



American Water Works Association

Pacific Northwest Section

Fall Trustee Meeting Minutes

Pacific Northwest Section – American Water Works Association

Sunriver Resort, Sunriver, Oregon

Thursday, October 8, 2015

Trustees Present: Chair Randy Black; Chair Elect Lacey Goeres-Priest; Treasurer Marshall Thompson; AWWA Director Brenda Lennox; Past Chair Jason Canady; Mike Whiteley; Brad Taylor; Jeff Lundt; Jacki Masters; Jennifer Garbely; Dan Kegley.

Staff present: Executive Director Kyle Kihs

Call to Order

The Fall Meeting of the Pacific Northwest Section-American Water Works Association was convened by Chair Randy Black at 9:00 a.m. on Thursday, October 10, 2015, in the Abbott Room at the Sunriver Resort in Sunriver, Oregon.

Chair's Report

Chair Black welcomed everyone. He stated the Board had its first retreat at Skamania Lodge where they discussed finite things that occur as a trustee and to build as a team. He also spoke of objectives of membership and 20/20 Vision. They felt the retreat was worthwhile and worth funding in the future.

There was a AWWA Regional Meeting of Section Officers training in Banff, Alberta, Canada in early October. Attendees came from the Northwest, BC, Western Canada, CA/NV, Montana and Hawaii sections. They discussed common issues including membership and legislative. Next year the retreat will be in Hawaii.

The Board has recommended Marshall Thompson for the association's director-at-large position. We also have recommended for honorary member, Steven Tanner.

We continue to make great progress on membership objectives. We look to the 20/20 Vision Committee with clear objectives. John Roth is liaison for that committee and also the Pacific Northwest Clean Water Association.

Association Director Report

Brenda Lennox stated the director-at-large nomination will go forward to the association. The Association is creating a catalog for training available and cost sharing information that sections can use as a starting point when sharing products. The template agreement will be introduced during a Section Services webinar. CE Corps has 10 new project applications with an additional 5 under review. The USEPA – AWWA Small Systems Grant Funds group continues to coordinate with sections to deliver 91 workshops by the end of 2015. The current membership is 49,795. Eleanor Allen is the new CEO for Water for People. The AWWA board has initiatives they are addressing with ad hoc committees for the strategic

plan and governance. The membership model update is deferred due to gathering information. The India office is going well. The WRF/WERF consolidation cannot resolve merger issues so they will not merge. Ace will be in Chicago in 2016 and registration is open.

Executive Director Report

Kyle Kihs stated he was asked to sit on the governance ad hoc committee. He is the only Executive Director participating. Section ballots should be hitting your mailbox first of November. Ballots must be postmarked by December 31 to be counted. Election results will be announced at the Winter Trustee Meeting in Vancouver, WA in February. He is beginning to work with the SAC on the training agenda for the Subsection Officer Training in February, please let him know if you have any suggestions for topics. Registration for the Boise conference opens January 4.

PNCWA Liaison

John Roth stated they have taken a direct approach to work on the MOU. We will have 6 hours wastewater training in Boise. There is a surplus of mentors. Black asked if we can partner to share costs. Roth said we have had discussions and are strong in web presence. That might be a way to help complement them as they have strong ties in the Boise area where we can grow and expand. They are honoring our member rates for their conference. We are looking for ways to share in the newsletters. Black hopes to keep the momentum going.

20/20 Vision and Young Professionals Committee

Meredith Noble stated yesterday you received an overview. Concerning budget, we need high quality materials to communicate to the membership. She requested \$500 to develop materials and printing costs. We do share digitally but we need to think analytically. She is looking for a special skill set of volunteers.

Kyle said if we are going to budget with the 20/20 Vision we should keep it separate. Black said it is a 5 year vision plan and gives future boards clarity. There was discussion of where to keep it the budget and committee leadership. Kihs said this is an ad hoc committee that should report to the chair.

Noble would like time to consider the separate budget. She said we are making progress at the career fairs. We'd like a career fair and event for each subsection this year. We need help to target the water operator and training programs. She needs help on how to benchmark success on the vision. They have an implementation program and goals. Black suggests developing it as it goes. She said they want the annual planning to align with the conference and will turn to the board to ensure we are doing it well. Black said we are committed to the 5 year plan.

Concerning communication on all committees, Kihs said we have a GoToMeeting account for 16 people.

