

# AWEA Board Meeting

**Tuesday, October 18, 2016**  
**10:00 a.m. – 2:00 p.m.**

**Goodwyn Mills & Cawood**  
**Montgomery, Alabama**

AWEA met in General Session at 10:00 a.m. on Tuesday, October 18, 2016, at the offices of Goodwyn Mills & Cawood in Montgomery, Alabama. Those in attendance included: Brian Thomason, Lennette West, Mike Sims, Dana Raughton, Scott Cummings, Shakil Amin, Jim Grassiano, Kevin Kennoy, Mike Lankford, Wheeler Crook, Kimberly Polifka, Rob Coleman, Brian Shannon, Matt Alpaugh, and Patrick Wootton. Wes Cardwell, Steve King, Christy Perdue and Suzy Lindblom joined by telephone.

Wheeler Crook called the meeting to order. The minutes from the August 17, 2016 meeting were presented for review. Mike Lankford motioned to accept the minutes as presented. Mike Sims seconded the motion. The minutes stand as presented.

## **WEFTEC Social**

Wheeler talked briefly about the success of the WEFTEC Social. The venue was great and the event was well attended. Others commented that they, too, received positive feedback. Dana commented on the cost for the event. A total of \$10,000 was budgeted, but actual costs were less than \$5,000. Wheeler asked if anyone planned to be in the Chicago area between now and early next year. Mike Sims stated that he possibly would and would look for venues to host the 2017 WEFTEC Social.

## **Action Item(s):**

1. ***Look for venue in Chicago to host 2017 WEFTEC Social. Potentially, The Gage on Michigan Avenue in Chicago.***

## **WEFMAX Planning (2019)**

Dana stated that she and Matt Alpaugh attended the leadership meeting while at WEFTEC. We need to plan to market our WEFMAX at the 2018 WEFTEC. Dana presented documents downloaded from WEF's WEFMAX site. WEF will pay \$12,700 toward cost of this event. WEF develops content for presentations. Look for someone, potentially the incoming Delegate, to lead the planning of this event.

## **Action Item(s):**

1. ***Select leader for WEFMAX 2019 Planning.***
2. ***Begin looking at venues to host this event, possibly Point Clear.***
3. ***Schedule dates between March and May 2019. Start promotional information.***
4. ***Wheeler Crook will contact Point Clear to gather information about the venue for WEFMAX as well as the annual conference.***

## **DELEGATE'S REPORT**

Rob Coleman stated that he has completed his first year of a three year term as Delegate. During this time, he has served on the Membership Committee at the WEF level. He attended the Membership Committee meeting at WEFTEC. The majority of the dialogue was from Member Only Associations, which doesn't apply to AWEA. There'll be a push at WEFTEC 2017 to pick up members by offering a free one year membership in hopes that members will continue their membership.

Rob also attended a Delegate's meeting on Saturday meeting at WEFTEC. This meeting was for the announcing of officers, work groups, membership, etc. Rob is now a part of the Nominating Committee at the WEF level. Calls are scheduled for the third Wednesday of each month. This committee lines up members to serve at all capacities—from President down to Work Groups.

Wheeler asked Rob where he felt that he could best serve to help AWEA. Rob stated he will review and report back.

## **COMMITTEE REPORTS**

### Government Affairs

AWWI's annual meeting is next week in Point Clear, Alabama. Scott will be attending. While at WEFTEC, he attended the WEF Government Affairs Committee meeting. Local MAs make up this meeting. Scott talked about the efforts of this committee. WEF Government Affairs Committee is promoting that member associations follow the example of the EPA Region 7 states of Iowa, Nebraska, Missouri, and Kansas in a grass roots effort to engage states and EPA to influence policy and regulations.

Scott will send a note to Glenda Dean to look at helping with a policy forum for the utility management meeting to open discussions.

Kim stated that the online registration has been set up, but she is having trouble launching the event by email. She will be contacting technical support at Cvent to get this done this week.

