



Professionals Dedicated To Arizona's Water



Board of Directors Meeting Minutes

December 15, 2023

CALL TO ORDER

The following represents the Board members in attendance at the meeting, which was held in-person and via Teams Meeting:

<u>Board Members:</u>		
President	Jeanne Jensen	Present
President Elect	Alan Forrest	Present
Vice President	Art Nunez	Present
Secretary	Mike Caruso	Present
Treasurer	Patrick Goodfellow	Present
Past President	Mike Worlton	Present – V
AWWA Director	Darlene Helm	Present
WEF Delegate	Amy Baker	Present
Director	Craig Caggiano	Absent
Director	Karla Guerra Camou	Present – V
Director	Clayton Freed	Present
Director	Anupa Jain	Present – V
Director	Jason Joynes	Present
Director	John Kmiec	Absent
Director	Lisa Melton	Present – V
Director	Nashita Naureen	Present
Director	Lisa Snyders	Present
<u>Staff:</u>		
Executive Director	Suzanne Durkin-Bighorn	Present
Chief Technology Officer	Mike Zduniak	Present
<u>Guests:</u>		
Andrea Odegard-Begay		
Andrea Jones – V		
		V = virtual attendee

1. Call to Order

- a. Call to Order / Roll – 10:02am
- b. Roll was called, quorum was present.
- c. Equity Moment by Anupa Jain – DEI w/ City of Chandler recently started program called Human Library Experience. Know more about others' culture done informally to
 - i. January equity moment by Amy Baker
- d. Consent Agenda
 - i. November Board Minutes and Business.

Motion by Amy Baker, second by Art Nunez to approve the November 2023 AZ Water Board Meeting Consent Agenda items as presented. Motion passed by verbal acclamation with one abstention.

2. AZ Water Upcoming Events / Board Attendance

- a. Report out from past events in October & early November (events upcoming b/t now & next board meeting)
 - i. November 17 – PHX Beer Co. Zanjero / AZ Water Association – many attendees; multiple emails from marketing person ... great turnout. Printed 50,000 cans; WfP event to look for future event space (Becky Hornack (DCS) coordinating)
 - ii. US Water Alliance ... more about equity/inclusion/native presence - Alan Forrest summarized
 - iii. December 5 – Goodyear H2O Flow Tour – Good attendance (sold out)
 - iv. December 5 – Gov't Affairs Subcommittee Kickoff/Intro Luncheon – Forrest/Freed ... call last week in lieu of luncheon (meeting at CRUWA this week); call was good ... subcommittee came more prepared for annual calendar; misalignment b/t what AZ Water can/will do; presentation on tracking legislation given. Follow national partners ... focus on educating members & public. When people have interest in specific type of legislation ... can get involved in that way ... reach out to Erin Lansey (HDR) (want an experts bureau); look at what impacts our members (i.e. licensure, etc.)
 - v. December 6 – Customer Service Professionals - Jingle, Jingle - Mix & Mingle (Phoenix)
 - vi. December 6 – Conservation Program measurement and Integration

- vii. AZ Water Coffee Meet Ups
 - 12/1 – Chandler, AZ - 8 attended original ... new BD rep from Hunter, Terracon, Higley HS – 4 yr eng program around a water plant & do 3D modeling & printing & getting kids interested in space
 - 12/15 – Nathan Antonneau, Nico & Ray Torrejon (PCL); Paige w/ Town of Florence interested in K-12 & YPs
- b. Review upcoming events January & February (not many events scheduled ... not sure if just not scheduled or just not on the calendar)
 - i. January 27 – So. AZ Golf Classic (WFP) – Suzanne / Alan (maybe) ... unsure of interest; potential
 - ii. January 29-31 – Groundwater/Surface Water Sampling Workshop – if reach out as Board member ... at PERA Club (Richard Dalton / Matt Rexing) – Caruso!!
 - iii. February 16 – So. AZ Luncheon (w/ Board meeting)
 - iv. February 24 – Run for World Water 5K – Baker / Caruso
 - v. March 7 – Biosolids/Wastewater Treatment Symposium
 - 1/16 – Tucson, AZ
 - 1/18 – Glendale, AZ
 - Before Board Meeting - Marana
 - To be scheduled: West Valley, Northern AZ (Prescott/Flagstaff, Payson, Yuma?, SE AZ?); let Jeanne / Mike Z. know if you (Board) want to host one to get them on the calendar.

