

Lacey Goeres-Priest stated none of her committees gave presentations today. Concerning Water for People, she listed future events including March 7 at Red Rose Ballroom in Portland. The Water Conservation group is working on training on commercial industrial conservation with Roger Van Gelder. The look of Water Matters with the old logo has been revised.

There were no further issues brought forward for discussion.

Action

Motion to adjourn by Roth; second by Lennox. Unanimous. Meeting adjourned at 2:54.

Minutes submitted by Bobbie Usselman, MMC