



American Water Works Association
Pacific Northwest Section

2022 Winter Board of Trustees Meeting Minutes
February 15, 2022
Online via Zoom

Call to Order

The meeting was called to order at 9:30 via Zoom by Chair John Roth. Also present: Chair Elect Michelle Cheek, Past Chair Ronda Farmer, Trustees Cheryl Capron, Jamie Porter, Tyler Clary, Doug Schlepp, Nick Belmont, AWWA Director Randy Black, Treasurer Jason Canady, and Executive Director Kyle Kihs. Karen Kelley was excused.

Chairs Report

- Chair John Roth welcomed everyone and noted he was pleased with the number of people attending. He said the Section is looking forward to the in-person conference in Tacoma.

AWWA Director– Randy Black

- The Winter Board meeting scheduled in Santa Fe January 12-14 was changed to a virtual meeting due to health concerns.
- Melinda Friedman was named the recipient of the A.P. Black Research Award. Thanks to Section members who helped make the award possible.
- Financial growth and health exceeded expectations for 2021.
 - Bottom line for the year showed a deficit of 1.9 million, better than the forecasted 2.9 million.
 - The 2022 forecast shows a 1.55 million deficit, with increases in expenses relating to the push toward more in-person events which will involve travel expenses.
 - ACE scheduled June 12-15 in San Antonio will be a hybrid conference with safety protocols in place for in-person attendees. The format means if necessary, the conference would automatically revert to an all-virtual format. This would mean a loss of about \$1 million in the worst-case scenario.
- The Association wants to establish a long-term water vision 2050 as part of the long-term planning process. The timeline starts in 2025 and between now and then, clear goals and objectives will be established.
- Reviewed AWWA election results.
- Congratulations to James Dean, incoming AWWA Director. He was able to attend the Winter Board meeting.

Treasurer's Report Jason Canady

- Year-end financials showed revenues down slightly, but expenses were significantly lower due to no in-person conference.
- Overall net income of \$91,000 which will greatly benefit the Section reserve.
- 2022 adopted budget has an aggressive conference attendance projection. If the numbers are lower, budgeted travel fund can be held back.
- Overall, Section finances are solid, and committees did a good job of balancing income and expenses.

Motion: Black moved to approve the Fall 2021 meeting minutes as presented, seconded by Capron. Motion carried unanimously.

Motion: Clary moved to approve the 2022 section election results as listed, seconded by Schlepp. Motion carried unanimously.

Chair Elect: Dan Sleeth, Covington Water
AWWA Director: James Dean, City of Yakima
Oregon/Idaho Trustee: Joel Clary, Tualatin Valley Water District
Washington Trustee: Tonya Reiss, City of Spokane
Trustee at Large: Libby Barg Bakke, Barney and Worth

It was noted that since the election is all electronic, no ballots exist that need destruction.

Motion: Porter moved to reappoint Heather Pennington to the Education and Training Board, seconded by Belmont. Motion carried unanimously

Rules of Procedure Update – John Roth

- Last year Section Bylaws were updated to align with the Association and other minor changes. The current effort involved making the Section Rules of Procedure to align with Section Bylaws and Association practices. We added clarity and some detail to the roles and responsibilities of Board members
- This effort was undertaken by an Ad Hoc Committee representing a cross section of the membership. That draft was provided back to the Board for the opportunity to workshop it for changes and comments. Next it will be shared with the membership to provide a three-week comment period. After member feedback, any changes needed will be incorporated and the Board will consider and plan to adopt at the Spring meeting.

2022 Tacoma Conference – KayLyne Newell

- Conference is scheduled for April 27-29 at the Greater Tacoma Conference Center. Main lodging will be at the new Marriott Hotel connected to the conference center with overflow lodging at the Murano Hotel across the street.
- Conference schedule was reviewed, noting that on Friday the first-ever awards luncheon will be held.
- So far 8 sponsors, 48 vendors have committed.
- More volunteers are needed and contact information is on the website.

