



Board of Trustees Meeting Minutes

Friday January 22, 2016

Lansing, MI

Present: Bartley, Coleman, Dugan, Fritz, Maier, Marczak, Roost, Spitzley, Steglitz, Thurston, Vail, Willemin

Staff: Ballard

Guests: Jerry Harte

The meeting was called to order at 9:05 am.

Welcome and introduction of guests

Marczak welcomed board members and guest Jerry Harte.

Approval of Agenda

MOTION: Roost moved with support to approve the agenda as presented in the Board packet. Motion passed unanimously.

Approval of Meeting Minutes

MOTION: Thurston moved with support to approve the September 14, 2015 Board Meeting Minutes as submitted. Motion passed unanimously.

MOTION: Roost moved with support to approve the September 18, 2015 Board Meeting Minutes as submitted. Motion passed unanimously.

MOTION: Roost moved with support to approve the December 7, 2015 Board Meeting Minutes with corrections. Correction included changing the start time from 10:05 pm to 10:05 am. Motion passed unanimously.

MOTION: Thurston moved with support to approve the September 17, 2015 Member Business Meeting minutes. Motion passed unanimously.

Consent Agenda

MOTION: Thurston moved with support to approve the consent agenda. Motion passed unanimously.

Director Report

The Director provided an update from the recent Association board meeting.

- Grand Rapids will be awarded the Leal Award at ACE16.
- George Fenkel has been accepted into the AWWA Water Utility Hall of Fame
- After extensive research, the organizational membership structure will be simplified, most likely effective January 2017.
- It is likely that the EPA will do the implementation and funding of WIFIA. When funds will actually become available still remains a question.
- The Association asked the Section to work with the DC office on developing a backgrounder or position paper on the Flint issue.
- JD Power & Associates will be conducting a survey of utilities' customers serving at least 300,000.
- Water equation campaign is the charity of choice for AWWA. The 2016 goal is to raise \$100,000. There will be an incentive for Sections to participate, possibly a \$1-for-\$1 scholarship match up to \$1,000.
- AWWA Journal editor Mike McGuire will be retiring later this year.

Chair Report

The Chair reviewed activities she has undertaken and that the Officer Core has discussed since the last Board meeting. Most Officer Core calls have revolved around the Flint situation. She has also been meeting with the Executive Director regularly and held a lunch with MWEA Board chair and executive director recently just keep lines of communication open.

She again assigned retention note cards to every board member for new members in their first year coming up for renewal.

Executive Director Report

Ballard highlighted key projects. Joint Expo parking will be handled differently. She asked that Board members pay particular attention to see any observable improvements. She recognized the Young Professionals for their efforts in more than doubling the money raised through the Scavenger Hunt sponsorships. Staff met with DEQ staff about co-sponsored events and agreed that the relationship is working well but needs improved communication. She reviewed upcoming marketing efforts and let the Board know that she would email them when she wanted them to promote particular events. Ballard also provided a brief overview of the Notebook sponsorships that Ray Berkin is leading and noted her appreciation for how dedicated he has been to the project. She also let the Board know that additional sponsorships as outlined in the budget had been approved by the Council and will be promoted to vendors immediately following Joint Expo. She was asked to please include a description of the audience for vendors so they can make informed decisions about attending and/or supporting.

Treasurer's Report

Thurston reviewed the actions taken as Secretary, including submitting the final Bylaws to the Association for final approval. (Association did approve the Section bylaws.) He let the Board know that voter turnout was very low and that they are available for inspection through staff. It was suggested that the Chair send a thank you to the task force chair for his leadership.

As Treasurer, he informed the Board that the Chair attended the Water Quality Conference using an existing travel budget but not one specifically designated for this purpose. Although it was authorized by the Officer Core, he asked for Board approval. Marczak attended in order to gain a better understanding of what might be happening in Flint. MOTION: authorize the reimbursement of half the Chair's expenses to attend the 2015 Water Quality Conference in Utah totaling \$1,015.

