



**MWEA 2022 FALL BOARD MEETING MINUTES**  
**October 25, 2022 — 9:00 AM to 11:50 AM**  
**Virtual**

Present: Neil DeZort, Barb Coffman, Collette Anderson, Bruce Souder, Ricky Schultz, and Dave Aune  
 Absent: Matt Waite

**Call to Order** – Barb C.

**Old Business:**

1. Review & Approve Spring Meeting Minutes – Barb had two edits. Dave motioned and Ricky seconded to approve the minutes with Barb’s changes. The motion passed.

**New Business:**

1. Budget Report – Rika L.
  - a. Donation to MRWS Training Calendar – The price increased to \$550 annually. We will need to update budget line item at Spring meeting to reflect increased costs.
  - b. Dave Aune will submit receipts for WEFTEC – about \$2,000.
  - c. SY&P may need to get upped in the spring – revisit up-to-date travel costs and revise line item as necessary at spring meeting. They did travel this year and no reimbursement requests were received.
  - d. Robin reported that website hosting and related costs are about \$270 per, half of which MWEA is responsible for. The current line item of \$200 should be appropriate for this.
  - e. Rika will take constructive suggestions for improving the budget sheet for clarity.
  - f. Rika to send updated budget sheets after joint meeting.
  - g. Will “accept” budget report virtually after joint board meeting
2. MWEA Committee Reports:

<b><u>Committee</u></b>	<b><u>Board Oversight</u></b>	<b><u>Committee Chair</u></b>
<b>Beneficial Reuse</b> Not active – nothing to report	Senior Trustee – Ricky Shultz	Neil DeZort
<b>Education</b> See discussion under item 11 below.	President – Barb C.	Jeremy Perlinski (Amy and one other person on committee.)
<b>Government Affairs</b> Dave reported that initial vision was to develop procedure the Board could use to respond to issues; also tracked legislative issues, not necessarily with action, just to be informed. WEF has strategy/advocacy committee in place, but we really don’t see ourselves that way. Any involvement would	National Delegate – Dave A.	Vacant

MWEA 2022 Fall Board Meeting Minutes - DRAFT

<p>be more educational rather than advocating. See Long Range Plan for protocol on involvement. However, we may be able to get help from the WEF committee if we need that. Rural Water has been paying for legislative updates – one year we contributed, the next year we did not – let’s consider a donation towards this effort at the spring meeting if we consider this worthwhile. Overall consensus now seems to lean toward not contributing based on past response and use of this service. No decision was made.</p>		
<p><b>Honors &amp; Awards</b> No major items to discuss. Jeremy will work with Robin for call for nominations before end of the year. Awards for this coming conference include: MWEA Small Systems, MWEA Operator of the Year, WEF George W. Burke Jr. (Safety), Joint Lifetime Achievement, Joint Todd Teagarden; please pass out the word to think about nominees! MWEA awards do not require membership; WEF awards do. Do we want to consider giving free memberships for a year to awardees? No decision was made.</p>	<p>Past President – Neil D.</p>	<p>Jeremy Perlinski</p>
<p><b>Grants for Teachers</b> No report</p>	<p>Secretary/Treasurer – Rika L.</p>	<p>Amy Deitchler</p>
<p><b>Strategic and Long Range Planning</b> See below, items 6, 7, and 8.</p>	<p>President – Barb C.</p>	<p>Dave Aune agreed to take this on for our current effort</p>
<p><b>Membership</b> 135 members, 27 new members – many manufacturers and suppliers among them, also engineers, a couple regulators, few operators. Retirements are showing up among expired memberships. Robin will find out if WEF has a system to notify MA of new members. Otherwise, probably will have a quarterly check for new members and send out welcome emails.</p>	<p>President Elect – Collette A.</p>	<p>Laura Gundlach</p>
<p><b>Pretreatment</b> Need to reach out to folks with pretreatment program to see if they want to be pretreatment chair. Barb will reach out to Drew Neufeld; Rika to reach out to Ed Coleman; Bruce to reach out to Boris Krizek;</p>	<p>Vice President – Bruce S.</p>	<p>Vacant (Barb acting)</p>
<p><b>Stockholm Junior Water Prize</b> Winner was Keanu Ng – don’t know if he went to national. Did not get request for reimbursement for travel.</p>	<p>Junior Trustee – Matt W.</p>	<p>Kristi Kline</p>