Daniel Reisinger said they changed the budget request to \$4,900. He feels the YP committee accomplished a lot this year mentioning the different events. They are asking for \$200 more to recruit members. The Association has a YP summit next year in San Diego that he and Julie will attend. Goeres-Priest commended the committee on the effort put forth in preparing the budget.

Actions

Motion: Mike Whiteley moved to approve the NW WA and South Sound Subsection Bylaws. Second by Jeff Lundt. Motion carried unanimously, 9-0.

Kegley would like to see all subsections review their bylaws.

There was discussion concerning historical displays. Kihs said the board has directed him to work with Catherine to scan items that have historical significance. We need to take inventory of what is at Bill Beckman's. We want to get away from collecting items and move to the electronic age. He will come back at the winter meeting after they have looked at the Beckman stuff.

Canady moved to have Kyle and Catherine to review stuff; and get back to board with recommendation; second by Garbely. Vote: Motion was approved unanimously, 9-0.

Kyle will assess whether a policy can be created after he sees what Beckman has.

Motion: Jacki Masters moved for approval of the Spring Meeting Minutes. Second by Dan Kegley. Vote: Motion was approved unanimously, 9-0.

Treasurer's Report

Marshall Thompson stated they hired a CPA to handle day-to-day bookkeeping for the section. Some changes will occur such as requirements for board action. There will be coordination among the chairs, board and Kyle. The budget format is different this year. He explained the Dashboard. In 2016 our goal is to have a balanced budget. We count on the spring conference to pay for everything; in 2014 we lost money. We need to be more balanced in our approach to this.

He asked committees to look at what is their proposed budget and be very clear. Black said as trustees we need to be aware. There was discussion concerning areas of high expenses, such as travel.

Budget Overview

Jamie Porter said their role is to put together the information to make policy decisions and create the budget. The dashboard page lets us look at the last couple years and this year's budget. There are also non-operating accounts. He explained the budget layout.

2015 Bellevue Conference

Kihs stated the Bellevue final report including survey results was distributed. Bellevue was an expensive venue. We are not scheduled to return to King County for several years. The program committee changed the pre-conference seminar format allowing attendees to change sessions in the middle of the day and still earn CEUs. This meant three hours of in depth study in one class rather than 6 hours. This change was very well received and will be carried forth for future years.

2016 Boise Conference

Thompson stated registration estimates are 700. We are looking for support from the MSC for sponsoring. Previous conferences had a fun run; this year fun night we will rent a street and have vendors, catered food, band. We have arranged a great speaker, Boise State football coach, Brian Harsin; the speaker fee may be a donation to WFP.

Kihs passed around registration info for the WASWD conference; member registration is \$475. He recommends we keep our registration at \$350. There was brief discussion about registration rates.

Motion to accept registration at \$350 for members by Dan Kegley; second by Jason Canady. Vote: Aye by 8 members; Kegley voted Nay. Passed 8-1.

Jeff Lundt feels in the future we should review the registration fee each year. Kegley said he can support his own motion stating the extra \$25 will make a big difference.

Break taken at 10:45 am. Resumed at 11:00 am.

MSC Committee

Kristin Young stated the Boise Conference should be an excellent year for vendors. The sponsorship package is similar to Bellevue. We have brought back Beer for Brats sponsorship. We will continue to support Water for People.

Budget for MSC comes from conference budget but she has a additional travel request out to help facilitate meeting attendance. \$750 was the 2015 Budget. The 2016 request is \$1,266. No coffee cart will be available in Boise.

Water for People

Kristin Young stated there are two co-vice chairs: Jolene Gibson and John Roth. We have a new CEO, Eleanor Allen, a great addition who is innovative and exciting. There will be Wheels for Water in Tacoma on October 17 at the Car Museum. 2016 is the 25 year anniversary for Water for People. We are planning a celebration in Denver on April 7. She gave a brief overview of fundraising and events

Jolene Gibson stated they attended a 2-day training in Denver. We were able to tour the headquarters facility and met Eleanor Allen. We plugged Wheels for Water, and worked with other committee liaisons and shared about other events. They discussed social media and marketing, and would like best practices for committee members so they can be more successful. Lennox suggests that we approve 1 or 2 for training and tentatively say we will support funds for t-shirts. Young said she is happy to focus on sending 2 for training and take t-shirts off the board. Kegley supports this.

E&T Fund

Bob Willis stated the E&T Fund is good and balances go up and down with the market. The fund balance is \$708,499. E&T Fund hopes to give 18 scholarships this year, including the Chris Uber fund.