### **Action Item(s):**

- 1. Open online registration and promote the Utility Management Conference.**
- 2. Print agenda and registration information in the winter issue of *The Wave*.**

### Communications Committee – Christy Perdue

Christy stated that she (and others) had posted good stuff on social media during WEFTEC and that she had begun promoting the fall workshop on social media. Christy said that Scott Cummings is still posting on Facebook, too, and is very in tune with government affairs. She asked for others to help with sharing, retweeting, adding followers, providing content. Wheeler said he plans to contact Christy with action items from the Strategic Planning Session.

### **Action Item(s):**

- 1. Wheeler Crook will contact with Christy with Strategic Planning Session Information for social media promotion.**

Collection Systems Committee – Steve King

Steve King commented that this committee now has fifteen great members. There is also a FOG subcommittee. He asked the Board to determine if this subcommittee should become a standalone committee or remain a subcommittee as it has good potential.

A third workshop has been planned for Huntsville on December 8, 2016. They are currently seeking topics. Jimmy Stewart has expressed interest in promoting the Golden Manhole Award with more activity and making this award more visible. Mike Sims challenged this committee to seek presentations for the annual conference. The Call for Papers went out yesterday by email and will continue to cycle.

Wastewater Treatment / PWOD – Wes Cardwell

Wes Cardwell stated that this committee does not plan to hold a workshop during the fourth quarter due to there being so many activities during the fall of the year, including WEFTEC, the fall conference, and the holidays.

A workshop has, however, been scheduled for February 22, 2017 in Prattville, Alabama. Hach has agreed to sponsor and provide speakers. Wes credited Lennette West for helping set up this workshop. Wheeler stated that Scott Brown of JH Wright wants to participate on this committee. He provided Scott's telephone number (334-618-0503) to Wes.

**Action Item(s):**

- 1. Wheeler asked Kim to get the dates for these events onto the AWEA web page.**

Water Resources Committee - Matt Dunn

Scott Cummings stated that he and Matt Dunn met with Eve Brantley to discuss working together on water quality / storm water initiatives. Dr. Brantley will facilitate scheduling meetings. They talked about collaborating as a group on nutrient issues to point source / non-point source discharge. There are opportunities to work together. Wheeler asked Scott if he knew what Dr. Brantley has planned for 2018 and if it was too late to begin collaborations. Scott said it was not. Wheeler asked if someone other than Matt Dunn should lead this effort. Scott stated that Matt needs help on this committee and that he is assisting him. More are welcome to join. Shakil Amin expressed interest in this committee.

**Action Item(s):**

- 1. Wheeler Crook is to reach out to Matt Dunn about committee leadership for the Water Resources Committee.**
- 2. Begin planning for Storm Water Conference in 2017.**

Scholarship – Lennette West

Scholarship information will be added to the winter edition of *The Wave*. Dana Raughton stated that the current balance of the scholarship account is \$11,198.77.

**Action item(s):**

- 1. Kim is to determine if both scholarship checks issued this year have cleared the scholarship account.**

Membership – Lindsay Tucker

No Report. Wheeler talked about the progress that had been made on the update of the database since Lennette West and Rob Coleman began cleaning it up during the Strategic Planning Meeting.

Sponsorship – Dana Raughton

The sponsorship request letter has been prepared. Hal Humphrey of Gresham Smith and Partners revised the flyer prepared last year. Dana talked about the various changes made to the sponsorship levels, the addition of the fishing tournament and choices for booth registration for Diamond Sponsors. Those present looked at the sponsor mailing list and made updates. Mike Sims will process the letters this week and get them mailed.

