

**Unapproved Minutes**

**SDAWWA Executive Board Meeting**

**December 8, 2023**

**Held Via Teams**

**Members Present:** Matt Erickson, Kevin Newman, Ben Haecherl, Sam Cotter, Austin Hoellein, Kyle Goodmanson, Casey Skillingstad, Kyla Diaz, Brian Hoellein, Joe Honner

**Members Absent**: Rachel Kloos

**Others Present:** Rob Kittay-Section Manager, Chris Myers-T&E Co-Chair, Ted Lewis-SDWWA Liaison

**Call to Order:** Erickson called the meeting to order at 12:03 pm. A quorum was present.

**Approval of Agenda:** Erickson had emailed the agenda, and Kittay had placed the agenda for this meeting on the web site. Kittay noted that Item 7j should be “2024”. Cotter moved toapprove the amended agenda. Haecherl seconded. Motion passed.

**Minutes:** The minutes from the last meeting had been previously distributed to the Board and placed on web site. Newman moved to approve the minutes. Austin Hoellein seconded. Motion passed.

**Old Business:** There was none forthcoming.

**Reports:**

**Treasurer’s Report**: Cotter reported-

 **Summary:**

Net worth as of 12/7/2023: $148,619.14

Treasurer roles: Review accounts, download statements, check bookkeeping.

Treasurer approves timesheet / payment to Section Manager Kittay

Working with Kittay to get Balance Sheet, Profit/Loss, and Check Detail from QuickBooks.

**Checkbook Transactions:**

Checking account credit/debit 10/1/23 – 12/7/23

10/4/2023 Water for People Donation (3,040.00)

10/6/2023 Water Research Foundation (1,000.00)

10/6/2023 Deposit: AWWA Member Assessments 217.00

10/16/2023 Contract Work-Rob Kittay (841.50)

10/16/2023 Reimbursement-Rob Kittay-Conference (4.24)

10/23/2023 Scholarship (Honner) (1,000.00)

10/27/2023 Check to SDWWA-Board Meeting at Conference (305.29)

10/27/2023 Check received – SDWWA-Conference Share 1,365.00

10/28/2023 Website - WIX\*Wix.Com (15.87)

10/28/2023 Website - WIX\*Wix.Com (158.23)

10/28/2023 SD SECRETARY OF STATE-Annual report (20.00)

10/31/2023 APY Earned 0.15% 10/01/23 to 10/31/ 236.76

11/10/2023 DEPOSIT: AWWA 4,385.10

11/20/2023 Reimbursement to Casey Skillingstad-Conference (53.94)

11/30/2023 APY Earned 0.15% 11/01/23 to 11/30/23 236.82

12/4/2023 Reimbursement for AWWA Rep Gift-Conference (137.72)

Kittay will note to Cotter, etc. if a check to be written is larger than $500. There was discussion on notifying the Board when travel cost may exceed the budgeted amount.

**Section Manager:** Kittay reported as follows-

 **AWWA Checkbook-**$56,561.02 as of December 4, 2023

**Certificates of Deposit (all as of December 4, 2023):**

Black Hills FCU-24 month - $27,470.71 – 2.26% - matures on 11/4/24 $554.91 Interest YTD

Black Hills FCU-14 month - $52,052.81 – 4.0% - matures on 5/13/24 $1449.66 Interest YTD

Black Hills FCU-Prem High Yield-$12,620.69—1.25% $105.04 Interest YTD

 **Checkbook Highlights from September-November 2023:**

 **Income-**

 Received from AWWA-$4385.10

 Received from SDWWA Conference share-$1365

 **Expenses-**

 Water Research Foundation-$1000

 AWWA Scholarship-$1000

 AWWA Board Mtg at Conference-$305.29

He had also attended T&E meetings, DMIC meeting, budget meeting, and monthly meetings with Maggie. Also fixed the web site issue and made annual filing with Secretary of State’s Office. Starting to do some work for the Water Seminar. He will be submitting his September-December time sheet in a few days so check can be written within the 2023 calendar year for tax purposes.

**Director’s Report:** Honner reported. He will be going to winter national AWWA Board mtg in AZ.

**SDWWA Liaison Report:**  Lewis reported. Nothing to report at this time. The next SDWWA Meeting is January 11, 2024 in Pierre.

