



Pacific Northwest Clean Water Association

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Board of Directors Minutes 1/26/04 Boise, Idaho

Call to Order: 8:50 a.m.

Role Call: Board members present—Paul Schuler, Dale Richwine, Linda Kelly, Ron Moeller, Casey Fisher, George Kneese, Jeff Young, Dan Laffitte, Debra Gorman (Oregon Region Secretary-Treasurer), J. Michael Read (Constitution & Bylaws Committee), Owen Boe (Training Opportunities Committee), Nan Cluss and Michael Rainey (PNCWA staff)

President's Report: (Paul Schuler)

Board vacancy: Lynn Moser has resigned from the board for personal reasons, which leaves two vacancies on the board. The immediate needs are the duties of the past president (nominating and August Advance). According to the PNCWA Policies and Procedures manual and the Constitution, the board can nominate someone as a voting member of the board. Discussion followed. Dale made a motion to nominate Owen Boe to fill the vacated board position of past president. Linda Kelly seconded. No additional discussion. **Motion carried.** Owen Boe will focus on the task of the nominating committee. Paul Schuler will take the responsibility for the August Advance.

Regarding the now-vacant WEF Director-elect position, we need someone in place at the WEF conference which is before ours, so waiting to fill the position until our next conference is too late. Linda Kelly discussed the need for the person in a WEF director position to really have their feet wet and to have moved up through the ranks because it takes a lot of knowledge to represent the MA. The person needs to know the MA very well. A visionary person is needed—a strategic planner. The status of PNCWA's current WEF Directors is that Linda Kelly goes off at WEFTEC and Ron Moeller has one more year in the position. Owen Boe said someone familiar on a WEF level could be good also. Ideas of people to possibly fill the position should be passed on to Owen Boe and can be voted on in an upcoming board meeting. Candidate will need to be at WEFTEC to be introduced.

PNCWA 2004 Conference: The theme for 2004 is the future of wastewater (not the exact catch phrase). Dave Green has a conference committee, a technical committee and a budget that shows a \$30,000 profit. There is a need for local arrangements volunteers.

WEF Directors' Report:

Linda Kelly stated there's not much activity during this time of year, but from the Board of Trustees communications, the info is the WEF internet site has "WEF House Update" available to House of Delegates. Puts info needed for consideration on the site to keep connection open and tighter with House of Delegates. Building the communication network is a critical foundation to the new governance.

There is a lot about international focus, especially Canadian issues right now. There is a pilot program of \$15,000 to support a cooperative relationship that is being worked on. Part of the work helps them to look at their version of EPA requirements.

The CLC (Committee Leadership Council) was created to build a stronger tie to WEF and a way of adding more of the technical and academic type of committee interest into WEF. It also focuses on the need to build cooperation between committees. Four task forces have been put together to link the WEF Board of Trustees and the WEF House of Delegates. Committee leaders will be able to nominate their own committee chairs and vice-chairs, a new way to feel ownership. Board of Trustee members will also be nominated by the members of the committees.

The relationship between Water for People and WEF has been formalized.

WEF MA exchanges now called WEFMAX (WEF MA EXCHANGE). The locations/dates this year are Williamsburg, VA April 1-3; Tulsa, OK April 22-24; Indianapolis, IN May 6-8; Lake Tahoe, NV May 13-15; and Atlantic City, NJ May 20-22. Paul Schuler will attend in Virginia. Dale Richwine will attend in Nevada and maybe the Virginia one. The next board conference call will include discussion regarding the PNCWA presentation at these events and who else might be attending which events.

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Ron Moeller stated that WEF is looking at the idea of a two-city WEFTEC rotation concept again. If anyone has input, contact Linda Kelly. The Manufacturers and Reps Committee is split on the idea. WEF is in the process of considering what that committee thinks, as well as what membership thinks. Conferences are planned 8-10 years out. Paul Schuler asked if there has been any more discussion regarding a combined WEF/AWWA conference. Ron answered yes, but discussion seems to be getting further away than closer at this point. (AWWA is moving further into wastewater trainings. Driver on this is WEMA (that represents the big guys). Groups are being polled and a report will be issued by the task force within the next year. It would be ten years out if adopted. Vendor participation is a very big issue.

