

CALIFORNIA UTILITY EXECUTIVE MANAGEMENT ASSOCIATION



MINUTES BOARD OF DIRECTORS MEETING *CONFERENCE CALL IN* December 19, 2018 - 2:30 P.M.

CALL TO ORDER BY PRESIDENT – Tom Coleman

ROLL CALL OF DIRECTORS:

Public Agency Representatives

President Tom Coleman
Vice President Piret Harmon
Director Andy Sells
Director Tammy Rudock
Director Rick Gilmore
Director Greg Galindo
Director Brian Macy

Corporate Representatives

Treasurer Michael Busch
Director Michael Samuel
Director David Byrum

Others Present:

Tara Bravo, CV Strategies
Rose Perea, Staff Assistant

Absent:

Director Martin Zvirbulis (*Public Agency*)
Director Erin La Combe Gilhuly (*Corporate Representative*)
Executive Director Ken Deck

TAB 1 CONSENT CALENDAR

1.1

Approval of November 27, 2018 Minutes

Upon motion by Director Sells, seconded by Director Rudock, and unanimously carried, the Minutes were approved as presented.

TAB 2 CORPORATE MATTERS

2.1

Review and Accept Financial Reports for period ended September 30, 2018 (*Directors Busch and Harmon*)

Director Harmon reviewed the Profit and Loss Statement and Balance Sheet for period ended September 30, 2018. Director Busch noted that the Association is in a much better financial position this year than in prior years. Upon motion by Director Samuel, seconded by Director Sells, the financial reports were accepted as presented.

2.2

Review and Discuss 2019 Draft Budget (*Director Harmon*)

Director Harmon reviewed the Draft 2019 FY Budget and discussed the changes made to various budget categories, noting that neither income nor expense for golf activity at the Leadership Summit were included. Directors Harmon and Busch suggested that a percent of budget contributed to reserves annually should be adhered to, ideally reserve funds should amount to 25%-50% of the annual budget. After discussion a motion was made by Director Sells, seconded by Director Gilmore, to approve the proposed 2019 Budget as presented.

2.3

Discuss 2019 Membership and Sponsorship Drive

The following items were discussed and the Board was advised that all items had been completed.

- **Prepare 2019 Sponsorship Invoices to be mailed in December**
- **Update 2019 Sponsorship Benefit Flyers**
- **Update Website to include 2019 Membership and Sponsorship applications**
- **Update and Provide Sponsorship Tracking Sheet to Board Members (*Directors Harmon and Deck*)**

2.4

Discuss Mini Summit held November 1, 2018, ACWA/JPIA (*Director Sells*)

Director Sells advised that the November Mini Summit was not well attended and determined that more personal calls and e-mails are necessary in order to promote the event.

2.5

Discuss Strategic Alliance (ACWA/JPIA Leadership Development Program) (*All*)

Director Sells agreed to explore the possibility further. Directors Harmon and Rudock spoke in support of the idea to utilize CUEMA as a potential forum for connecting the alumni of the JPIA Leadership Program.

2.6

Discuss First 2019 Mini Summit – January 2019 (Director Coleman)

• **CalPERS Presentation Regarding Unfunded Net Pension Liability (Director Busch)**

- **Cost: Member \$40.00; Non-Member \$75.00**

It was the consensus of the Board that the proposed Member/Non-Member cost was acceptable.

• **Provide Availability for Future Mini Summits on the Unfunded Net Pension Liability Topic (Director Busch)**

Director Busch advised that January 7, 2019 was the only date that he was not available. The Board discussed a one-hour presentation followed by a one hour question and answer session, concluding with a “networking” luncheon. Director Busch advised that he will inquire as to the availability of an upper staff member of CalPERS to be present at the mini summit. Director Coleman volunteered to host a mini summit at the Rowland Water District on February 7, 2019, 10:00 a.m. to 1:00 p.m.

• **Promotion of Mini Summit Highlighting the Leadership View (Directors Gilhuly and Busch)**

Tara Bravo, representing CV Strategies, agreed to send out an e-blast on January 7, 2019. She suggested preparing a flyer and having it available for distribution at the CMFO Booth. The Board agreed that this would be an excellent outreach venue. Director Busch will provide Ms. Bravo with an outline and suggested that she work with Jim Moore in his office.

2.7

Future Mini Summits

• **CalPERS Unfunded Net Pension Liability – extend this topic to other locations**

To be discussed further at a later date.

• **Consider Mini Summit in Ventura Area – February 2019?**

Director Coleman advised that Mauricio Guardado, General Manager at United Conservation District, Santa Paula, had voiced an interest in hosting a mini summit at his facility once the renovations to his building were completed. This item can be discussed further at a later date.

