



2015 General Membership Meeting – Minutes of Meeting

November 4, 2015 9:00am

GWA – CCU Main Conference Room, 3rd Floor

Gloria B. Nelson Public Service Building 688 Route 15 Mangilao, GU 96913

Call in number: +1-671-645-4482

Access Code: *042727*

Email for voting: mcbordallo@gmail.com

Members calling in can cast votes via email, provided name & AWWA membership number are included in email

- 1) Call to Order: The meeting was called to order by Chair Paul Kemp at 9:17am.
- 2) Roll Call; Confirmation of Quorum: Secretary Miguel Bordallo advised all attendees to sign the attendance sheet, and upon review, advised the Chair that there were fifteen (15) members in good standing present at the CCU Conference Room, and one (1) member (Heidi Yelin of CUC) on Saipan, CNMI participating via teleconference, for a total of sixteen (16) members; the minimum number needed for a quorum was ten (10), therefore, a quorum was achieved. (Subsequent to the call for roll, Bill Gilman and Joe Claveria joined the meeting – for a total of 18 members).
- 3) Introduction / Purpose of Meeting: PK introduced himself as the Chair of the Subsection, and invited all members to introduce themselves.
- 4) New Member Welcome / Recognition: The Chair recognized new members, Nick Manley, and George Watson. The Secretary welcomed those non-members attending and encouraged them to consider joining AWWA-HI Western Pacific Subsection.
- 5) Report on Subsection Activities: PK summarized the Board and Subsection activities, referencing the Annual Report, and highlighting the resolutions passed by the Board. VL asked if resolutions were to be voted on, PK advised that only the actual amendment to the bylaws was to be voted on at this meeting.
 - a) Board Actions and Resolutions
 - i) Resolution 02-2015 – Ratification of Secretary Appointment
 - ii) Resolution 03-2015 – Synchronization of Subsection Terms of Office
 - iii) Resolution 04-2015 – Staggering Trustee Term of Office
 - b) Subsection Budget Information: Melissa Schaible, Treasurer, reported that the Subsection had \$12,700 in the bank account with one un-cleared item.
 - i) 2015 WPS Conference Budget and Actual Income-Expense: VL asks for a budget breakdown for 2015 conference expenses and revenue; MCB advises that he had preliminary information on file:
 - (1) Expenses for the conference \$18,385, including venue, travel for speaker, filing fees and transportation for the conference tour.
 - (2) Revenue for the conference totaled \$24,340, including sponsorship, registration fees, and GWA sponsorship, for a local gain of about \$5,955; MS confirmed that Hawaii Section received about \$6000 on behalf of the WPS, which resulted in the \$12k bank balance currently showing on statements. (*Note: reconciliation of Conference income/expenses and bank statements to be undertaken and presented to the Board*)



- ii) 2016 Budget Submission:
 - (1) MCB explained Budget request prepared by the Subsection and submitted to Hawaii Section, which amounted to approximately \$5,760 and was based on projected conference expenses, projected conference revenues and sponsorship, a new line item for training event expenses, a new line item for public outreach/service project expenses. The Hawaii Section adopted this budget request, and allotted additional funds for Hawaii Section Board Members to support and travel to the WPS conference, estimated taxes, etc. for a total between \$10k and \$15k for WPS support.
 - (2) VL asked if AWWA would be giving the Subsection a check; PK replied that the Hawaii Section would provide funding as requested, and as approved by the Section Board. Details would be worked out as we went along.
- c) Pacific Water Conference: PK announced the conference dates and stated two Guam papers were being submitted for consideration. PK anticipates great interest from Hawaii membership on what we do here in the WPS.
 - i) Dates – February 3rd & 4th.
 - ii) Guam papers submitted – Papers to be submitted by Melissa Schaible, and Ken Rekdahl
- d) Web-page, Social Media: PK introduces Joe Claveria as the new Subsection Webmaster.
 - i) JC encourages use of the website for information about subsection activities, upcoming events
 - ii) JC requests feedback on the page and content
 - iii) Link at top of the page directly to JC
 - iv) Facebook page is also linked at top of page
 - v) Website address is www.awwa-hiwps.org
 - vi) CNMI (Heidi) was encouraged to submit any information Saipan would like posted directly to JC.
 - vii) VL asked if financials will be posted. MCB advises that our priority would be the publication of NPO financials per RevTax requirements, and that once that is published, the information could be posted on the website. MS and MCB confirmed the Subsection would be ready to publish within 45-days of the end of the Subsection's fiscal year (FY ends May 31).
 - viii) Bob Schaumbach commented that if Subsection is considering credit card capabilities for meetings or conferences, it may be good to get started soon, as based on his experience with other organizations, the banks take some time to get this set up.
- e) 2015 Water & Wastewater Conference: Discussed under Item 5)b) above. Also, see summary in [Annual Report](#) (attached).
- f) Planning Committee: MCB explains planning committee activities for the upcoming year; asks for more participation and input regarding training, locations, etc.; especially from other regional members (CNMI, FSM).
 - i) 2016 Conference & Trade Show
 - ii) Public Service Activity: program to educate middle school kids on water resources proposed by J. Cheng; Planning committee will be taking that up and moving it forward.
 - iii) Training Event: MCB explains that manufacturers recommend Jan-Feb for timing for their participation; so may be too late for this year.
 - iv) VL states that the committee has been talking about ways to engage operators, and other members; encourages the membership with expertise to provide training to others within the Subsection;



