



# Montana Section

American Water Works Association

**MSAWWA Board Meeting  
Minutes  
Monday December 11, 2017—9:00 a.m.  
Morrison-Maierle Building—1 Engineering Place, Helena, MT**

## Attendees

Robin Barnes, Executive Secretary; Greg Lukasik, National Director; Jeff Ashley, Chair; Wayne Lovelis, Chair Elect; John Alston, Senior Trustee; Jeff Jensen, Junior Trustee; Nate Weisenburger, Secretary/Treasurer.

## Guests

No guests were in attendance.

## Agenda

Jeff A called the meeting to order at 9:10 a.m.

## Old Business

1. Approve minutes of Fall Meeting – All  
Jeff J made a motion to approve. Wayne seconded. Greg noted a correction was necessary to the spelling of Barb Coffman. The motion carried unanimously.
2. Discuss progress on Strategic Plan Goals/Objectives/Plans\*—All  
Robin noted that the board is scheduled to review the goals, objectives, and tasks of the strategic implementation plan at each winter board meeting. Robin reviewed the items with the board.
  - Member Engagement: Board members were asked to contact new members during the fall meeting. Some contacts remain to be made, but many were completed. Members who were not contacted were reassigned.
  - Member Recruitment: Progress on presentations to local colleges and universities was noted.
  - Organizational Excellence: The Board and Nominating Committee need to identify candidates for Junior Trustee and members who are interested in committee involvement. Several individuals were discussed, with interest in having representation from the Montana Department of Environmental Quality and maintaining a balance between utilities and consultants.
  - Social Media Policy: Emphasis on social media was discussed.
  - Higher Education Contacts: Professors at local colleges and universities have been identified.

- Operator Focus: Strategies to make the conference and other events more appealing to operators were discussed. Operator competitions were discussed. The small system operator training event sponsored through the EPA grant was noted as a success. The next session is scheduled for Lewistown in August 2018. The possibility of adding and operator track at the Annual Conference was discussed.
- Water Policy and Leadership: The work of the Legislative Committee regarding a summary of bills introduced during the State Legislative session was discussed at the joint meeting in the fall. Approximately 80 individuals subscribed to receive the emails from Al Towleron, who provided the updates on a volunteer basis. Combining the MSAWWA and MWEA Legislative Committees will be discussed at the joint meetings during the Annual Conference and Fall Board meetings.

### New Business

#### 1. Final 2017 Budget Report—Robin

Robin reviewed the budget with the Board. Robin noted that the Officers Expenses was included in the RMSO budget item. She removed the expenses incurred to date for various items and placed them in the Directors Expenses and Officers Expenses cost categories. The RMSO expenditure of \$756.04 will reflect an error in the cost of the hotel facility; the error will result in an additional expense of \$500 to \$800. The Vanguard account balance was noted.

The donation budget item was discussed. John suggested considering a donation to Puerto Rico in 2018. He specifically mentioned a fund developed by John Donahue, Past President of AWWA. Revenue for 2017 is currently exceeding expenses by \$5,388.63. The donation amount was discussed, and there was support for making a donation to Puerto Rico recovery efforts through AWWA.

John made a motion to donate \$1000 to the Puerto Rico hurricane recovery effort. Greg seconded the motion. The motion was unanimously approved.

#### 2. Prepare 2018 Budget—All

Robin was excused from the meeting such that the Board could discuss the salary of the Executive Director position. A raise amount reflecting a 3 percent increase was discussed, which would increase the compensation by \$500 per year from \$16,250 to \$16,750.

The individual budget line items were reviewed and discussed. Specific notes are listed below:

- Directors Expenses: Budget amount of \$4,000 was deemed appropriate given location of ACE in Las Vegas.
- Officers Expenses: Prior year expenses included expenses related to hosting the RMSO. Costs for 2018 need to include travel expenses for two to attend the RMSO in Sitka, AK, for one to attend the summer workshop, and one to attend the membership summit. A budget of \$5,500 was deemed adequate.
- Joint Cross Connection: Barb Coffman requested a budget amount of \$400 to cover materials and travel expenses to present at the Montana League of Cities and Towns Conference in the fall of 2018.
- Joint SYP: Budget of \$2750 includes reimbursement of travel expenses for poster competition winner to attend ACE and 50 percent reimbursement of travel expenses to attend the S&YP Summit.
- Awards: The budget for the three awards were discussed.

- Membership: Cost in 2017 reflects brown bag session at Carroll College.
- Water for People: Budget was developed to provide money to the committee to purchase prizes. The amount will remain at \$500 for 2018 to reimburse for the purchase of prizes at the Annual Conference.
- Donation: A donations was made in 2017 in the amount of \$1,000 to the Linda Contreras Memorial Fund. Robin has been instructed to make another \$1000 donation to the Puerto Rico Hurricane Relief effort in 2017. The budget for 2018 was set at \$1,000.
- Preconference: Revenue projected at \$3,000.
- Total Expenses Budget for 2018: \$35,175.
- Total Revenue Budget for 2018: \$33,050.
- The Board discussed the shortfall as compared to the account balances.

Wayne made a motion to approve the 2018 budget. John seconded the motion. The motion was unanimously approved.