The Long-Range Planning Committee has been broken down into four workgroup issues. Those issues are committees; selection of trustees; House of Delegates organization and meetings; and the organization of the strategic planning process.

Region Reports:

Casey Fisher, Idaho—Not much happened over the holidays, although there are new officers. Casey is gathering that information and will submit it to the PNCWA staff for roster updates.

Jeff Young, Western Washington—A Puget Sound meeting is coming up and Jeff will try to attend. He will fill in the gaps on the list of new officers. He's having trouble filling officer positions in some sections. Plans for a short school in June are moving forward. Jeff will get a date to the PNCWA staff as soon as it is set. It may be a joint meeting with AWWA. There is a lab practices class March 29-April 1 in Port Angeles. There was discussion and update on the previous subject of needing an appropriate lab manual for these classes and it seems less likely that an agreement with the Nebraska MA will come to fruition. Other alternatives were discussed.

George Kneese, Oregon—The process of elections is underway with a mailer sent out last week. Six months ago, he asked all the sections to send him their by-laws but not all have been received. The meeting in November of all the sections went well. The door is now open between East and West. There had been thought of splitting the state but the consensus was that one regional director can take care of business best. Communications are still light. There is another all-section meeting in Bend on March 12. Goals are to get another section activated (South Central – Bend, Klamath Falls). Eastern sections have scheduled short schools (April and Sept.). The Clackamas Short School is March 23, 24 and 25.

John Lewis has been top recruiter over many years and Paul will present a plaque to him at Clackamas to recognize that with this special award. Michael Read suggested John Lewis could be nominated for one of the six at-large seats for the WEF House of Delegates as a member of academia, a non-traditional nominee which is the focus of the at-large seats. Dale likes the idea from the Students and Young Professionals focus, to include community college representation as well as the four-year institution focus that seems to be prevalent with the WEF committee. A nominations packet would need to be put together by John if he's interested, since the nomination should not come from the MA. PNCWA would endorse. Paul Schuler will call John and discuss.

Bill Harlan, Eastern Washington—Bill Harlan sent a region report stating he has contacted all the sections to discuss a tri-section meeting this June. Training topics and location have yet to be determined. There had been some talk that the Columbia Basin Section was going to fold but it doesn't look like that is going to happen. They met in December and will meet again in March. Inland Empire Section also met in December. Andy O'Neill, the new section president, said they would like to see training that offers both water and wastewater CEUs because of the smaller towns where jobs are combined. The Yakima Valley Section met in December and Steve Isley from the City of Richland is the new president there. The section is maintaining, has a newsletter and generates funds through advertisement. Bill Harlan hopes to attend the next meeting of each of the sections and talk about the connection between the sections and PNCWA.

Committee Reports:

Owen Boe, Training Opportunities—Owen clarified that the committee name is Training Opportunities, not Training and Opportunities. The current newsletter has a summary of the committee's four major goals and the committee members that will oversee those goals. In line with the objective of cycling things throughout the PNCWA territory, the committee may work with the Clackamas Short School group to cycle the training through Washington and Idaho. Spring 2005 SJWP could create opportunity for a large-scale training offering—it may be a great time for an innovative technology focus. Linda Kelly suggested marketing the training to neighboring areas. Owen also talked about utilizing consulting companies who are already doing workshops on particular topics. The next newsletter will broadcast an appeal to firms to contribute to MA-sponsored workshops. Obviously these would need to be done in a way that trainings are not a marketing tool for one particular firm; very important to be aware of conflict of interests. Also working on a speakers list to consolidate and have on the website as a clearinghouse. Paul Schuler suggested we hold on to the list and give out as needed, plus when we do a call for abstracts we could ask if they want to be on a PNCWA speakers list. Continuing with the training calendar effort—getting info from sections, etc., to a single-point of reference covering a six-month period.

John Poppe, Awards—John Poppe sent a report regarding the consolidation of award information that is in progress. Working with the staff, John will oversee getting all the pertinent award information on the website. All nominations will come through the PNCWA staff for tracking and for verifying deadlines. Forms and info should be

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available in the next few weeks. Notification will be sent to appropriate parties when available. Date nominations are due is June 1.