**Action item(s):**

- 1. Wheeler is to call 2016 Diamond Sponsors (Eco-Tech and Pump & Process; others were present) to let them know about the changes offered and that requests for sponsorships is underway.**
- 2. Mike Sims will prepare and mail letters requesting sponsorship.**
- 3. Patrick Wootton will contact Schneider Electric to determine the Alabama contact information for the sponsor list.**

Publications – Matt Alpaugh

Matt Alpaugh asked about the publication schedule for *The Wave*. Kim stated that the 2017 schedule was received from Craig Kelman & Associates. She will forward that schedule to Matt for his reference. The deadline for the winter edition is November 11. The theme for this issue is Utility Management. A brief discussion was held about content. Other items to include are a highlight on the Keynote Speaker for the 2017 conference, scholarship information, call for papers, Utility Management Conference and schedule, recap about Fall Water and Wastewater Workshop. Dana suggested that more one page articles be included for content. Mike Sims asked Jim Grassiano to contribute an ADEM related article.

**Action Item(s):**

- 1. Seek and provide newsletter content by the November 11 deadline.**

Laboratory – Suzy Lindblom

Suzy stated that WEF recently released its first Laboratory Committee newsletter. WEF is offering to spotlight laboratories and lab technicians. Suzy asked if this could be promoted so that Alabama labs and tech could be submitted for spotlight.

**Action Item(s):**

- 1. Suzy will prepare verbiage for an email for Kim's use in sending an eMarketing blast to membership.**

### Annual Conference – Mike Sims

Mike Sims stated that conference planning is quickly moving into the busy stages, but is on task. He briefly talked about the various changes coming this year. The Tuesday social is being moved from the resort to Cobalt. The time for this event is the same and WEF and Plant Awards will be presented during this event. There is a minimum food/beverage of \$42,000 to be met with the Perdido Beach Resort. This will be met by offering breakfast buffets on Monday and Tuesday mornings, a beer social on Monday afternoon in the exhibit hall in lieu of the young professional function typically held at the pool bar. Sunday's opening reception will stay the same. The Fun Run will be held on Monday evening. Registration forms to be changed, raising rates and adding additional items. These will be published online and in the winter newsletter. The golf and fishing tournaments are in planning stages. Diamond sponsors are to be added to t-shirts for the fishing tournament.

Mike said that Wheeler had taken the initiative to get a 40<sup>th</sup> Anniversary logo created for AWEA. This logo will be branded throughout the conference.

Wheeler talked about AWEA buying, or getting donated, bottled water with our logo and that of a sponsor for consumption during the conference. Essentially, Perdido Beach Resort will buy the water from AWEA and sell it back to AWEA. Water will be available for consumption at all times. Wheeler asked those present to think about who they may contact about bottling water for AWEA.

Mike followed up that there are a lot of changes for the conference planning, but he believes we can meet the required minimums through Perdido Beach Resort.

Mike talked about offering a Chlorine class for operator training. However, there are costs involved for the speaker/trainer. For the conference, he may look at a different topic for operator training. The Board can look at the option of hosting a special chlorine class, centrally located and free standing. Wheeler asked Mike Sims to coordinate with Wes Cardwell to look at having a chlorine training event in 2017.

### **Action Item(s):**

- 1. Wheeler Crook will include information about the conference changes, sponsorship, fishing tournament, golf tournament, and Tuesday social in the President's Message for the winter edition of the newsletter.**
- 2. Wheeler will provide the 40<sup>th</sup> Anniversary logo to Kim for use.**
- 3. Contacts will be made for bottled water. Wheeler will contact Newnan, Georgia facility. Matt Alpaugh will contact Buffalo Rock.**

### **PWOD Awards Preparation**

Mike Sims stated that applications to volunteer as an inspectors are due by end of December, plant awards nominations are due by the end of January 2017. Inspections are to be completed by the end of March 2017. Wheeler reminded Mike that Tim Boyne has offered to help with inspections. This item is on task.

**Fall Water and Wastewater Workshop Update – Kevin Kennoy**

Kim confirmed that there are approximately 54 registrations to date and that the invitation is cycling automatically every ten days. Speakers are committed and the schedule is complete and posted. Kevin said that there has been a good response on sponsorship. A bus has been leased for transportation to the treatment plant tour. Matt McDougald is talking with Auburn about getting Coach Bruce Pearl to open the conference.