Program Committee – Jill Hoyenga

- 133 speakers will present with a total of 33 tracks – a full conference with a full 2.0 CEUs available for attendees
- 10 tracks are co-sponsored
- Obtaining CEUs was less difficult this year. Idaho will accept any CEUs from Oregon and Washington.

Member Engagement and Development Committee – Chris Young

- Goals of the committee include being transparent about the value of AWWA; foster collaborative relationships with members through committees; this year focusing on succession and recruitment for committees.
- Six people from the section attended the Membership Summit and were recognized there for meeting our retention goals. This year's Association goal was to get 62% of new members to review; this goal was achieved and the Section received a check for \$1,540.00.
- Mentorship program as been run virtually; in-person meet and greet at conference is scheduled so newcomers can be matched with a conference buddy.
- Diversity and Inclusion Subcommittee has an approved conference track
- Membership committee will have a booth to emphasize value of membership. Volunteers are needed.
- Conference First Time Attendees Breakfast is scheduled for Thursday morning; all are welcome to come and support the first-timers.
- A new initiative will create ten-year membership awards.
- Association is looking for a member to join the National Diversity and Inclusion Committee; contact Randy Black if interested.

Northwest Washington Subsection – (Jeff Lundt)

- Training in a Box has been developed as a traveling program that can be taken anywhere and is intended to provide operator education and CEUs for those in more remote areas and who can't travel to training.
- Currently Beta testing Chemistry for Operators
- Western Washington Short School provides 1.2 possible CEUs for full time attendance, includes water and wastewater. Virtual training last year reached over 150 people
- Review of 2021 training sessions and 2022 schedule to date.
- Use Constant Contact for registration, PayPal for fees
- Suggest rather than doubling fee for non-members, charge regular fee and sign them on as members.

- Encourage partnerships, provide water and wastewater CEUs whenever possible, encourage use of small system scholarships
- WE scholarship – money earmarked from E&T Fund is matched by AWWA Water Equation for operator scholarships. Two-thirds of the \$240 fee for the two-day workshop was covered. E&T Board will provide funding again this year and hopes to expand to other subsections who will do short schools. This increases outreach and allows E&T funds to touch more operators.

Subsection Advisory Council – Brian Wilson (City of Vancouver)

- Only the Best Tasting Water competition will be held this year at the Section Conference; others will resume next year.
- Looking to recruit officers and committee members

E&T Fund – Bob Willis and Jeff Lundt

- Fund value 12/31/2021 \$1,766,653 (designated principle \$449,428; undesignated principle \$343,559, retained earnings \$973,666).
- Retained earnings distribution \$18,052 spread over four years
- Provided to Scholarship Committee: \$53,000
- Short School scholarships \$12,000 with matching WE funding, \$41,000 college and operator scholarships
- Currently six Subsection contributing scholarships: NWWA, KCSS, LCSS, SOOR, IESS, SWID
- Assuming enough applications for operator scholarships and receipt of WE matching funds, the \$53,000 could ultimately generate \$67,000 in scholarships.

TRUSTEE WORK TEAM REPORTS

Jason Canady - Audit and Budget

- Early registration numbers for the conference are very low – 60 have been received for the full conference. Section budgeted for 800 attendees, so a major outreach effort is needed to encourage attendance.
- March 31st last day for pre-registration and 300 more are needed to meet our goal for pre-registrations.
- Currently about half the vendor slots are filled
- Association has asked for a Section audit; audit firms have quoted \$12,000 - \$15,000 which is not budgeted, and Association will not assist with funding beyond the regular allotment. We have inquired whether the Association has any audit firms under contract that might be less expensive.
- Need Audit committee members; one subsection audit is conducted each year.

Michelle Cheek - Ad-Hoc Committees, Powell Lindsay, Fuller and Lechner awards

- Ad Hoc Committee work has been reported, big thanks to those who worked so hard on this
- Awards will be presented at the Tacoma conference.

