



Montana Section

American Water Works Association

**MSAWWA Board Meeting
Minutes
Wednesday December 2, 2015—9:00 a.m.
Morrison-Maierle Building—1 Engineering Place, Helena, MT**

Attendance: Logan McInnis (National Director), Greg Lukasik (Past Chair), Collette Anderson (Vice Chair), Jeff Ashley (Senior Trustee), Slim Miller (Chair), Wayne Lovelis (Junior Trustee), Robin Barnes (Executive Director), John Alston (Fuller Award/Host City Committee Chair), and Nate Weisenburger (Secretary/Treasurer).

Call To Order: Slim called the meeting to order at 9:04 a.m.

Old Business

1. The minutes of the Fall Meeting were provided for review. Logan made motion to approve the minutes. Collette seconded the motion, and the motion carried.

New Business

1. Final 2015 Budget Report: Robin provided handouts and reviewed the current status of the budget. The current budget shows a budget surplus of \$8,358.91. Robin noted that another \$1500 expense will be recorded under the administrative line item, and some additional travel expenses will be incurred. Logan asked about potential donations, which will be discussed under the next agenda item. Robin will purchase books suggested by Logan, and the books will be given away at the conference.
2. Donation Entity for 2015: Contributions to Water for People and Engineers without Borders were discussed. Logan made a motion to contribute \$500 to the Engineers without Borders at Carroll College. Wayne seconded the motion, and the motion carried.
3. Prepare 2016 Budget: The board discussed individual line items for the 2016 budget. The budgeted expense for 2016 was set at \$32,475.00. The budgeted income was set at \$32,300, resulting in a budget deficit of \$175.00. Collette made a motion to approve the 2016 budget. Wayne seconded the motion, and the motion carried.

The board discussed maintaining a minimum operating cash reserve equivalent to approximately \$16,000, coinciding with about 50% of the annual budget. With consideration of operating expenses, general consensus was to maintain a money market balance of about \$21,000. Formal adoption of the policy will be addressed during the adoption of the Operating Plan.

4. Progress on Strategic Plan Goals/Objectives/Tasks: The board reviewed the content of the Strategic Plan and assessed progress on individual tasks.
5. Director's Report: Logan indicated that AWWA India is now operational. AWWA is discussing possible revisions to the structure of the Board of Directors, but Logan is advocating that the structure remain the same. John informed the board that he has applied for membership on the Water Utility Council. Nate mentioned the OneWater logo and campaign.

6. MSAWWA Committee Reports:

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Awards <ul style="list-style-type: none"> • Collette will solicit nominations for the Operator Meritorious Award. 	Chair Elect—Collette Jr. Trustee—Wayne	Collette
Education <ul style="list-style-type: none"> • Water Conservation and Reuse has been identified as the topic theme for the Pre-Conference. 	Sr. Trustee—Jeff	Collette
Legislative <ul style="list-style-type: none"> • No report. 	Chair Elect—Collette	Nate Weisenburger
Fuller Award <ul style="list-style-type: none"> • John will coordinate a conference call to discuss selection in early 2016. 	Director—Logan	Awardee from 5 yrs. past—John Alston
Membership <ul style="list-style-type: none"> • The increase in section membership and the excellent retention rate were noted. • The individuals on the late renewal list will be contacted. 	Sr. Trustee—Jeff	Logan
Nominations <ul style="list-style-type: none"> • There is no formal Nominations Committee. • This item will remain on the winter board meeting agenda. • Potential candidates for Junior Trustee were discussed. 	Director—Logan	

<p>Water for People</p> <ul style="list-style-type: none"> • The annual donation of \$3300.68 was matched by Arcadis. • A rod and reel will probably be donated again for the raffle next year. 	<p>Chair Elect—Collette</p>	<p>John Camden/ Carrie Gardner</p>
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7. Joint Committee Reports

