

Draft - NS-AWWA Board Meeting Minutes

Meeting Date: **May 10, 2019**

Location: Woodland Hills Golf Course, 6000 Woodland Hills Dr, Eagle, NE

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

Milo Rust called the meeting to order at 9:04 AM.

ROLL CALL:

Board members present:

Board Chairman: Milo Rust

Past Chair: Eric Melcher

Chair Elect: Brittany Travers (arriving late)

Trustee: Brian Gongol (via conf. call)

Vice Chair: Mary Poe (via conf. call)

Trustee: ~~Ryan Hurst~~

Treasurer: John Keith

Trustee: ~~Mike Koenig~~

Secretary: Craig Reinsch

Trustee: Marc Rosso

Directors: Bruce Dvorak
Teresa Konda

Board members absent: Ryan Hurst, Mike Koenig

Committee Chairs present: Rob Pierce, Adam Darbro, Joe Roberts

Others present: None

Approval of March Board of Directors meeting minutes:

Electronic copies of the referenced meeting minutes were submitted for review via email on March 22, 2019. Minor typographical items provided for review by Marc. May Poe asked that the spelling of Stifel Investments be confirmed in minutes. A motion was made by Craig Reinsch and seconded by John Keith to approve the amended board of directors meeting minutes. The motion carried with all present voting aye. Motion carried.

Final approved (January and March) meeting minutes need to be posted to the Section website. Craig will email those to Brian Gongol for posting.

Chairman's Report:

Milo stated that he has been working with potential committee chairs for the Archives and History, as well as the Education committees. Milo has been discussing this with Jerry Obrist, as well as Rob Pierce, as potential chairs. Will continue to reach out.

Director's Report:

Bruce provided a report, and started with a question about the 1st two items on his list. How many know about the AWWA affiliation agreement between the Association and the Section? This may be something for the future to consider and revisit in the next 6 months or so. It is as it states for each party to complete responsibilities. The 2nd question was how many know about AWWA 2020, which is also worth a review by the newer officers. AWWA 2020 is a strategic planning, branding, etc. It is good to review when visiting dignitaries ask about how the Section is working towards the stated goals.

A summary about items from the report regarding the Association level was provided.

- The Section dignitary was selected. Mary Gugliuzza, the AWWA Public Affairs Council Chair will attend our fall conference as the official AWWA representative.
- There is a Farm Bill push or encouragement at the Section level to reach out for the State conservationist to coordinate and discuss this item.
- The Section will be featured in the AWWA connection about Nebraska flooding with various Section members.
- Household affordability of water has been a national topic. AWWA, with other organizations, are considering looking at other income benchmarks for affordability of water rates.
- Bruce thanked the Section and mentioned that this is his last report for the Section and will be wrapping up his 3 year term at the end of the month.

Report is attached.

Treasurer's Report:

John Keith discussed the treasury report information provided in the packet. The March and April 2019 statements were included in the enclosed packets for review. The total of all accounts, as of March 30, 2019, was \$137,574.98. This does not include approximately \$29k deposits for the Section allotment, or Fall conference distribution. The total with these items is in the range of \$161k. The April 30, 2019 total of all accounts was \$132,653.27.

The Stifel Investment account total was \$80,892.37 as of April 30, 2019, which is slightly higher than the initial investment. John will be working on assembling a checking account for the Fall Conference. Additional statements are provided in the committee report packet for reference, as was the current budget document.

A motion was made by Eric Melcher, second by Brittany Travers to accept the treasurer's report. Motion carried.

Reports are attached.

Committee Reports:

Archives & History: No report provided.

Audit: No report provided. Information for the audit is being prepared by John Keith.

Awards: Received email from Chad (5/9/2019): "Committee sent out [an] email blast to be posted on section webpage, NEWARN page and to Department of Health. Reminder [that the] WISA deadline is July 15."

Budget: Report Provided (includes March and April 2019 statements). Still working to set up a Paypal account, and getting information from the IRS. There has been a challenge with the appropriate documentation, and timeliness. Teresa has a letter from a few years ago with the 501c3 account information. She will provide the information to John for consideration. State registration was updated this year, and could be provided. Craig will provide the information.

Cross Connection: Report is attached.

Education: John submitted a report. A couple of items of note from the report are the 12 trainings held and the 233 operators that were served. AWWA/EPA training grant event will be co-hosted with RCAP and will occur next week. Attendance is nearly full (max. 80 participants), with 56 small systems being served. This meets the grant requirements with a minimum of 20 small systems. Attendance is and has been excellent. A second RCAP grant through USDA small systems will fund this year's fall conference pre-conference presentation.

Fall Conference: information was provided via email (5/9/2019) from Brittany Travers – "The kick off meeting with AWWA/NWEA/APWA was held on April 18th. Here is the schedule:

Pre-conference: Tuesday, November 5

APWA/AWWA: Wednesday/Thursday November 6-7. Joint luncheon November 6. Banquet November 6.

Young Professionals Poker Tournament November 6 after banquet

NWEA: Thursday/Friday November 7-8. Joint luncheon with AWWA November 7. Banquet November 7.