3. ** AZ Water 97th Annual Conference Update

- a. 97th Annual Conference & Exhibition 4/23-25/2024
- b. Mtg this morning – 3 leadership sessions accepted & then asked for speaker fee ... do leadership panel instead. Suggest panel to be coordinated with Leadership Committee.
- c. Program to print in January for preliminary program
- d. 3 panels in process of forming – DPR/Reuse, Wastewater Surveillance; Water Supply; DWR offered to do a panel (likely to include w/ one of the panels)
 - i. WIFA published LOI information
- e. 1/24/24 – exhibitor registration opens – Tier 1s in an hour; Tier 2s in a few hours
 - i. Exhibitors feel getting good engagement & are satisfied
 - ii. CRUWA did the raffle through the CVENT app
- f. Mr. Toilet (from Singapore) and Suzanne are working on flights/contract (haven't heard from him recently ... need to do thru WhatsApp).
- g. Potential live stream to YouTube for closed captioning for ballroom events, but additional discussion will continue
- h. Sponsorship - There is a need to be transparent and appropriate in soliciting and selling sponsorship opportunities. Consider something more structured (similar to booth spaces). Discussion was had regarding a formal prospectus date; Board needs to provide advertisement on specific date to be more transparent. Jeanne / Suzanne to meet, will coordinate with the champions of this effort... Sponsorship potential the week before the booth (prospectus can be ready early for sponsorship budgeting).

4. ** Update on Active Initiatives

a. Training Platform Discussion

*Items in Executive Session

**Items heard out of order

- i. Clayton and Mike Z wrapping up narrowing down ... recommendation for platforms is Freestone LMS and integrates with YM (no app, but mobile friendly; works seamlessly w/ website & can customize there; has automatic PDH & quiz questions, can add sponsorships, etc.). Add more checks to confirm if blocked by municipalities (so far so good with Phoenix); better cost reasonable to put in budget placeholder
- ii. Identify timeframe & what's included ... taskforce integral with those discussions
- iii. Talk to committees / councils to make aware this is on the horizon to provide a tool for them for this to be a success.

5. Treasurer & WEF Delegate Report

- a. ** Treasurer's Report
 - i. Through 11/30, ~\$1.42M in total; ~\$627k for special activities & ~\$791k for general purposes.
 - ii. Small reconciliation b/t AZ Water and AZ AWWA on-going.
 - iii. Tristate deposit this year is more than anticipated for additional flexibility
- b. ** WEF Delegate Report
 - i. WEFTEC General Sessions Highlights link
 - ii. WEFMAX – Alexandria 4/10-12/2024 (during Fly-In); Park City 5/15-17/2024 (Amy); St. Petersburg 5/29-31 (Doug)
 - iii. 2024 WEF Fellows & Award applications due 2/29 and 3/31, respectively.
 - iv. PFAS Liability Exemption – call to action (link)
 - v. 2024 WEF/AWWA Summit – Portland 2/10-13/2024
 - vi. Emerging YPs Workshop
 - vii. BIDS Update – better customer experience
 - viii. MA recruitment (complimentary/discounted memberships)
 - Glendale & Gilbert both joined national class action lawsuit against Dupont for PFAS
- c. Tri-State Report
 - i. No updates this month

