



American Water Works Association **Pacific Northwest** Section

2023 Fall Board of Trustees Meeting Agenda

October 6, 2023

Campbell's Lake Chelan Stehekin Room

Call to Order

The meeting was called to order at 9:00 a.m. in the Stehekin Room at Campbell's Lake Chelan by Chair Dan Sleeth. Also present were Chair Elect Nick Belmont, Past Chair Michelle Cheek, Trustees Libby Barg Bakke, Joel Cary, Jolene Gibson, Chandra Hingston, Erika Murphy, and Tonya Reiss, AWWA Director James Dean, Treasurer Jason Canady and Executive Director Kyle Kihs.

Chair's Report - Dan Sleeth

- Raising conference registration rates resulted in the largest amount of money raised in conference history (\$260,000); this enables the Section to provide better service and value to members.
- An ad hoc committee will continue to deal with future conference rates by establishing a policy and practice for setting registration rates in the future.
- The Chair and Executive Director will review the Executive Director's contract to make minor revisions and updates
- Thanks to the Section Treasurer and Executive Director for managing this year's income and spending funds wisely.

Association Director Report – James Dean

- AWWA priorities are Water 2050, Emergency Preparedness, Legislative issues, and helping water utilities attain sustainability.
- Still working on reorganizing the New England Section which had previously been disbanded.

Treasurer's Report – Jason Canady

- The full report has been e-mailed to Trustees.
- Revenue is at 95% and expenses about 74% to date.
- The generated 2024 budget is strong and will enable the Section to significantly invest in membership during the coming year.

Approve Spring Meeting Minutes

Motion: Dean moved to approve the minutes of the 2023 Spring Trustee Meeting, seconded by Belmont. Motion carried unanimously.

Introduce the next Section Treasurer – Dan Sleeth

The chair announced the Trustees have appointed Jamie Porter as the incoming Treasurer. All applicants were thanked. Porter will begin his term as Section Treasurer immediately following the 2024 Annual Section Conference.

2023 Kennewick Conference Survey Results (Kyle Kihs)

- 120 Conference Survey Results were received.
- The most important components of the conference: CEUs, vendor show, networking and special events and the awards luncheon.
- Positive ratings for the new smart phone app.
- Survey returns showed the attendees are skewing younger.
- About 900 attendees, counting vendors, back to pre-pandemic numbers.

2024 Conference Program – Jill Hoyenga, Michelle Johnson

- Committee is ahead of schedule for the 2024 Conference.
- High level of engagement from members has resulted in 181 presentations adopted with potential for three more.. More presentations can be scheduled because the Spokane venue can accommodate eight tracks.
- Thirteen moderators have already been assigned.
- Solid wastewater track will be offered including a wastewater and drinking water themed offsite tour.

2024 Spokane Conference – Ray Foster

- Golf venue has been chosen (Prairie Falls in Post Falls) 30 minutes from downtown (no shuttle)
- Event night and competition in the park spaces confirmed.
- Hotel is large enough to accommodate all attendees.
- Registration goes live on January 2.

E&T Fund – Heather Pennington

- Full presentation was e-mailed to Trustees.
- Thanks to Bob Willis, who established a 20-year legacy while serving on the E&T Board.
- Fund provides scholarships for operators and college students.
- Mission: sustainable growth in the fund to make sure we can provide the next generation with the training they need.
- Funds
 - Dedicated principal: grows only with donations. Twenty-two dedicated

funds are producing scholarships with just under \$35,000 in scholarships for 2023.

- Undedicated principal: money donated but not to a specific fund as well as dedicated donations that have not achieved the target level of \$10,000. Interest and dividends help fund dedicated scholarships. Does not decrease except when a contribution reaches \$10,000 and is moved to dedicated principal.
- Retained earnings; go up and down with the market.
- Methodology adopted in 2017 put in place an approach to provide continuity for future fluctuations in the market.
- Discussion of how to publicize subsection contributions and encourage them to reach the \$10,000 level. E&T Board members are available to attend subsection meetings.
- Would like to elevate interest from corporations and groups.
- Suggestion to make a connection between scholarship recipient and named scholarship.

NW Oregon Subsection – Kyle Arnhart

- First in-person short school since 2019 at Clackamas Community College with attendance of 128.
- Increased registration costs and increased venue costs.
- The committee needs to transition due to burnout of long-time members.
- Food costs increased \$6,000 from 2019.
- Provided Seven operator scholarships.
- Net profit \$8,000 (down from \$15,000 in 2019).

NW Washington Subsection (Jeff Lundt)

- Partnered with the Washington Department of Health on trainings; positive impact of showing members DOH is a friend and advocate.
- Partnered with King County Subsection to do specialty workshops and training for Seattle Public Utilities
- Partnered with other subsections through training in a box; honorariums equal a few thousand dollars a year for PNWS
 - Short school at Lynwood had in person and online component with 6 hours of class per day, a total of 1.2 CEUs. Five concurrent sessions certified for water and wastewater.
 - Same price for in person or remote attendance.
 - Cost \$20 per CEU; 120 attendees (18 online).
 - Ten people on planning committee and always looking for new participants, can commit for a particular task.
 - 18 scholarships applied for and granted for attendees.
 - Trade show day for vendors – 39 this year with free tables for non-profits and

government agencies.

- Partial operator scholarships awarded so utility has money invested and encourages attendance.
- Lessons learned
 - With new management, costs go up; A/V/ package no longer free
 - Meals are biggest cost
 - Operators like paper schedules.

Southern Oregon Subsection – Adam Smith

- First in person training since Covid; nearly back to pre-Covid numbers.
- Partnered with Rogue Community College.
- 65 attendees from subsection and attendees from every county.
- Total revenue around \$37,000; food provided by college
- Net \$21,600 with majority to Southern Oregon scholarship
- Lessons learned
 - Coming out of Covid, contact lists are probably outdated.
 - Dinner social not successful; shifting to long lunch with vendors and attendees.
 - Golf tournament may be combined with training so a sponsorship package can be offered.
 - Would like Rogue to play a bigger role and invite students to meet and greet.

2024 Budget Discussion – Dan Sleeth

- Substantial funding is included in the budget to cover the cost for membership to attend the Fall meeting in 2024.
- Funds were added for all committees to host trainings.

2024 Budget Approval

Motion: Belmont moved to approve the 2024 budget, seconded by Reiss. Motion carried unanimously.

Comments from the Membership

There were no comments from the membership.

Adjourn

There being no further business the meeting was adjourned at 10:26 a.m.