

**Trustee Meeting Minutes
Pacific Northwest Section - American Water Works Association
The Hilton Convention Center – Eugene, Oregon
Tuesday, May 6, 2014**

Call to Order

The Fall Trustees' meeting of the Pacific Northwest Section-American Water Works Association was convened by Chair Chuck Kingston at 9:30 a.m. in the Eugene Hilton Vista Conference room.

Those present included AWWA Visiting Dignitary Past President Charlie Anderson, AWWA Director Brenda Lennox, Past Chair Kari Duncan, Chair Elect Jason Canady, Treasurer Marshall Thompson, current Trustees Lacey Goeres-Priest, John Roth, Randy Black, Corianne Hart, Todd Heidgerken and Mel Damewood. In addition, incoming trustees Jacki Masters, Brad Taylor, Dan Kegley as well as Executive Director Kyle Kihs were present.

Chair's Report

Chair Kingston welcomed the Board of Trustees. He reported that many of the initiatives have been accomplished and thanked Charlie Anderson for his work at AWWA National.

Executive Director's Report

Executive Director Kyle Kihs reported that the winter meeting scheduled for Portland had been canceled due to weather condition. As such several housekeeping motions needed to be addressed.

Mr. Kihs asked the Board to approve this year's election results and allow him to destroy the ballots. Election results: Randy Black – Incoming Chair Elect, Jacki Masters – Incoming Washington Trustee, Brad Taylor – Incoming Oregon/Idaho Trustee and Dan Kegley – Incoming At Large Trustee. Past Chair Kari Duncan moved approval, which was seconded by Todd Heidgerken. The motion passed unanimously.

Mr. Kihs reminded everyone that the ACE is coming up second week in June. The Section's Meet and Greet at the Boston Tea Party Ships and Museum is Sunday, June 8 from 6-8pm. This is a joint event with the CA/NV Section and upwards of 300 people are expected at the event.

Association Director's Report:

Association Director Brenda Lennox deferred to AWWA past President Charlie Anderson, who thanked everyone for the opportunity to be here.

Mr. Anderson reported that AWWA has a robust international business plan in which it will: 1) Look at a number of nations outside the US using a matrix system to identify areas for expansion; 2) identify what other nations can provide and have the capacity to utilize AWWA. After performing some background work, AWWA will be opening an office in India. The primary interest is in educational products. AWWA will be hiring an Indian national to run the office.

AWWA is working on philanthropic initiatives in three areas:

- 1) Grants with a focus on scholarships
- 2) Donations for training, and
- 3) Developing a water education center and career center.

A strategic plan was adopted last year in Denver. The organization is encouraging sections to work on their strategic plans and work toward alignment with the national plan. He commented on how the PNWS has its strategic plan printed on the back of the Trustees name plates to keep Board focused on the plan.

A Joint conference committee between the House and Senate was recently held in Washington D.C. The congressional members Mr. Anderson met with were aware of the legislative proposals and are in support.

Top five issues identified include the state of water infrastructure, long term availability of water, financing for capital improvements, improving public understanding of water quality, and public understanding of water systems. A appointed a panel of section staff and association members charged to develop a new business model to promote cooperative models to have sections work more closely together. The AWWA 2020 report is nearly finished and will soon be delivered. National is working on a consistent branding program to assure all sections and subsections use the “brand” to create greater recognition of the AWWA. All 43 sections have signed a formal relationship agreement with the national organization.

AWWA has received some grants from the EPA to assist small water systems. There will be sub-grantees to provide grants to small water systems. The AWWA will be working with sections because they recognize the importance and geographic needs of the sections.

A collaborative effort with AWWA, American Engineering Society, and Engineers without Borders is underway to work together domestically, primarily with small rural systems, to help underserved utilities with volunteers. If members are interested, there is information on the website. Mr. Anderson encouraged board members to participate in the volunteer effort.

Brenda Lennox reported that she will visit Albuquerque as her first section visit. She added that there will be some very impressive awards to be received by the PNWS at ACE this year and encouraged additional nominations.

