



Board of Trustees Meeting Minutes

April 27, 2018
Livonia, MI 48150

Present: Greg Alimenti, Clyde Dugan, Bill Fritz, Ken McDonough, Christine Spitzley, Aaron Uranga, Amy Vail, Joe VanderStel, John Willemin, Mike Williams

Absent: Mark Coleman

Guest: Shada Biabani

Staff: Bonnifer Ballard

Called to order at 8:59am

B. Approval of Agenda

MOTION: Vail moved with support to approve the agenda as amended. Motion approved unanimously.

C. Approval of Minutes

MOTION: McDonough moved with support to approve the January 26, 2018 minutes as amended. Motion approved unanimously.

MOTION: Fritz moved with support to approve the March 6, 2018 minutes. Motion approved unanimously.

D. Consent Agenda

The consent agenda included the following reports:

- Operations Dashboard
- Reserve Threshold Memo
- Destruction of Documents Report
- Bylaws Approval Memo
- GLSLWR Advisory Committee Liaison Report, doc 1, doc 2
- WUAC Update
- Equipment update
- Historical Preservation committee minutes

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

E. Secretary/Treasurer's Report (Williams 9:20 am)

Williams made note of the first quarter financial statements and then turned the focus to discussion of the 2018 budget process. He reminded the Board that the Finance Committee removed contest airfare from the recommended budget, which the Board passed in December. Subsequently, the contest committee chair and Trustee Alimenti made the case to reinstate that portion of the travel support for the 2018 fiscal year while the Conference & Recognition Council fully delved into the issue. The Board approved that request at its January Board Meeting. Williams went on to explain that the support was originally removed because it benefited so few members and that perhaps a different recommendation would have been made, had our year-end projections been more accurate. The Board then discussed the process by which decisions to cut activities is made, particularly in light of the competitions. Alimenti explained that the Conference & Recognition Council did do a full review of the competitions and their recommendations are included in the Board packet.

F. Policies

F1. Investment Policy

Williams presented various options to approaching an investment policy and strategy for the Section. There was some discussion about risk tolerance. Spitzley asked Williams to poll Board members for their input. Williams will craft a policy and present to the Board at its July meeting.

F2. Spend Policy

Ballard reminded the Board that part of the Business Plan called for a spend policy to set some parameters around the organization's spending. The intent is to require us to live within our means unless we deem a project special and unique enough to warrant an investment before it makes money. Ballard reported that Coleman, with whom she worked on the policy, wanted the policy to be flexible enough to leave the Board options and room to navigate. For example, our media contract and lobby contract, if we approve of one, should be considered special projects under this policy. However, they will never cover their own cost. So we would have 2 years to raise enough revenue from other sources to continue those projects, at which time we would re-evaluate both. With that, Ballard provided an overview of Policy 6.1 Reserve Fund.

MOTION: Williams moved with support to accept Policy 6.1 rejecting changes in the first paragraph. Motion approved unanimously.

Ballard provided an overview of Policy 6.2 Spend Policy

MOTION: Fritz moved with support to approve Policy 6.2 as written. Motion approved unanimously.

F3. Accounting Procedures

Ballard reported that the changes to Policy 8 Accounting Procedures reflects an update to current accounting procedures. She reminded the Board that this policy is something the accountant looks to when conducting an audit and that the Section will be due for its next audit of the 2018 fiscal year during 2019. Williams remarked that he has complete confidence in staff regarding accounting procedures and controls.

MOTION: Vail moved with support to accept Policy 8 Accounting Procedures as presented. Motion approved unanimously.

G. Future Proforma Budget

Ballard gave an overview of the three-year proforma budget. Williams provided additional input in terms of the Reserve Fund and a desire to hone our accuracy. There was some discussion about how the budget process will work going forward and Ballard reported that the newly approved spend policy will affect how the staff communicates budgets to volunteers during the budgeting process.

Board recessed for lunch at 12:00 pm.

Meeting was re-called to order at 12:45 pm.

H. Council Updates

H1. Membership

McDonough reported that the council turned in the Section's Membership Challenge Plan and that membership is growing. There was some discussion about recruiting from informal groups that meet throughout the state as well as the idea of developing regional groups within the Section. McDonough reported on a scholarship offered by the South Central Michigan Water Association and invited the Board to email him for more information. McDonough asked Ballard to send him some operator membership forms.

