



Board of Trustees Meeting Minutes

January 18, 2019
Livonia, MI

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

Guest (afternoon only): Greg Kavinsky (MWEA), Eric Oswald (MDEQ), Allison Wood (MWEA)

Staff: Bonnifer Ballard

A. Meeting Called to order at 9:02 am

Fritz called the roll and confirmed a quorum.

B. Approval of Agenda

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

C. Approval of Minutes

1. MOTION: Coleman moved with support to approve the October 4, 2018 Board Meeting minutes as corrected. Motion approved unanimously.
2. MOTION: McDonough moved with support to approve the December 7, 2018 Board Meeting minutes. Motion approved unanimously.

D. Consent Agenda

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

1. Operations Dashboard 2018
2. Operations Dashboard 2019
3. 2019 Budget
4. GLSLWR Liaison Report
5. Equipment Destruction Report
6. Compact Council hearing notes
7. Board Roles & Responsibilities

E. Secretary/Treasurer's Report

2018 Financial Statements

Williams reviewed highlights of the preliminary year-end Statement of Financial Position. He pointed out the net revenue for the fiscal year 2018 was in excess of \$40,000, which shows that

the organization has reached its goal of better fiscal management. Coleman thanked the leadership for their work to get us to this point. Others echoed the thanks and acknowledged the work of their predecessors that allowed the Section to be so successful.

Williams referenced the Operations Dashboard in the Consent Agenda as providing trends in revenue and expenses since 2015. It shows that the organization is running the business effectively. He reminded the Board of their fiduciary responsibility and encouraged them to ask questions at any time.

F. Strategic Session

1. Technical Networking Council Dissolution

Fritz introduced the request from the chair of the Technical Network Council (TNC).

MOTION: Coleman moved with support to approve the request to dissolve the Technical Network Council. Motion approved unanimously.

Coleman suggested that a communication be sent to the chair and vice chair thanking them for the efforts and service to the Section. Fritz will send the letters. Ballard also reminded the Board that the chair and vice chair will receive recognition plaques at the Annual Conference for the leadership service.

2. Strategic Planning

No discussion as this was a tabled item from October meeting regarding TNC.

3. Content Ownership

Ballard introduced the issue citing a desire to grow and protect the intellectual property of the Section. She outlined the requirements for the Michigan Water Academy® to protect the trademark and asked the Board for input on extending the concept to other areas of content development. Some issues raised included:

- Quality of content may present liability if it's proven to have a history of poor quality
- Be mindful of instructor qualities
- 3-day courses are going to be critical during workforce transition.
- Online learning could be method for owning/controlling content.

The Board asked Ballard to research the liability coverage afforded to the Section by the Association as well as any liability issues pertaining to providing technical content information in trainings. They also asked her to continue developing appropriate measures to protect the Section's intellectual property and to minimize risk of liability. For the next Board Meeting, Ballard will report on the liability issue, how the Section is protected, outline the framework of the content ownership issue and recommend a Board policy that outlines the content ownership practice of the Section.

4. Partnership agreements

Ballard gave overview of Joint Funding Agreement the Section has with MDEQ. Coleman and Staskiewicz provided some history and background on the Agreement. There was discussion around the relationship versus the Agreement and it was agreed that the Agreement is a detail of the relationship and that it will be important going forward to manage accordingly.

It was agreed that since the JFA is due for renewal in 2019 and the relationship continues to evolve as new people become involved. A task force from the Executive Committee will begin to

engage MDEQ this spring in discussions around the relationship in preparation for renewing the Agreement.

Ballard gave an overview of the Memorandum of Understanding with MWEA. She reported the concern raised by MWEA that there is some resentment about how joint events are handled. The Board asked Ballard to confer with the volunteers of cross over committees to get their perspective before determining how to address the issue. There was some discussion about possibly holding a joint conference again. The Chair and Vice Chair will schedule a meeting with their MWEA counterparts to check in on the relationship and to begin the discussion about a joint conference.

