



American Water Works Association Pacific Northwest Section

PNWS - AWWA SPRING TRUSTEE MEETING MINUTES

TUESDAY, MAY 3, 2016

Call to Order

The meeting was called to order at 10:15 a.m. by Chair Randy Black in the Aspen Ballroom of the Grove Hotel in Boise, ID. Also present were Past Chair Jason Canady, Chair Elect Lacey Goeres-Priest, Trustees Dan Kegley, Jennifer Garbely, Jeff Lundt, Jacki Masters, Brad Taylor and Mike Whiteley, Association Director Brenda Lennox, Treasurer Marshall Thompson and visiting AWWA Vice President Warner Palermo.

Staff present: Executive Director Kyle Kihs

Incoming Trustees Chris Young, Stephanie Raddatz, and James Dean and incoming Association Director Kari Duncan were also present.

Chair's Report – Randy Black

- Welcome to special guest AWWA VP Warner Palermo from Puerto Rico.
- Kennewick Conference is on track for next year.
- In response to a request from Community Engineering Corps (volunteers working on specific projects in local areas) Mike Whiteley has submitted his resume to represent our group on an independent review panel.
- Small Systems Committee has requested assistance from the Board to look at the best ways they continue to grow the committee or alternatively, join the committee with another existing committee.
- Board Retreat is scheduled for July 6-8 in Seattle. Training and orientation for new Board members will be part of the agenda.
- E&T Fund ad hoc committee presented a report on their progress and information gathering earlier today.
- Representatives from PNCWA attending the conference are President Shannon Ostendorff and Vice President David Keil.
- 20/20 Vision continues to have goals and objectives sustained, thanks to YPs.
- Section has also began an initiative for hiring veterans.
- Job Fair “in a box” will go to subsections next month.

Executive Director Report – Kyle Kihs

- Follow-up on the sale of the cross-connection manual to Canada that was authorized at the winter meeting. That transaction has been completed and \$10,000 (U.S.) has been received in full payment.
- ACE16 in Chicago - the section meet and greet is scheduled for June 19 at the Wrigley View Rooftop where we will be watching the Cubs v Pirates game. Due to security reasons you must rsvp in order to attend.

Treasurers Report – Marshall Thompson

- Assets are about the same as last report with more cash on hand going into the conference.
- E&T Fund growth is up slightly.
- Mutual Fund balance \$324,000 CDs hold about \$336,000; Profit & Loss trend remains the same.
- Tremendous improvements to budget detail are welcome.

- Ad Hoc committee looking into the long term of E&T Fund, has been ongoing and positive communication.
- Working with new section bookkeeper on a better digital audit procedure reviewing our electronic files in QuickBooks rather than paper.
- Board should plan for some overlap in the appointed Treasurer position; new Treasurer will be appointed in October at Fall Trustee meeting.

AWWA Visiting Dignitary – Warner Palermo

- As a vice president of AWWA, he is happy to be here; important to go beyond borders to share information. Water equation – knowledge plus sharing equals transformation.

Association Director Report – Brenda Lennox

- Welcome to Warner Palermo.
- Happy Drinking Water Week – press releases are available from AWWA.
- AWWA has developed resource site for information about drinking water.
- Regional meeting scheduled for Dec. 5 and 6 in Hawaii.

Approval of Winter Trustee Meeting Minutes

Action

Motion: Masters moved to approve minutes of the Winter Trustee Meeting with corrections submitted to Executive Director, seconded by Whiteley and approved unanimously.

Approval of Slate of Candidates for 2016 – Jason Canady

Jason Canady presented the slate of candidates for 2016

Chair Elect: Jennifer Garbely, Mike Whiteley, Mel Damewood

WA Trustee: Ronda Farmer, Sam Perry, Tony Lindgren

OR/ID Trustee: Julie Smitherman, Mike McClenathan, Jamie Porter

At large: Pat van Duser, Lynn Stevens, Cory Baune

Action

Motion: Lennox moved to approve slate of candidates for 2016 as presented. Seconded by Masters and approved unanimously.

Blue Mountain Section Bylaws – Cory Baune

- Blue Mountain Section Bylaws have been updated, with proposed revisions distributed to the Trustees for review earlier.

Action

Motion by Kegley to approve proposed updates to Blue Mountain Section Bylaws as presented, seconded by Canady and approved unanimously.