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
<p>Cross-connection</p> <ul style="list-style-type: none"> • No report. 	<p>MSAWWA Sec/Treasurer—Nate</p>	<p>Barb Coffman</p>
<p>Exhibitors</p> <ul style="list-style-type: none"> • No report. 	<p>MSAWWA Sr. Trustee—Jeff</p>	<p>Bill DeMeyer</p>
<p>Host City</p> <ul style="list-style-type: none"> • The committee is comprised of 17 individuals. • John offered minutes from the initial committee meeting. • A local Bozeman brewery is willing to use treated wastewater effluent for a batch of beer, pending coordination and approval from DEQ. • Robin was hoping to place the vendors in the Holiday Inn, but space is limited. • Logistics regarding the location of sessions, vendors, and luncheons/banquet were discussed. • Robin asked that Host City committee members assist with gaining feedback from vendors during the conference. 	<p>MSAWWA Chair— Slim</p>	<p>John Alston</p>
<p>Information Management</p> <ul style="list-style-type: none"> • Robin provided an update on the website. She is soliciting high resolution photos. • Nate will work with Robin and Cora to solicit fresh content for the website. 	<p>MSAWWA Jr. Trustee—Wayne</p>	<p>Nate Weisenburger</p>
<p>Lifetime Achievement</p> <ul style="list-style-type: none"> • No report. 	<p>MSAWWA Director— Logan</p>	<p>Paul LaVigne</p>

Program <ul style="list-style-type: none"> The call for abstracts has been extended. 	MSAWWA Chair— Slim	Amy Deitchler
Public Education <ul style="list-style-type: none"> Rika solicited feedback on a newsletter idea. Limited feedback has been received to date. Collette will provide direction to Rika. 	MSAWWA Chair Elect—Collette	Rika Lashley
Scholarship <ul style="list-style-type: none"> Update of activities. 	MSAWWA Past Chair—Greg	Coralynn Revis
Student & Young Professional <ul style="list-style-type: none"> Discussed during the development of the 2016 budget (poster session at the conference and attendance at the YP Summit.) 	MSAWWA Past Chair—Greg	David Carlson

8. Operating Plan Update/Review/Vote: Slim prepared and submitted a draft prior to the meeting. Slim facilitated a work session to revise the draft document during the meeting to reflect input from the board. Revisions were also coordinated with the bylaws. Greg made a motion to adopt the revised version of the Operating Plan. Logan seconded the motion. The motion carried.
9. RMSO Report: Slim and Nate provided an update and indicated that the section sharing information pertained to the financial health of MSAWWA.
10. 2016 Conference Update: This item was discussed during the Host City Committee report.
11. 2017 Conference Location: Great Falls is the site in the rotation for the 2017 conference. Fairmont Hot Springs was identified as potential alternate site. Robin will research options and provide information to the board for consideration.
12. EPA Training Agreement (2nd round) Update: Training will be completed in April 2016 in Missoula and October 2016 in Billings. A total of \$1,000 will be required for in-kind donations. Last year, volunteer speaker time was submitted for this purpose. The objective is to have at least 20 attendees at each location.
13. Financial Review Report: Robin summarized the findings of the report. A major finding was that a board member should accompany Robin when fundraising proceeds received at the conference are counted and recorded.

14. Vanguard Account (reinvestment of main CD) Update: Robin confirmed that she has been directed to transfer the full amount of the CD that was closed plus funds in the money market account over a balance of \$21,000 to the Vanguard investment account.
15. Joint website update: This agenda item was discussed during the Information Management Committee report.
16. Other Business
 - a. 2016 RMSO Hawaii in November: Collette and Jeff volunteered to attend.
 - b. 2016 AWWA Fly-In April 13-14: John and Nate are planning to attend.
 - c. 2016 YP Summit San Diego February 23-24: David Carlson is planning to attend.
 - d. 2016 Membership Summit in February: Logan will encourage Matt Mudd to attend. Greg also indicated he would attend.
 - e. Staff Training December 7, 2016 in Denver: Robin is planning to attend.
 - f. 2016 Summer Workshop in Denver in July: Wayne will consider attending this event again if the Junior Trustee does not attend.
17. 2016 Executive Secretary Contract: The board approved to increase the annual contract amount to \$15,750 for 2016.
18. Adjourn: Greg made a motion to adjourn the meeting. Wayne seconded the motion. The meeting was adjourned.