Garbely asked if we are able to provide more scholarships. Bob said we have increased scholarships from \$8,000 to \$18,000 with the help of matching funds from the section to grow the fund. He will come back with revisions to the rules of procedure first and will review the original bylaws.

Kegley asked for an allocation strategy at the next meeting. Are we going to increase scholarships? Willis said it is hard to set hard and fast rules because it depends on the financial market.

Program Committee

Kevin Boggs commented on upcoming programs. Cheryl Capron requested \$200 for additional wireless presenters; \$300 for the CEU submittal, and the rest is speaker gifts. Kihs said we adjusted the speaker gifts and moved it to the LAC budget. The wireless presenters are \$100.

Distribution Committee

Bill Reynolds advised they have 35 members in regular contact. They are continuing with bi-monthly meetings hosted at his office. There is no budget request. We provide support, guidance and coordination findings speakers and presenters and subsections to provide registration and funding.

Doug Schlepp stated they are not able to fill the Water Loss Control sub-committee leadership position that Patti Godwin had. They provided pre-cons for the last two spring conferences and put on classes on the road. We are trying to put together a technical track for water loss control for Boise and have no plans for additional classes.

Membership Committee

Andreu Ferrero stated the Committee has been busy. The membership database has received 28 requests since the end of July. We are looking to bring live the non-member database. He described how the website databases will work. We have always had an issue with recruiting new blood to different committees. New members will receive a survey about their interests and where they can volunteer. Goeres-Priest thanked him for his enthusiasm to the Membership Committee.

The budget line items changed for 2016, but the bottom line is the same. After discussion expenses were decreased.

Water Resources Committee

John Lambie commented the Committee is active and processes a lot of content not so focused on operators as it is on manager's. We are doing program materials for Boise with a pre-con and early bird on use of water sources. A big item for 2016 is to help with travel costs to academic types coming to pre-con.

Small Systems Committee

Don Popoff indicated they accomplished training in central Washington. There is a webpage up with free on-line courses. We will have a winter Small Systems meeting. There are no changes to the budget.

Break for lunch at 12:24 pm; Resumed at 1:20 pm.

Information Technology & Website Committee

Ronda Farmer stated everything is going well; they are working on cyber security. They are looking for committee members. Budget is for clearing out for ads and web posting costs; they have a little revenue.

There was discussion regarding how 20/20 Vision plans will affect these committees.

Customer Service Committee

Tonya Reiss stated there are obstacles with budget and trainers. We weren't able to do a spring class. We are catching up this fall. Expenses were split with the South Sound Subsection. She is not sure how the review of structure is going to happen next year. We may work with a Washington subsection providing a class. We could possibly have \$11,000 revenue. The progression of members on the committee is changing. Kihs said she will be dual chairs with the SAC group. Lennox suggested she delegate to other members on her committee. The challenge with the Customer service training certifications is they no longer have as many trainers.

Subsection Advisory Council

Max Woody spoke of plans for winter training. We will work with subsections to be more involved in competitions. Tapping is an expense, and if they win they go on to Chicago.

He spoke about their budget concerns. There was discussion concerning Meter Madness, Tapping, Fresh Ideas, Best Tasting Water and TopOps.

Masters said the TopOps is well attended and has competition amongst themselves. Black said there is no more pride for a section than to have a winner. This needs to start at the subsection level and come forward to the section level. It is expensive for the utilities and we need to understand what costs come our way. Woody would like to see a woman's tapping team in February or a second place team; we would possibly review the budget at that time.

Tonya said some subsections don't know about the competitions. Goeres-Priest will support them in any way. There was discussion about fundraising for this.

Research Committee

Lynn Williams and Vice Chair Alex Mofidi worked on recruiting this year. There are 16 active members on committees; 30 on mail list. She reported on activities. They are satisfied with the numbers the budget committee put in.

Oregon Water Utility Council

Suzanne DeLorenzo stated we monitor potential legislation coming down the pipelines, proactive or reactive. She gave an overview of legislative issues. She reviewed their budget. Tri-State Conference coming up November 13.

Washington Water Utility Council

Chris Peterschmidt commented WWUC continues monitoring and participating in litigation, legislative, etc. Legislature did nothing to help us. He spoke about recent litigation and DOE issues in Skagit County and other litigation and provided regulation updates. Expenses are paid by member dues. Kihs suggested we get the dues letter out in the fall.

Water Treatment

Michelle Cheek stated we changed officers this year and have new members on the committee. She commented on the 2015 classes and spoke of 2016 events. This year they are doing forums in NW Washington and at The Dalles. Next year we will go to eastern Washington and do the same. We will submit change in speakers and bios.