Ballard reviewed the preliminary Year End report and highlighted that the 2016 approved budget showed less of a deficit than the Board approved at its December meeting because of an overestimate in expense calculations.

Guest Report

Harte thanked the Board for having him attend meetings. He provided counts for MWEA membership as well as upcoming trainings, including Operators Day. He provided highlights of their recently concluded Wastewater Administrators Conference, including the pre-conference Asset Management workshop. Harte reminded the Board that MWEA Director of Operations Karlyn Wickham is retiring after the MWEA Annual Conference and that other staffing changes are in the works as they rethink their staffing strategy. Harte was very pleased to announce the ceremonial signing of a \$75,000 grant from MDEQ to develop a road map for utilities on water resource recovery of the future. This will include an April event among other activities. He finished by letting the Board know that Bill Creal will be retiring in February 2016.

Board meeting action summary report

Marczak asked for feedback on the action summary reports as a tool for communication to the entire leadership about actions the Board is taking. The group agreed that this was a helpful tool and asked that it continue.

Flint Water Crisis – Section activities/involvement

After discussion, the Board agreed that Section action will remain focused on our mission to educate members and promote the value of water. A strategy of activities was developed during the meeting and will be refined.

Safe Drinking Water Week

Briefly discussed this in relation to Flint and waning public confidence in public water systems. It was agreed that this may become part of the work a communications

professional would do for the Section. It was agreed that the Section should identify appropriate organizations with which to partner on its activities to reach the broadest audience.

Value discussion on specific programs

Section support of SWIE

There was discussion about how SWIE is supported through Section dollars versus fundraising dollars. Factors considered in the discussion include mission alignment, the Association's new fundraising effort and charity of choice, comparable support for other Section programs, and long term viability of the practice. The Board confirmed that SWIE's committee activities would continue to be supported as other Section committees are and continue to cover liability insurance to mitigate any risk to the Section from volunteer travel abroad. However, the Board asked that SWIE develop a plan for how fundraising will cover costs of both fundraising expenses and all program expenses for the future. Ballard will work with Bartley to communicate with SWIE about the development of a fundraising/business plan.

Youth Education

This has traditionally been a joint committee. There is some concern about the activities having a clear connection to the Section's mission. The Board asked that Youth Education draft a report articulating goals and how those goals are making an impact and relate to the core mission. Vail will talk with MWEA committee.

Gifts for Attendees at Section Events

It was agreed that branded items are appropriate and actually help to build the Section's brand, however, gift cards should be donated and the budget for that purchase phased out. Ballard to work with UPCC and Regional Planning to create a unified experience across Section events.

Support for tapping contest

The Board confirmed its support but would like to see more support for the program from sponsorship. Ballard to work with volunteers on this.

Neighboring Section conference attendance

The Board agreed that this is not currently a priority and that each invitation can be evaluated and funded through a special budget request.

Use of volunteers for registration at events

There was some discussion about the use of staff versus volunteers. Although recognizing that staff bring a level of professionalism and consistency to Section events, the Board asked that volunteers be used whenever possible.

Sponsorships

No discussion or concerns were raised.

Water Research Foundation donation

After some review of the information provided in an overview report about the Water Research Foundation, the Board instructed Ballard to process the donation per the budget allocated.

Councils/Task Forces

Communities of Practice & Social Responsibility – Name change

MOTION: Bartley moved with support to accept the proposed name change of the Communities of Practice & Social Responsibility Council to the Technical Network Council. Motion passed unanimously.

Council Status

Getting volunteers to work on specific tasks remains a challenge for Councils. Also, both Communications and Government Affairs still need additional members for their Councils. Marczak appointed Roost to be liaison to the Communications Council in light of the recent trustee resignation. With so much going on, all thought a conference call a good idea to keep lines of communication open. Also, it was suggested that we cast a broader net for volunteers, specific invitation to Women on Water, Council of Past Officers, and attendees from the Water Utility Summit. Marczak to schedule a conference call with Council leadership.