Chair Kingston commented on an e-mail he received from Doctor’s without Borders. The e-mail described volunteer opportunities for people who do not have medical backgrounds.

Chair Kingston noted this is National Drinking Water Week.

Treasurers Report:

Marshall Thompson referred members to the .pdf file posted on the PNW AWWA website. He reported that overall the organization is doing well. The mutual fund has done well. A lot of money has been invested in CDs. He noted that the return is small, but the money is never tied up for long. Total assets in March were \$1.7 million.

The trend from 2004 to current net income is declining. Income is up but expenses are growing and expense control is an area the Board should focus on. He noted that the budget carryover is very tight. Board members commented on the need to make sure events break even or bring in additional funds. He also noted that the Board will not need to renew the pledge to the E & T Fund. The Education and Training Fund (E&T) is healthy. A lot of money flows through the E&T fund and follows the same seasonal trends as the conferences.

Some new ideas were discussed, such as converting more of the CDs into mutual funds, which get a better return in the investment. It was noted at the budget for 2015 uses a calendared budget approach. The fall meeting will be a big expense and other activities associated with the fall event may help generate additional income.

Director Brenda Lennox discussed developing management training for a fall conference.

The Board discussed concerns about making too much emphasis on making money while it is still trying to attract new members. The Board discussed whether there is an established expectation that trainings must generate money, yet many believe mission is to break even on expenses. It was noted that subsections have their own leadership and that the PNW AWWA provides them funds and the subsections are expected to manage those funds.

Chair Kingston appointed an ad hoc committee to meet and drill out some of the items under discussion. Marshall Thompson was appointed as chair reporting to incoming PNW AWWA Chair Jason Canady. Mel Damewood, Corianne Hart and Dan Kegley will also serve on the ad hoc committee.

Budget Committee Chair Report

Jeff Lundt reported a pdf file of his report had been posted on the website. He then gave a summary of designated accounts.

Consent Item:

A. Fall Meeting Minutes & Special Budget Meeting Minutes

Chair elect Jason Canady moved approval of the Fall Meeting Minutes & Special Budget Meeting Minutes. The motion was seconded by Randy Black and passed unanimously

Action Items:

A. Approval of Slate of Candidates for 2014:

This item was postponed per the discussion at the Trustees Breakfast meeting earlier today

B. ROP Update: Brad Phelps explained the addition of the MSC Award

Trustee Todd Heiderken moved approval of the ROP Update. Brenda Lennox seconded the motion which passed unanimously

C. PNCWA MOU

Mike Ollivant with the Pacific Northwest Clean Water Association was acknowledged. Chair Kingston commented that the memorandum of understanding (MOU) was discussed at trustee breakfast earlier in the morning. There appeared to be agreement to move forward with the MOU with PNCWA. Mr. Ollivant reported that the PNCWA is very excited about what the two organizations will be doing together. He thanked Bob Ward, Kari Duncan and Mel Damewood for their assistance in reaching this agreement. Trustee John Roth moved to approve the PNCWA MOU. Mel Damewood seconded the motion, which passed unanimously. A photo was taken to commemorate the occasion.

Education & Training Fund:

Bob Willis reported that the account balance is approximately \$650,000. The matching fund program was a success. \$100,000 in donations are in the fund. In two years the fund grew and provided 11 dedicated scholarships. \$12,000 was paid out in scholarships this year and it is anticipated that \$15,000 will be funded next year. Mr. Willis reported that in general, the fund is doing very well.

Chair Kingston commented that the threshold for a dedicated scholarship is \$10,000. Corianne Hart asked for a list of scholarship recipients in order to make sure the recipients are able to integrate in subsection efforts, etc.

