

## Draft - NS-AWWA Board Meeting Minutes

Meeting Date: **January 11, 2019**

Location: Miller and Associates, 1111 Central Ave, Kearney, NE

Call in Number and Participation Code: (800) 704-9804, Code 83795334#

Milo Rust called the meeting to order at 9:30 AM.

### **ROLL CALL:**

#### Board members present:

Board Chairman: Milo Rust

Chair Elect: Brittany Travers

Vice Chair: Mary Poe (via conf. call)

Treasurer: John Keith

Secretary: Craig Reinsch (via conf. call)

Directors: Bruce Dvorak (via conf. call)

Teresa Konda (via conf. call)

Past Chair: Eric Melcher

Trustee: Brian Gongol (via conf. call)

Trustee: Ryan Hurst

Trustee: Mike Koenig (via conf. call)

Trustee: Marc Rosso

Board members absent: None!

Committee Chairs present: Rich Koenig, Ann Williams (via conf. call), and Rob Pierce (via conf. call).

Others present: Mike Wentink

**Approval of November Annual Business and Board of Directors meeting minutes:**

John brought copies for review. Under new business, Brian requested to have his name corrected from “brain” in the minutes. Motion by John Keith and Second by Brittany Travers to approve the board of director meeting. The motion carried with all present voting aye.

**Chairman’s Report:**

Milo stated that he was glad to see people here today. No official report. There are a few questions as we continue through the process.

**Director’s Report:**

Bruce was not present at the time. Teresa didn’t have anything to add. We returned to Bruce’s item when he joined the call. A few items have occurred since the fall conference. Will the farm bill, there is some language for protection programs for drinking water sources, and reach out to state conservationist to assist in allocating funds. Work with NDHHS and NSAWWA to determine how to coordinate this effort. Mary reported that NDHHS did not have anything in the works, but several would be interested in working with them. Bruce was willing to work with an ad hoc committee to determine what would make sense between the various organizations, as well as representative communities. This is a new funding resource for these communities to pay for such things as easements or land. This information is included in the Director’s report.

Bruce proposed creating an ad hoc committee to help and engage the right group to make the official request. Bruce was willing to be on the committee, together with an NDHHS representative, and others, to go and meet with NRCS.

Milo suggested sending a group email out to determine interest. It would be beneficial to discuss this with the Total Water Solutions committee, though it may not be of interest. This will be discussed more and included as an agenda item for the **March** board meeting. Other coordination work will be done during the interim.

Report is attached.

**Treasurer’s Report:**

John Keith provided the November and December 2018 statements. Some revisions have been made due to checks cleared and reconciliations shown. Outstanding payments.

Happy to say that the budget has been reconciled for the entire year. There are some late items that have come in. Reminders will need to be sent out to make sure that expenses are turned in during December so that the finances are appropriately balanced.

The 2019 Budget worksheet was sent out. Hard copies that are current as of 1/10/2019 were presented at the meeting. Most have submitted expenses. Still waiting on 3 or 4 others for final budget entries (i.e. Safety, Total Water Solutions), which would be in the reports.

For 2018, including fall conference, income was \$150,170.29, expenditures were \$186,833.35, for a difference of \$36,663.06. There was a large expense due to the

investment. The 2019 budget is as complete as it will be with the exception of those mentioned. Budget requests will be made in July with the goal to have things ready

Approval of 2019 budget in **March**, that will include final updates. This will need to be added to the next agenda.

Motion by Marc Rosso, second by Ryan Hurst to approve treasurer's report. Carried.

AWWA main office asked about sending a chair's report. John Keith and Craig Reinsch were asked about it. John Keith has it on his to-do list, which includes copies of previous audits, budgets (last 2 years), and items that need to be submitted as clarifications for the Association's records.

Report is attached.

DRAFT

## **Committee Reports:**

**Archives & History:** No report provided.

**Audit:** Next audit will be January 2019. Nothing has yet been submitted to the auditor, but will be reviewed by the committee. Go ahead and send it to the previously used auditor for the current audit. AWWA's check for their portion of the fall conference has yet to arrive. No report provided.