<p><b>Stormwater</b> Robin received two signups but no chair signup. Mace did not respond to emails. Dave Carlson, Karen Hilding – were going to reach out to Mace. Discussion included that this committee is somewhat loosely connected to MWEA and has non-WEF member committee members and does its own thing.</p>	<p>President – Barb C.</p>	<p>Mace Mangold (?)</p>
--	----------------------------	-------------------------

3. WEF Delegate report summary:
  - a. Due to time constraints and connectivity issues, Dave’s report during the meeting was brief. Dave followed up with written report – attached to these minutes.
  - b. Info on managing MAs, mentoring, relevance of house of delegates; strengthen role of WEF delegate, improve value of WEF to MAs. Need more communication on WEF, more training.
  - c. Discussed WEF strategic plan which focuses on conservation, reuse, and recovery and what MA role should be in that. We need more clarity on how news of this updated strategic plan is rolled out to make sure that what we are doing at the MA level is not redundant to what WEF is doing in terms of sending things to members. Dave will draft email to membership for infomercial on new WEF strategic plan rollout.
  - d. WEFMAXs are happening – encourage board members and committee chairs to go – there is some money in the budget. Talked about possibility for “regular” members to go if we think it is an investment in a future active member.
  - e. Diversity, equity, and inclusion is important to WEF and included in strategic plan.
  - f. Encouragement for WEF Delegates to join at least one national committee – consider in position description in Long Range Plan if we want to require that.
  - g. Dave will check out about a survey and MA advocate.
  - h. Mentoring for new delegates – we have overlap from spring election till start of term at WEFTEC that could be used as a mentoring period.
4. WEF Code of Conduct – Barb C.
  - a. Have the Code of Conduct packet from Kelsey Hurst at WEF. Barb will start work on that and will email draft to the board for review and input.
  - b. Had a meeting with Kelsey in June. After the policy is written, we should run this by legal counsel to make sure it complies with Montana rules and laws. Not sure how to go about legal counsel. Should be in place before next conference.
5. Restructuring of Board Oversight Committees – Rika L., Barb C.
  - a. Decided to assign persons rather than positions to provide more continuity and allow for relationship building and better communication.
  - b. Rika to update the Board Oversight document with names and send out to Board for review.
6. Updating By-Laws – Barb C. See item 8.
7. Strategic Plan Update – Barb C. See item 8.
8. Long Range Plan Update – Barb C.
  - a. Summarizing for the above three items: September: workshop with WEF staff, Rika, Barb, Robin:
    - i. Covered what should be in a strategic plan.
    - ii. Looked at our strategic plan and long range plan.
    - iii. WEF staff helped us understand what needs to be in bylaws vs strategic plan.
    - iv. Should have a policies and procedures handbook – don’t currently have but long range plan includes a lot of those topics. Long range plan could morph into policies and procedures handbook.