It was decided to raise the conference rates for attendees and vendors. Vendor booths will be \$600 each or \$1150 for a double booth. Attendee rates will be \$200 for pre-registration and \$215 onsite registration for the whole conference. If an attendee is only coming to the conference for part of the time, the rates will be \$115 for pre-registration and \$125 onsite registration. The pre-conference will be hosted by AWWA and will be no charge to attendees. AWWA will handle the registration for the pre-conference. Kathleen Alexander will be coordinating with the hotel and conference center and will also print & mail programs.

The call for papers was sent out on Wednesday in Brian's weekly email. Please encourage people to sign up to present. Attached is a list of topics I've received so far.

MOU was discussed between (3) groups. No additional changes were made since the last review. Each entity needs to agree on final draft.

The (3) groups will have monthly calls moving forward to make sure we stay on schedule.”

Profit for the preconference will go to AWWA as the pre-conference host.

A spreadsheet with a 2019 presentation list was provided for consideration, which includes mostly items from National. The program needs to be finalized by July, so another 4-6 weeks to provide the information. Have about 50% coverage currently.

John Keith was asked to be included on the monthly discussion list. A brief meeting occurred after the meeting to discuss moving the NDHHS State of the State discussion, as well as providing a booth for NDHHS inside the exhibit hall. The MAC would need to reserve the booth for NDHHS.

Fuller Award: No report provided. Kevin Tobin has sent an email out to the committee requesting submissions.

Manufacturers/Associates Council: No report provided.

Membership Engagement & Development: Marc Rosso submitted a report for consideration. Marc anticipates having Mitch Klein (JEO) as the chair this fall with Brittni Yates as the vice-chair. This will be finalized by the Fall Conference. It is time to Marc to transition. This is best staffed by a consultant as they are more out and about around the state.

Report is attached.

Nominations: Report is provided. Rick added that some of the nominees on the Board have agreed to the potential nominations. There are some loose ends. The nomination list is due in July, and then published to the membership. Rick will provide the list to Milo for review. The committee will meet after the Board meeting today. The nomination request has not been posted to the website, but other information will be posted with the nominations. A discussion/review of the nomination procedure occurred, including a review of the bylaws. A trustee position is open. There were several additional individuals on last year's list for consideration.

Succession planning could be a topic of discussion at the summer retreat, if desired, for committee and board planning. Additional ad-hoc assignments for trustees should be considered to keep them more engaged. That would depend on the individual, their goals, and activity level.

Public Information: Report is attached. Nothing additional was added during the meeting.

Publications: Report is attached. Brian added that there is some feedback from the email distribution list, and how emails are accessed. Only 25% always open the emails. 15% open emails some of the time, and 60% almost never open emails.

Research and Student Activities: No report provided. Not much is anticipated to happen over the summer. There was some involvement in the YP field trips that occurred earlier in the year.

Safety: No report provided. Only 2 safety award applications/surveys have been received to date.

Scholarship: No report provided. The 2nd One AWWA Operator Scholarship (OAOS) was utilized and submitted for reimbursement. Additional information has been shared at AWWA operator training sessions to generate interest.

Small Systems: No report provided. Rob Pierce and Adam Darbro plan on August 22nd to do a workshop in Aurora in conjunction with the NE Local Transportation Assistance Program (LTAP). The agenda and other speakers will be considered between now and then.

Top Ops: No report provided.

Total Water Solutions: A report was provided.

Water for People: Report is attached. The golf event is today with 24 four-somes and 18 hole sponsors. The donation is anticipated to be the highest in a couple of years. Joe Roberts will be attending the WFP workshop in June. The reimbursement expense may not have made it into the budget. However, it was confirmed as being an item under the 'Leadership Development' section of the budget.

Water Utility Council: Report is attached. A follow-up was provided by Milo, who reported on Tom Menke's experiences. His perspective was the differences between Omaha, Lincoln, and smaller communities are able to be shared at this kind of an event. These differences were communicated with each representative as part of the fly-in. The flooding overshadowed some of the discussions, but there was great benefit to participate in this event. Tom Menke is very interested in participating in the event again, he felt that it was very worthwhile, and gained new perspectives.

National AWWA provided reimbursement for the event. There was some confusion from participants, and Chad's expenses were not turned in within the required 10 days. The Section may need to cover those expenses. This will be determined later.

Young Professionals: Report is attached. Joe reiterated the importance of YP events that have been held. There has been good participation from the students and YP. There is a desire for the "seasoned" professionals to come and participate to increase the benefit to attendees. Marc mentioned that it is incumbent upon us to do so to get to know the YP's. Perhaps a way to better communicate with the "seasoned" professionals as to which times to arrive and mingle as part of the social hour/event could be provided.

Community Engineering Corps: Report is attached. Marc did review the plans and provided feedback. CEC did go through a staffing change, so additional paperwork will need to be completed as part of the project and approval process. Additional discussion regarding the applicability of CEC at the Section level may need to occur. This would be a small profile of the state that needs to be served.

Unfinished Business:

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

No changes were made to the MOU from the last version. A final review/vote needs to be provided. The fee structure was changed, but that information isn't in the MOU. Motion to accept the MOU as reviewed and discussed was made by Brittany Travers, with a second by John Keith. The motion carried with all present voting aye.