2014 Eugene Conference Local Arrangements Committee:

Jill Hoyenga welcomed the board members and thanked them for coming to Eugene. She noted that the Beer and Brats event will feature local micro-breweries and highlighted several features the conference will incorporate. She recommended that Board members join the tour of Lane Community College and see some of the "green" features at the college. Conference attendees will receive discounts at local establishments if they show their conference badge. She noted that the One More Time Marching Band will be performing, which is a Eugene specialty. Trustee Lacey Goeres-Priest thanked the committee for all the hard work.

Manufacturers, Suppliers, and Consultants (MSC) Committee:

Kristin Young reported that all of the booth spaces have been sold out and vendors have asked for space in next year's event. Smart phone banner sales were good. None of the vendors signed up for the hospitality suite so they may not offer that as an opportunity next year in Bellevue. The Board will receive post conference survey results. Kyle Kihns reported that the vendors and attendees are using smart phone more and more and he hopes to phase out the printed program.

Program Committee:

Jennifer Henke and Chris Young reported on six pre-conference sessions to take place the following day. There will be competitions in the afternoon.

Public officials got everything in earlier than in years past. Process was upfront with one submittal. The Committee used conference calls with the various committee chairs. Cheryl Capron jumped in to create a website to help manage things online. The Committee is looking for vice chair for the upcoming Boise event. The Chair called for a five minute break, to reconvene at 11:25 a.m.

Membership Committee:

Nick Fitzgerald and Andreu Ferrero , provided this report on behalf of Pat VanDuser, who was unable to attend. Mr. Fitzgerald is the past President of Portland State Student Chapter and is a recent graduate. They thanked the Board for sending Andreu to the AWWA Membership Conference, where he learned a great deal about how others address membership concerns. Some lessons learned included weekly database updates to the local database from the AWWA database. Records are now more accurate and helps to identify which members have dropped out and which members will soon be coming up for renewal. They would like to begin contacting subsection leadership and seek their help in keeping membership renewals. They reported that AWWA National uses a three tiered approach and recommend that the Section adopt a similar approach. They recommended that subsection leadership contact new members directly and welcome them into the organization, rather than a phone call from the Denver office.

There will be a booth at the conference and the First Time Meet and Greet Thursday at 5:15 P.M. will be a good opportunity to mingle and meet others in the industry. A new membership brochure is being developed by Laurie Fulton. All PSU student members have been advised of the Meet and Greet and have been encouraged to attend.

Water Treatment Committee:

Michelle Cheek reported on the technical tracks undertaken this year. A tour of the Hayden Bridge Treatment Plant is planned. Over the past three years, two training forums have been given each year: one hands-on training and one classroom training. She reported that there weren't a lot of attendees and decided to reduce the number to one per year as they feel they have stretched their resources too far.

The Operator Network Exchange has had two large utilities respond, but no small utilities. This year they will continue to work to generate more interest in the program.

Trustee Brad Taylor noted he will be the liaison for the Water Treatment Committee.

Engineering Committee:

Todd Perimon reported on the meeting from the last conference. The committee decided to keep the current Chair and Vice Chair and refocus the role of Past Chair in an effort to diversify the leadership.

The training group was a success in Vancouver, followed by group activities in Portland and Seattle. They also developed the committee's first mission statement.

The Excellence in Engineering Awards will be presented at the Best Tasting Water Award contest. Trustee Brad Taylor will be the liaison to Engineering Committee.

Small Systems Committee:

Don Popoff reported on the development of a structure for small systems that will help the committee grow into something sustainable. The committee has developed a mission statement and established a structure for three states with a chair and vice chair for each state. The goal is to grow the effort slowly to provide stability through the efforts over several years.

Mr. Popoff noted that there needs to be a method to identify small system and a definition of a small system. He would like initiate an effort using systems of 3300 and less as a “small system” standard and see what response he gets. He noted that he has asked folks from several small systems to come to the conference through scholarships, but found that they couldn’t afford to be away for a week.

Trustee Randy Black recommended Mr. Popoff contact the Department of Health. In Washington getting small systems involved has become a big issue. Mr. Popoff recommended direct outreach to small systems in areas adjacent to conference locations because those local small systems are the only ones able to attend due to the time commitments.