**Utility Management Conference – Scott Cummings**

Scott Cummings said that the agenda is set for this event. Kim stated that online registration has been set up and will be available this week. Information was provided in the fall issue of the newsletter. Email invitations will go out this week.

**AWWA / AWEA Collaboration Work Group Update**

Wheeler stated that the first step has been made by talking to Kentucky / Tennessee and Mississippi member associations about strengths, weaknesses. Dana Raughton talked about the discussions she, Steve King, and Wheeler had with these associations during WEFTEC.

MWEA – Dana Raughton stated that they met with Brian Lane and Michael Stewart during WEFTEC. She said they were super nice guys and were open to talking about joint training. MWEA experiences trouble with competing organizations in Mississippi with a lot of training being state funded. MWEA only has an annual budget of \$35,000, funded by an annual conference. They offer AWWA a track at their conference to try to collaborate. They receive better attendance if their conference is held centrally from Jackson to Vicksburg. MWEA has 100 to 125 members. AWWA is stronger in Mississippi than MWEA. They are trying to get folks to join committees and lead, but it tends to be the same circle of folks who are leading. Brian and Michael work for same company and one of them serves as a MWEA committee chair while the other is the MWEA President. It appears that Mississippi Rural Water draws the water professionals in that state.

KY/TN WEA – Dana said that Steve King helped facilitate this meeting. They met with Karen Harrison, Richard Yarbrough, and Shannon Lambert who reviewed their history and seemed to be open to a joint conference. They would contractually want all financials split down the middle. KY/TN WEA first proposed the idea of a joint annual conference to their membership in 2004 and can't imagine going back. Their annual conference has grown so large and is so profitable it can only be held in Louisville and Nashville. Each year, venues rotate between these cities and are booked far in advance. The Annual Conference committee meets every month to plan the conference throughout the year. Because of joining, they were able to hire a director. She is full time and has an assistant. This member association offered to share their procedures. While KY/TN WEA and KY/TN WPC are separate organizations, they have joint committees that meet and report back to their respective organizations. Dana stated that she met their Director, Valerie. There are currently 990 members and approximately 1,500 attendees for the conference.

***Action Item(s):***

- 1. Send fall workshop links to Wheeler to send to invite Brian Lane and Michael Stewart from MWEA.***

### NASSCO Training Opportunities

Wheeler asked Steve King to speak with Matt Alpaugh about NASSCO training opportunities and scheduling of events in 2017. Potentially, this training can be offered as a stand-alone event or tagged onto another event in a general location. A two day event could also be planned. NASSCO gives money to do this training; we set the venue and rates. Matt talked about offering PACP and inspector training possibly in Birmingham at the Shades Facility. This would offer no cost for the venue. This would give an inherent benefit to members as well as AWEA and NASSCO. Matt and Steve will look at costs first and report back to the Board with baseline budget numbers prior to setting a date. Matt noted that the costs are derived from the training manual, which costs \$700 to \$800, fees and travel costs for the trainer, and lunch for attendees. Look for venue and lunch sponsors to offset the costs.

#### **Action Item(s):**

- 1. Matt Alpaugh and Steve King to set baseline costs.**
- 2. Schedule a date for this event.**

### **NEW BUSINESS FROM THE FLOOR**

Wheeler introduced Jim Grassiano of ADEM. Jim is well known for what he does for facilities and operators throughout the state. Wheeler talked about AWEA's Strategic Plan goals of uniting water professionals of all levels and collaborating with other organizations to offer training and reach water professionals.

Troy University offered a water event this week in Phenix City, Alabama. A guy from Columbus Water Works came to Troy University to start a "water college". WEF has a lot to offer water professionals. This is why AWEA is pushing for an Executive Director to work full time for WEF and AWEA to drive these initiatives. This person won't be politicking, but building relationships with AWWI and AWWI to offer more ways to impact the direction of initiatives within the state.