3. Discuss donation entity for 2017\*—All  
Agenda item was discussed in prior discussion.
4. Director's Report—Greg
  - Greg reported that John Alston ran for AWWA President, but was not selected to move forward to the election round. Two candidates were selected for the election.
  - The 2018 budget was approved.
  - Changes to the governance of AWWA were noted:
    - Nomination process for AWWA positions is being revised.
    - Increasing the amount of operations decision-making process at the Executive Committee level.
    - Reducing overall time commitment of elected positions.
  - President Brenda Lennox has developed the Veterans Workforce Initiative; Greg asked the Board to review the information and provide feedback at the next meeting.
5. MSAWWA Committee Reports:

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
Awards Wayne and Jeff are the committee members and will push for nominations for Operator Meritorious, Lifetime Achievement, and Safety.	Vice Chair—Wayne Lovelis Jr. Trustee—Jeff Jensen	Patrick Johnson
Education No report. The Board briefly discussed the preconference topic.	Sr. Trustee—John Alston	Doug Whitney
Fuller Award No report.	Director—Greg Lukasik	Awardee from 5 yrs. past—Logan
Legislative MSAWWA will send delegates to the AWWA Fly-In, which is scheduled for April 18-19.	Vice Chair—Wayne Lovelis	Nate Weisenburger
Membership Action Items include identifying a new	Sr. Trustee—John Alston	Logan McInnis

<p>committee chair, contacting 14 late registration renewal members, and contacting new members.</p> <p>MSAWWA membership is down 12 members from April, which is a 1.8 percent decrease.</p> <p>Discussed initiatives for 2018, which are consistent with Strategic Plan – new member contacts, late renewal registrations, large utility recruitment, and encouraging Board members to read the AWWA Membership Guide.</p> <p>Late member renewal registrations were assigned for board members to contact.</p>		
<p>Water for People No report.</p>	<p>Vice Chair—Wayne Lovelis</p>	<p>John Camden/ Carrie Gardner</p>

### 6. Joint Committee Reports

<u>Committee</u>	<u>Board Oversight</u>	<u>Committee Chair</u>
<p>Cross-connection John provided an update regarding the status of the program run by the State of Montana. John will reach out to AWWA.</p>	<p>MSAWWA Sec/Treasurer— Nate Weisenburger</p>	<p>Barb Coffman</p>
<p>Exhibitors John provided feedback from Cavin that was provided via email, which included suggestions for modifications to the Annual Conference program to encourage traffic in the exhibit hall.</p> <p>Modifications to the conference were discussed:</p> <ul style="list-style-type: none"> <li>- Awards following the General Session.</li> <li>- Vendor events on the evening of the preconference and over the lunch period of the first day of the conference, including holding lunch in the Vendor area.</li> <li>- Discuss CEC/PDH credit for a Vendor session with the DEQ (John).</li> <li>- 15 minute break during the general session on Wed morning with an hour break in the afternoon to allow time for Vendor visits.</li> <li>- Lunch session in vendor hall on first day of the conference (Wednesday). Lunch break to be 1 ½ hours.</li> <li>- Optional vendor presence the second day of the conference (Thursday).</li> </ul>	<p>MSAWWA Sr. Trustee—John Alston</p>	<p>Cavin Noddings</p>

- Keep 1 hour break on Thursday morning to allow time for Vendors, Tap Water Taste Test, and Operator Trivia.		
Host City No report.	MSAWWA Chair—Jeff Ashley	Ross Mollenhauer
Information Management Several initiatives are in progress or at various stages of completion. Focus moving forward will be on social media efforts.	MSAWWA Jr. Trustee—Jeff Jensen	Dave Carlson
Lifetime Achievement A couple potential candidates have been identified.	MSAWWA Director—Greg Lukasik	Paul LaVigne
Program Deadline for abstracts in on December 15.	MSAWWA Chair—Jeff Ashley	Amy Deitchler
Public Education No report.	MSAWWA Vice Chair—Wayne Lovelis	Rika Lashley
Scholarship Fundraising plan in development to raise endowment to \$100,000 as a revenue source of funds for scholarships.	MSAWWA Past Chair—Collette Anderson	Greg Lukasik
Student & Young Professional Poster competition abstracts are being solicited.	MSAWWA Past Chair—Collette Anderson	Keeley Barry

7. By-Laws Revisions—Jeff Ashley

Jeff A will send the by-laws to John and Wayne for review. The revised documents will be approved by the Board via email, sent AWWA for approval, and presented to the general membership for approval at the Annual meeting.

8. Nominations for Junior Trustee\*—Director/Greg  
Discussed under prior topics.

9. 2018 Conference Update—Robin  
Final details are in progress.

10. 2019 Conference location—Robin

The conference will probably be held at the Red Lion, but Robin expressed concerns about space to accommodate conference functions. Information will be presented to the Board for approval at a later date.

11. 2018 EPA Training Agreement update—Robin

The grant amount is \$4,200. The event is scheduled for Lewistown in August 2018. The targeted registration is 20 small system attendees. Barb will be asked to encourage membership in AWWA.

12. Other Business

- a. 2018 AWWA Fly In: April 18-19: Discussed under Legislative Committee activities. Wayne asked about reimbursement for him to attend.
- b. 2018 YP Summit San Antonio: The event is scheduled for February 20-23. Keeley Barry is attending.
- c. 2018 Membership Summit Denver: The event is scheduled for January 24-26. No one is currently planning to attend. Robin will ask Logan if he plans to attend.
- d. ACE18 is in Las Vegas on June 11-14. Several from the Montana Section plan to attend.
- e. Summer Workshop Denver: The event is scheduled for July 25-26. Jeff J expressed interest in attending.
- f. 2018 RMSO Sitka: August 15-17—Wayne and John are attending.

13. 2018 Executive Secretary Contract—Board

The compensation adjustment was discussed under the 2018 budget agenda item. No adjustments to the contract were deemed necessary.

14. New Business:

Jeff J asked about a designated email address or dropbox account for Board member emails. He will look into the options and provide information.

15. Adjourn

Jeff J made a motion to adjourn. Wayne seconded the motion. The meeting was adjourned at 1:03 p.m.

\*Leave as standing item on winter board meeting agenda