**Awards:** No report provided.

**Budget:** Report Provided (includes November and December 2018 statements)

**Cross Connection:** Report is attached. No other follow-up.

**Education:** The committee is looking for new chair. There will be 18 trainings with the League, 4 Cross-Connections, will be part of EPA Area 1 training grants (2 years; 2019-2020); \$4,200 grant each year for each event. Will be at Carol Joy Holling (3<sup>rd</sup> year). Also have one in 2020. This was the email approval to sign the contract for the Area 1 Grant. The other item document included is an agreement for a USDA Grant for Small Systems through their RUS program. \$4,750 grant with Midwest Assistance Program (MAP) for a day seminar to help small systems to better understand grant opportunities. MAP will reach out to several (20-30) small systems to get them involved and answer their questions at the training. The grant is extended to December 1, 2019. This will be part of the fall conference pre-conference event. With the 2 grants, Keith and Mike are looking to hand out some kind of gift or book that can be included as part of the training event. The expenses are around \$1,600 at Carol Joy Holling. The pre-conference will be around \$2,600, with the expense for lunch. The cost for attendees is free to attend. Milo asked John to check with the committee to see who might be interested in being the new chair.

Milo would like to have all committee chairs continue to serve until they find their own replacements. Rich Koenig suggested that Milo reach out to all committee chairs to confirm. Add as an agenda item for the **March** meeting.

3 new DVD's were purchased for training availability in 2018.

Needs a motion to approve John Keith to sign the USDA grant (look up name) application for the Section. Made by John. Second by Brittany Travers. Motion carried.

Agreement mentioned September 31, 2019 as due date, but an email extension was requested and approved for the fall conference.

Report is attached.

**Fall Conference:** The first joint meeting will be at the Great Plains conference on April 18, 2019 at 1 pm (Embassy Suites in La Vista, NE). Anticipated attendance will be Marc Rosso, Brittany Travers, Mary Poe, and John Keith. No report provided.

**Fuller Award:** No report provided. Teresa is planning to go to ACE for the Fuller Award breakfast. Mary provided a report to the Association.

**Manufacturers/Associates Council:** No report provided. Looking for new chair. Perhaps Tony has someone in mind, or could recommend someone. Milo will follow up with Tony on this item.

**Membership Engagement & Development:** Marc submitted a report for consideration. Membership is at 80% retention. Membership overall has been flat, but a late surge of 19 in October/November sure helped. There is a registration spike that is seen for students or fall conference attendance. Mark plans to attend the AWWA membership summit (February 6-8) and ACE in June, both of which will be in Denver, CO. Report is attached.

**Nominations:** The committee is formed, which is the same as last year. If the executive board has any suggestions, they can be added to the list. Coordination via email, in person, etc, would be completed to fill the slate. In 2018, there was an in person meeting at the May meeting. The initial list needs to be published by July for consideration. Report is attached.

**Public Information:** A good water tasting contest at the fall conference with 12 entries, which is near the top. The highest is 13. List winners. This is the 10<sup>th</sup> year of the contest, so a summary of the past 10 years was provided at the banquet. The 5<sup>th</sup> grade poster conference included 70 entries (down from past conferences). There is a challenge reaching out to teachers.

May 5 to 11 is drinking water week to determine if something special will be included. The Governor's proclamation would be signed on DATE. Dates have been pending per the Governor's website. The goal would be in early April (3<sup>rd</sup>), generally the first Wednesday, so it doesn't conflict with the May board meeting. Report is attached.

**Publications:** The website is updated for the Board Liaisons. Other updates have been provided. An email was sent out for the new weekly WWW email with a different format. This has been rolled out slowly before adding the entire membership.

Discussed combining NWEA and AWWA facebook page. Brian recommends against it. Cross-population ideas are good, but need to maintain a separate voice.

Report is attached.

**Research and Student Activities:** No report provided.

**Safety:** No report provided. Similar to before. There are some safety trainings planned, but details are still being worked out.

**Scholarship:** Report is attached.

**Small Systems:** No report provided. Adam is working with Rob to develop additional training in Aurora, Kearney, and another site.

**Top Ops:** A team is being developed to go to ACE to compete. Report is attached.

**Total Water Solutions:** Dale Jacobsen stated via email that there was not anything new to report from the TWS Committee since the annual meeting in Kearney. I need to follow up on a request regarding the Nebraska Water Balance Alliance. Involvement with this group was discussed a couple of years ago when John chaired the committee. Additional contact will be discussed. Dale plans to be at the March meeting.

**Water for People:** The raffle was discussed (raised \$850). The next event will be in March/April for the wine event in Omaha. Hayden Delay and Ann Williams will be co-chairing the committee. Report is attached.

**Water Utility Council:** Chad wasn't able to call in, but wanted to make sure that the Board voted on the attendees so that they can register. Chad Roberts (Norfolk), Rick Kubat (MUD), and Tom Menke (Chadron) are the proposed attendees. Mary made a motion to allow these three to sign up to attend the March fly-in, with a second by Craig. Motion carried. Report is attached.

