

Board of Directors Meeting Minutes
January 21, 2022

CALL TO ORDER

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



Board Members:		
President	Brandy Kelso	Present
President Elect	Mike Worlton	Present
Vice President	Jeanne Jensen	Present
Secretary	Mike Caruso	Present
Treasurer	John Masche	Present
Past President	Doug Kobrick	Present
AWWA Director	Asia Philbin	Present
WEF Delegate	Tom Galeziewski	Absent
WEF Delegate (at-large)	Patty Kennedy	Present
Director	Craig Caggiano	Present
Director	Patrick Goodfellow	Present
Director	Karla Guerra Camou	Present
Director	Darlene Helm	Present
Director	Anupa Jain	Present
Director	Jason Joynes	Present
Director	John Kmiec	Present
Director	Art Nunez	Present
Director	Lisa Snyders	Absent
AZ AWWA Director (at-large)	Amanda Jones	Present
AZ AWWA Director (at-large)	Andrea Odegard-Begay	Present
Staff:		
Executive Director	Suzanne Durkin-Bighorn	Present
Association Coordinator	Shana Schwarz	Present
Guests:		
Wally Wilson (partial)		

1. Call to Order

- a. Call to Order / Roll – 10:05am
 - i. Roll was called, a quorum was present.
- b. Presentation of the Minutes –
 - i. No discussion was held.

Motion by John Masche, second by Anupa Jain to approve the September AZ Water Board Meeting minutes as presented. Motion passed by verbal acclamation.

2. 2022 Conference Update

- a. Coming together well ... few loose ends on panels (including Senator Kelly)
- b. Registration opened on Wednesday; top level booths sold out; all but 15 mid-level booths sold; 181 signed up

3. COVID Response Ad-Hoc Update

- a. Conference & other events; plan to copy WEF
 - i. masks (except when eating/drinking) + vaccination or negative test proof (w/in 24-48 hrs TBD)) w; City security budgeted to handle at entry (w/ ability to rapid test on site)
 - ii. including a disclosure statement
 - iii. may require vaccination registration at conference or ahead of time
 - AWWA/WEF hiring 3rd party to upload vaccination status, collect & then dispose of information
 - Want “fully vaccinated” to be 2+1? TBD
 - Results of self-testing – could ask attendees to do
 - iv. Pending HB2190 – language stating business entities doing business / holding events in AZ cannot require / request vaccination status
- b. Need to include these protocols in place to give confidence to municipalities their attendees will be as safe as possible
- c. 1/25 – next COVID meeting at 10am

4. Council Chair Report - Infrastructure

- a. Holding quarterly meetings & report; created landing page
- b. Standardizing workshop/event scheduling
- c. Engagement has been challenging
- d. Biosolids & Collections – monthly meetings
- e. Most committees remain holding monthly, virtual meetings
 - i. Biosolids – postponed a future seminar; having operator roundtable w/ WWTC 3/16, October virtual plant tour & letterbox hiking challenge
 - ii. WW Collections – 2/24 webinar; Pima Co. manhole rehab workshop planned
 - iii. WWTC – seminar in February; potential recording of webinars/training
 - iv. Distribution – Virtual brown bag in Feb; hands-on in March

*Items in Executive Session

**Items heard out of order

- v. Construction & Safety – future webinars planned; summer facility tour
- vi. AZWARN/Security – ADEQ Emergency Workshop in March
- f. Attending regularly scheduled meeting ... hard to get “going beyond” to get extra volunteerism trying to be creative to reach out to members

5. Council Chair Report - Advocacy

- a. Water resource – quarterly meeting
- b. Customer service – regular meetings / active ... LIWAP funding – state relationship has been good
- c. Leadership – unknown
- d. Water resources – additional group focused on well production & at conference Wally to moderate / Gary Birchard & Marvin Glotfelty doing a training as well (Anupa offered on how to new wells permitted)
- e. Council meetings have been few
- f. Educational film planned before gets too hot (ready in Tucson / need participation in Phoenix area ... including at conference); hoping in person re-energizes the groups!