6. 2024 AZ Water Budget

- a. Patrick presented the summarized 2024 budget
 - i. AZ Water budget - \$67k over budget (increased staff costs w/ different start/end dates to match calendar year); WFP is a passthrough; AWWA (25% of staff only) in AZ AWWA budget – revisit next year.
 - Committees not submitting budgets: K-12 & Utility Member
 - Revenue from committees are down (food / rentals are higher); need better accountability w/ committees. Some committees are better than others at budgeting (staff time not more included).
 - YP budget – assumptions / raffle & WMO sponsorship (assuming will open up additional locations to general fund); Limit amount for travel / design competition, etc. Need to potentially lower expenditure – Clayton to take lead on discussion. Don't want to discourage, but also provide level of expectation for how to spend.
 - Competition travel (Operators Committee) ... 4 teams (WEF, hydrant (2), meter) ... built up funds, but travel costs are higher. Need to look at additional funding. Ray & Suzanne looking for potential room blocks (potential doubling people up) or have an amount (ACE request 9 rooms for 3 nights ... could be more efficient). Need to set a certain amount & emphasis to get sponsors.
 - a. Extra funds from Tri-State were to be used for operators and could be applied.
 - b. ACTION: Finance committee to update travel policy; Suzanne to reach out to Ray to confirm how to potentially change.
 - c. Board to be more interactive w/ Ops Network Chair (1-2x's/yr) ... not just individual people. Work in partnership w/ municipalities (Karla to work w/ Suzanne)
 - d. Potential to give amount for each team for future events; marketing tool ... \$5k for first place (big dry-erase check).

*Motion by Alan Forrest, second by Darlene Helm to approve the 2024 AZ Water Budget as presented.
Motion passed by verbal acclamation.*

Adjourn to AZ AWWA Meeting

Adjourned at 11:45am to AZ AWWA Meeting; re started AZ Water meeting 12:15pm to restart the AZ Water Board Meeting.

7. Taskforce Reviews

- a. Workforce Development
 - i. Shift to communications committee as much of it includes communications / tools available + utility forum (meeting next week); Jenny Doyle to become Chair after Cassesns stepping down
 - ii. What's the goal? Even as a representative didn't have access to materials; infographic on different positions, etc.
 - iii. Outreach to counselors ... most municipalities already have, but not just for K-12. Integrate w/ community to not have to do it ... not job train. Provide

*Items in Executive Session

**Items heard out of order

toolkits ... focus on 1-pagers for careers & leverage from AWWA & WEF; Member/career combination highlight of the industry. Top 10 water – popularity / needs

- Job database ... types of positions curated from AZ Water positions
- Like Water Loop ... ask questions to professionals throughout the water cycle. Set space on our webpage & who is champion (Don Trujillo, Christine Nunez, Bryan Cassens, etc.); facilitate editor but also allow volunteer (or AI) opportunities (or could sponsor member highlight reel).

8. Association Update

- a. Q4 Kachina in process; e-blast 12/18
- b. Learning Management Series – workflows being created (see graphic)
- c. AZAWWA – AZAWWA credit card desired to hold room block for ACE24 competitions
- d. PHX Beer Co. – successful launch.
- e. Government Affairs – successful kickoff
- f. ACC form due March 6 for AZ AWWA; will be sending to board members a form in February.
- g. Secured time on Rep Stanton’s calendar for the fly-in. Confirm districts of people going to fly-in.
- h. Reached out to Sen Kelly’s Chief of Staff
- i. Bookkeeper can integrate YM geocodes to synchronize Quickbooks
- j. Board nominations are out.
- k. Job postings for administrative assistant (28 received) ... \$25-\$30/hr

9. Other Discussion

10. Executive Session

none

11. Board Meetings

- a. December Board meeting in Gilbert.

Meeting adjourned at 1:40pm; minutes were recorded by Mike Caruso.

Action Item Review			
Due Date	Item	Responsible	Status
Deferred	Food and Beverage Policy	Goodfellow	Postponed
Deferred	Updated Travel Policy	Goodfellow	Postponed

*Items in Executive Session

**Items heard out of order