H2. Technical Networking

Vail reported that the council is meeting soon. Council Chair Matt Parks is focusing the group on doing a few things well - events with topic of local interest and networking. She reviewed the council's work plan and gave a report on the Genesee County mixer, which had almost no attendance most likely due to the gap in time between the tour and the mixer and the distance from the plant tour to the mixer venue. They are also exploring having sponsors of the mixers, giving sponsors time to speak to the group during the program portion. The Council will also be working to reinvigorate its committees and to recruit more members to the Council.

H3. Education & Training

VanderStel reviewed activities over the last six months including the DHHS training in December 2017 as well as a look ahead to trainings planned for the summer months. He reported that there are several groups discussing emerging contaminants as an issue and what type of training may be needed. He reported that the Section is working with RCAP on a partnership to offer more trainings for small systems in Northern Michigan and the UP. VanderStel shared that the Council is looking forward to the Michigan Water Academy's curriculum day and helping to move the Academy to the next stage in development. He also reported that the Council has several new members and that has brought new energy. That will help the Council to start reaching out to committees to make sure there's better communication and see how they can support their activities. Other trainings in discussion or development include a training on fluoridation, test prep and review courses, and compliance training.

H4. Conference & Recognition

Alimenti reported that the MI-ACE Planning Committee has come up with a different schedule than in the past. The Fuller Lunch will include presentation of the Fuller Award and the Michigan Hall of Fame awards as well as the Faust Award this year. Other awards will be sprinkled throughout the conference. This allowed the committee to offer lunch on the exhibit floor.

Alimenti went on to report on the Council's recommendations for Competitions. The Council found there to be great value in having teams represent the Section on a national stage and recommended continuing to support travel of the men's and women's Tapping teams, a Hydrant Hysteria team, and a Meter Madness champion. Travel support would include airfare and lodging only for the winners as well as the coaches for the Tapping teams and a Hydrant Hysteria team. The Council also came up with some requirements for those receiving travel support from the Section Those requirements would need to be communicated to both the competitors and their municipalities. The Council plans to develop ways to encourage other municipalities to participate as well, including providing starter kits that include the basic equipment. Alimenti reported that the council may also reconstitute Top Ops, an individual competition that fosters individual knowledge. There was some discussion about consequences for competitors that travel with Section support and then don't show up or can't compete for a preventable reason. It was agreed that in those cases, the Section would communicate to the applicable municipality that travel support would not be available the following year, regardless of winning status. Ballard was asked to work with the *Michigan Water Works News* editor on highlighting the contests and the off hours required to prepare.

MOTION: Clyde moved with support to support the recommendations of the council as amended and for the Board to commit to funding travel support for a three-year period, to be reviewed annually. Motion carried

Alimenti then reported that the Council is planning to create the Chuck Van Der Kolk Volunteer of the Year Award, modeling it after the AWWA Volunteer of the Year Award. The Council will develop the criteria, nominations process, and implement the inaugural award and then create a committee to manage the award going forward. The Board confirmed with Ballard that applications need to be due July 1 in order for the Council to have time to deliberate and supply the name to staff to order the physical award. Alimenti reported that Council Chair Jaime Fleming plans to announce the award in the summer issue of *Michigan Water Works News*. Willemin congratulated the Council on the award and suggested that the Section send an official letter to AWWA requesting that they rename the AWWA Volunteer of the Year Award to the Chuck Van der Kolk AWWA Volunteer of the Year Award.

MOTION: Vail moved with support to send a letter signed by the Board Chair and Director asking the Association to consider renaming the AWWA Volunteer of the Year Award to the Chuck Van der Kolk AWWA Volunteer of the Year Award. Motion approved unanimously.

Spitzley asked Ballard to coordinate communicating with Cathy Van der Kolk, letting her know about the award and inviting her to attend the presentation.

H5. Communications

Uranga announced that Michele Zdordowski from GLWA has stepped into the Vice Chair position. He reported on the communication survey, which had 119 responses, and shared that essentially members prefer electronic communication but want to continuing getting communication in written form from the Section as well. He reported on a task force looking at changes to the website as well as developing a social media strategy. Uranga also reported on media activities with OpEds being placed and other releases going out for Drinking Water Week. Lezotte Miller is also working on background issue briefs. Dugan suggested the Council try to coordinate with the Association on the brain drain issue as the Council's plans evolve.