Jim Grassiano said that he was happy to participate and be a part of the meeting. The assistance he provides to operators is not on behalf of ADEM as he is not part of the Water Division and is not funded by ADEM. Jim performs energy assessments of utilities, but can't do as much as he would like. He oversees the Operator Certification Program at ADEM and Water Well Licensing Program. Jim functions as the ombudsman for industries coming into Alabama in regard to the utilities handling industry. Jim currently serves on the Board of AWPCA and is not sure of his commitment to AWEA, but is interested in being involved. He said AWEA should communicate challenges and he will tell if he can help. The first commitment has been made by Jim with his offer. Wheeler stated that Jim's role is significant enough that we would make efforts to keep our meetings in Montgomery rather than moving around the state. Scott and Wheeler will work directly with Jim about the challenges where he may be able to help.

#### **Action Item(s):**

- 1. Find placements for Brian Thomason and Shakil Amin.**

## EXECUTIVE SESSION

After lunch, AWEA held an Executive Session. Those in attendance included: Wheeler Crook, Mike Sims, Dana Raughton, Matt Alpaugh, Mike Lankford, Rob Coleman, Patrick Wootton, Brian Shannon, Scott Cummings, Kimberly Polifka, Brian Thomason, Lennette West, and Jim Grassiano.

### College Educational Visits

Brian Shannon is making final edits to a Power Point presentation showcasing AWEA and WEF. Wheeler talked about the presentation and AWEA's mission. The goal is for this presentation to be used to involve young people and professors at local colleges and show how active we are with training and what we and WEF have to offer. It's been a struggle to get the attention of college professors and students. A discussion was held about hosting events at local colleges—UA, AU, UAB, and USA. The following commitments were made:

- *Rob Coleman / Lennette West – The University of Alabama / ASCE Meetings*
- *Mike Sims – University of South Alabama*
- *Dana Raughton/Matt Alpaugh/Wheeler Crook/Kevin Kennoy/Patrick Wootton – Auburn University*
- *Rob Coleman / Matt Alpaugh – The University of Alabama at Birmingham*

### Action Item(s):

1. ***Schedule visits to schools and send dates to Wheeler Crook.***

### Treasurer's Report

#### Budget Discussion and Approval

Dana presented the cumulative spreadsheet and budget information in the new online format. She talked about how transactions are downloaded from the checking accounts. Income and expenses are tracked in consistent categories. The annual budget for fiscal year beginning June 1, 2016 and ending May 31, 2017 is \$268,625.00.

Mike Lankford made a motion to approve the budget as presented. Mike Sims seconded the motion. The budget stands approved.

#### Data Collection from Training – Template Development

Matt Alpaugh will gather information on all training events to develop a template for workshop budgeting. This template will include how costs are set for events and budget items that are included or need approval. Information on the fall conference and most recent training events is needed.

### Action Item(s):

1. ***Matt Alpaugh will develop a template for workshop budgeting.***

Legal Status / Accounting for Non-Profit

Matt Alpaugh has been in contact with an accountant who works for the Boy Scouts. Essentially, there are two ways to become tax exempt—an Act of the Legislature, which must be lobbied for, and a waiver from the United Way. It was questioned as to who AWEA could fall under the umbrella of the United Way of which no one was comfortable because of the variance in goals. This leaves the option of going through the Legislature to try to get this status, which is very hard to do. Another option is to leave the state. Moving the conference out of state to Florida will allow for tax exempt status.

Each year, AWEA is required to file IRS Form 990. We pay \$2,250 annually to have this form filed. Matt said that on average, accountants he spoke with charge \$1800 to \$2000 to file Form 990. Furthermore, the Boy Scouts have folks bid to prepare their tax forms. Accountants familiar with working with non-profits will have intense knowledge on completing papers for tax exempt status. Wheeler suggested that we find an accountant with experience on non-profits.

**Action Item(s):**

- 1. Dana will determine who files the Form 990 and what process will be utilized.**
- 2. Scott will talk with AWWI about lobbying for tax exempt status.**

Financial Plan / Cost for Full-Time Executive Director and Role Definition

Scott stated that there are folks out there that work for multiple organizations at once. Wheeler stated that he saw this as a step back from AWEA's goal of hiring a full time person. Scott challenged that this person would do what they were paid to do and hiring someone who works for multiple organizations could save overhead costs.

