



**Board of Trustees Meeting**  
July 11-12, 2019 Minutes

**Present:** Greg Alimenti, Bill Fritz, Wayne Jernberg, Cheryl Porter, Paul Reinsch, Christine Spitzley, Pat Staskiewicz, Aaron Uranga, Joe VanderStel, Mike Williams

**Absent:** Ken McDonough

**Guests:** Matt Parks, Jayne Venlet (via phone), Allison Wood, Gary Wozniak

**Staff:** Eric Johnson, Bonnifer Ballard, Ariel Veneziano (via phone)

**Called to Order at 1:01 p.m.**

Fritz welcomed everyone, introduced Board nominees and covered logistics for the meeting. He began the meeting by reading the mission and vision to help remind everyone of the organization's purpose.

**Approval of Agenda**

MOTION: Jernberg moved with support to approve the agenda. A resolution to address updating signatures for the investment account and the draft investment policy were added to the agenda. Motion approved as amended unanimously.

**Approval of April 26, 2019 Minutes**

MOTION: Jernberg moved with support to approve the minutes with amendments. Motion approved unanimously.

**Approval of Consent Agenda**

MOTION: Spitzley moved with support to approve the consent agenda. Motion approved unanimously.

- Operations Dashboard 2019
- MPSI liaison notification
- EGLE-MI-AWWA Utility Partnership Committee minutes
- 401K Form 5500 for 2018

**Secretary/Treasurer's Report**

Williams used the dashboard's graph as a visual aid and reviewed the financials. He highlighted the normal fluctuation of revenues and expenses for the year and pointed out that we seem to be trending similar to previous years. He also reminded the Board that staff has been added to accommodate growth. Williams reviewed the statement of financial position, emphasizing that the organization is in compliance with its reserve policy and reminded the Board of current investments.

Jayne Venlet, CPA of Meynaard Tolman and Venlet then provided an update on the audit being conducted of fiscal year 2018. She reminded the Board that the purpose of an audit is to ensure that proper controls are in place to reduce the risk of fraud and to confirm that

balances on the balance sheet are accurate and a reflection of the actual financial state of the organization. She reported that so far in the process there are no unusual findings and that the Section's controls and policies appear strong. Although there is still work to be done to complete the audit, Venlet anticipated no reportable issues will be found. Once the audit is complete, the 990 and the annual license to solicit will be complete as well.

#### Resolution on Check Signing Authority

MOTION: Jernberg moved with support to remove Mark Coleman as a signer and add Pat Staskiewicz as a signer on the Section's checking account with Mercantile Bank effective immediately. Motion approved unanimously.

#### Resolution on Merrill Lynch Authority

MOTION: Jernberg moved with support to remove Mark Coleman as a signer and add Pat Staskiewicz as a signer on the Section's accounts with Merrill Lynch effective immediately. Motion approved unanimously.

### **Strategic Session**

#### Partnerships

The task force provided an update on the EGLE JFA status and the group discussed various ideas about how to approach the renewal.

MOTION: Staskiewicz moved with support to approve a budget of \$2500 for contract review and grant authority to the Director to sign the Joint Funding Agreement renewal subject to review and approval by an email to the Board. Motion approved.

Fritz and Reinsch shared an update on an officers transition meeting with MWEA officers where the possibility of a joint conference among other items was discussed. The meeting was part of an ongoing effort to keep the relationship strong and stay on top of the MOU.

Staskiewicz asked that a budget line item for legal services be included in future budgets.

#### Michigan Water Academy<sup>®</sup>

Ballard provided a brief update about some confusion among the Education & Training Council about what the Michigan Water Academy<sup>®</sup> is and where it is going. The Board discussed possible next steps. It was agreed that the Section should continue with the development of the Academy<sup>®</sup> and work more closely with the Education & Training Council as development continues. Simultaneously, Ballard is to prepare and present a business plan to the Board for consideration at its fall Board meeting indicating the best way to invest in the Academy's<sup>®</sup> development.

#### Workforce Development

Reinsch introduced the issue and reported that this and education were going to be key issues for his Chair year. Siting the various statistics of retirements and turn over within the water sector in Michigan, together with the regulatory climate, Reinsch wants the Section to consider carefully how to address this issue and encouraged the Board to include this as a strategic issue in the strategic planning process.