Break at 2:19 pm; Resume at 2:30 pm

Water Quality Committee

Kyle Thompson and Jessica Dorsey reported on technical sessions at this year's conference and next year's technical program. She stated income from the training was to be split with the public communication committee. The expenses should also be split. Lundt asked if they could take their forum to another metro area to see if other subsections would partner. Goeres-Priest stated their training was amazing and would be of great value to all members.

The Committee is planning for the 2016 Best Tasting Water contest. Garbely asked if it is possible to request a registration fee for the competition at the Section level. The Section winner is sent to ACE so may be something to consider as it may cover your costs.

Engineering Committee

Nick Robertson stated they are planning a full conference slate of presentations including pre-con and early bird. Kegley suggested reaching out to the TCC for help on CEUs. We try to do site tours each year. They are well attended. Other goal is to expand membership. They tend to run within their budget.

Utility Management

Dan Sleeth stated they got their track finalized this morning. Vancouver training, "What does it mean being a manager?", was successful. There were 32 participants. Randy Black was a speaker. They may make this a pre-con for conference in the TriCities. He thanked all participants of the training.

He is proposing a subcommittee under Utility Management for Asset Management. They have offered to develop training for the section and have attended the EPA asset management training. They would like to partner with other groups.

He has been asked to do a compensation study that hasn't been done for a long time. Trustee Taylor provided a list of assistants and financial backing. The completion goal is 2016.

He proposed that he take his budget off the table. He won't ask for money and is working with King County Subsection who will share funds and registration through Constant Contact. He is on the board for the King County Subsection. Lennox said on the salary survey that union vs non-union has been done by AWWA and it is a complex topic. There was brief discussion regarding salary surveys.

Public Officials Committee

Len Englund said the committee does 3 one-hour programs at the conference. He is not asking for any money, but they do have a program set. He spoke about training opportunities. They are concerned with future attrition rates; baby boomers are retiring. Black asked if there was a succession plan for their committee. Englund's term as utility commissioner ends in 2017 but he plans to run again and is willing to continue in this position as long as he is a commissioner.

IDWARN

Mike Dimmick gave an update on their committee. They are working on the Tri-State Conference.

ORWARN

Chris Wanner stated they have shifted their conference to spring; next year it will be at Agate Beach. There are 112 members, 13 associate members. We should gain more as we get out and know mutual aid agreements are a requirement for FEMA reimbursements. Regarding budget, their whole intent is to remain neutral with revenue and expense.

They are working with a consulting firm working with FEMA as part of the Cascadia Rising. They are also working with ODT as they know very little about water supply. He will be representing ORWARN at regional disaster preparedness.

Taylor asked if they made progress with county emergency management services. ORWARN will have to amend their bylaws to make agreements with government agencies. The WARN National Chairs Conference is in Bethesda, MD.

Scholarship Committee

Dave Leland said it is time to receive scholarship applications. In his report he provided the history since 1995, \$400,000 has been given. He will coordinate with the Young Professionals and share institutional contacts. Leland said we can award any amount of scholarships the board will allow.

Public Information Committee

Tacy Steel stated they had a kickoff meeting last week. They are done spending money for this year. They upped their workshop registration fee and made over \$6,000. Water Quality was able to get a national person in to give a talk over lunch. It was fun to partner and get CEUs. They will pilot one for engineers and technical people and communicate better within their organization. You need to know how to use current media and technology. This will be on February 18. They will end with the keynote speaker. Communication awards are given each year. We will have "Communicating on Big Water Plans" in Boise. Goeres-Priest is glad they are partnering with other committees and groups. Garbely said body language can be given at the YP conference.

ADJOURN at 3:36 p.m.

OCTOBER 9, 2015 – Day Two

Day two of the Fall meeting of the Pacific Northwest Section-American Water Works Association was reconvened by Chair Randy Black at 9:16 a.m. on Friday, October 9, 2015, in the Abbott Room at the Sunriver Resort in Sunriver, Oregon.

Trustees Present: Chair Randy Black; Chair Elect Lacey Goeres-Priest; Treasurer Marshall Thompson; AWWA Director Brenda Lennox; Past Chair Jason Canady; Mike Whiteley; Brad Taylor; Jeff Lundt; Jacki Masters; Jennifer Garbely; Dan Kegley.

Staff present: Executive Director Kyle Kihs

The trustees decided they need to bring the budget into balance and will consider hard issues to make it happen.

