



Ohio Section

American Water Works Association

SOURCE WATER PROTECTION COMMITTEE

STANDARD OPERATING PROCEDURES

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INTRODUCTION

This document outlines the general objectives, structure, and operation of the Ohio AWWA Source Water Protection Committee. This is intended to serve as general guidance for the long-term function of the committee. The Chair may temporarily deviate from this SOP to allow the committee to function more effectively. This document can be revised by the committee as needed.

OBJECTIVE

The objective of this Committee is to promote source water protection throughout the state of Ohio, with the primary focus geared toward public water systems. This may include, but is not limited to, networking opportunities, educational events (webinars, in-person presentations, workshops, or tours), providing input on guidance and regulations, and coordinating with the National AWWA Source Water Protection Committee.

COMMITTEE/SUBCOMMITTEE STRUCTURE

The committee shall have three officers, each with 2-year terms, elected by the committee and approved by the Governing Board:

- Chair, succeeded by Vice Chair, or other committee member if Vice Chair is unable to serve. It is preferred that the Chair and Vice Chair be members of Ohio AWWA.
- Vice Chair,
- Secretary,

The committee will also strive to have utility representation from all Ohio AWWA districts, as well as utilities representing various sizes and types (e.g. large, medium, small; ground water, surface water). The committee may also include representatives from Ohio EPA DDAGW's source water protection staff.

From time-to-time subcommittees may be formed by the committee to address specific projects. The committee and subcommittee should identify goals, expectations, and outcomes for the subcommittee. When possible, subcommittees should be chaired by a committee member, but subcommittee members do not need to be composed of committee members. They may be subject matter experts or other staff from participating organizations as deemed appropriate by the committee. Subcommittees are intended to be temporary and will be dissolved once the specific project has been completed.

ROLES AND RESPONSIBILITIES

Members

- Regularly attend committee meetings. If members miss more than three consecutive meetings, the Committee Chair may inquire whether they wish to remain on the committee. If a member is non-responsive or continues to be inactive, the Chair may remove them from the committee roster.
- Actively participate in meetings and committee projects

- Represent the industry, and do not utilize their membership to lobby for changes with the intent of affecting a specific project or entity.

Committee Chair

The Committee Chair is responsible for all committee business. The Chair ensures that decisions, orders, and resolutions of the Committee are delegated and carried out, and that all required correspondence and reports are submitted to the Section as required. The Chair typically will be succeeded by the Vice-Chair.

Chair shall:

- Have elected the following committee officers and chairs:
 - Vice-Chair
 - Secretary
 - Subcommittee Chairs
- Modify the structure and roles of committee officers as the Chair sees fit.
- Ensure the committee is appropriately staffed, and members remain active
- Preside over all committee meetings
- Understand and know of all business conducted by the Committee
- Provide periodic update reports to the Governing Board Liaison
- If financial support is needed, maintain all financial records
- Authorize expenses or purchases made on behalf of the committee
- Prepare yearly budget request for the OAWWA Governing Board for approval
- Submit budget

Committee Vice Chair

- Serve in the role of Committee Chair if the Chair is unable
- Assist Committee Chair in responsibilities as necessary
- Take over as Chair once the current Chair's term is expired
- Periodically review the Committee webpage to ensure current and appropriate content

Secretary

- Take meeting minutes for each committee meeting
- Distribute written minutes to the committee members for their review in a timely manner after each committee meeting.
- Maintain a current membership and attendance roster identifying members, past attendance, and a profile of the membership (organization, OAWWA District, etc.)

Board Liaison

The board liaison performs general oversight of the committee. He/she attends Board and Committee meetings and serves to relay information between the Board and the Committee.

Subcommittee Chairs

The Subcommittee Chairs will chair and oversee specific subcommittees as necessary. The subcommittee chair should be a member of the committee, but subcommittee members do not necessarily need to be members of the committee (see Committee Structure).

COMMITTEE BUSINESS

Budget

To Be Determined

Regular Meetings

Virtual committee meetings will take place quarterly, or more frequently if desired. The specific dates will be determined by the Chair prior to the coming year. Periodic in-person meetings will be scheduled as the Committee sees fit. The July or August Meeting can be coordinated with the State conference if deemed beneficial. The frequency of meetings may change if a different frequency or schedule is more beneficial for the committee.

Attendance

Committee members are expected to regularly attend and participate in the meetings.

Appointment of Committee Members

Members will be appointed by the Chair. The Chair will make every effort to appoint individuals who will be an asset to the committee while maintaining appropriate representation as described in the Committee/Subcommittee Structure Section.

