

Draft - NS-AWWA Board Meeting Minutes

Meeting Date: **September 20, 2019**

Location: Olsson; 201 E. Second Street, Grand Island, NE

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

Milo Rust called the meeting to order at 9:32 AM.

ROLL CALL:

Board members present:

Board Chairman: Milo Rust

Past Chair: Eric Melcher

Chair Elect: Brittany Travers

Trustee: Brian Gongol (via conf. call)

Vice Chair: Mary Poe

Trustee: Ryan Hurst

Treasurer: John Keith

Trustee: Mike Koenig

Secretary: Craig Reinsch

Trustee: Marc Rosso

Directors: Teresa Konda

Board members absent: Brittany Travers, Ryan Hurst, Eric Melcher

Committee Chairs present: Chad Roberts, Joe Roberts (via conf. call)

Others present: None

Approval of May Board of Directors meeting minutes:

Electronic copies of the referenced meeting minutes were submitted for review via email on May 3, 2019. Minor typographical items provided for review by Marc Rosso and Mary Poe. A motion was made by John Keith and seconded by Marc Rosso to approve the amended board of directors meeting minutes. The motion carried with all present voting aye. Motion carried.

Final approved (May) 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 had provided a report. He followed up by thanking Mary Poe for hosting the July Retreat at Mahoney State Park, and thanked Brittany Travers for her work at the fall conference.

There was a questions asked today about Archives and History. Rob Pierce volunteered to chair the committee, with Jerry Obrist as a committee member. Other items included the AWWA Section conflict of interest policy, and all active board members should sign the

policy. Milo passed the document around for review and consideration. Milo suggested that that be addressed. Milos also mentioned the Form 990 submittal regarding how Section policy relates with National. This will be discussed later on in the meeting, and emailed out for consideration.

Director's Report:

Teresa provided a report, which is included in the committee reports packet. She added a few miscellaneous topics.

1. 2019 is the annual year for the inaugural section report. An email was sent out in August with the information. Teresa will look more into this to see what needs to be done for the requested information.
2. The Section dignitary was selected. Mary Gugliuzza, the AWWA Public Affairs Council Chair will attend our fall conference as the official AWWA representative. She is from Fort Worth, Texas. She will be in attendance at the Board Dinner on Tuesday, and in attendance the remainder of the conference. Teresa and Mary G have been in contact. Mary Poe asked Teresa about providing them a room. Teresa will coordinate with Kathleen to make sure this occurs. Milo talked about the possibility of having her speak on Thursday, but that was not included per the fall conference discussion.

A few other items that were discussed are the Source Water Protection funds from the Farm Bill that the Association is very interested in. The AWWA President stated that local utilities could work more with their state conservationists, and could do a better job. Teresa thought that Nebraska had done a better job reaching out.

The Region 3 RMSO April 17 and 18 in Bloomington, IN. ACE in 2020 is in Orlando, June 14 to 17. The call for papers has closed, but YP's and students still have a chance to submit for consideration.

The AWWA Journal was redesigned for the August 2019 issue.

AWWA does a lot of work developing tools and resources for member use. A couple of tools that Teresa learned about is drinktup.org, and white board explainers (get the lead out, farm bill, etc) that could be used by local utilities.

Bruce Dvorak was coordinating the Farm Bill committee, and Milo will follow up with him and Ryan Hurst to determine how the committee would like to proceed moving forward.

Report is attached.

Treasurer's Report:

John Keith discussed the treasury report information provided in the packet. The May, June, July, and August 2019 statements were included in the enclosed packet for review. The total of all accounts (checking, savings, and pipe workshop), as of August 31, 2019, was \$68,158.46. The Stifel Investment account total was \$85,340.18 as of August 31, 2019,

which is slightly higher than the initial investment. The Stifel account statements will be provided at a later time. The August 31, 2019 total of all accounts was \$153,498.64.

Mary mentioned that there were a couple of outstanding payments (checks) that need to be cashed. John has contacted them to have the funds utilized. John also confirmed that there aren't any charges on the Youtube account.

John also added that there was a Stifel account summary provided at the July retreat. It was recommended at the meeting that some funds and investments be moved around. There was also a discussion regarding the cash-on-hand, which was discussed about moving those funds over to other funds. These funds need to be moved by directing the account manager to do so, after a motion is made by the Board. Another option is to move funds once they meet a certain threshold (i.e. \$1,000). A general discussion ensued, including a comment about the recommended cash cap was around 5%. These funds do not accrue interest. It was decided

A motion was made by Teresa Konda that with the cash-on-hand (cash equivalents) reach \$1,000, that funds be moved to an investable account, and to ratify the on-line vote listed as Item #4 of Unfinished Business of the agenda that that the NSAWWA Board of Directors approve the Investment Portfolio changes as recommended by Scott Fuhrman of Stifel Investment services as summarized in the email (motion by Keith, second by Travers); emailed on 7/24/2019. A second was offered by Mary Poe. The motion carried.

