



## **Board of Trustees Meeting Minutes**

Thursday, July 12, 2018 and Friday, July 13, 2018  
Acme, MI

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

**Guest:** Greg Kacvinsky, Cheryl Porter, Paul Reinsch, Pat Staskiewicz

**Staff:** Bonnifer Ballard, Eric Johnson

**Called to order at 1:00 pm**

Spitzley welcomed guests and everyone introduced themselves.

### **Approval of Agenda**

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

### **Approval of Minutes**

MOTION: Alimenti moved with support to approve the April 27, 2018 minutes as amended. Motion approved unanimously.

### **Approval of Consent Agenda**

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

Operations Dashboard

401(k) Form 5500

Investment Policy

GLSLWR Advisory Committee Liaison Report, doc 1, doc 2

WUAC Update

Troy Tapping Team Thank You

### **Partnerships and Collaborations**

Spitzley led the Board through a review of the Section's official and growing partnerships.

DEQ – Spitzley reviewed the activities to date this year including dialogues on the sanitary survey process, the Lead and Copper Rule, the Lead Service Line Replacement Pilot program, PFAS testing, and facilitating more open communications with utilities.

Dugan asked that the Section's messaging be proactive on PFAS, perhaps a strategy and member summit in the near future. Coleman reminded the Board that PFAS is becoming a bigger item for AWWA across the country and to make sure to coordinate our efforts.

Ballard reported that DEQ is piloting an expanded partner agency membership through the AWWA Denver office until they renew next year. This is as a result of the new online journal access being restricted to listed members only.

Dugan suggested that we re-introduce to DEQ the best practices book that Jim Cleland put together for district engineers, to help in onboarding new DEQ staff.

It was agreed by all that there is still great value in the partnership and that effort needs to continue to maintain a productive relationship. Coleman will plan to have a meeting with Chair/Chair Elect, Director/Incoming Director, Executive Director, and DEQ leadership ahead of the anticipated joint funding agreement renewal.

There was also discussion about an idea put forth by Brian Steglitz to create a committee who's job it is to keep dialogue and joint activities going with DEQ. Ballard provided an overview of the proposal. Fritz provided some background to the history of the Water Utility Committee, which became the Government Affairs Council during the restructure several years ago. Willemin provided some additional information on a possible structure for the new committee, pointing out that Brian wanted to move quickly. It was agreed that Spitzley and Ballard will discuss this idea with Eric Oswald at DEQ. The committee, dubbed the DEQ Partnership Committee, will have members appointed by the Chair with input from the Board and DEQ members appointed by Eric Oswald, assuming DEQ agrees to such a group.

MWEA – Ballard let everyone know that MWEA is still searching for an Executive Director and explained the growing concern around joint committees and joint seminars. Willemin acknowledged that this is a long standing issue and suggested that officers follow up with their MWEA counterparts in the coming months. Spitzley to organize a meeting for after the lobbyist strategy session.

RCAP – Ballard described a growing collaboration between RCAP and the Section, having started with the EPA grant that AWWA receives and now growing to include other events like the Michigan Field Day held in June. She reported that she is looking for other partnerships like this to bring new and different training opportunities to Michigan water operators.

Other possible partnerships were discussed with organizations such as ACEC, ASCE, MSPE, MML, MRWA, and NSF. The Board agreed to consider these at a future date.

## **Secretary/Treasurer's Report**

### **Financial Statements**

Williams provided an overview of the financials for the organization at mid-year. He reminded the Board of the new reserve policy and reported on the cash on hand. There was some discussion about the budgets approved and included in previous Board minutes and in the Treasturer's Report cover. It was agreed that no adjustments would be made and that

staff will continue to monitor actuals closely for the remainder of the year. Williams also reminded everyone that the Board approved an investment strategy. Ballard will post the updated Board policy on the Section website.

### 2017 Form 990

Ballard provided a high level overview of the 2017 Form 990. The Board ask a few clarifying questions but no one took exception to any of the information included on the Form.

### **Future Proforma Budget**

Ballard provided highlights of the Pro Forma Budget, emphasizing that the future budgets are in compliance with the new Board policy regarding budgeting no more than 100% of the budgeted revenue for expenses. Williams reported that the Section is getting better at dialing in for year-end projection.