• **Consider Mini Summit in Beaumont/Banning Area – March 2019**

- **Director Samuel Offered to Sponsor Lunch**

Follow-up will be discussed at a future meeting.

• **Develop a Template for Board Members Facilitating Group Discussion on Various Leadership Topics at Mini Summits (Director Gilhuly)**

Tara Bravo, CV Strategies, will follow-up with Director Gilhuly on this item.

• Director Byrum suggested the Sierra La Verne County Club as a possible venue for a mini summit and advised that the Country Club has excellent banquet facilities.

2.8

ACWA Spring Conference, May 7-10, 2019, Monterey, CA

• **CUEMA “Mixer” – (Directors Busch and Gilhuly)**

Director Busch advised that he may have several sponsors who may be interested in sponsoring the Mixer. He will reach out to Director Gilhuly regarding a location. Director Sells stated that he could possibly offer the Alumni Meeting Room and suggested that the attendance be limited to “invitation only”. Personal telephone calls and hand-out flyers to strategically selected individuals was suggested, limiting it to approximately 50 individuals. Appetizers and drinks were suggested

and whether or not to have an open bar will be discussed. Director Busch will look for a \$5,000 sponsorship. Director Byrum agreed to be one of the sponsors. A tentative date and time of Tuesday, May 7, 2019, 6:00 p.m. was suggested.

- **Board Meeting**

Director Sells agreed to arrange for a conference room at the Spring Conference. The date and time will be provided at a later date.

2.9

2019 Leadership Summit in September – Hunter Lott is locked in for Thursday all day.

- **Program (Speaker -- Sommer Kehrli, Friday Breakfast open discussion (*Executive Director Deck*))**

Executive Director Deck was not available to provide an update on the availability of Sommer Kehrli. Director Coleman suggested a facilitator to lead the open discussion. This item will be discussed at a future meeting.

- **Golf Tournament**

Director Macy agreed to assume the responsibility of coordinating the golf tournament and Director Sells agreed to provide support in this effort. Director Macy to contact Executive Director Deck to obtain a copy of last year's contract as well as the name of the facilitator he worked with.

- **Philippine Delegation Participation, special rate requested (\$54/day)**

After discussion it was the consensus of the Board that it would not be possible to offer this rate to the delegation. Director Harmon suggested finding someone to sponsor the delegation.

2.10

Discuss Status of Director Contribution/Participation Goals (pledges)

Director Harmon stressed the importance of continuing to pursue new memberships, returning memberships and sponsorships by members of the Board in order to ensure the Association's continued financial stability.

2.11

Website Update (*Director Gilhuly*)

- **Post Current Membership List on Website (*Directors Deck and Gilhuly*)**

Tara Bravo, CV Strategies, advised that she has a letter regarding user name and password going out to each member of the Association.

OTHER BUSINESS

- **Fiscal Policies-Director Busch (Carry Over)**

Director Bush advised that he has distributed a "Draft" Code of Conduct to the Board. He would like the feedback by the end of this year.

- Database of Vendors and Consultants in Members Only Section- Director Gilhuly (Carry Over)
 - Shared Resources, Document Templates, RFP's, Survey Results, Studies
To be discussed at a later date.

Directors' Comments

Director Coleman advised the he and Director Harmon had received Director Zvirbulis' resignation from the Board due to his retirement from the Cucamonga Valley Water District. Director Coleman felt that immediately filling the vacant positions on the Board was not imperative at this time. Director Galindo reported on the Water Management Group which he is a part of and advised that it consists of a small group of managers who meet informally to discuss leadership topics. He received very positive feedback and they are very interested in scheduling future meetings.

Future Agenda Items

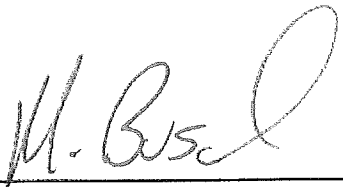
- Discuss Strategic Alliance (ACWA/JPIA Leadership Development Program) (*All*)
- Consider Mini Summit in Ventura Area – February 2019?
- Consider Mini Summit in Beaumont/Banning Area – March 2019
 - Director Samuel Offered to Sponsor Lunch
- Develop a Template for Board Members Facilitating Group Discussion on Various Leadership Topics at Mini Summits (*Director Gilhuly*)
- Leadership Summit Program (Speaker -- Sommer Kehrl, Friday Breakfast open discussion (*Executive Director Deck*))
- Database of Vendors and Consultants in Members Only Section- Director Gilhuly (Carry Over)
 - Shared Resources, Document Templates, RFP's, Survey Results, Studies

Next Meeting Place, Date and Time

Director Coleman will send out possible dates in February for a meeting.

The meeting was adjourned at 4:09 p.m.

Attest:



MICHAEL BUSCH
Board Secretary