A motion was made by Mary Poe, second by Marc Rosso to accept the treasurer's report. Motion carried.

Reports are attached.

Committee Reports:

Archives & History: No report provided.

Audit: No report provided. John is still working with the prior service providers regarding a recommended person to complete the next audit, which is due in 2019.

Awards: Report is attached. Chad mentioned that Dennis is looking to step down as a chair of this committee. Dennis has not discussed this with the committee, but may be ready to make a move in November. Chad suggested that we consider potential candidates. Mary will order the drinking water contest awards.

Budget: Report Provided (includes May, June, July, and August 2019 statements). 2020 budget requests will be sent out by John for consideration. This will also be a part of the committee reports for the business meeting. These budget requests will be finalized at the January 2020 meeting, following the calendar year.

Mary discussed committees submitting reports, and suggested that each committee needs to provide an annual report with budget request.

Cross Connection: Report is attached. Mary mentioned that the ultimate backflow challenge will not be part of the fall conference. This will be the first year that the event is not held in conjunction with the conference.

Education: John submitted a report, but also mentioned that there haven't been a whole lot of training since the May meeting. So far this year, there have been 12 training events held, with 142 attendees. There are 6 more trainings scheduled for this fall. The AWWA/EPA training grant event was co-hosted with RCAP with 73 attendees with 58 small system operators. Nebraska may be the top attendee per capita for this grant. The second part of the contract is in the Spring of 2020. A second RCAP grant (\$4750) through USDA small systems will fund this year's fall conference pre-conference presentation. A brochure for the grant is included with the packet. Sign-up for the grant seminar (pre-conference) will be part of the conference registration. Mailings are yet to be provided, but it is posted to the website. John and Mike were hoping to hand out something to all users at the conference (i.e. backpack and gift card that attendees can use for bookstore items). This will provide the users a benefit from the training funds. Typical attendance is around 50 persons. The event is free of charge, and includes a free lunch. An attendee does not have to stay for the remainder of the conference, but it is hoped that they would.

Fall Conference: information was provided via email (9/16/2019) from Brittany Travers –

“Here is a quick write up on the Fall Conference planning:

The program has been finalized and mailers should be going out to membership soon. I am working on collecting the speaker bios. We are also working on securing laptops & projectors (Mary & John are helping with that). If anyone has a laptop & projector we can use, please let me know. Marc has reached out in regards to the conference insurance policy. We will purchase and it will be added to the expenses split between the three organizations. Our next big item is to work on the conference booklet. All three organizations will collaborate on that.”

Mary asked Marc about the conference insurance policy to see if this is in place. Marc stated that it has been ordered (i.e. in process), but is not yet in place.

John Keith is working on the laptops and projectors for the event, and should have them covered.

Fuller Award: Kevin Tobin sent out an email on 9/12/2019 stating that there would be an award presented.

Manufacturers/Associates Council: No report provided.

Membership Engagement & Development: Marc Rosso submitted a report for consideration. Marc stated that this is the biggest year over year growth (8%) as of yesterday. Current membership is 355 (per the most recent report). Larry Schmidt (Diamond Plastics) will be the chair, with Mitch Klein (JEO) as vice-chair moving forward. Larry is getting more involved and Marc is providing support now, and plans to continue that support.

Report is attached.

Nominations: Report is provided. The nominations “slate of candidates” has a process, which has been followed. The next step is a vote at the November board meeting.

Regarding future candidates, names should be submitted to the nominations committee to generate a pool of potential individuals. Additional discussion regarding committee members and chairs were also mentioned. Potential candidates should have shown interest by committee and conference participation, so that they are more engaged as part of their board service.

Public Information: Report is attached. Mary added that she is notifying the teachers about the poster contest. A teacher in GI is very excited about it and looks forward to her student’s participation. Would like more participation in the water tasting contest at the fall conference.

Nothing additional was added during the meeting.

Publications: Report is attached. Brian mentioned that a pre-conference printed copy of Wise Water Words will be sent out. Brian has enough for materials. Teresa will provide some information for inclusion.

Research and Student Activities: No report provided.

Safety: No report provided.

Scholarship: Report is attached. Dr. Hunt will be coordinating the university scholarships moving forward.

Small Systems: No report provided.

Top Ops: Report is attached. Chad added that he is looking at changing up the format for future events, and plans to review the information with the committee. Next year (2020), something different may be different. Other sections seem to struggle with the trivia style format. Stay tuned. The format for this conference will continue as it has in years past.

Total Water Solutions: No report provided. Dale will provide a report in Kearney per an email provided.

Water for People: Report is attached. Marc added that the shotgun event is next week with 21 participants and 14 sponsors. This is down from last year, but there are typically walk-ins. Teresa mentioned that Hayden should coordinate with John regarding cash for prizes. Raffle tickets are being procured. Hayden and Ann are co-chairing now, by Joe Roberts will be chairing the committee. Hayden will move to the YP committee.