6. Executive Director Report

- a. Q1 Kachina in process (3rd proof) – mailed 1st wk Feb; March 8th next deadline
- b. Launch Conference website
- c. Working on conference awards (WEF/AWWA)
- d. Next JEDI meeting 1/28 to be scheduled
- e. Leadership manual completed
- f. Arizona Water Professionals week – adding logo to outreach
 - i. Interview w/ P Dent w/ CAP completed
 - ii. VOTE next month. Crystal Thompson now on Communications Meeting
- g. K-12 – one training / plant tour
- h. One event delayed; if in person event planned ... make request 30 days in advance

7. Coordinator Report

- a. Research symposium delayed (but had 65 participants already)
- b. Phoenix luncheon – virtual 1/20 – highest attendance – good presentation
- c. Website update – provided feedback on mockup to use ... beta testing pending (3 rounds of edits) & submit design request for secondary page templates
- d. Meeting w/ infrastructure council & Tucson luncheon committees ... preliminary tutorials (updating back-end templates will look different w/ new website)
- e. WEF grant submitted this morning ... Tom G helped guide through process.
- f. March is booking up ... give conference a couple weeks to allow it to shine; put things on calendar in June / July
- g. Conference – daily financial updates

*Items in Executive Session

**Items heard out of order

8. WEF Delegate Report

- a. WEFMAX 2022 registration open
- b. Operator scholarships applications open & due 3/1 to 4/1
- c. See report for other events

9. Tri-State Update

- a. See report

10. AWWA Director Report

- a. AZ AWWA 2/15 – joint ARCAP training in person planned for small systems
- b. AWWA online resources – see links in report to upcoming webinars
- c. Winter board meeting – all virtual (Darlene / Asia attended); new elections made to take over in June at ACE22 (planned to be hybrid)
- d. Board asked Asia to attend ad hoc committee to look at membership / New England affiliation agreement; NE unable to work through issue (unlike AZ Water).
- e. Highlight AZ Water is 3 organizations in one ... highlighted things associated w/ membership and developed new approach
- f. Membership summit 1/26-28; Suzanne to attend; Clayton may also attend
- g. Water Policy & Leadership – cybersecurity readiness – aligned w/ Water Utility Council
- h. AZ AWWA next meeting in March – more information for strategic/business plan updates

11. 2022 AZ Water Budget / Treasurer Report

- a. Fiscally sound; Association as a whole – in a solid financial position; ~\$1.17M in all accounts; ~\$612k for special organizations; \$559k for organization.
- b. Made donation to WFP nation – 2 year process to make \$30k donation (written in December / cashed in January, but reflected in December)
- c. AZ AWWA – next section meeting – expenses incurred by AZ Water to request write physical check to AZAWWA to AZ Water
- d. Scholarship Reserve - \$281k – posted losses in 2022
- e. Rebalanced scholarship / general reserve amounts 1/20 to keep at 50/50 and 30/70 ratios
- f. Due for financial audit in 2023 (last time in 2019)
- g. Sechler Morgan meeting 1/17 for tax discussion ... size of organization has tax implications; suggested things to do moving forward
 - i. Need to modify quickbooks structure especially for fundraisers (income/expense/sponsorship documentation) ... including breakdown of tangible benefits of sponsorships (including advertising)
- h. 2021 was profitable year after 2020's net loss

*Items in Executive Session

**Items heard out of order

12. Executive Session

No executive session held

Board Meetings

- a. All Board meetings will have virtual element; February 2022 will be held at the Marana Municipal Complex (Tucson area) ... March 2022 be virtual.
- b. Exec session meeting will remain all virtual; invitations to be sent separately

The meeting to adjourn motioned by Jeanne Jensen, second by Amanda Jones; 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