



Board of Trustees Meeting Minutes

Friday, April 15, 2016

Present: Bartley, Coleman, Dugan, Fritz (partial attendance), Maier, Marczak, Roost, Spitzley, Thurston, Vail

Absent (excused): Steglitz, Willemin

Guest: Harte

Staff: Ballard

The meeting was called to order at 9:12 am.

Approval of Agenda

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

Approval of Minutes

MOTION: Thurston moved with support to approve the January 22, 2016 minutes as submitted. Motion passed unanimously.

MOTION: Thurston moved with support to approve the February 24, 2016 minutes as submitted. Motion passed unanimously.

Approval of Consent Agenda

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

Director's Report

Coleman reported in Steglitz's absence. He provided an updated on lead-related activities by the Association and highlighted Michigan members who are involved. WIFIA may be used in Michigan for the first time soon. Coleman reported on the Association's financial statement and their goal of achieving 14,000 attendees at ACE in Chicago. Coleman also shared some lessons learned and ideas that Steglitz garnered through his participation in other Section conference as the Association visitor. Dugan offered to take some of the ideas back to the Conference and Recognition Council for consideration.

Chair's Report

Marczak gave an update of the Section lead-related activities including the bi-weekly calls with the Association. She appointed two at-large members to the nominations committee. She also shared that she received a thank you letter from the Water Research Foundation for the Section's donation.

Executive Director's Report

Ballard provided a brief update on planning for ACE16 activities. Asked for some assistance with promoting Distribution Practices Seminar. There was a request to ensure that agendas for event programs were uploaded and easy to find. Ballard also relayed that established partnerships with MWEA and MDEQ are solid and shared highlights of the dashboard. It was requested that she add web stats to the dashboard.

MOTION: Spitzley moved with support to authorize the executive director to engage an attorney regarding the Michigan Water Academy up to the already approved budget. Motion passed unanimously.

MOTION: Thurston moved with support to approve up to \$1,000 to secure services to shred documents per the document retention policy and to recycle old electronics. Motion passed unanimously.

MOTION: Dugan moved with support to allow the Section to act as fiduciary agent for the Great Lakes Cup. Motion passed unanimously.

MOTION: Spitzley moved with support to approve \$750 donation to Ride with Purpose to support the executive director's fundraising effort to secure a Section patch. Motion passed unanimously.

Treasurer's Report

The Treasurer provided highlights for the first quarter financial statements. Marczak asked that the Finance Committee review the financial statements monthly and investigate an updated investment strategy. She would also like them to recommend a cycle for audits and/or reviews by a CPA. She clarified that the Finance Committee is chaired by the Treasurer and included as members the past chair, Tom Smith, and Karen Lancaster.

Guest Report

Harte shared that they recently completed their audit with a favorable opinion and that the president of their board conducts and internal audit. He reported that they are working on getting fully staffed and new staff up to speed. Harte also reported that the WADCon was quite successful and he extended an invitation to the Board to attend their annual conference in June. Their public outreach website is moving forward, albeit

slowly because of staffing issues. He also reported that they are gearing up with their DEQ grant.

Flint Water Crisis

A number of board members and other Michigan members have been involved in lead-related activities. Dugan attended the IL-AWWA WaterCon to participate on a panel on the Flint Water Crisis. Maier was selected to be on the Governor's Infrastructure Subcommittee for the Flint Water Interagency Coordinating Committee. Coordinating committee's focus is to provide feedback to DEQ and EPA as those organizations try to fix Flint water, infrastructure and water quality. Thurston serving on Karagany Water Authority Team to evaluate the water quality before the plant goes online. Flint may get water served by KWA. Steglitz is on the Governor's Infrastructure Task Force, which will look at overall infrastructure in Michigan. Roost reported that LBWL is working with the Association on Standard Operating Procedures for lead service line replacement.

There was some discussion about Section outreach. It was thought that the Section should be reaching out to public health related organizations here in Michigan. Spitzley provided a summary of the communications proposals task force. Task force is led by Steglitz and includes Spitzley, Ballard, and Cindy Irving.

MOTION: Roost moved with support to approve a \$10,000 budget to hire a communications strategist to assist the Section in preparing its messaging. Motion passed unanimously.

Section Assessment

Ballard and Vail provided a summary of the Section Assessment Task Force work and recommended that the Section move forward with seeking approval by membership of an assessment. The Board asked Ballard to come back to the board with a plan for growth of all revenue sources in order to decide about the assessment.

Youth Education

Vail reported that the Youth Education Committee will be working with the Communications Council to help promote the good work the committee is doing. Pictures may be put to use but need releases on file. Discussion ensued about moving the ground water model to utilities to manage instead of awarding the model to an individual school. The Board would also like to see the model branded as being from the Section.

Distribution Practices Seminar

Ballard let everyone know that this seminar will need some assistance in promotions to get registration numbers to the goal.

Line Item vs. Bottom Line Budget

Thurston introduced the issue of whether the Board's intention is to approve line item budgets or bottom line budgets. Communication about intentions seemed to be common in the discussion. However, there was no consensus about the issue.

Sponsorships

Ballard posed the question to the Board because the issue came up in two circumstances – are their circumstances under which the Board would prefer to not accept a sponsorship of money or items? Although there was not agreement on the issues, it was evident that a policy is needed. Ballard will add this task to the Board Policy Task Force's work.

One AWWA Operator Scholarship

The Board has already approved the budget for a 2016 award. The Conference and Recognition Council is working on finding a lead for this effort.

MWEA Conference

Since the MWEA annual conference is the same week as ACE16, Marczak will ask Tom Smith, who is currently still the MWEA liaison.

Councils and Task Forces

Marczak reported that she plans to schedule another meeting for the Council leadership to provide an opportunity for everyone to check in with each other.

Roles and Responsibilities Task Force is reconvening led by Jaime Fleming and expects to have material to present to the Board for its summer board meeting.

Board Policy Task Force is being led by Ballard and they expect to have material for the Board to consider for its summer board meeting.

Historical Preservation Committee has met and is working on Michigan Hall of Fame and some other ways to incorporate appreciate of history into various Section outlets.

Planning and Strategy Committee will meet later this year.

Council of Past Officers has just begun discussing its summer meeting.

Nominating Committee

Nominations Committee has its members identified and is gathering names and is on schedule to have a slate printed in the summer issue of Water Works News. The Committee is chaired by Coleman, and includes Steglitz, Bartley, Fritz, and Vail, as well as Tina Pawlak and Molly Maciejewski. Ballard will act in a consultative role for the initial

call only. Positions on the slate include a 3-year term Treasurer, a 1-year term Trustee, and two 3-year term Trustees.

MI-ACE 2016

Spitzley provided the Board with an update on planning.

ACE16

Ballard provided highlights on the ACE Bus Trip and Michigan Night.

Liaisons to Other Organizations

Tom Smith continues as the liaison for MWEA. Other organizations don't seem as interested in this concept. Ballard meets occasionally with both Jerry Harte (MWEA) and Tim Neumann (MRWA). The Section will consider reaching out to MEHA for an official liaison relationship.

Meeting adjourned at 3:15 pm.