Randy Black - National Association Awards, Nominating and Past Chairs

- Plethora of awards are available; links are available regarding national awards. AP Black Research Award this year presented to Melinda Friedman.
- Nominating Committee looking for Operators Meritorious Service Award applicants as the Section gets two awards according to membership numbers.

Ronda Farmer – WUCs and WARNs

- Working diligently to provide emergency response, client requests etc.
- Tri-state meeting hosted by Oregon with Washington WUC Chair on the call.
- AWWA Fly-in

Jamie Porter – Public Communications Division: Conservation, Public Information, Customer Service and Cross Connection

- Good to have tech sessions not geared to operators.
- Water Conservation Comm a large and active group.
- Cross connection Committee, Jessica Shaw will replace Tonya Reiss as Chair.

Karen Kelley – Internal Communications Division: Publications, Training Coordination, SAC and Subsections

- John noted Karen could not be present, but others have covered some of the key committees.
- For Subsection questions, reach out to Brian Wilson, for training needs to Jeff Lundt and Laren Searl.

Tyler Clary – Member Engagement Division: Water I/T, MEDC and Young Professionals

- Great work by Member Engagement
- YP Committee has had a lot of turnovers; early in COVID had lots of webinars and trainings but that has slowed because of lack of leadership. People involved now do not have a history of past involvement. Committee is now focused on the conference scavenger hunt. It will be important to engage and involve YPs at the conference.
- Pioneer Award will be advertised.
- There will be a Mentorship meeting prior to the conference.

Cheryl Capron – Water Science Division: Research, Water Resources, Water Quality, Treatment and Conference Program

- Division is mostly focused on the conference. Treatment Committee is trying to put together a tour and some other classes. Water Resources and Quality could use fresh faces.
- Conference Program Committee is starting to plan for 2023, looking to make a change in the abstract review process this year. Trying to de-conflict requests as we return to a more conventional number of abstracts. Most conflicts with how many committees want what abstracts are mostly aligned with divisions. When people submit abstracts, we will ask them to choose the best division rather than one of 30 committees. Using divisions sets up a single point of contact with the Program Committee which could be the Board Liaison or designee. The abstract list would go to the division contact and the group would work together on a plan so there won't be a huge overlap with the same committees asking for abstracts.
- Not much lunch time this year for committee meetings so rooms have been reserved on Thursday afternoon for each division to meet 45 minutes – one hour. Rooms are big enough to do breakout committee meetings.

Nick Belmont - Philanthropy Division: Scholarship, E&T, Water Equation and Philanthropy

- Noted this was a difficult year to plan in-person events because of COVID ups and downs so it was more of a struggle for philanthropic fundraising, but the year was not without its successes.
- Cory Baune and his team on the Scholarship Committee did a great job of reviewing applications and providing scholarships. E&T is taking care to be sustainable and provide maximum funding for scholarships.
- Members are eager to start supporting fund-raising endeavors again. Water for Wine event, scheduled for May 21, will be an outdoor event.

Doug Schlepp -Utility Operations Division: Engineering, Utility Management, Distribution

- Thanks to committee chairs and other leaders and active members. COVID led to challenges for each committee and subcommittee but has also afforded greater opportunity for participation through virtual meetings.
- Each committee is healthy and hold regular meetings.
- Women in Leadership held an in-person symposium last week with 70 attendees.
- Engineering is resuming Excellence in Engineering award with a great slate of applicants. A joint webinar with the International Society of Automation was held in December on Shake Alert. He applauded the committee for working with other groups with like interests.

Chair Roth expressed appreciation to all Trustees for coming prepared and sharing the work going on with their divisions.

Items or Comments from the Membership – John Roth

No comments were offered from the membership.

Motion: Black moved for adjournment, seconded by Schlepp. Motion carried unanimously.

There being no further business, the meeting was adjourned at 11:43