**Chair Report:** Erickson reported as follows-

1. Submitted Q4 Source to Stream article.

2. Prepared 2024 draft budget for review.

3. Attended monthly meetings with our Section Relationship Manager.

4. Attended the AWWA Association Law 101 Webinar.

a. Take away: Section Board Meeting note taking procedures.

5. Attended the Section Logo Focus Group Meeting.

a. Summary: Sections will be getting new logos in 2024.

6. Attended T&E Committee Meetings.

Brian Hoellein moved to accept the previous reports. Diaz seconded. Motion passed.

**Council and Committee Business:**

**Administrative and Policy Council:** Skillingstad reported as follows-

Bylaws Update

Received formal notification of the South Dakota Section’s by-laws ratification.

Membership

As of the October 2023 Membership Update from AWWA, our total memberships are down

6.7% from December 2022 (193 to 180).

Likely not meet our membership goal of 2%.

5 new members to date.

AWWA’s total membership in 2023 is -0.8%.

 Based on previous discussions, many of our dropped members (22) were retirees.

**Technical & Education Council:** Kloos/Myers reported as follows-

1. T&E Committee Recent activities

a. Monthly Committee meetings

b. New Co-Chair – Chris Myers – City of Sioux Falls

2. T&E Action Items for 2023

a. 2023 Water Seminar

i. Completed March 29-30, 2023 at Yankton, SD

b. EPA/RCAP Training for 2023 - Completed

1. Sioux Falls – Hosted at Sioux Falls Purification Plant with tour

a. 22 attendees.

2. Rapid City – Hosted at GFP Bldg with tour of RC Jackson Springs

a. 15 attendees

c. Water Seminar planning has begun

i. April 3-4, 2024 Wilbert Square Event Center-Brookings, SD

ii. Registration to be active in early February

d. 2024 Operator Training Sessions

i. RCAP program is not active in 2024.

ii. We are planning (2) 8-hour sessions for operator training (east and west) in 2024.

iii. Planning and discussion in process.

1. Use no-cost venue, volunteer time.

2. Minimal cost training with significant benefit to operators.

3. Training Calendar

**Public Affairs:** Austin Hoellein reported as follows-

The Public Affairs Committee consists of Bill Sarringar and Gavin Graverson. The committee will be looking for others to join moving forward. The main project for this committee is the PAC Raffle and to sell mulligans at the golf tournament held during the fall conference. The dollars generated from these two projects support Water for People and Water Equation. There has been no activity since the fall conference in September. Activity for the committee will increase later in 2024 as we prepare for the fall conference.

**Water Industry Council:** Goodmanson reported-

The 2024 AWWA Water Matters Fly-In is scheduled for April 9th and 10th. The Fly-in is a two- day event where delegates from each state go to Washington D.C. and meet with Congressional Leaders to discuss current water issues important to AWWA. South Dakota sends two delegates to D.C. for the Fly-In event. Travel expenses are reimbursed for one of the delegates by the National AWWA, and the travel expenses for the second delegate are reimbursed by the South Dakota Section of AWWA. The Water Industry Chair is typically one of the delegates. The second delegate is another South Dakota AWWA member interested in attending and typically someone who has not attended in the past. Let me know if you are aware of any South Dakota AWWA members that might be interested in attending the Fly-in.

After the first of the year, I will start to work on scheduling times to meet with office staff from all three of South Dakota’s Congressional Leaders.

Topics that may be discussed are: some combo of PFAS/CERCLA, water infrastructure funding, water affordability, cybersecurity

AWWA contact Nancy Sullivan Manager Section Services. nsullivan@awwa.org

AWWA will be developing comments for the new Lead and Copper Rule improvements. A conference call is scheduled for Dec. 15th. I will try and sit in on the conference call.

Draft Agenda:

Response to LCRI arising from discussion at the state-level

General take on proposal?

Specific issues?

State-specific “barriers to access” for lead service line replacement?

Implementation conflicts between current state LCRR direction and LCRI?

Capturing current cost of service line characterization and service line replacement

Comment development

I did reach out to Mark Mayer with SD DANR for comments and concerns. If we have anyone else that we should reach out to, let me know. Or if you have any comments.