**Young Professionals:** Report is attached.

**Community Engineering Corps:** Bruce Dvorak stated via email that he has a team of students that is working to assist Liberty for this project.

**Unfinished Business:**

1. RCAP / AWWA Grant for Area 1 – Small System Training Events in Nebraska (email motion/vote started on Friday, December 14, 2018 by John Keith).

Motion and vote by email. Vote ratified at the meeting. Motion carried and confirmed.

2. Fall Conference Memorandum of Understanding Review/Discussion (Travers).

A copy was provided in the packet. The NWEA has updated the packet and submitted it for review to make sure that all are in favor. Most of it includes formatting. There is some additional discussion about the pre-conference workshop. Other items include the signed contract. Younes Center contract has been signed with a 5 year running contract. Pre-conference workshop printing, etc will need to be taken care of by those putting on the event. Other updates include the conference leads to 2030. NSAWWA is the lead this year, but not until 2023.

We should discuss the portion that discusses event insurance in lieu of funds set back. NWEA was in favor of this as well. The insurance would cover the event, which includes all of the different organizations.

NSAWWA still has funds set aside for a pre-conference. Funding from the grant wasn't received until after the conference. Milo proposed to have a NSAWWA take charge of the pre-conference every year, no matter who is the lead. The event pre-conference was set up to raise funds for training coalition calendar publication/printing. Event insurance could be modified to include the pre-conference or it could be treated as a separate event.

NWEA normally doesn't do a pre-conference workshop when they were the lead. The original intent of the pre-conference workshop was to provide the opportunity for extended training opportunities for attendees.

Motion to accept MOU as presented for Brittany to continue working with NWEA.

Made by Ryan, second by Mary. Motion carried.

2<sup>nd</sup> motion to take on the pre-conference workshop as NSAWWA lead with up to 20% wastewater topics. Include with the Education Committee and fund it through NSAWWA.

Recommendation to the MOU is that the lead organization will need to decide by March 1 of each year if they are going to do a pre-conference workshop. If other organizations (NWEA or APWA) do not wish to hold a pre-conference, then NSAWWA will take the lead. This will need to be reviewed as an agenda item at the **March** meeting.

### 3. Approve location and times for 2019 Board Meetings

May: to match WFP golf event (TBD). Cannot be May 15<sup>th</sup> which is a training date

July: 8 to 17; conference call or retreat (leave it open?). Retreat would be coordinated by Vice-Chair (Mary)

September: Friday, 9/20, Olsson Grand Island office [Gering conference is 9/24-26], at 9:30 am. Send out meeting invite once reserved.

November: Fall Conference

### New Business:

#### 1. Membership management (i.e. <https://www.starchapter.com/>) discussion (Rosso).

Discussed information presented in reports. A decision isn't needed today, but Marc recommended that the Section consider this as an option for membership management. A demo can be scheduled online for consideration. There is a cost of an initial set-up fee of \$899 and a \$1,100 annually or \$100 per month. Out of all the website management companies, this was the best that NWEA was able to find. They don't do any financial components. NWEA's goal is to have it up for the Great Plains conference, but may not make it. Approximately 8 weeks is needed to get information populated and ready to use. They can use it to take registrations and transitions within their board. The Section would then manage the website once it is set up.

There are other sources for event registration if that is the goal that are less expensive and seamless. The use will need to be defined.

Include as an agenda item in **March**. An ad hoc committee may be needed. A list of needs and how it would be used will need to be defined.

#### 2. Review AWWA webinars and potentially approve for use as accredited training (Rosso).

Move to **March**.

### 3. Miscellaneous / Announcements

- Discussed projector/laptop needs at conference. May need to write that into the MOU so that projector/laptop doesn't leave when attendees do. A possibility would be to purchase others. Add this to the **March** agenda item. Rental from Younes is \$125 per day.
- Email from Maggie Vulman (1/9/2019) about Washington Fly-in? This was addressed by an earlier vote as part of the Water Utilities Council.
- Add Board Liaison assignments to minutes.
- As a note, Craig will be providing an updated committee report form for use at the next board meeting.

**Adjournment:** At approximately 11:22 AM, Eric Melcher made a motion to adjourn, seconded by John Keith, with all in attendance voting aye, motion carried.

#### **Next Meeting:**

Date: March 11, 2019, 9:30 am

Location: Miller and Associates, 1111 Central Ave, Kearney, NE

~~~~~  
Respectfully submitted by: Craig Reinsch, Nebraska Section AWWA Secretary