Bruce mentioned a discussion that was had regarding conference attendance rates for members and non-members. The discussion was that it was unknown what the ease of registering different rates might be, or if there enough non-members for this to make a difference. The difference in cost generally equated to the cost of a membership.

It is unknown how hard is it to identify who is or is not a member. It may also be a challenge for utility members with multiple members and conference registrants that may not align. There are many vendors that are non-members, and this portion could be differentiated. NWEA will be in charge of all registrations via their website. The preconference registration will occur through the AWWA website.

This year the membership information will be tracked, and a decision made afterwards for subsequent years whether or not to do this.

- 💧 Laptop/projector discussion and/or purchase for conferences/presentations. This was discussed at the joint meeting. Each organization is responsible for providing their own projectors and laptops. There isn't a need to purchase, and this item will be taken off the next meeting agenda.

2. Discussion regarding proposed *Education* and *Archives/History* committee chairs.

An email will be sent out once connections are made. John Keith to stay on during the interim with support from Mike Wentink.

3. NSAWWA to provide the fall conference pre-conference workshop annually, regardless of which organization is lead (Rust) – continued discussion.

NSAWWA will be the lead this year. This may change in subsequent years. NSAWWA will still most likely take the lead if other organizations don't. This statement was included in the revised MOU.

The Education committee is taking the lead of the preconference. A list of topics will be generated and shared with the three organizations for distribution and consideration.

4. Ratify online vote for the motion that the board fund Marc Rosso's ACE attendance as part of the MEDC for consideration (motion by Rust, no second).

Marc's attendance at the leadership summit is reimbursable by National, but not ACE attendance, which is the reason for the motion. This is different than what occurred in the 2018 budget. Motion to approve or ratify the online vote by Milo Rust, seconded by Bruce Dvorak. The motion carried with all present voting aye. Motion carried.

This item will be amended in next year's budget.

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

Continue to confirm how NWEA likes their use of the system. The discussion will be ongoing. Implementing this system will require someone willing to take on the work specifically with updating the Section website. This item will be removed from the next agenda.

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

The discussions with Mike Wentink's concern about this item are that there isn't anyone to monitor these trainings, and he is uncomfortable with it. Perhaps this could be addressed by a designated site monitor with a set list of attendees. Larger communities could reach out to surrounding smaller communities to take advantage of these training opportunities.

How to share this information with membership? Promote the webinars and continue to work through the process. This item will be removed from the next meeting agenda.

New Business:

1. Discuss July conference call/retreat (Rust)

Strategic planning, SOP review/update would be items to discuss. The last retreat occurred in 2017. Having a retreat every 2-3 years seems to make sense as long as there are enough topics. The planning of this event was assigned to the Vice-Chair, Mary Poe. She would then pick the venue. The date range selected was July 8 to 17. The topics will be determined once the venue is set. Mary and Milo will discuss this more.

2. Discuss Affiliation Agreement and AWWA 2020 Vision Initiative (All).

Bruce lead out the discussion on this item that it is important to know that we have these documents, and the Board should be familiar with them. It does limit us to the logos that we use, names, and branding discussions. There are approval processes in place for these items. The document allows Board members to be covered by liability insurance, and other requirements, when followed. It also covers how donations are received and reported (i.e. WFP and YP). The non-profit status was mentioned, regarding following donation and public advocacy procedure requirements.

Perhaps this information needs to be "firmed up" and reviewed. As new people come into leadership positions, they need to be informed, and armed with information. Research of AWWA's available information would be beneficial. This may be a good retreat topic. Someone from Section Services could be an option to provide a call-in training for the Board. That way the Board is using the latest information.

Regarding the AWWA 2020 Vision Initiative, there are several components. This could also be covered by Section Services as part of a retreat discussion.

3. Miscellaneous / Announcements

- Governor's Water Week Proclamation was held on Monday, April 8, 2019 at 10:30 AM. Mary appreciated those that were able to make it. More promotion on the Section's Facebook page will occur next week. It would be beneficial to have more people in attendance in upcoming years.
- AWWA Summer Workshop (Denver; July 24 to 26. Mary Poe expressed interest in attending and wondered if others were also planning to attend. Mary will reach out to the three (3) new trustees to have them attend. It is helpful/interesting, and is beneficial for Board members. There is money in the budget for several board members attend, including RMSO funds that weren't used. This would be beneficial to the new trustees. It was discussed that there were funds for up to 3 attendees.

Adjournment: At approximately 10:40 AM, Marc Rosso made a motion to adjourn, seconded by Brittany Travers, with all in attendance voting aye, motion carried.

Next Meetings:

Dates and Locations:

- July 8 to 17 (range), conference call, retreat, TBD by Mary Poe.
- September 20, 2019, 9:30 am at Olsson; 201 E. Second Street, Grand Island, NE.
- November 6, 2019, 1:30 to 3:30 pm at the Fall Conference, Younes Conference Center, Kearney, NE.

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Respectfully submitted by: Craig Reinsch, Nebraska Section AWWA Secretary