AWWA contact Steve Via Director, Federal Relations Svia@awwa.org

**YP Committee:** Diaz submitted the following:

 YP Council recent activities:

a. Meeting on October 30

i. 2024 YP Council Members:

1. Chair – Kyla Diaz

2. Vice-chair East – Shane Dennis

3. Vice-chair West – Ben Meyer

4. Secretary/Treasurer – Austin Schlagel

ii. Discussed Events for 2024

1. Lunch & Learns

2. Schedule social event after operator testing

iii. 2024 Goals

1. Three social/volunteer events

2. Four quarterly committee meetings

b. Committee meeting on November 29th

i. Presentation from Pratt

ii. Good turn out

Upcoming Events

a. YP Summit – Portland Oregon on February 11-13, 2024

**2024 Budget:** Erickson reported. A draft budget was sent out on December 3, 2023. A line-by-line analysis was done. A few adjustments were made. Goodmanson moved to approve the revised budget. Skillingstad seconded. Motion passed.

**Other Business:**

 **2023 Bylaws Update:** Skillingstad indicated that they were approved by national.

**Voting Members:** We have co-chairs for the T&E Committee. Myers indicated he is ok with Kloos being the voting member.

 **Conflict of Interest Policy:** Kittay resent the COI email during this meeting.

**Section Insurance:** The policy that was previously held by the Section was for theft by an employee. As the Section no longer has any employees, this policy is no longer needed. General liability should be covered by AWWA’a policy. Newman moved to not renew the insurance policy. Diaz seconded. Motion passed.

**Section Branding/Logo/Apparel/Banner:** AWWA is in the process of redoing the logo so it might make sense to wait for the banner. Probably want to move on apparel at this time.

**RCAP Trainings/Partnership:** If another training were to be held, another section would have to return their funding, and our section would need to do the training by March 31, 2024. This does not seem probable. There is no RCAP money for 2024.

 **Membership Growth:** There is a long-term goal of 250 members.

 **2024 Conferences/Seminars:**

Membership Summit: January 24-26, Denver, CO

YP Summit: February 11-13, Portland, OR

Spring Water Seminar: April 3-4, Wilbert Square Events Center/Comfort Suites University, Brookings, SD

Water Matters! Fly-In: April 8-12, Washington, D.C.

RMSO 2024: April 28-30, Green Bay, WI

ACE June 10-13, Anaheim, CA

Annual SDWWA Conference: September 11-13, Deadwood, SD

**SDAWWA Library/2023 Book Order:** No library requests have been made lately. The Board agreed to purchase as follows-

* 6 different “bill stuffers”. These come in packs of 100 and are educational handouts we could use at the conference, municipal league, other events. 6 @ $34.20 each.
* Water operator exam prep. 2 @ $89.40
* Math for water treatment & distribution system operators. 2 @ $99.00

**Strategic Plan Update:** Brian Hoellein updated group on student membership efforts at SDSU. Some other items might be able to get started as we are not hosting RMSO.

**2024 Future Board Meetings:**

 April 2-Brookings at Water Seminar-Kittay will coordinate with Al Erickson on a room

 July via Teams

 September 10-Deadwood at SDWWA Conference

 December via Teams

**Adjourn:** Cotter moved to adjourn. Brian Hoellein seconded. Motion passed. Meeting adjourned at 1:55 pm.

Minutes Submitted by Rob Kittay-December 11, 2023

**Committee Chairs:**

|  |  |  |
| --- | --- | --- |
| Position | 2022-2023 | 2023-2024  |
| Chair | Ben Haecherl | Matt Erickson |
| Chair - Elect | Matt Erickson | Kevin Newman |
| Past - Chair | Brian Hoellein | Ben Haecherl |
| Secretary/Treasurer | Lori Seten | Sam Cotter |
| Public Affairs Council Chair | Austin Hoellein | Austin Hoellein |
| Technical & Education Council Chair | Rachel Kloos | Rachel KloosChris Myers |
|  Water Utility Council Chair | Kevin Newman | Kyle Goodmanson |
| Administrative & Policy Council Chair | Casey Skillingstad | Casey Skillingstad |
| Young Professionals Chair | Kyla Diaz | Kyla Diaz |
| Director | Joe Honner | Brian Hoellein |

Other personnel include Rob Kittay-Section Manager and Ted Lewis-SDWWA Liaison.