#### Strategic Partnership Council

Fritz introduced the idea of a Strategic Partnership Council.

MOTION: Jernberg moved with support to adopt a new Strategic Partnership Council. Motion approved.

Fritz identified Jernberg as the liaison and asked that the Council identify other organizations with whom we can partner. Fritz to invite a chair of the Council and the chair will work with staff and the Executive Committee to populate the Council.

### **Executive Director Performance Review**

Staskiewicz reviewed the process being used this year, including the Board survey, discussions between Staskiewicz and Ballard. The fall board meeting would include any recommended compensation in order to get the proper amount into the 2020 budget prior to final budget approval.

The Board went into closed session with Board nominees to remain at 4:13 pm.

The Board came out of closed session at 4:45 pm.

The Board recessed at 4:46 pm.

Reconvene Friday July 12 at 8:29 am

### **Current and Emerging Issues**

#### Lead and Copper Rule

Spitzley provided a recap of the LSLR pilot working sessions and an update on where the LCR implementation stands. Her task force continues to work on developing a resource library for members. The task force will be doing a call for additional resources and working through a QA/QC process to have some check process for the tools. Staff will be working on the technology to support. Fritz asked that the task force tap into communities other than pilot communities.

#### PFAS Rule Making

Porter highlighted the materials in the packet. MPART has been hosting table top discussions around treatment technology with Jaime Fleming representing the Section. The TTR is looking at treatment used, research available, and barriers to future research. The health-based values report from MPART's science working group was included in Board packet.

Also, utility members should have received a legislative advisory about HB2500 regarding PFAS. She encouraged members to contact their representatives because the bill is trying to get PFAS included in the Clean Water Act.

She reminded the Board that EGLE is beginning its rule-making process and mentioned concern about PFAS being regulated as a hazardous chemical in Michigan, which could create unintended consequences for water supplies.

#### Farm Bill

Spitzley reported on the progress of the subcommittee in Michigan discussing how to implement the source water protections identified in the bill. There are several tasks that need to be completed by Sep 30, 2019. The Section's role is to help bridge between the state conservationist and water utilities. Spitzley asked the board to start thinking about possible communities that could benefit from this source of funding for source water protection.

## **Council Updates**

### Communications

Uranga reported that the monthly calls continue and that there is a separate strategy and planning call with the media consultant. The media outreach strategy continues to be implemented with a press release and op/ed during DWW as well as a rapid response to Governor's lead education campaign. There is a published media spokesperson guide posted on the website and social media efforts continue. Uranga suggested that each liaison stay in contact with their council chair about succession throughout the year.

### Conference & Recognition

Alimenti reported that the new awards process worked well and thanked his board colleagues for participating. Alimenti will be taking on the contest committee chair for the coming year while new leadership is recruited. The current Council Chair, Jaime Fleming, will be transitioning to a Board role after the election and so a new Council Chair is needed.

### Education & Training

VanderStel reported on the most recent meeting and reiterated that the members were struggling with Academy®. He reported that some members of the former Technical Network Council has been integrated into the Education & Training Council as each requested. There was also discussion about the future of the Plankton course, the Fluoridation course being rescheduled, and a possible 1-day end-of-year class. VanderStel will be moving from Trustee to Council Chair for a year as current Council Chair Gary Wozniak moves to a Board role.

### Government Affairs

Porter reported that the Council has been busy keeping up with all the activities in Lansing. The monthly calls with lobbyist are continue and are really helpful. Porter reported that Staskiewicz and Ballard presented at the Senate Environmental Quality Committee at the Committee's request to help educate the committee about water. She continues to work with the Government Affairs Council to make sure the Section is prepared to address issues and educate legislators as the need arises.

### Membership

In McDonough's absence, Fritz provided a highlight of council activities. The Council's activity committees are Young Professionals and Diversity. The Council held a New Member lunch, but unfortunately it was the same day as the licensing exams and so that might have impacted the attendance.

Parks added that the council meets monthly and that the chair and vice chair are very connected with other Sections and the Association. He reported that Michigan is one of four Sections that made the membership challenge for the 2nd quarter. The Council is working on succession for the YP Committee Chair, developing other types of YP events – items that truly help YPs with where they are in their career, and the life time of membership concept. The Membership Council will be driving staffing of the booth.