Personal Leadership Committee Nicki Pozos

- Request to put Personal Leadership Committee on hold. A separate committee is probably not needed just to house events; individual groups have taken over events such as Women in Leadership event in Portland. It makes more sense to find a home for each event.
- Further information will be gathered for the Board to consider; action will be on hold until Fall Trustee meeting.

E&T Fund Ad Hoc Committee – Bob Ward, Bob Willis

- Update was provided to Trustees earlier this morning.
- Ad Hoc and E&T Committees working together to provide a high level of transparency.

E&T Fund – Bob Willis

- Fund is at same level as beginning of year due to flat market (\$730,000).
- Investments conservative to protect against potential recession.
- 3% scholarship expenditure (\$19,500) comes from retained earnings this year.
- Required payout for scholarships is too high a percentage of the fund and makes it susceptible to decline; this has been addressed by reducing required payout from dedicated funds from 10 to 5%.
- Section and Board need to encourage donations to the fund.
- Trustee Lundt requested to see records which have been assembled for review of the fund by ad hoc committee.

2016 Boise Conference Local Arrangements Committee - Camille Cegnar

- 733 registrations have been received, about 200 higher than expected.
- Keynote speaker is Heather Cox, an Olympic athlete and ESPN personality.

MSC Committee - Kristin Young

- Vendor floor sold out with 105 exhibitors.
- Sponsorships: 2 platinum, 5 gold, 6 silver.
- Starting next year, raffle tickets will be sold by Water for People Committee as they receive the proceeds.
- Please visit vendors and thank them for their participation.

Trustee Lennox noted that Ms. Young has been appointed to AWWA MAC Council.

Water for People – Kristin Young

- \$56,000 proceeds year to date; \$50,000 will be matched at ACE.
- Possible change in officer structure to include directors to help transition people into leadership roles.
- Thanks to Board for supporting events and making personal contributions.

Kitchen Committee - Teddy and Bill Beckman

- Five pounds of fudge donated to silent auction.
- Cookies for all!

Program Committee – Cheryl Capron, Kevin Boggs

- CEUs resubmitted to Idaho and additional 22 were approved.
- 2017 conference call for abstracts will be open through July with committee review in August.
- Approval for wastewater track CEUs still pending.
- Further discussion regarding CEU approval issues in various states.

Recess

The meeting was recessed at 12:05 for a lunch break. The meeting reconvened at 1:20 p.m.

2017 Kennewick Conference Local Arrangements Committee – Pat Everham

- Plans for 2017 conference are moving forward.
- Trustees received 2017 conference t-shirts.
- With James Dean becoming a Section Trustee Everham will serve as president and Dave England as vice president of the Central Washington Subsection.

20/20 Vision – Rich Reavis

- Goals accomplished include identifying two YPS and 1 SP from each subsection.

- Some subsections need more help in recruiting members; website will be used for recruitment purposes.
- Career Fair participation is strong; need to improve tracking to see how successful these are.
- Career materials have been developed for booth for high school, college and veterans; Kyle will mail signage and materials to subsections at the end of the month.
- Event “toolbox” is also on the website with instruction on holding different types of events.
- Boise State is interested in a student chapter.
- May not go to cloud based web at this point.
- Need to better track where students are located and what subsection they would be.
- Trustee Taylor suggested use of network of employers to help contribute to cost.

Young Professionals – Julie Smitherman

- 12 career fairs held including 7 from the Cascade to Coast subsection.
- OSU interested in starting a student chapter.
- Networking events include water walks and happy hours.
- Chair and co-chair attended YP summit in San Diego thanks to subsidy from Board.
- Currently focusing on conference events including Fresh Ideas.
- \$4400 for student conference scholarships awarded; recipients from Walla Walla Community College operator training program are attending with their professor.
- Thanks to challenge funding for the Scavenger Hunt; \$4400 raised this year up from \$2900 last year.
- Six submissions received for Pioneer Award.
- Some monthly meetings may be combined with 20/20 Committee.

Idaho WARN – Shelley Roberts

- Currently 27 full and 15 associate members.
- High activation due to storms; generators provided to two communities that were within 2 hours of losing water. Good coordination with Office of Emergency Management.
- Statewide table top exercise sponsored by EPA resulted in great feedback.
- Idaho website was compromised so now have very basic site using EOC website.
- Board discussion ensued about why cities are not interested in joining; noted that cities seem to be concerned about insurance and risk management issues although mutual aid agreements would seem to cover those concerns.