- v) BG states that he has checked on materials and identified \$2900 of material such as training DVDs on AWWA bookstore which can be used to establish operator training materials. Donated \$25 for seeding this effort.
 - g) Establishment of Membership Committee – Nicole Quan, Committee Chair: PK introduces NQ as membership committee chair, and ties it into the training as a benefit for members. Bob S. recommends that NQ talk to SAME membership about recruitment and new membership among military personnel and local contractors. PK and KMR concur that a refresher presentation is needed, will be coordinated with NQ and Bob S.
- 6) Vote on Amendment to Bylaws based on Resolution 03-2015:
- a) PK explains the proposed amendment; Hawaii Section partners with WEF for their annual conference, so the date choice is usually not made exclusively by the AWWA-HI; so they picked a date for starting the terms since the elections are held at the conference.
 - b) BG/VL Motions/Seconds to approve the proposed amendment as presented to the membership;
~~"d. All new officers and trustees shall take office at the close of General Membership Meeting at the Sub-Section's Annual Conference."~~
 - d. All new officers and trustees shall take office subsequent to the close of the General Membership Meeting held at the Sub-Section's Annual Conference, such term of office to commence at 12:01 a.m. on June 1st."
 - c) On discussion, ST comments that there is a problem with the language in that in the event there is no annual conference is not held, then there would be no ability to have officers to take office. After some discussion and consideration, KMR/ST moves/seconds to amend the amendment by removing "held at the Subsection's Annual Conference." and to add "annual" in front of "General Membership Meeting".
 - ~~"d. All new officers and trustees shall take office subsequent to the close of the annual General Membership Meeting held at the Sub-Section's Annual Conference, such term of office to commence at 12:01 a.m. on June 1st."~~
 - d) On the vote for the Amendment to the Amendment, the motion carries (18-0).
 - e) On the vote for accepting the Amended Amendment voted approved unanimously (18-0).
- 7) Nominating Committee Report: BG and George Watson presented the report of the nominating committee.
- a) Offices and Nominees
 - i) Vice Chair:
 - (1) Elizabeth San Agustin
 - (2) Ken Rekdahl (declined)
 - ii) Secretary:
 - (1) Miguel Bordallo (incumbent-appointed)
 - (2) Vince Pangelinan (declined)
 - iii) Treasurer
 - (1) Melissa Schaible (incumbent)
 - (2) George Watson (declined)
 - b) Nominations from the floor:



- i) Ann Borja nominated Geigy Salayon for Vice-Chair, however, PK clarified that Geigy would become Chair automatically next year, so she is not able to be nominated for Vice-Chair
 - ii) VL nominated Bob Schaumbach for Vice Chair – Bob declines the nomination.
 - iii) BG/ST move/second to close the nominations – motion carries unanimously
- 8) Elections: PK requests a motion to adopt / affirm the slate of nominees to their respective offices: KMR/BG move/second to accept the slate of nominees as presented. Motion carries unanimously. All present vote unanimously to adopt/affirm the nominees to the offices to which they have been nominated.
- 9) New Business:
- a) PK asks what Subsection members want us to do?
 - i) KMR - on education side, training committee? - not needed; benefit of being member would be 'free training' to members prior to operator certification. KMR volunteers. MCB suggests confirming dates for testing and discuss at next planning committee meeting
 - ii) VL asks about mixer; MCB suggests Frontier as a possible venue; Jon McDonald of Frontier volunteers; will discuss at next meeting, Jon invited to next meeting.
 - iii) Membership - VL asks about encouraging more members, fees for AWWA membership are high; MS/NQ asks about payment deferral or payment plan, MCB cautions about liability issues; PK to check with national on coverage if program proposed and approved at Section, national level
 - iv) CH - GWA needs to have better skills in the dirt and at the staff level; Important to have people that are skilled, example - master plumber, people who work on valves; proposes to focus on skills that GWA employee need. KMR suggests partnership with other organizations that already offer that service, such as Trades Academy and GCC - PK, MCB concur; would be good to talk to Bert Johnston.
 - v) CH also talks about engineering technicians - MCB/KMR discuss promoting Engineering Tech program at UOG as a step in building full engineering program; KMR advises that initial discussions not well received, as the vision is full program, not tech degree. Subsection may still promote this.
 - vi) Bring in experts for training engineers - KMR; MCB suggests partnering with SAME and GSPE for this; Bob S. ok as long cost recovery is included.
 - vii) Richard Senecal - offer PDHs for training, this adds value; BOB S. supports this concept.; off-island PE licenses require this; CH asks if operator licenses require PDHs? PK says Angel M. from GEPA promises this in the future.
 - viii) MCB proposes alternating conference venues so on Guam every other year; VL concurs, PK wants to start planning this now.
 - ix) MS suggests getting AWWA Subsection name out there by participating with other groups such as "Hanum" Group; VL concurs - suggests participation; MCB suggests getting their events posted on the subsection website
 - x) Bob S. - inquires about frequency of meetings; MCB responds annual required, but Board would like to have more than one Gen Mem meeting per year.
 - xi) Bob S. asks about the possibility of sending operator members to Hawaii conference in Feb - ST does not agree with concept, more bang for the buck to broaden audience by bringing someone here, rather than just sending one participant. PK reinforces suggestion for training here for operators



American Water Works Association

Hawaii Section

Western Pacific Sub-Section

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xii) ST suggests Subsection spearhead "Plumbing Apprentice Program" - get government of Guam to get behind it. ST suggests legislation may be needed, monitoring the program. MCB suggests that we form a committee for training to research requirements for the apprenticeship program. ST suggests KMR as Chair, and he can Co-chair. KMR states he would like to get initial training under Subsection's belt before we delve into apprenticeship program, but we can still discuss and plan for it. ST to draft something and send it out to the membership. Bob S. suggests getting buy-in from plumbers as members? MCB concurs with getting buy-in.

10) Announcements – no announcement.

11) Adjournment - VL/KMR move to adjourn. Unanimous 10:45 a.m.