### **Lobbyist Update**

Spitzley reported on the effects of having Midwest Strategy Group (MWSG) on retainer. MWSG helped to inform the Section leadership about process for naming people for the new councils/commissions recently passed into law. Ballard reminded folks of the upcoming strategy session and corresponding survey to be sent out ahead of the session.

### **Media Consultant Update**

Uranga and Ballard provided a brief summary of activity. Spitzley stated that Brian Steglitz has done a great job of monitoring and managing the media consultant.

### **Council Updates**

Membership – McDonough had no update.

Technical Networking – Vail reported that the Technical Network Council is changing things up a bit, switching to monthly conference calls starting in August to try to build momentum. The Council recently added a new member, Rachel Barlock of SEMCOG. There a plans for a PFAS panel discussion in the Wyoming area before the end of the year. There is also discussion about having a session on pipelines or pipe assessment before the end of the year. There are plans for a tour of Great Lakes Water Authority in winter.

Education & Training – VanderStel reported that the Council had been quiet during the summer months but is planning an August meeting. There is work on a Fluoridation training as well as a Plankton Course. There is some early discussion about developing review courses and discussion about how to cover PFAS. They are also awaiting more details on the Academy to flesh out their future work.

Conference & Recognition – Alimenti reported that awards are being overhauled and the Council will be developing a communications plan for promoting accomplishments of awardees. He encouraged the Board to participate in calls for nominations of awards to make sure a strong pool of candidates are considered. He reported on the Competition Teams at ACE, no national winners but all competed strongly. Spitzley asked Alimenti to have the Council verify that they're not eliminating Michigan from national awards. Coleman

will send a summary of awards from KY/TN Section to Alimenti for reference. There was also a suggestion to consider initiating a UP Operator Award.

As Program Planning Chair, Staskiewicz then gave an overview of MI-ACE, with plans for more one day registrations, lunch in the exhibit hall, and awards scattered throughout the schedule. He also reported that a new bike event was added as alternative to golf. Staskiewicz shared his experience with the Attendify conference app and Ballard reported that the purchase was already in progress. It was suggested that volunteers be found to be available to help attendees set up and use the App.

Communications – Uranga reported that the Council continue to hold monthly conference calls. There has been progress on social media with a volunteer posting weekly. Uranga encouraged the Board to engage with the Section on social media so that they can see the posts directly. He reported that the media effort has focused on getting opeds published, with strong success. He also reported that work continues on backgrounders/white papers on various topics, including a piece to draw attention to working in the sector.

Government Affairs – Dugan reported that the LCR webinar with collaborators was the 10th went well. The new LCR took effect in June with full implementation by January 1, 2019, which allows DEQ time to get some of the administrative details, forms, and trainings created and out. He reported that the drone bill went silent along with the pipe bill. Both may come up again in the Lame duck session. Dugan let the Board know that the Statewide Infrastructure Council is being populated and echoed earlier statements that the lobbyist is already being effective. Spitzley then reported on follow up to the DEQ workshop in May. Coleman asked that the Section recognize Government Affairs Chair Molly Maciejewski for her work during the update on the LCR and perhaps present at a city council meeting.

MOTION: Coleman moved with support to present a resolution of appreciation to Molly Maciejewski for her work on the LCR. Motion approved unanimously.

Board recessed for dinner at 4:30 pm.

Meeting was re-called to order at 9:12 am.

Spitzley asked everyone to introduce themselves again since guest G Kacvinsky joined the meeting.

### **Chair's Report**

Spitzley reviewed the Council leadership and solicited input for new members and leadership. Ballard to ensure outgoing leadership is recognized at MI-ACE. Spitzley reviewed the status of the Academy and asked Ballard to send list of content that needs to be developed. Spitzley reviewed the cyber security workshop and let them know that the Section should do it again. Spitzley also reported on the names submitted on the Section's behalf to the Infrastructure Commission and the Water Asset Management Commission, and asked the Board for other suggestions.

Spitzley reviewed what's been accomplished during her year: change in board, PFAS, LCR, lobbyist hired, volunteer coordinator staff position, finances strengthened, communications and media outreach.

### **Director's Report**

Coleman reviewed some lessons learned from other Section conferences that he found pertinent to the Michigan Section.