Steve James, Utility Membership Task Force—Steve James sent a report stating the task force's goal is to evaluate utility memberships. They are discussing the benefits and disadvantages of utility memberships, as well as gathering pertinent information, with a goal of having a formal recommendation to the board in June or August.

Governance Report and Discussion: (J. Michael Read)

Background—After the August Advance, the first step was to sit down with section/regional leaders at the section exchange for discussion. People at the section exchange volunteered to give input into the process and after today's discussion and updates to what Michael Read has worked on, he will get input from that group as well. The direction is to have a constitution that governs the regions as well as the sections (by-laws) running underneath the regions (that run underneath PNCWA). Based on the Nebraska model, Michael Read prepared drafts that he shared at this meeting with discussion on all necessary issues. He asked the regional directors and others to please look at the information on regions and e-mail him with thoughts on it. Michael noted all changes brought about by the discussions in today's meeting and will incorporate those into the next draft. One item of discussion regarded whether all members have the privilege of voting or if that privilege is reserved only for WEF/PNCWA members. Dale Richwine made a motion to leave as is—that you have to be a WEF member to vote. This was seconded by Jeff Young. The **motion carried**. To support this, the idea was discussed of a voting card to be distributed, made out with member name and number on it to be held up during voice elections. Michael announced that after he has completed the final documents in this process, Heather Stevens has agreed to take over as Chair of the Constitution and By-Laws committee.

Staff Report (Nan Cluss and Mike Rainey)

Nan outlined the need for a Visa debit card on the checking account that she has signing authority on (the debit card gives her no more control over the monies than she currently has being a signatory). Dale Richwine made a motion that paid staff should have a debit card on the PNCWA utility account only. George Kneese seconded. **Motion carried.** The WEF/A&WMA Odors and Air Emissions conference is April 18-21 in Bellevue; John Poppe will coordinate a PNCWA presence; WEF is also asking for up to eleven volunteers for their efforts as well. Also, John Poppe will attend the February 9 NBMA retreat. Info is out re: room blocks at WEFTEC 2004 hotels but decision was made not to block any as an organization.

Secretary-Treasurer's Report (Dale Richwine)

Dale Richwine handed out the following: December 2003 Treasurers Report, 2003 Financial Summary, 2004 Budget Checklist and 2004 Annual Budget Items to Consider. A 2003 breakdown by class report is available by request from Dale. The 2003 budget deficit was \$34,853.28 which was \$2,730 greater than the budgeted deficit for the year. The 2003 conference was highly successful and helped to offset the extra expenses undertaken within the year. The organization has had a decline in assets in the last four years. Revenues have gone up but expenses have gone up faster. For 2004, the decision has been made to have a balanced budget, and after discussion and alteration, the proposed 2004 budget ended with a surplus of \$98. Two items of discussion that were given board approval are a.) SSSSS Committee funds should all be processed through the PNCWA books, and b.) PNCWA will refund \$10 of the \$20 membership fee back to the authorized Student Chapter from which the student is a member (in order to help fund those chapters). Dale Richwine and Dan Laffitte will finalize and distribute the 2004 budget after incorporating today's changes and Dale will contact the people whose budget requests were altered.

Dale Richwine made a motion to approve the minutes from the December board meeting. Jeff Young seconded. **Motion approved.**

New Business

Regarding the idea of coinciding the dates of the SJWP 2005 competition with our MA Exchange, it was instead decided to pursue the idea of putting on a professional event that would accompany SJWP. The SJWP competition dates are June 9-11, 2005 (Portland).

Regarding an event during WEFTEC 2005 when Michael Read will be taking office as President, HDR will contribute largely to it but other sponsors should be sought out. Dale Richwine will take the lead on it and will check with the previous years' MAs as well as outlining committee efforts to produce the event. Next year's budget will have a separate line item for the event.

Future 2004 in-person board meeting dates/locations: June 28/Seaside, August 16/Boise (August Advance), October 24/Seaside. Nan will update and distribute updated calendar and post on the web.

Meeting adjourned: 3:50 p.m.

On file: First draft of revised constitution and by-laws with roadmap for discussion
December 2003 Treasurers Report, 2003 Financial Summary
2004 Budget Checklist , 2004 Budget Items to Consider

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