H6. Government Affairs

Dugan commended Council Chair Molly Maciejewski for her leadership with the Council during a very active period. He reminded the Board that the Section remains part of coalition on the changes to the Michigan Lead and Copper Rule. He also highlighted the various pieces of legislation that are getting attention from the Council including the infrastructure bills, a drone bill regarding security of critical facilities, among others. Dugan reported that there has been good coordination with the joint MI-AWWA/MWEA Asset Management Committee as well as a meeting with the Governor's office on the infrastructure bills. Dugan then went on to highlight the task force led by Scott House to coordinate a possible collaboration with MWEA to share lobbyist. Dugan also reported that Michigan delegation for the AWWA DC Fly In included Molly Maciejewski from the City of Ann Arbor, Mike O'Malley from the City of Benton Harbor, and Bill Fritz from Great Lakes Water Authority and as a member of AWWA's Water Utility Council. Dugan then provided a more specific update on the lobbyist project, reporting that MI-AWWA and MWEA both have many issues of concern and share similar issues. He provided an overview of the selection process and remarked that the Council Chair is very supportive of moving ahead to contract with a lobbyist. Willemin commented about the productivity of the coalition around the pipe bill, but that we couldn't always rely on a coalition to help us meet members' needs. He also emphasized that for a lobbyist to be most effective, the Section will need members from in-district to engage with legislators.

MOTION: Dugan moved with support to authorize entering into a contract for lobbying with MWEA at an estimated \$24,000 for a minimum of 12 months with the existing 2018 budget amended to include an additional \$6,000. Motion approved unanimously.

I. Rapid Response for Policy and Media

Spitzley introduced the issue of the Section's ability to respond rapidly as issues arise both in our media efforts and a policy issues arise.

Spitzley pointed out that with Media, continuity becomes an issue when volunteers change roles every year. She wanted to make sure the Board was comfortable with the Executive Director being the Section's first responder, with issues coming to the Executive Committee when needed, and elevated to the Board when determined by the Executive Committee. It was identified that the discussion is just offering clarification to implement the already approved policy. Going forward the Executive Director will be the byline on all media tools unless a technical expert would be more effective in a specific circumstance, as determined

by the Executive Director. Spitzley and Uranga will follow up with the Communications Council and Lezotte Miller to clarify this for future efforts.

Spitzley went out to discuss policy issues that have arisen quickly over the last six months. It was recognized that a lobbyist would help but that there sometimes remains a need to take a position on policy quickly. Dugan shared that the Association has similar issue with response time and that currently the Government Affairs Council uses a task force to flesh out a Section position. It was agreed that a Board policy is needed to guide further action and to clarify roles, process, and approval. Spitzley will communicate to the Government Affairs Council Chair and the Communications Council Chair to create a shared task force to create and recommend a Board policy.

Spitzley also shared that the Executive Director may receive requests for letters of support from time to time and that her intention was to have the Executive Director create and sign those types of letters, unless she determines that an issue needs Executive Committee or Board discussion. There were no objections.

Spitzley then recounted the recent requests for certificates of appreciation and Board Resolutions received over the past several months related to long standing members retiring. It was agreed that the issue would be defer to the Conference and Recognition Council for discussion and recommendation of any formal or structure program going forward.

J. Outstanding Service to AWWA nomination (Spitzley 2:00 pm)

Spitzley introduced Janice Skadsen as the intended nominee for the Section.

MOTION: Vail moved with support to endorse Janice Skadsen as nominee for the AWWA Outstanding Service to AWWA award. Motion approved unanimously.

K. Review Open Items from previous meetings

K1. Agenda and Minutes Templates

Ballard asked for feedback on the templates included in the Board packet. Spitzley asked that introductions be added as a standard item on agenda. Alimenti asked that Action Items be added. Fritz asked to add an outline format to minutes similar to the agenda as well as add pages #s. Fritz also asked that the minutes include the closing “Minutes prepared and respectfully submitted by [Nam]” at the end.

K2. Retreat grid and CCR grid Update

Ballard quickly reviewed the status of items on both grids. The Board ask that Ballard work with the Director and the incoming Director on whether to include the grid as an agenda item during the 2018 Leadership Retreat. There was a request to add volunteer meetings to *Michigan Water Works News*.