It was suggested that John Willemin be invited to chair the new Strategic Partnership Council

## **Board Policies**

### Email Sharing Policy

MOTION: Jernberg moved with support to approve the amendmets to policy 7 as shown in the board packet. Motion approved unanimously.

#### Travel Policy

MOTION: Reinsch moved with support to approve the amendments to the policy as shown in the board packet. Motion approved unanimously.

#### Employee Handbook

MOTION: Jernberg moved with support to approve the amendments to policy 9 as shown in the board packet. Motion approved unanimously.

#### Investment Policy

Williams provided a brief update on the Finance Committee's activities and will continue working with the committee to finalize the policy.

#### **Chair's Report**

Fritz reported on the EGLE-MI-AWWA Utility Partnership Committee meetings held so far. EGLE is very interested in focus groups to get input from community water supplies on various regulatory issues. Reported that the JFA will be monitored by EGLE-MI-AWWA Utility Partnership Committee going forward. Reminded the board of the membership make up of the EGLE-MI-AWWA Utility Partnership Committee.

#### **Director's Report**

Staskiewicz shared the affiliation agreement with the Board and provided a summary of the document. He also reported that the Zenno Gorder Award was split into two and the member recruitment award given to volunteers was renamed to Chuck Van der Kolk Award. He reminded the Board that the AWIA risk and resiliency reports are due soon.

Staskiewicz reported that the Association is going to start another round of strategic planning with the completed plan to be released at ACE20. The Section's strategic planning will begin shortly with the launch at MI-ACE 2020. Part of the plan will begin at the Leadership Retreat where the leadership will review the Section's vision, mission, and core principles. He reminded the Board that there is a Board Meeting and concurrent council meetings the first morning. He asked the board to forward ideas and suggestions for the retreat agenda.

Staskiewicz also reminded the Board about the Partnership for Safe Water and Partnership for Clean Water. These programs are about continuous improvement

Staskiewicz also asked for a volunteer to serve as an alternate for the Water Use Advsiory Council.

#### **Executive Director's Report**

Ballard reported that she met with Rick Bunch of the Michigan Municipal Association for Utility Issues to discuss water and energy-efficiency and asked for a Board member to serve as a point of contact in ongoing discussions. Jernberg agreed to be the POC.

Ballard also provided an operational update. There was a document destruction report provided to the Board earlier this year. However, documents have not actually been destroyed yet. She expects that this will happen by the end of August. She also reported that staff is discussing changing the way the Section recognizes revenue, moving from

month to year. Ballard mentioned that she may bring the issue to the Finance Committee before implementing the change.

Ballard also introduced a new, standing item that she plans to include in her reports related to human resources. This is to keep staff policies in front of the Board to maintain transparency in how HR policies are implemented. She reported that staff are going through a structured onboarding process and that new staff are now subject to background checks. This was at the recommendation of an HR consultant to best protect the interests of the Section. The Employee handbook will be updated to reflect new policies and a new salary schedule. Ballard will also be exploring additional controls with staff to make sure the Section is best protected from potential litigation.

Ballard also described the type of culture she tries to create as the staff leader including a culture of service and integrity both inside and outside the staff team.

### **Visitor Comments**

MWEA Executive Director Allison Wood reported on their annual conference, citing 346 attendees and 49 exhibit booths. New Board terms started at their annual conference and will be extending invitations to the MI-AWWA Chair and Executive Director to future board meetings with the next one being Aug 27. Wood also reported that they are looking to hire additional staff.

### **Board Activities/Calendar**

7/23-25 AWWA Summer Workshop – Board members traveling are Spitzley and Reinsch. All staff will be attending except the database administrator. Porter will be attending as well since it is after the AWWA Director orientation.

9/10-13 MI-ACE 2019 – Ballard let the Board know that assignments will be coming.

10/3 Fall Board Meeting

10/3-4 Leadership Retreat

#### Fall Regional Meetings

9/24-25 Harris – Reinsch (Update: Wozniak to substitute)

10/1 Livonia - Uranga

10/2 Kalamazoo - Jernberg

10/22 Mt Pleasant - Wozniak

10/23 Gaylord – McDonough

### **Privelege of the Floor**

Fritz recognized that this was the last meeting for Greg Alimenti, Joe VanderStel, and Mike Williams and thanked them for their board service.

Jernberg listened to EGLE's LCR town hall and will share notes with the Board.

Meeting adjourned at 11:24 am.