

KWVOA State Board Meeting Minutes
Morehead, KY
November 20, 2019

The meeting was called to order by Chair Don Compton at 11:02 a.m., EST. at the Morehead Utilities Maintenance Building, in Morehead, KY.

Les Rodgers led us in prayer.

Those in attendance included:

Don Compton, Chair
Jeremy Woosley, Vice Chair
Julie Duncan, Treasurer
Lori Simpson, Secretary
Lisa Detherage, Member Services Director
Robin Strader, KLA
Roy Gray, Eastern Chapter
Chris Maloney, Eastern Chapter
Phil Atkins, Eastern Chapter
Bradley Johnston, Central Chapter
David Poole, Central Chapter (absent)
Brian Bourne, North Central Chapter (absent)
Brian Gatewood, North Central Chapter
Nikki Chambers, Western Chapter (absent)
Bobby Hewgley, Western Chapter
Les Rogers, Western Chapter

Minutes:

- The meeting minutes from the September meeting were distributed, read, and reviewed.

Motion was made by Les Rogers to approve the September 2019 meeting minutes, second by Roy Gray. All in favor, motion carried.

Treasurer's Report:

- Julie presented the Treasurer's Report via Facetime. Balance of November 18, 2019 was \$88,930.17.

Motion was made by Bradley Johnston to approve the Treasurer's Report, second by Bobby Hewgley. All in favor, motion carried.

Member Services Report:

- Lisa distributed her accomplishments from September 17 – November 19.

Old Business:

Chapter Updates

- North Central Chapter welcomes Brian Gatewood as he replaces Matt Chancellor as the WW Rep and Brennan Browning will assume the Secretary position.
- Eastern Chapter is happy to report; Roy Gray has been approved to continue with his position on the Board.
- Central Chapter's Corey Bond replaces Mandy Spalding as Secretary/Treasurer. He will also continue to serve as the Chapter's Director of Wastewater until elections are held.

Website 2020

- Lisa was pleased to let the team know that Crosby met their deadline and the site was launched last week with only a few minor issues.
- Waiting on North Central and Eastern to give their 2020 training dates/locations to Lisa.

Dropbox Updates

- Julie will contact Shaun regarding shared folder issues.
- If you have information that should be saved in drop box, please reference the SOP <https://www.kwwoa.org/procedures/records-retention-procedure/> for instructions.

Learndash

- Forrest is working with Chris Flynn at Crosby and waiting on an estimate. Logan Grimsley, our previous Program Coordinator, no longer works with the company.

2020 Conference

- Forms are finished.
- Six-hour Industrial Series is complete.
- Lisa is starting to work on speakers now.
- The Galt House Registration Desk will be temporarily moved during our Conference due to construction. It is supposed to still be on the first floor but be located down the hall somewhat.
- Darran will set up a conference call at the beginning of the year.

New Business:

KWWOA Inventory/Surplus Items

- Lisa distributed an updated list of surplus items and asked each Chapter to gather a list of what they have including; what it is, location,

description and serial number. These lists will be edited and reviewed annually at the State Board meeting on each year.

Motion was made by Jeremy Woosley to distribute a current copy of the KWWOA inventory items during the General Membership meeting at the Annual Conference, second by Brian Gatewood. All in favor, motion carried.

2020 Training Dates/Chapters

- Western – all dates sent in.
- Central – most dates sent in.
- Eastern – no dates sent in.
- North Central – no dates sent in.

Certification Training

- DCA will issue a RFP to have trainers come in and be co-presenters with their current instructors (2). Organizations will have the opportunity to bid on the various certification schools of which there are five; wastewater treatment, collection, surface water, ground water, and distribution. You can submit a proposal that covers all five or submit one; up to the instructor. Contracts will be from January 1, 2020 – June 30, 2020. The person will use the state's materials, handouts, PowerPoint, be at the school the entire time, and help monitor students during the exam. Individuals will not see the exams. Will be required to abide by the State's SOP's and the travel regs for State Government (if you are within 40 miles you drive back and forth). They will provide all of the A/V equipment and computer on site, but not provide a laptop or cell phone for personal use. The pay rates will need to include administrative fees.
- Poll the general membership to see who would be interested in this opportunity, what their rate of pay would be, topics they are interested in, and include a resume for approval.
- If anyone is interested, please contact Lisa or Julie to identify what subject they'd be interested in teaching.

Motion was made by Les Rogers to have KWWOA pursue contacting individuals about potentially teaching the training and authorize Julie Duncan to create an account on Finance on behalf of KWWOA, second by Bobby Hewgley. All in favor, motion carried.

New/Old Officer training

- Please ask your officers if they'd be interested in some type of training for new officers. If they are, please contact Lisa or Julie to set this up and what they'd be interested in.

January Newsletter

- Please send Lisa content ASAP.

DCA login credentials for submittals

- Fees and forms will not go into effect until January 1.
- We will have one log in for KWWOA and anyone entering hours at the Chapter level will use it. That way all KWWOA training information will be in one location versus on various individual accounts.

2020 State Board Mtg Dates

- February 25 - Louisville, Galt House
- April 6 – General Membership Mtg, Louisville, Galt House
- May 4 – Kentucky Dam Village
- July 29 – Morehead
- September 16 – Frankfort Club House or Conference room at new Admin bldg.
- November 18 – Etown Wastewater Treatment Plant

Committee Reports

- Awards Committee (Jeremy Woosley):
 - Jeremy distributed and reviewed the new Plant/System Tour Forms.

Motion was made by Les Rogers to accept the New Plant/System Tour form as a pilot study and upon completion and satisfaction that we change the SOP to reflect accordingly, but not until this has been tested and tried to the Boards satisfaction, second by Brian Gatewood. All in favor, motion carried.

- KLA:
 - Balance \$19, 390.21
 - Robin has begun to move the information off of the KLA computer and into Drop Box.
 - Discussed having another Field Certification class.
 - 2020 Conference in Louisville – Full school.
- Drinking Water and Wastewater Board Meetings:
 - Both boards are currently having combined meetings once a month on a Friday, schedule to be determined, to facilitate the WW manual review.

- Dr. Ormsby WW Review (continued)- given the Table of Contents and some of the Math Section of the WW manual was distributed yesterday for review. Writing/Language and Math concerns have been discussed, requested the materials be written on a 6th grade level.
- Educational Outreach Workgroup:
 - These meetings have been suspended indefinitely.
- DOW Advisory:
 - Next meeting 12/16
- SOP Committee:

Motion was made by Les Rogers to approve the changes to the Travel SOP, second by Bobby Hewgley. All in favor, motion carried. Amend motion to include; mileage is set at \$0.58 per mile and will be re-evaluated annually in February.

Open for Discussion:

- Any ideas for the newsletter or if you would like to write an article, please send to Lisa by November 1.

Next Board Meeting: February 25 – Galt House

Motion was made by Chris Maloney to hire Mike Detherage at the hourly rate of \$8.50, second by Les Rogers. All in favor, motion carried.

Motion to adjourn made by Bobby Hewgley, second by James Poindexter. All in favor, motion carried.