



Board of Directors Meeting Minutes

December 16, 2022

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	Mike Worlton	Present
President Elect	Jeanne Jensen	Present
Vice President	Alan Forrest	Absent
Secretary	Mike Caruso	Present
Treasurer	John Masche	Present
Past President	Brandy “Bandy” Kelso	Present
AWWA Director	Darlene Helm	Present
WEF Delegate	Amy Baker	Present
WEF Delegate (at-large)	Doug Kobrick	Present
Director	Craig Caggiano	Absent
Director	Karla Guerra Camou	Present
Director	Anupa Jain	Absent
Director	Jason Joynes	Present – V
Director	John Kmiec	Absent
Director	Lisa Melton	Present
Director	Nashita Naureen	Present – V
Director	Art Nunez	Present
Director	Lisa Snyders	Present
<u>Staff:</u>		
Executive Director	Suzanne Durkin-Bighorn	Present
Association Coordinator	Mike Zduniak	Present
<u>Guests:</u>		
Andrea Odegard-Begay	Amanda Jones	
		V = virtual attendee

1. Call to Order

- a. Call to Order / Roll – 10:05am
 - i. Roll was called, quorum was (eventually) present.
- b. ** Presentation of the November Minutes were presented.

Motion by Darlene Helm, second by John Masche to approve the November AZ Water Board Meeting minutes as presented. Motion passed by verbal acclamation with one abstention.

- c. Equity Moment by Amy Baker – December global holidays – melding of different religious and non-religious traditions
 - i. January equity moment by Mike Caruso

2. Member Recognition

- a. Various ranges of pins / trophies / plaques / coins (challenge / commemorative)
- b. How / when ... potentially at beefsteak-like event, leadership retreat, dbacks game, picture/blurb in Kachina, fill out form & send to work supervisors (WEF idea), have a letter signed by the board, etc.
- c. Pin (and letter) – Council/committee chairs; coins – general recognition (up to the give to take picture & submit) by board members ... chairs to indicate who they'd like to give a coin to & director give at next committee meeting ... limit to # of coins / year. Logo / indicator on recipients on the website.
- d. 5S selection ... current membership recognition platform.

3. ** Water Equation Scholarship

- a. AWWA released some restrictions for # and \$ amount of scholarships ... dollar for dollar matching. Jeanne connected AWWA and Jacob Rex (current scholarship chair) or Tom G or Don Manthe. Within scholarship fund & also informally allocate some portion to operators ... \$10k budget was submitted. Need to get word out set aside \$3-5k for operators and advertise to membership to increase the # of applicants.
- b. Jeanne suggested creating a landing page for an operator to submit (attend training or formal education). Could have board approve outside of annual scholarship committee (but recognize during the conference).
- c. Clarify who ... anyone in operations or pursuing education toward operations (leverage for outreach ... Water 101 program)

4. AZ Water Org Chart & Chair Transition

- a. Suzanne presented the updated org chart ... but will need input to update changes (some typos).
- b. Names currently do not link to contact them ... but can add per Mike Z
- c. Chair transition ... calendar (fiscal) year versus at conference ... ideally all need to change at same time. Pose to committees why one over the other (ask through councils / staff). Desire to transition both council and committees June 1.
- d. Need formal process for mid-year transition ... need directors / council chairs involved. Committees need a vice chair.

5. Water for People Fund Raising & MOU

- a. 2006 draft MOU presented ... but need to revisit language. Amy Baker, Darlene Helm & John Masche will review.
- b. (Amanda will lead ad hoc committee to have discussion internally with people who are familiar with WFP to work through before approaching MOU. Amanda, Laura Macklin, Frank Dubasik, Amy Baker, etc.)

*Items in Executive Session

**Items heard out of order

6. Proposed 2023 AZ Water Budget

- a. Budget Process – budget is net positive. Room for growth.
- b. 2023 will be biggest budget ever ... both income and expenses increased.
- c. Budgets reviewed by budget & finance committee (no comments).
- d. Class reallocation ... scholarship + half golf tournament + remainder of
- e. Tri-State income planned for \$15k ... board voted to give each member \$60k only for 2022. They also voted to reimburse tax penalties for their issues. Bottom line for 2022 budget will increase by \$45k (if received in 2022).

Motion by Brandy Kelso, second by Darlene Helm to approve the 2023 AZ Water Budget as presented. Motion passed by verbal acclamation.

7. Adjourn for AZ AWWA meeting

8. Reconvene from AZ AWWA meeting

9. Website Updates / Processes

- a. No down time with AZ Water launch
- b. Phase 2 level implementation – choose from 10 templates for “sub-pages” to be implemented next. Should have ready by annual conference in later April.

10. WEF Delegate Report

- a. WEF Leadership Series (no updates from November)
- b. WEF HOD Workgroup & Committee Activities (no updates from November)
- c. WEF DEI committee (1/19/23) ... quarterly call for MA representatives 11 – 12:30 (90 minutes) on how to use WEF tools.
- d. Collection System Surveillance System to be held in Tempe – want 30 local members – including 12 WW utility, state & health department reps, Indian health, WEF staff, MA, etc.
- e. See report for other upcoming events
 - i. WEFMAX's – STL (April 12-14), Denver (May 3-5), PEI (May 24-26)

11. Tri-State Update

- a. Board voted to disburse \$60k to members and reimburse for penalties paid for late
- b. Tristate abstracts open ... due mid-February

12. Treasurer Report

- a. Fiscally sound; \$1.18M total; ~\$629k – special activities; ~\$556k – general purposes
- b. 11/30 snapshot - \$~22k checking (will improve due to AZ AWWA paying AZ Water); ~\$241k savings; AZ AWWA \$114k; CC balance \$8k
- c. Vanguard scholarship - \$260k; Vanguard general - \$405k
- d. 2021 tax filing complete for AZ AWWA
- e. 2021 tax filing for AZ Water filed after Tri-State provided their K-1 schedule (and will be reimbursed by Tri-State ... working w/ Sechler Morgan to obtain exact amount)
- f. 2022 ... close to pre-pandemic levels (95%)

*Items in Executive Session

**Items heard out of order

- g. 2023 budget proposed w/ \$48k surplus – project 21% increased income; 23% increased expenses ... depends on committees to have the events

13. Association Update

- a. 4Q Kachina in process
- b. Sent out calendar scheduling tool to all committee chairs for Jan – June 2023 to coordinate events.
- c. Business Ops & Leadership Manuals in progress
- d. JEDI – 1/6/23 mtg; tribal/rural outreach
- e. Cultural Arts Council ... My Water, My Culture Project – grant not received. Applying to SRP.

14. Executive Session

No executive session held.

Board Meetings

- a. New desire to have Board meetings in person (mainly at GHD) only (with a call in number for those unable to attend. July retreat & May conference will be in-person only. February 2023 meeting will be joint with Water Reuse and held in Marana. Carpooling will be planned for Phoenix area board members.
- b. Exec Board meeting will remain all virtual but day/time will be reviewed; invitations to be sent separately

Motion made to adjourn meeting by Amy Baker, seconded by Mike Caruso; minutes were recorded by Mike Caruso.

Action Item Review			
Due Date	Item	Responsible	Status
Deferred	Food and Beverage Policy	Masche	Postponed
Deferred	Utility Forum Committee (UFC) – Solicit Interest	Freed/Thomure	Delayed

*Items in Executive Session

**Items heard out of order