There was a thank you letter sent from Water for People for the golf event held in May 2019.

Water Utility Council: Report is attached. Not much more was added. Chad’s report included highlights from national level articles and mailings sent out. Chad thanked the board for sending letters to congressmen (Rep. Bacon was mentioned). Chad will continue to provide information throughout the year.

National AWWA did provide reimbursement for Chad's fly-in expenses, as a follow up to May's meeting.

Young Professionals: No report was provided. Joe will be providing a report to include with the minutes. The YP's are looking forward to the fall conference and the poker tournament, with proceeds going to Engineers Without Borders. It will need to be confirmed where it will be held. The conference brochure states that the poker tournament will be held in the Younes Center. This will need to be confirmed by checking with Scott Bundy. This was coordinated by Joe Roberts prior to the end of the meeting.

Community Engineering Corps: No report was provided.

John asked for a request for reminders of annual contributions from different committees (i.e. WARN, scholarships, etc).

Unfinished Business:

1. Continue discussion regarding proposed *Education and Archives/History* committee chairs.

Rob Pierce as chair of the Archives committee, with Jerry Obrist as a committee chair.

John Keith to stay on during the interim with support from Mike Wentink, but the search continues. Mike is providing great support.

2. 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. This item will be discussed as part of the next agenda. The feedback isn't great about using the system.

3. 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. Folks need to try out the website. Will discuss with Mike as part of the Fall Conference. Keep as an agenda item for the November meeting.

4. Ratify online vote for the motion that the NSAWWA Board of Directors approve the Investment Portfolio changes as recommended by Scott Fuhrman of Stifel Investment services as summarized in the email (motion by Keith, second by Travers); emailed on 7/24/2019.

Ratified as part of the Treasurer's Report.

New Business:

1. Discuss Affiliation Agreement and AWWA 2020 Vision Initiative (All), from retreat.

Teresa mentioned that it was useful to have Maggie Vulman there to discuss this information with the Section. On-going feedback should be considered and shared.

2. Reimbursement and travel policy follow-up from July 11, 2019 Section Retreat.

This item was resolved by stating that the budget amount for specific items will govern. Any variation will need to be reviewed by the Board and approved by a vote. By keeping individual travel options open (i.e. driving versus flying), this does help members to attend, participate, and bring ideas back to the section. National AWWA policy states that travel should be the cheapest method, though this isn't applicable to the section. Budget requests should be used to encourage attendance to these events.

The policy will be stated in the minutes, but not formalized.

Another item to consider is sending the Fuller awardee to ACE for the award breakfast. The ACE budget designation budget could be used for this expense.

3. Time and talent survey, results, and nominations pool generation.

Brian Gongol put a draft item together, but this hasn't yet been developed or launched. It could be sent out at any time. This was to help generate a pool for future volunteers. It currently exists as a Google form, and then it could go live. There are 4 questions on it now. Submit electronically, and have hard copies as part of registration. Mary will print out and have hard copies at the conference. It doesn't have to be filled out online and in print. It was decided to go live with the survey, with results available for review in November.

Have as a discussion at the November 2019 board meeting.

4. AWWA Sections Annual Report (emailed discussion).

Will review and address prior to 9/30. The information was emailed on 8/1/2019, and was resent. Milo and Teresa to coordinate.

5. Annual SOP review/approval.

Review and approve SOP's as part of the November board meeting. Information will be sent to committee chairs as part of their annual.

6. 2019 Fall Conference planning/discussion/assignments.

Milo will be providing assignments regarding who sits at the head table during banquets, using a template from previous conferences. Information requests will be sent out for confirmation for the booklet, which will be coordinated by Brittany.

The dignitary thank you gift will be coordinated by the Director. Committee chairs were invited to a thank you dinner as a calendar item.

7. Miscellaneous / Announcements

- ◆ Kathleen Alexander’s dad’s passing was referenced during an 8/13/2019 email string to the board. It was discussed to send a condolence card and a notification of an honorary donation to Water For People.

A motion was made by John Keith to make a \$100 donation to Water For People in honor of Joseph A Vampola “Big Joe”, Kathleen Alexander’s father, who passed on August 9 2019. The motion was seconded by Mike Koenig. John Keith will coordinate this effort.

- ◆ The conflict of interest document was discussed, and will be emailed to board members for signature and finalization of the document at the November 2019 board meeting.
- ◆ Reimbursements should be requested in the same calendar year of the expenditure.

Adjournment: At approximately 11:23 AM, John Keith made a motion to adjourn, seconded by Marc Rosso, with all in attendance voting aye, motion carried.

Next Meetings:

Dates and Locations:

- ◆ November 6, 2019, 1:30 to 3:00 pm at the Fall Conference, Younes Conference Center, Kearney, NE.

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Respectfully submitted by: Craig Reinsch, Nebraska Section AWWA Secretary