Roles and Responsibilities Task Force Discussion

Ballard reported that Jaime Petrovich (now Jaime Fleming) has agreed to take up leadership of this task force at the end of February. This would put an anticipated recommendation at the April Board meeting.

Other Task Forces

Marczak shared an update to the organization chart. There are still questions about what task forces are active and how people can get involved. There needs to be a device or link leadership can send to new members when asked how new members can get involved. There was some discrepancy about which committees were joint committees. That issue will be taken up by the Chairs of both organizations since it has specific implications in the Memorandum of Understanding. Also, need to determine the channels of communication to committees and task forces because communication doesn't necessarily flow to them from Councils. It was suggested that Council updates include a status on active committees and task forces.

Waukesha, WI water use application

Marczak reviewed the documents included in the Board packet to help Board members understand the issue. The Section is being asked to submit a letter of support for Waukesha, Wisconsin's petition of getting water from Lake Michigan.

MOTION: Steglitz moved with support to authorize the Chair to write and submit a letter of support for the process being undertaken by Waukesha. Motion passed unanimously.

ACE16

Ballard asked for clarification about preparation for ACE16. Each Board member will handle their own individual registration and hotel reservations. However, Ballard will provide list of available hotels left. Ballard will also purchase Fuller breakfast tickets for a table (8-10) for Roost and spouse, Fritz, Steglitz, Willemin, Coleman, Marczak.

Ballard explained that she would begin soliciting for sponsorships immediately following Joint Expo and asked for input on Michigan Night. One suggestion was to consider partnering with another Section to cost-share and expand networking.

The Board also reviewed the estimate to charter buses for a Bus Trip to ACE16. The Board communicated an expectation that the fees would cover the cost of chartering the buses. It was agreed that a route along I96 and a route along I94 would best serve the members. Fritz volunteered to assist Ballard in the development of the plan.

MOTION: Steglitz move with support to approve a budget of \$3,500 to charter buses for a bus trip to ACE16 in Chicago. Motion passed unanimously.

MI-ACE 2016 Status Report

Spitzley provided the Board a brief overview of keynote speaker options being considered and let everyone know that the solicitation of abstracts is just beginning. Shared that this year will be using the theme "Treat Transport Taste" to help frame the conference marketing. The Board asked Spitzley to consider using Councils to generate sessions or tracks and gave her other ideas for speakers and sessions.

Board Activities/Calendar

The spring board meeting date was changed to April 15 to allow for the Regional Meeting of Officers.

It was agreed that the summer board meeting would remain an overnight at next year's conference venue.

Board Representation at Section Regional Meetings

- Livonia Bill Fritz – if can swap section update with DEQ update
- Kazoo Bill Maier
- Gaylord Brian Thurston
- Mt pleasant Amy Vail

Ballard will register these Board reps.

RMSO Region III Attendance in Fargo, ND April 22-23

Bill Fritz, Amy Vail, and John Willemin will attend.

AWWA Summer Workshop in Denver, CO is usually the third week in July
Christine Spitzley and John Willemin will attend.

Board confirmed that the Leadership Retreat will be October 13-14.

401 K proposal for staff

MOTION: Fritz moved with support to approve starting a 401(k) as proposed. Motion passed.

Executive Director contract review

Board entered closed session at 3:50 pm.

Board came out of closed session at 4:10 pm.

The Board granted the Executive Director 40 additional hours of paid time off plus a travel stipend of \$2,000.

Board Vacancy and Nominations Committee

The Board discussed the resignation of Liane Shekter Smith and decided to leave the vacancy until the regular voting at the Annual Business Meeting. The slate this year will then have 1 one-year trustee and 2 three-year trustees. Roost will act as interim Council liaison to the Communications Council.

Liaisons to other organizations

Tabled to April meeting

The meeting adjourned at 4:13 pm.