Training Coordination committee

Loren Searl stated the focus has been expanding the developed courses that have gone well on the I-5 corridor. They are trying to get it out to the rural areas. Hoping to get math for operators on-line training going. We are here to assist any subsection trying to get its own training with training on the website.

Created the Arc Flash training that opens another aspect for developing training. Basic water works was also developed the same way. The Waterx – we don't know how productive it will be, but the idea of the way that works is a neat concept.

Lennox asked if there was a way to reach out with this training and make some revenue. Kihs suggested the trustee liaisons reach out.

Kihs thanked Loren for stepping in – it is seamless. Lundt said Don Poppoff said they will have training on the east side of Washington next year. He is looking to get it to SW Washington and Oregon Coast.

Budget has little change for us. Expenses are low and typically we have not spent the funds allotted. Income was up this year. We assume that will trend up now.

20/20 Vision

Meredith Noble requested \$1000 for 20/20 Vision. She explained how the funds will be used. We are pushing hard to get other college chapters. Kihs questioned the need for snail mail. Meredith indicated they would be doing electronic mailing. Kegley applauds maximizing the dollars. Black appreciates the clarity and level of details she has put into this. We are looking at membership increasing from this.

Lennox asked if we have connection with students that need memberships paid. All trustees indicated they personally will sponsor two memberships for new or re-upping memberships.

Budget Recap and Finalization

Jamie Porter said after budget presentations yesterday, changes now show a shortfall of \$14,117. Taylor said from a process standpoint, that some information from committees hasn't come through the budget yet.

Black said we have had a number of discussions today about the budget. The consensus was the board would like to see a balanced budget. Trustees will speak with their committees to ask hard budget questions.

Lennox would suggest as proposed changes come in that a spreadsheet be kept to share with Board members to see from where we are here to the new bottom line. Black said as we go forward we will have feedback from the board. Kihs said he would like to hear the trustee reports that may provide more information for the budget. Black suggested a conference call scheduled by staff to discuss the budget.

Trustee Work Team Reports

Audit

Budget

Marshall Thompson reported we need to think about succession planning for Judy Ranton the current Audit Chair. She will be retiring from Portland Water Bureau. She is interested in continuing with the commitment. With the involvement with the new accounting firm, the method of audit needs to be reviewed. It would be better to do more activity based audits. Budget committee has had a change of the guard with a good succession. They have done a good job preparing the budget. The clarity has presented some challenges.

Committee Chair

Lacey Goeres-Priest said the Personal Leadership Committee is not planning on doing the water leadership in 2016 but will in 2017. Kihs pointed out that this committee puts on two Women in Leadership Symposiums annually. The expense to income ratio for Portland is run very efficiently, while the Seattle one has significantly higher costs. There may be ways to change some of the expenses for example do away with many of the gifts, wine etc.

National Association Awards & Review

Brenda Lennox stated we are putting forward Steve Tanner as an honorary member.

Nominating

Jason Canady stated they had a good meeting yesterday and we are looking forward to elections.

E&T Fund

Dan Kegley stated he will contact committees and will try to trim expenses from LAC.

Cross Connection – OCCSRS

Brad Taylor stated he is trying to create a tri-state model. **Historian:** It was stated the line item expense of \$200 can be moved to the LAC budget instead of Historian Budget. **Safety:** They are proposing to have \$250 for training, although the training is not planned. He proposes to remove the \$250 expense and he will speak with the committee directly.

Customer Service

Jennifer Garbely stated we have conducted 2 webinars. We are going to try to lower the expense of speakers in the budget. They will look at increasing revenue.

Manufacturers and Suppliers

Water Quality

Small Systems

Research

Jeff Lundt stated all committees have reported and he will go back and check with each one to see if we can increase income.

Training Coordination

Subsection Advisory Council

IT & Web Site

Membership

Jacki Masters reported that all her committees have reported and she will go back and check with each one to see if we can increase income.

Engineering

Water for People

Public Information

Water Resources

Mike Whiteley stated all committees have reported and he will go back and check with each one to see if we can increase income.

Issues from the Board

Black thanked everyone for their participation as a trustee stating their work is appreciated. We had some hard discussions and he appreciates how everyone is very professional. We will be looking for a date for a conference call to finalize the budget. He thanked the committees' willingness to take a look at reducing their budget expenses. The resounding message he heard is we need to work hard and make hard decisions to get a balanced budget.

Adjourn

There being no further business, the meeting adjourned at 9:52 a.m.