Idaho WUC – John Wiskus

- Small but dedicated group meets six times per year with representation from state agencies.
- Past year’s legislative session was quiet.
- Focus has shifted from water quality to water quantity and water rights.

Community Engineering Corp – Lynn Stephens

- No verbal report.

Customer Service Committee – Tonya Reiss

- No verbal report.

Subsection Advisory Council - Max Woody

- Current numbers for competition entries: Gimmicks and Gadgets - 5; Meter Madness -10; Tapping – 5; Top Ops – 3; Best Tasting Water – 10.
- Requested that the Board consider awarding funds for the second place tapping team funds to attend ACE. Amount needed would be \$525/team member (2100) plus about \$180 to purchase a shirt for each member.
- Only two applicants for scholarships for operators; remaining \$700 allocated was re-allotted to the YPs.

- Three subsection activity awards will be given at Friday banquet.
- Tonya Reiss will take over Subsection Advisory Committee Chair with Doug Schlepp as Vice Chair.

Discussion followed regarding the request for funding. It was noted that proceeds from the conference will exceed expectations.

Action

Motion: Masters moved to approve expense up to \$2,300 for sending the second place Tapping Team to ACE was seconded by Garbely and carried unanimously

Trustee Work Teams

Marshall Thompson (Audit, Budget, Ad Hoc)

- Audit Committee in discussion with CPA firm.
- Initiative for hiring veterans moving forward; getting website up to date and asking large utilities for testimonials on how they have benefitted from hiring vets.

Lacey Goeres-Priest (Ad Hoc, Strategic Planning, Public Officials, Personal Leadership)

- All committees have submitted reports.

Brenda Lennox (National Association Awards & Review; Idaho, OR, WA Water Utility Councils; ORWARN, IDWARN, WAWARN)

- All committees have reported.

Jason Canady (Nominating, Past Chairs, Scholarship, E&T Fund)

- All committees have reported.

Dan Kegley (Utility Management, Distribution, Conference Program, Conference Local Arrangements)

- Utility Management has developed a three-part course for asset management, will roll out in Spokane. Also nearly done with salary survey.
- Distribution – still moving forward with two training classes to raise additional funds.
- Thanks to Cheryl and Camille for conference program work.
- Distribution: still moving forward with the two training classes.

Brad Taylor (Cross Connection – OCCSR, Historian, Publications, Safety)

- City of Hillsboro will receive LaDue award at ACE.

Jennifer Garbely (Customer Service, Young Professionals, Water Conservation, Water Treatment)

- Receiving new materials for Customer Service courses in May or later; courses will continue until the changes are received.
- Water Conservation met via conference call, has planned full day track on Friday.
- Water Treatment providing two tech sessions focused on surface and groundwater treatment and a pre-conference session.
- Training March 11 in the Dalles lightly attended but stimulated great conversation.

Jeff Lundt (Manufacturers and Suppliers, Water Quality, Small Systems, Research)

- Water Quality contest – 10 subsections registered, committee leadership will transition.
- Small systems will hold discussions this summer.
- Research will develop workshops on re-use.

Jacki Masters (Training Coordination, Subsection Advisory Council, IT & Website, Membership)

- Working on three more trainings, “training in a box” is getting to less-served areas but always a challenge.
- Full track on IT, trying to diversify into subcommittees for IT used in water systems (SCADA, etc).

- Membership is working with 20/20 with some individuals serving on both committees.

Mike Whiteley (Engineering, Water for People, Public Information, Water Resources)

- Public Information – 35 entries in communications awards up from 18 last year. Five small entities entered with free participation.
- Water Quality training in Woodinville in September.
- Water Resources training on Willamette River, two webinars planned for fall. Will be looking for input from Board. Would like ideas on how to broaden geographical membership – some committees are struggling with that.

Chair Black thanked outgoing Trustees Jacki Masters, Brad Taylor and Jason Canady as well as Association Director Brenda Lennox (who will continue to attend as AWWA President elect) for their service on the Board. He noted he has enjoyed sharing, learning and growing as a supervisor, general manager and leader through this experience. He thanked the Board for their wisdom and council and expressed confidence that the Section is in good hands. Outgoing Trustees expressed appreciation for the opportunity to serve.

Adjourn

There was no further business and the meetings was adjourned at 2:45 p.m.

Minutes prepared by Pam Kolacy MMC