## MWEA 2022 Fall Board Meeting Minutes - DRAFT

- v. Survey of membership – did one in 2019 we could review and use. Rika to send results to Long Range Planning committee members.
  - vi. Involve committee chairs for input into the strategic plan and other docs.
  - vii. Need vision, mission, and value statements.
  - viii. Goals and objectives – Kelsey advised us to not be too ambitious with those and make them realistic.
  - ix. Dave, Neil, Rika, Ricky, Collette, and Barb had volunteered at the spring meeting and by committee signup to help with this effort.
  - x. Barb will touch base with Kelsey to schedule a call in November via Doodle Poll. Review info Robin found on WEF site before then.
9. Montana Operator Initiative – Barb C.
- a. Don't need to spend more time on this – Craig Woolard is working with DEQ on this. Craig does not appear to be interested in coordinating with MWEA, so we may not need to push this further.
  - b. MSU is working with DEQ to update and put online the operator toolbox for training videos for exam prep – presentations given by DEQ at water schools.
10. Nominations for Junior Trustee
- a. Everyone think of nominees – would be nice to find someone representing a utility
  - b. Start thinking about who will follow Dave as WEF Delegate
  - c. Do we want to consider having a delegate who has not served on the board? Dave stated that this position offers a lot in terms of career furthering and experience in general that would serve a younger person well. Board members and Dave would need to mentor a less experienced person to help them grow into the position.
11. Preconference 2023 Hosting is MWEA – ideas:
- a. Jeremy wants the Board to let him know if we have any suggestions for pre-conference topics; he can draft an email with request for topics to membership if we want him to.
  - b. Robin will put out a call for abstracts for the conference soon. She will also check in with committee members on progress. Consensus was that preconference speakers can be found without call for abstracts.
  - c. Could have multiple topics if a single theme can't be found or if multiple topics are relevant.
  - d. Idea: Nutrient standards/permitting current status; nutrient treatment in lagoons; facility planning in face of uncertainty (how can we make “guesses” (decisions) now when we don't know future regulations); regulatory agencies could have input on options/appropriateness for postponing decisions.
  - e. Idea: Funding; however, funding is covered by W2ASACT at Rural Water Conference – more appropriate there given the audiences for our conferences.
  - f. Idea: Stormwater – Off-year relative to DEQ conference; has been well-attended in the past.
12. Robin's Contract Renewal: (Contract Dates: July 1, 2023 – June 30, 2024) – Barb C.
- a. Report by Robin
    - i. Contract was based on MSAWWA contract.
    - ii. Three main items: annual conference, work as part of membership, maintain website.
    - iii. Robin has not charged for items outside of the contract, such as help with workshops, attending meetings, etc. (not efficient to track that for the “other work” category). Joint work for both organizations is largely paid for by MSAWWA.
    - iv. There may be items that can be removed for clarity, while other items will need to be added.
    - v. Assistance with mailings? Change to emails.

## MWEA 2022 Fall Board Meeting Minutes - DRAFT

- vi. Change host city committee items to show what Robin really does.
- vii. Re-write needs to be clear on expectations, scope, and be balanced, so as to work for anyone besides Robin.
- viii. Robin to send us contract edits showing what she really does versus what the contract language says.
- b. Consider inclusion of board meeting attendance, membership reporting, other?
  - i. Items to be added:
    1. Attendance of Board Meetings
    2. Input to strategic planning
    3. Junior Trustee handbook
    4. Membership reporting

### **Action Items:**

1. Rika: Send updated budget sheets after Fall Joint Board Meeting. Items to be updated include mutual fund interest and balance, Dave Aune's travel expenses, income from 2022 conference.
2. Everyone: If you have suggestions for creating a more transparent or clearer budget sheet, please send to Rika.
3. Government Affairs: May need to use email to decide if we want to support MRWS's legislative tracking this time around.
4. Pretreatment Chair Search: Barb to reach out to Drew Neufeld, Havre; Rika to reach out to Ed Coleman, Helena; Bruce to reach out to Boris Krizek, Billings.
5. WEF Delegate:
  - a. Dave Aune to draft email notifying MA members of new WEF Strategic Plan.
  - b. Dave will look into MA advocate – what would this look like; do we want to go there?
6. Strategic Plan/Policies and Procedures Handbook:
  - a. Think about if we want to include a requirement for the WEF Delegate to join at least one WEF committee (considerable time commitment but may be beneficial to MA).
  - b. Dave will look at survey needs.
  - c. Committee members to look for Doodle Poll from Kelsey Hurst for November meeting.
  - d. Committee members to review info Robin has access to on WEF website.
7. WEF/MA Code of Conduct: Barb to create draft based on the template in the toolkit and send to board members for review. Finalize before next conference.
8. Rika: Send out updated Board Oversight document and assign current board members by name. Adjust as needed to even things out between members.
9. Everyone: Talk to other members about serving on the board and gather nominations for Junior Trustee. Also be on the lookout for nominee for WEF Delegate. We would like to elect at Spring 2023 membership meeting and start term with WEFTEC attendance in the fall. Ideally, WEF Delegate has board experience but we may consider an eager and enthusiastic member who does not.
10. Robin's Contract:
  - a. Robin to email Word version of contract with edits showing what she really does versus what the language currently states.
  - b. Board to edit and finalize contract prior to spring meeting.

### **Items to Carry over to Spring Agenda:**

1. Budget: Increase MRWS Training Calendar contribution; update S&YP travel line item.
2. Bylaws, Strategic Plan, Policies and Procedures Handbook progress.