5. Lead and Copper, and PFAS

Reinsch began the discussion on these critical issues. It was identified that PFAS bills are currently being considered in Lansing. The chemicals are being found in drinking water and in waste water, and that the Section needs to get ahead of the issue. It was acknowledged that this family of chemicals will continue to drive the public discourse. The Board agreed that the Section must provide information and resources to members as soon as it becomes available. Staskiewicz suggested that the MPART website be highlighted in Water Works Update.

Spitzley provided an overview of the LSLR Pilot Working Session. She reported that this continues to be a resource drain and very challenging given MDEQ's status on guidelines.

The Board asked that Fritz add Emerging Contaminants to the agendas for the remaining meetings in 2019.

G. Executive Director Performance Review

MOTION: Coleman moved with support to go into closed session. Motion passed unanimously. Closed session began at 11:43 am. Closed session ended at 12:07 pm.

MOTION: Coleman moved with support to increase the Executive Director's salary to \$92,500 annually. Motion approved unanimously.

Fritz welcomed guests and asked that everyone introduce themselves.

H. Michigan Water Academy

Ballard reported that there are about 20 task forces working on content development for various classes and encouraged Board members to join in, if they hadn't already. She explained the process and that she would be coming to the Board with a funding request for use of an instructional design consultant to help shape and finalize each Academy® class. She acknowledged that this would be a special project that requires deficit spending for FY19. Ballard also explained that there is a Trainer Onboarding class in development and that this will be a requirement for all Academy instructors but also open to MDEQ employees as an extension of our relationship.

I. Council Updates

1. Communications

Uranga reported that the Council continues to having a monthly conference call with a couple of face-to-face meetings each year. They distribute minutes and highlight progress toward goals on each call. The Council Chair and Executive Director are now managing the relationship with the media consultant. The Council continues to work on developing the Section brand through

videos and media outreach. Also working on resources to post on the website, such as ask-the-expert fact sheets, videos, media tips.

Social media platforms are being populated with bi-weekly posts and videos and the Council hopes to increase frequency. The Council Chair conducted media spokesperson training with the Section Board Chair. An op-ed concerning infrastructure financing was submitted to the Detroit Free Press for consideration. Finally, the Council will be adding media tips to *Water Works Update*.

2. Conference & Recognition

Alimenti reported that the Council continues to work on the awards program, working toward a single award nomination form for all Section awards. They plan to add better descriptions and information on the website. The Manufacturers' Advisory Committee is being revitalized and is now meeting, but they need more members. The MAC is looking for feedback and recommendations from manufacturers, distributors, and consultants for exhibits and sponsor programs. The Council is also looking at how to leverage Attendify, the event app the Section now uses. Competitions are doing well, with Michigan teams placing in the Great Lakes Cup. The Council is also working with SWIE on updating their web page on the Section website. Finally, Best Tasting Water has transitioned to a new chair and are maintaining their great energy.

3. Education & Training

VanderStel reported that the Council is planning to review its work plan and plans to look at disadvantaged communities including rural, tribal, and others. RTP will be holding a PFAS Seminar in late spring. There is also a joint PFAS event planned with MWEA for mid-summer. The Council continues to support program development for the Regional Meetings and they have task forces working on the Plankton & Algae course planned for late July and the Fluoridation training planned for May.

4. Government Affairs

Porter reported that the Council continues to grow their relationship with the lobbyist. The Council is planning to create local advocates that can speak directly to legislators in their home districts. The Council is also looking at creating tools to help educate those advocates. The Council is also working directly with the lobbyist on legislator visits as issues arise. The DC Fly-In (March 27-28) has two members attending this year.

5. Membership

McDonough reported that the Council is working on member renewals but that they suspect the Section didn't make our retention goal for 2018. The Council is developing a plan to determine why a member would choose to allow their membership to expire. Also planning some regional new member lunches.

6. Technical Networking

Fritz reiterated the decision from earlier in the meeting to dissolve TNC. There was some discussion about committees and Jernberg's liaison responsibilities. The Executive Committee will follow up with Trustee Jernberg and the TNC Chair and Vice Chair on next steps to integrate all members of the Council into other volunteer roles.