Charlie Anderson will ask a staff member from AWWA International to provide Mr. Popoff with materials on small systems and definitions.

The Board recessed at 12:05 p.m. for lunch and reconvened at 1:21 p.m.

ORWARN:

There are 104 members now. The ORWARN is redoing the operational plan. Part of the update identified a number of gaps on the website. If a utility is calling for assistance, the contact numbers are not sufficient.

Training Coordination Committee:

Chair Elect Jason Canady reported that the Train the Trainer program is going well. The Committee is working to make more training available on the website. Lisa Snowden will be working to find a new vice-chair to follow her chair role.

Utility Management Committee:

Kim Anderson reported that there hasn’t been any activity other than training at this conference. Due to personal challenges she was not able to provide as much leadership as she had hoped.

2015 Bellevue Conference Local Arrangements Committee

Alex Gancheva is the 2015 Chair for the Bellevue conference. They formed a team and responsibilities have been delegated. The Committee has received great assistance from the subsections. A tag line has been identified – “Water in Action”. A flyer has been developed and is the last page of the Eugene

conference program. Most of the Bellevue team will be attending the Eugene meeting and will shadow the Eugene team. They will meet after the conference to determine what they might use for the Bellevue conference. The conference will be at the Meydenbauer Center and the headquarters hotel will be the Hyatt. The venue for the fun night is the Bellevue Art Museum. By the end of May the committee will have the conference plan nailed down. They are very excited to be hosting the upcoming conference.

Kitchen Committee:

Teddy Beckman addressed the Board and reported that Bill Beckman is retiring, though it has been postponed. She distributed her specialty treats to the Board.

Young Professionals:

Jennifer Garbely distributed bandannas to the Board. The scarves will be handed out at the conference to help identify the young professionals. An event will be held at the Rogue Public House and Carollo's will be the sponsor. The Committee is selling pins for \$10 for the education exchange fund. Many of the Trustees purchased pins to assist this effort. Ms. Garbely indicated the Committee is working hard to create a scholarship fund in the Young Professionals name.

Brad Taylor will be the liaison to Young Professionals.

Subsection Advisory Council:

Trustee Jacki Masters reported on the Subsection Advisory Council. The full report is on the website. The winter event had a low turnout due to bad weather; however, every subsection was represented. All scholarships were given out, but not until the 11th hour.

Trustee Work Team Reports

Kari Duncan:

Ad-Hoc Committees – The ad hoc budget committee met and suggested several areas to reduce spending.

Nominating – The committee will meet tomorrow along with past chair the next day to get more names of members to run for trustee.

Past Chairs – Past Chairs are mostly involved with the nominating committee.

Scholarship – There are great scholarships this year. There is still money to grant additional scholarships. There were 25 applicants and 10 were students. The students will be at the banquet. The Education and Training Fund matching funds campaign has been concluded.

Jason Canady:

Committee Chair Selection: An organizational chart has been developed for the Chair selection. He asked Board members to notify committees of the new liaison assignments.

Strategic Planning – The PNW AWWA Strategic Plan is pretty closely aligned with AWWA International.

Water Treatment – Committee is very active.

Training Coordination - A huge amount of work has been taken on by the committee. There has been more work done on the Training in a Box effort.

Brenda Lennox:

National Association Awards – The AWWA.org website has a list of all awards and the list is long. Some awards go ungranted. She noted that if members recognize anyone who would qualify for any of these awards, they can receive help writing them up.

Idaho, Oregon, and Washington Water Utility Councils: The WUC is in good hands. They recruited a new vice-chair for Idaho. All three states were represented in the Washington, DC fly-in.

Idaho, Oregon, Washington WARNs - The Oregon and Washington WARNs have new webpages.

Randy Black:

Cross Connection Control – This is currently and temporarily on hold. The chair has stepped down and the group will not convene in June as planned. They are looking for others who may be interested in that committee.

Conference Program – Mr. Black reported that there are many hours of training available at this conference and up to 1.6 of these are qualified as Continuing Education units.