Various member associations will be contacted to inquire about how the Director's role is defined and information on the salary/benefits package offered in such capacity.

**Action Item(s):**

- 1. Dana will request information from Kentucky / Tennessee.**
- 2. Brian Shannon will contact Texas WEA.**
- 3. Rob will talk with someone at Georgia as well as Ohio / Michigan**

Determine Comp Rules for Training Sessions and Conference

Dana stated that we are in the business to provide a service, but still make a profit. A discussion was held about determining the rules for who should and should not be required to pay for each conference or workshop. Ideas included speakers for workshops and fall conference on the day they are speaking, committee chairpersons, ADEM and EPA representatives. Other ideas included offering to pay travel expenses for invited guest speakers.

**Action Item:**

- 1. Kim will develop the list of comps for review at November meeting.**

## **Committee Restructuring Considerations (Consolidation) & Leadership**

During the Strategic Planning Meeting held in September, Scott Cummings was challenged to review the committee structure and make recommendations for consolidation. Wheeler asked those present to look at the list of committees presented on the agenda. These included *Annual Conference*, *Collection Systems Committee*, *Wastewater Treatment Committee*, *Education & Training Committee*, *Government Affairs Committee*, *Member Services (Communications) Committee*, *Nominating Committee (Delegate & New Board Member Nominations)*, *Sponsorship Committee*, and *Awards Committee*. A discuss was held on restructuring or consolidating some of these committees and enhancing the leadership of these committees. The following items were noted:

- Education and Training Committee – Scott stated that he had envisioned that this committee would oversee the technology and training conferences with the Chairpersons of the Collection Systems and the Wastewater Treatment/PWOD Committees reporting to the committee about training events. Committees would present their training plans to this committee and the Chairman of this Committee would report to the Board for approval.
- Annual Conference Committee – The Vice-President currently presides over this Committee. This is a standing committee to be chaired by the Vice-President. Committee Chairs report to Annual Conference Chair to help plan the annual conference—provide talks. Also the Vice-President should be in contact with the Golf Tournament Chair, Fishing Tournament Chair, Admin, and Past President.

### ***Action Item(s):***

1. ***Wheeler will be working with Scott to align committees and assign/build teams for committee structure.***

### **AWEA / AWWA Collaboration Work Session Planning**

Dana will schedule a time during the fall conference to continue talks with AWWA folks.

### ***Action Item(s):***

1. ***Schedule a time during fall conference to continue talks with AWWA.***

### **Troy Water Resource Management & Economics Conference**

Troy University offered a water event this week in Phenix City, Alabama. A guy from Columbus Water Works came to Troy University to start a “water college”. WEF has a lot to offer water professionals. This is why AWEA is pushing for an Executive Director to work full time for WEF and AWEA to drive these initiatives. This person won’t be politicking, but building relationships with AWWI and AWWI to offer more ways to impact the direction of initiatives within the state.

### **ADEM to AWEA Liaison Role**

Wheeler asked Jim Grassiano if he felt like he could help AWEA bring folks together in an opportunity to give back to water professionals through training. Jim stated that as a link to the operator world and dealing with them daily, he believes he could help link our training to operators. Jim said that, at a point, there weren't other programs. He didn't get involved initially, but found AWPCA to be connected to training because it was considered more the operator organization. Through the years, AWEA and other groups have reached out to offer more operator level training. Jim inquired about AWEA and AWPCA joining forces for training events. He said that he would open discussions with AWPCA about joint training.

### **Action Item(s):**

- 1. Jim Grassiano will take the lead on opening discussions with AWPCA about aligning for joint training events.***
- 2. Send Jim a copy of the recently marked up Strategic Plan.***

### **Other Business from the Floor**

None

There being no further business. This meeting was adjourned at 2:00 p.m.