- incoming chair had goal of working with 2-yr approved budget
- set target of membership growth each year
- hold poster competitions to engage students

He then provided an overview of Association statistics including more than 52,000 members, operating within budget, had approximately 12,000 at ACE18, and the veterans initiative is launching. Coleman reminded the Board that Jaime Fleming is Michigan Veterans Initiative liaison. He provided a brief update on the Water Equation, the philanthropic initiative for AWWA. Many sections including Michigan are doing the One Operator Scholarship. Other programs are in various states of development. AWWA India continues to evolve.

AWWA is working to modernize. The new publication, *Water Science*, will house all peer reviewed articles and will be available and searchable online. Standards are going electronic to offer change summaries and greater access. A change in governance has resulted in the retooling of the work of the leadership groups within AWWA. This change allows the Board to have more strategic discussions. The process for electing AWWA officers has been updated, now using a nominating committee to solicit candidates for officers and Directors-at-large, vets them, and present them to the Board for deliberation and final selection.

MOTION: Willemin moved with support to put forward Mark Coleman as a candidate for president. Motion approved unanimously.

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

Ballard reported that there will be a slight member dues increase for 2019. This was pre-planned and isn't expected to have any negative consequence. She reported on the 401k transition from Paychex to ADP and that there was an issue with reports showing a company match when a company match is not part of the Board approved plan. She assured the Board that no funds were used, that it was simply an administrative error that ADP was correcting.

Ballard also reported that the staff team is taking more to free her up to do other activities but that the last year has meant more Lansing, media, and DEQ activities than originally planned. She plans to focus on Academy development during August.

Ballard also let the Board know that there appears to be a need among volunteers to help teach or mentor them on how to use their committees/councils to get work done, instead of the chair doing all the work and getting burned out. She ended by letting them know that staff needs help on revenue generating activities such as sponsorship sales, online ad sales, and overall marketing.

She let the Board know that she will be presenting a technology plan at the October meeting since we had so many unplanned technology expenses already in 2018. Williams reviewed the upcoming budget process and Ballard reported that she is working with staff to get budgets out to volunteers in August.

### **Board Resolution on Competitions Travel**

Spitzley reviewed the resolution and explained that since this action was taken up by the Board via email vote, we needed to make the action official during a regular meeting. Williams reviewed the timing for notification of reducing the travel to include notification to the competitors with a three-year advanced notice.

MOTION: Dugan moved with support to approve the resolution for competition travel. Motion approved unanimously.

### **HB6123 Letter of Support for WUAC**

Staskiewicz reported that the Water Use Advisory Council needs to be reauthorized. He asked that the Board send a letter of support for HB6123. Water use is going to become more and more critical for Michigan and this Council is a good stakeholder group to inform policy makers about the impact of their decisions. Spitzley offered to be the alternate representative as back up to Staskiewicz.

MOTION: Vail moved with support to authorize the chair to send a letter of support for HB6123 when appropriate. Motion approved unanimously.

### **Visitor Comments**

Kacvinsky shared that MWEA would be interested in collaborating on cyber security. He reiterated the lobbyist strategy session and shared that this is a commitment for both organizations to commit time, resources, and boots on the ground. MWEA has a meeting with Sen Stamas to discuss the stormwater utility bill. He also reported that the Executive Director search is being evaluated, including internal options as well as going back out to the search. Spitzley offered the MWEA assistance as needed as they fill that important position.

### **Board Activities/Calendar**

Lobbyist Strategy Session 7/27

Volunteer Orientation 8/15

MI-ACE 9/11-9/14

Fall Board Meeting 10/4

Leadership Retreat 10/4-10/5

Fall Regional Meetings

- UP Distribution 9/25-26 Reinsch?
- Livonia 10/2 Fritz
- Kalamazoo 10/3 Alimenti
- Mt Pleasant 10/23 McDonough
- Gaylord 10/24 Reinsch

2018-2019 Board Calendar was distributed

### **Privelege of the Floor**

Dugan reported that the status of the bylaws are on hold because of some governance procedure issues. This means that the upcoming election of incoming Board members is by ballot and the limit on the Councils is still in effect.

Dugan also asked people to consider volunteering for a national committee.

Reinsch shared that Delta College and perhaps other programs are struggling to build census in their programs. Delta is moving to a cohort approach, which extends the time to get a degree but allows for smaller classes and accommodates the non-traditional student. They will continue to work on improvements to build interest. Kacvinsky offered to have MWEA get involved in discussions about updating the program.

**Meeting Adjourned at 11:30 am.**

Respectfully submitted by Mike Williams, Secretary/Treasurer