Distribution –The committee teamed up with Small Systems to offer a session this year.

Personal Leadership – The Personal Leadership group provided a seminar April 15 – 16 and had over 80 attendees. Seattle had over 90 attendees in February. There will be a breakfast here at this conference. The Committee is off and running well.

Mel Damewood

Conference Local Arrangements – Mr. Damewood thanked Jill Hoyenga and her team for their efforts for this conference.

Research – Sam Perry has chaired this group the last couple of years. Lyn Williams will be taking the Chair role at this point. Lee Odel will be coming on as secretary, which should reinvigorate

the committee. He thanked the Board for his two years of service and noted he wanted to continue to serve the section.

Utility Management – Jackie Masters will be the trustee liaison for Utility Management. This committee needs to find its mission again and recommended the group become reconnected with the Education Committee, noting that Ms. Masters will be able to help with that.

Engineering – A committee report was given earlier in the meeting and there is nothing new to report. Brad Taylor will be taking this assignment going forward.

John Roth:

Subsection Advisory Council – John Roth thanked Jackie Masters for her leadership on this team. It is very organized.

Small Systems – Excellent work has been accomplished in this area and a great plan has been developed moving forward.

Water Quality – Water Quality has several technical programs at this conference.

Manufacturers and Suppliers – Kristin Young is always looking for opportunities for manufactures and Suppliers for sponsorships.

Todd Heidgerken:

Public Information – There are nine different categories for awards that were announced on Friday.

Water Resources – Water Resources partnered with Utility Management for the Lane Community College tour, water harvesting program, and seasonal variable flows.

Safety – There have been two applications for the Safety Award and one will be awarded.

Historian – This will be a very busy committee at the conference with several presentations planned. He asked that the trustees carve out time to see one of the presentations. There are 16 to 36 boxes of materials that need to be reviewed and cared for. Any ideas as to how to attack this would be greatly appreciated. There will be an effort to develop a budget to obtain a trailer for this material because it is difficult to take the material to various conferences due to the geographic distances.

Corianne Hart:

Young Professional – Ms. Hart will still sit on the Young Professional committee. They have been able to do a lot because of the support from the Board of Trustees. The committee is working to increase the number of student chapters and are well ahead of others in the memberships with new student chapters effort.

Public Officials – This committee is fairly quiet. There is a track on Friday that is open to anyone.

IT & Web Site – Water Information Technology is busy with passwords, websites, etc.

Membership – This committee is doing a great job and is using Constant Contact to assist its efforts. Work is underway to develop templates to be used by other subsections

Lacey Goeres-Priest:

Customer Service – There will be leadership changes on this committee, as Jackie Masters will be moving out as chair. The training in Boise has been postponed until September. SW Washington is holding a training. Ms. Masters has approval to do four sessions this year, including one in Moscow.

Water for People – The Water for People Annual Gala was cancelled due to weather, but still sent \$20,000 to Water for People. A silent auction will take place at this conference over the next two days. There will be a Wheels for Water event in October in Tacoma and a Beer for Water event will be held in Washougal in June.

Water Conservation – There is a change in leadership on this committee. The committee is hosting a track at this conference.

Publication – Ms. Goeres-Priest reminded trustees of the standard due dates for *Water Matters*.

Marshall Thompson:

Marshall Thompson thanked Jeff Lundt for his time, personal investment and leadership he has provided for the audit and budget. He noted Jeff has been driving opportunities to find savings and noted Jeff's work ethic and contribution. Jennifer Henke will take over the Budget Chair duties immediately after this conference.

Audit Committee – Reminders have been made that routine expenses must be approved by the Board and that documentation needs to be kept on transactions. He noted that SW Idaho has requested an audit this year with the change in its treasurer.

Good of the Order

Brenda Lennox asked who will be attending RMSO and Summer Workshop?

Chair Kingston commented this is his last meeting as chair and thanked the board for their service.

The meeting adjourned at 2:50 PM