J. Chair's Report

Fritz reviewed the charter of the DEQ-Utility Partnership Committee and confirmed that co-chairs are Brian Steglitz of City of Ann Arbor and Amy LaChance of MDEQ. He identified that the next step is to schedule the group's first meeting.

K. Director's Report

Coleman reported that the Association hasn't had a Board meeting since the last meeting. He spent time reminding the Board of upcoming Association events including the Member Summit (Marczak and Barlock to attend) and the YP Summit (Karazim and Williams to attend). He also highlighted the Region III Meeting of Section Officers coming up in Illinois. He reported that the Association's new website launched recently. He also reported briefly on his attending the AL/MS Annual Conference. His key take aways included:

1. The Section still has a closing banquet that was not well attended.
2. They did a really good job at recognition. There were many diverse awards. They presented some with an award banner instead of a plaque.
3. For their best tasting water, they use a branded bottle to send to everyone who's participating in the state competition.

Coleman reminded the Board that there are a couple more weeks to get nominations in for Association Councils and Divisions and let everyone know that at the upcoming Association Board Meeting they would be reviewing the international strategy and engaging service providers among other items. Finally, Coleman reminded everyone that Michigan's own Cheryl Porter is being considered for Director-At-Large.

L. Executive Director's Report

Ballard provided a brief overview of the Technology Plan and asked for input on internet access in the future, the disposition of old laptops, and leasing versus buying equipment. The Board discussed these issues and preferred to leave the disposition of old laptop to the discretion of the Executive Director since these laptops would be depreciated to zero before their disposition/use would be in question. They agreed that buying computer equipment ultimately was a better choice for the Section. The Board asked Ballard to move toward Section sponsored internet access for all Section computers with the understanding that this will happen as new computers are acquired.

Ballard presented the Staffing Plan and asked for input on how best to staff up for current and future needs. Board discussed the various options and agreed that the part time person was warranted but that the exact position could be left to the discretion of the Executive Director.

MOTION: Spitzley moved with support to authorize the Executive Director to hire another part time person in accordance with the already approved budget as outlined in the staffing plan. Motion approved unanimously.

M. Board Policy Updates

1. Policy 8 - Accounting and Internal Controls

MOTION: Reinsch moved with support to approve the updated Policy 8. Motion approved unanimously.

2. Policy 9 - Employee Handbook

MOTION: Coleman moved with support to approve the updated Policy 9. Motion approved unanimously.

N. Visitor Comments

Eric Oswald of MDEQ thanked the Board for inviting him and provided an overview of his priorities. He reported that he has met with the new Department Director and is very optimistic about where the new director and the new administration is heading.

Allison Wood of MWEA provided an update on staffing and Joint Expo & Operators Day. She also shared that their new Premier Utility Management Performance (PUMP) award was being awarded for the first time at WADCON later in January.

O. Board Activities/Calendar

Fritz asked Ballard to review the upcoming calendar of events for the Board.

2/5-6 Joint Expo & Operators Day - Fritz to give welcome on Tue, Reinsch on Wed

Spring Regional Meetings

4/16-17 UP Water Works Institute - Alimenti

4/9 Livonia - Porter

4/10 Kalamazoo - VanderStel

4/23 Mt Pleasant - McDonough

4/24 Gaylord - Uranga

4/12-13 Regional Meeting of Section Officers - Fritz, Ballard, Porter

4/26 Spring Board Meeting

6/9-12 ACE19 – VanderStel, Reinsch, Spitzley, Coleman, Fritz, Porter, Ballard; Ballard to buy Fuller Breakfast tickets for all

P. Privelege of the Floor

Fritz reported that the Section received a thank you letter from the Water Research Foundation.

Spitzley reported that she is now on the national Ground Water Foundation Board, and has agreed to chair Michigan's Groundwater Committee.

Meeting adjourned at 3:30 pm

Respectuflly submitted by Mike Williams, Secretary/Treasurer