2017 Leadership Retreat follow up

Council interaction ideas	Disposition
Minutes from Council meetings posted for review by others	pending
Quarterly capture of Council info on webinar open to all Council members	pending
Regional groups	Pending, need regional champions/chairs
Standing meeting agenda item on all Council agendas to	Template in review

discuss Council interaction	
New member welcome packet with personal touch	In progress for new members, pending for new member of council
Have a template as a web form to communicate minutes	pending
Calendar coordination of Council meetings and events	In progress, but need to schedule meetings further out
Quarterly meetings with Council Chairs/Chair Elect	Active, ongoing
Have liaisons for each Council to each other Council	In progress to some extent
Objective on Quarterly conference calls to talk about Council interaction	In progress
A second leadership retreat meeting or move this one to spring and have one around MI-ACE (Councils meeting half day, then Board/Councils meet)	Retreat will remain in October, will also have a face-to-face in May, to be scheduled.
Establish informal network between Council members for quick dissemination of information and communication to the Executive Committee and rapid response process	Active
Council report out to WWN	In progress
Award/Recognition – provide permanent match to award	Unclear of intent
Council members talk out/exchange ideas	Will be facilitated with calls and face-to-face for chairs. May need other for all council members

2017 CCR Task Force follow up

Action Item	Responsible	Timeline
A. The Board Chair-Elect shall coordinate regular conference calls with Council chairs. It is anticipated that calls would be quarterly with a duration of 1 hour. Update: Fritz conducted first call. Chairs much more in favor of face-to-face meetings.	Section Vice Chair	Immediate
B. Develop and provide new volunteer orientation (webinar) Update: in progress. Beta event scheduled for March 21, 2018.	Staff	Pilot immediately, full orientation by MI-ACE 2018 using examples from other Sections
C. Develop and provide council chair, council member, committee chair and committee member orientation (webinar, face to face?) Update: related to B, above	Staff	by MI-ACE 2018, using examples from other Sections
D. Revise and provide description of council and committee roles, responsibilities, required tasks, schedule of required activities	Task Force	MI-ACE 2018
E. Remove the limits on number of council members. Allow councils to determine needs Update: procedure to appoint council members needs to be drafted. Spitzley to set up task force. Update: # of council members has been corrected in the bylaws and bylaws are currently being voted on.	Board	Tied to bylaws change, goal by June 2018
F. All committees and councils to submit annual roster and goals, Update: staff to send email and trustees to follow up Update: in progress. Rosters will be sought in September at the beginning of the volunteer year and again in February ahead of publishing the member directory	Chair-Elect, Staff, Council Chairs, Committee Chairs	Fall 2017
G. Re-establish some committees to enhance new volunteer options	Section Chair	Need champion to re-establish a committee, will be done dynamically
H. Committees to provide input to council on budget, councils to interact with staff to understand and provide budget review (suggested as part of leadership retreat) Update: the communication was better for 2018 budget preparation	Chair-Elect, Staff, Council Chairs, Committee Chairs	Leadership retreat 2017
I. Clarify and implement expectations for council and committee liaisons Update: staff to hand out roles and responsibilities docs at Leadership Retreat Update Ballard to send link to volunteers	Task Force	Section conference 2018
J. Develop and provide transition planning for council and committee chairs	Staff, Task Force	On Hold; would follow G
K. Publish council and committee rosters on web and in directory Update: Ballard to discuss with Willemin updates to the liaison list included on the Member Voices page of the website Update: member directory is complete and posted on website. Web updates are still needed.	Staff	Rosters printed in member directory, still pending website
L. Develop expectations, appoint and coordinate liaisons to other organizations and disseminate relevant information	Section Past Chair, Task Force	Ongoing
M. Eliminate "community of practice terminology"	Board	Immediate
N. Develop and implement a "new volunteer coordination" position	Staff	MI-ACE 2018

