



# American Water Works Association Pacific Northwest Section

## WINTER TRUSTEES MEETING MINUTES TUESDAY February 9, 2021 Attendees participated virtually via Zoom

### Call to Order

The meeting was called to order at 2:35 via Zoom by Chair Ronda Farmer. Also present: Chair Elect John Roth, Past Chair James Dean, Trustees Cheryl Capron, Michelle Cheek, Dave England, Crystal Jensen; Doug Schlepp, AWWA Director Randy Black, Treasurer Bob Ward, and Executive Director Kyle Kihs. Trustee Karen Kelley was excused.

### Chair's Report – Ronda Farmer

- Update on Bylaws – new bylaws were submitted to AWWA's Executive Committee and were approved. Next step is review and vote by our Section membership.
- The budget update contains good news.
- Welcome Jason Canady as new Treasurer.
- Website update continues with new pages for Committees and Subsections.
- Next virtual training is February 25, hope all will register.
- Congratulations to Jeff Lundt, reappointed to the E&T Committee.
- Board has directed that funds from the last maturing CD be rolled into mutual funds (\$100,000) and General Fund (\$10,000)

### Association Directors Report – Randy Black

- AWWA Financial Health: the organization has been adjusting to an all-virtual approach. Revenues reduced by \$11 million in 2020 but expenses were cut by \$7 million, partly due to partial reimbursement from insurance for cancelled events and receipt of Payroll Protection Program funding. Result was a net loss of \$3.6 million for the year. The Association expects to be back in the black financially by 2023.
- ACE: scheduled for June 13-16 in San Diego, currently planning a hybrid approach but the final decision on whether in-person activities will be planned will be made at the end of March.
- Membership: membership has dropped from 52,198 to 49,484 and 40 of 43 Sections have seen a decrease in membership this year. All Sections are asked to invest in and focus on increasing membership with each member asked to get a non-member on board. The goal is to have over 50,000 members by the end of 2021.
- Business: AWWA will continue going forward in the virtual world, including the Water Matters! Fly-In this year. The plan is to grow and enhance virtual benefits for members.
  - Ad hoc committee is reviewing pros and cons of an enterprise model as part of a utility member benefit and has asked for more time before their final report to the Board at ACE.
- Program Review: In 2021, the Association will continue to evaluate programs for relevance, value and investment in the future. Key leadership training is scheduled in the third quarter and hope all members will attend.
- India: Looking at business side of webinar training over the next few years and exploring partner opportunities with organizations such as the American Society of Civil Engineers.

Strengthening public trust: working to increase the public's trust in their tap water. Lead and copper rule, Safe Drinking Water Act, PFOS and cyber security will be among areas of concentration in 2021.

- Elections: Several new officers were elected, with Randy Black elected as a Vice President.
- Action item: Our Section Bylaws provide a sub-nominating committee to present three potential candidates for our Association Director position for a three-year term beginning at ACE in 2022. In the past, members of the committee have been the immediate past Association Director, the current Association Director and the Current Board Chair. At this time, the current Chair would be eligible for consideration as a candidate and she has indicated a desire to be considered. Therefore, the Chair needs to recuse herself from the nominating committee and the third position on the committee must be filled by the Board. The other two members of the committee have recommended Brenda Lennox as the third committee member and she has indicated her willingness to do this. Board action is required.

**Motion: Capron moved to appoint Brenda Lennox to serve as part of the sub-nominating Committee based on the Chair's wish to be considered for the Association Director position. Second by Roth. Motion carried unanimously.**

#### **Treasurers Report – Bob Ward and Jason Canady**

- 2020 Year End Financials, 2021 Adopted Budget and an evaluation and summary of the 2020 financial performance were provided.
- Biggest news of 2020 is how we the Section ended the year in terms of overall position, which was much better than expected, with a negative revenue of only about \$2500 and an operating reserve exceeding the requirement.
- Year-end reserve is well above the Bylaw requirements for operating reserve.
- Should be back to normal at the end of 2021.
- Positive outcome has been driven by Committees generating more revenue and by the allocation from AWWA coming in higher than budgeted. Payroll Protection Program funds of \$20,832.50 were received in 2020. The loan has been forgiven which will increase the bottom line after direction is received from the CPA.
- Thanks to the Board and Executive Director for doing a tremendous job.
- Currently there is nothing budgeted for conference income or expenses for 2022 in the 2021 budget.

#### **Action items**

**Motion: Schlepp moved to approve the Winter meeting minutes as presented, seconded by Capron. Motion carried unanimously.**

**Motion: Roth moved to approve the Section Election Results as follows. Black seconded. Motion carried unanimously.**

Chair Elect: Michelle Cheek, Portland Water Bureau  
Oregon/Idaho Trustee: Jamie Porter, Rainbow Water District.  
Washington Trustee: Tyler Clary, City of Vancouver  
Trustee at Large: Nick Belmont, DN Tanks

As noted in the Chair's report, the Board has selected Jason Canady as Treasurer.

#### **Appointment to E&T Fund Board**

As noted in the Chair's report, Jeff Lundt has been reappointed to the E&T Fund Board.

#### **CD Maturing – Roll to Mutual Funds**

As noted in the Chair's report, the last of the CD's (\$110,000) has matured; \$100,000 will be moved into mutual fund and \$10,000 will be moved to the General Fund to defray expenses that may be incurred if in-person events are allowed before the end of the year.

#### **Bylaw Approval Update and Next Steps – Ronda Farmer**

As noted in the Chair's report, the Bylaws have been approved by AWWA and now will go to the Section membership for a vote and then back to AWWA for their records.

#### **Quarterly Training Program – Cheryl Capron**

- Thanks to all involved for making a successful adaptation from traditional to virtual conference.
- All is well set up for the first session except for the usual last-minute items.
- Not sure what to expect for 2022 but if an in-person conference is planned, the work needs to start in the next couple of months.

#### **E&T – Bob Willis and Jeff Lundt**

- The Fund had great success in 2020 and gained a quarter million dollars, now over \$1.5 million in total. Gains continue so far this year. Donations are down from about \$40,000 to \$10,000. The Lower Columbia Subsection has achieved \$10,000 in donations which puts another dedicated scholarship into the mix, with a total of 19.
- Based on funding, a record \$50,776 will be transferred into the scholarship fund.
- Working with national WE program for matching funds to establish a trial program to provide scholarships for operators at the Western Washington Short School.
  - Proposing 150 operator scholarships which would pay 2/3 of the registration fee; WE gets credit for 150 scholarships by matching PNWS funding of \$12,000.
  - Fund will pay the membership fee for any of the 150 scholarship recipients who are not AWWA members so the program will also add to the member base.
  - A meeting will be held later in the year to evaluate the success of the collaboration. If successful, AWWA would like to expand the program to other Sections.
  - This is noted as another example of PNWS leadership within AWWA.

#### **Items or Comments from Membership (Zoom Chat)**

Dan Kegley congratulated Jason Canady as the new Treasurer and commended the Board for its good work.

Chair Farmer also expressed appreciation for the many contributions of the members.

#### **ADJOURN**

There being no further business, the meeting was adjourned at 3:27 p.m.