L. Chair's Report (Spitzley 2:15 pm)

Spitzley provided an overview of the Groundwater Source Water Conference. Ballard reported that there were lots of DEQ people in attendance as well as attendees not previously engaged with the Section. Spitzley recognized the great program that the planning committee, chaired by Barbara Marczak, had put together. There will need to be some additional analysis since the conference didn't net positive and so many Michigan water supplies use groundwater. Spitzley also provided an overview of the Section's hosting of the AWWA Region 3 Regional Meeting of Section Officers. She went on to provide an overview of the planned DEQ-Utility Workshop coming up on May 1. She anticipated this to be the first of an ongoing facilitated dialogue between DEQ and water supplies. Spitzley reported that Michelle Zdordowski was accepted onto the AWWA Public Affairs Council. She reminded the Board that there was a Board-Council chairs meeting scheduled for mid-May and that the agenda is being developed. She invited input for the agenda and reminded everyone to register for the meeting if they haven't already. Spitzley closed with asking the Board to approve the resolution recognizing Richard Benzie's years of service to be presented to him at his retirement party.

MOTION: Alimenti moved with support to approve the resolution as presented. Motion approved unanimously.

M. Director's Report

Spitzley asked Fritz to provide an overview of the Nominations Committee's work in the Director's absence. The Nominations Committee has many nominations for all of the open positions. The slate will be finalized early next week and then the results will be announced in *Michigan Water Works News* and on the website. Spitzley then asked that all Board members review the report from the Director on the Executive Director Review Process and then forward any thoughts on the Executive Director's role and performance to Mark for consideration in the review process.

N. Executive Director's Report (Ballard 2:45 pm)

Ballard asked if anyone on the Board had any objection with allowing Eric Johnson to use his existing professional development budget to attend the AWWA Summer Workshop. With no objections, Ballard turned in a travel authorization to Secretary/Treasurer Mike Williams.

She then asked the Board if anyone had concerns with her running for a Board position on the Michigan Society of Association Executives. After some discussion, there were no objections.

Ballard provided an update on the Michigan Water Academy, including reminding the Board to make plans to attend the curriculum day planned for June 6. She also took a poll to see who on the Board was listening to the podcasts. All had listened to at least one. She reported that the series was to evolve into a pre-requisite for the leadership track of the Academy and that the next step was to secure sponsorship.

Because of some issues with the current payroll services company, Ballard presented the Board with a comparison of payroll service options, asking the Board for guidance.

MOTION: Vail moved with support to transition services to ADP for the near future with the intent of moving it in house in future. Motion approved unanimously.

Ballard provided some commentary on the time allocation report and explained that there is still some discrepancy with how each individual reports their time. However, she thought the allocation was representative given the increase on staff hours and the training be conducted during the first quarter.

Ballard closed by offering a quick overview of the Volunteer Program Update. The Orientation beta is ongoing with a planned full launch in August. The “Recruit” phase will begin in earnest after the Membership Coordinator gets more familiar with committees and councils. Dugan asked that the Coordinator email the presentation so that he may use it for his work in his role with AWWA Standards Committees.

O. Fly In Update

Fritz provided an overview of the Fly In. AWWA partnered with 9 other water-related organizations. The Michigan delegation visited 11 of the 15 legislators. Since the Farm bill passed and infrastructure financing was authorized, the visits became largely thank you meetings.

P. Board Activities/Calendar

May Chairs meeting 5/16 - Spitzley again reminded folks to attend if at all possible. ACE18 6/11-14 – Spitzley reminded those going to make their arrangements soon and that there is no Michigan Night this year. Ballard confirmed with the group that the Michigan Fuller Awardee was not planning to attend and that the Section would not be buying a table at the Fuller Breakfast. Summer Board Meeting: 7/12-13 – Ballard let everyone know that an email with details on the meeting would be sent out before end of day and to please register for the meeting.

Q. Visitor Comments

The new MWEA Executive Director Shada Biabani thanked the Board for inviting her to the meeting and let them know that she was looking forward to continuing the great collaboration between MI-AWWA and MWEA.

R. Privelege of the Floor

Willemin asked that the Membership Directory be added to the Membership drop down menu so that it's easier to find.

Willemin raised some concern about HB5638 and suggested that the Section reach out to the Farm Bureau to coordinate a response, using the Association's recent success as an example. Willemin will send a follow up email.

Willemin asked Ballard to update the web page showing a picture of a new member because the picture is more than two years old.

Willemin raised the issue of SB193 and asked that the Government Affairs Council facilitate creating a Section position quickly because he anticipates the bill being somewhat controversial among Section members.

Meeting adjourned at 2:36 pm.

Respectfully submitted by Mike Williams, Secretary/Treasurer.