

**Nebraska Section AWWA
January 15, 2009
Board Meeting Minutes**

Roll Call:

1. Richard Koenig	
2. Eric Lee	
3. Ben Day	
4. Steve Kelley	
5. John Miriovsky	
6. Mary Poe	
7. Doug Woodbeck	
8. John Olsson	
9. David Lathrop	
10. Bruce Dvorak	
11. Tony Bilek	
12. Kevin Tobin	

Conference Call Attendees:

Mike Wentink	
Mari Matulka	

Approval of Minutes: January 15, 2009 Board Meeting

— Bruce Dvorak called the meeting to order at 9:35 a.m. The first item of business was the approval of the meeting minutes from November 6, 2008. A motion to accept the minutes by Doug Woodbeck, Eric Lee seconded the motion.

— Rich Koenig noted to amend the minutes from the 2008 Annual Section Business Meeting on the Old Business, NeWARN to read “a subcommittee is working on moving from a steering committee to a Board.” All members approved the minutes as amended.

Treasurer’s Report — Rob pierce was absent. He provided the report and Bruce Dvorak reported to the board.

- Reviewed the activity report.
- Budget item to transfer \$2,000 from savings account to cover the end of the year expenses.
- Get the Board’s thoughts on the 2008 taxes. Should we hire an outside tax consultant to do this? And if so, do we need some kind of a proposal for this? Bruce Dvorak will check with Chris Koenig on this item.
- Bruce Dvorak has spreadsheets from the 2007 and 2008 annual conferences from Kathleen Alexander to compare to NWEA memo that shows the breakdown of incomes, expenses and allocation of net income for the 2008 Fall Conference. It was discussed among board members that proceeds usually are split equally among the three groups represented, but it would be nice to have it completely defined in writing in the registration process. The board will take this issue under advisement and document the results.
- John Olsson made a motion to accept the treasurer’s report. Motion seconded by all.

Director’s Report — see attached report for more details

— Tony Bilek will attend the National AWWA Board meeting at the end of the month. At the national meeting, they will elect officers, president-elect, vice-presidents. Different award categories were mentioned, such as Meritorious Service and Education. Discussions were about the meeting attendees needing to be aware of all the awards available and those that are being overlooked both in National and Sectional. It was said that the Fall Conference is all about recognition and operators, service members and associate members need to be recognized at this time. Steve Kelly offered that he would make the criteria for Operators Meritorious Service award available and Chad Roberts could help.

The idea to post an Awards Bulletin Board at the Fall Conference was suggested. The Publications Committee was asked to help at the Fall Conference to prepare a poster board on the award winners, if we had the description of each award winner for the previous year. Kevin Tobin and Mari Matulka volunteered to organize the project.

— No one has signed up to go to the Membership Summit and it may not be represented this year.

— Retention. The Nebraska Section had a net loss of five members overall, however retention still up in the top 10 (9th) and the National North American members are at 59,130. Every year we get a notice that there is meeting space available at AWWA for the Nebraska Section members to meet, however we've never used it

— Honorary Outstanding Member Award — Kevin Tobin has a copy he can send Tony. Motion to accept the director's report and seconded by all.

Bruce Dvorak reported that the following individuals had been assigned as liaisons: Doug Woodbeck — Education; Eric Lee — Membership; David Lathrop — Cross Connection. These were accepted by the respective committee chairs.

Committee Reports:

Audit — Bruce Dvorak reported that an outside audit is done every three years and that the internal audit is done at every general business meeting. (Yearly)

Awards — This committee will meet in March and send letters for award nominations by April 1. Steve Kelley asked the group to look at seeing if we can ask for help with the Rising Star awards.

Budget — See information in Treasurer's Report and in New Business

Education — See Education Committee's report for more detail. Legislature passed fluoride bill last year and 14 communities voted to add fluoride to their water system. Mike would like to purchase fluoride manuals through the Section at section rate of \$36 per manual as compared to \$60. Question to the board, is this an acceptable thing to do? We could use our section allotment money for that and if we do, then whatever we order, the State Drinking Water Program would reimburse the Section for the order.

Mike would have a budget item request of \$1,800 for the manuals

The NSAWWA Board would like to have a Retreat this summer and focus on developing practices and procedures manuals for everything we do as committees, board members, fall conference, etc. because we do not have good, written procedures and records for new and existing members to use as guidelines. An updated list of what is in the library is needed, Mike will check into this. Mike proposed a budget request of \$5,000 for LoNM/AWWA lump sum payment for joint seminars.

Cross Connection — See Cross Connection Committee's report for more details. We need a budget request for some money to match what the League of Nebraska Municipalities provides to the Monday Workshops and Back Flow Challenge. The issues that affect these and the Top Ops contests are the cash prizes. Some individuals (winners) want the cash because they are sent to the conference by their employer or utilities. The utilities have now raised the issue of should that money go to the utility and not the individual.

Fall Conference — What do the board and committee chairs think about adding individuals to the Fall Conference Committee.... like soliciting non-board members to help with the Fall Conference? Fall Conference chair should have free reign on who they want on the committee. For the Fall Conference do you want the ultimate challenge like last year? See Bruce Dvorak and/or Rich Koenig for further details or ideas.

Power Point and presentation issues were apparent at the conference and Ben Day and Kevin Tobin volunteered to help with logistics to eliminate delays and technical difficulties.

Fuller Award — Chris Koenig is chair for 2009. National AWWA sent forms to be completed on the Fuller Award. This will be a citation at National about our Fuller Award winner and they want a 40-word or less citation.

MAC — No report.

Public Information — How can we use a publication on Facebook to the Section's advantage? The Public Information Committee requested approval to move ahead with a Facebook page for our Section. The question was asked if there are any financial obligations. There is no financial obligation. This is something that National has been pushing to get our name out there and get younger people interested. A motion was made to approve this. Eric Lee seconded the motion and it was approved.

The concept of adding a water tasting contest to the Fall Conference was brought up to the Public Information Committee. More details of this contest will be discussed at the next Board meeting. Mary Poe is adding Eric Obert to the Public Information Committee to help with the details.

Publications — See Publications Committee report for more details.

Mari Matulka reported trying to get more advertising going for publications and submitted checks to Rob for \$2,075.00 from vendors. There has been a verbal commitment from Natkin for additional \$900. She has not seen the check yet. Received e-mail confirmation from Black and Veatch and Engineering America (new advertiser). Mari sent e-mails this morning to all vendors listed in the back of the directory. Questions were asked about the cost of publications. She e-mailed everyone the 2008 cost. A 12-page issue \$1,800; 16-page, \$2,135. It is all based on the cost of paper.

Bruce asked if the web directory is updated on an annual basis. Mari updates it every month. She updates the pdf on the website. The current pdf on the website is updated. Updated date is shown on page 1 of the publication.

Safety — No report

Scholarships — No report

Small Systems — Rick Melcher not present. David Lathrop provided the small system report. Conducted a workshop December 10 in Seward. More than 40 people attended webcast. Trying to hold workshops in the central, north and south areas of Nebraska to improve geographical accessibility. The committee is looking into having a workshop on the Nebraska/Kansas border and looking to see if Kansas operators can get CEUs to attend. Held three seminars this year, good report from the board and excellent participation from the committee members.

SRF — Is this a committee that we should continue? It seems kind of a dead issue/committee at this point. Doug Woodbeck said that it is not necessary to send any more reports to the board.

Student Activity — Bruce Dvorak reported a great, successful activity in Waverly that JEO arranged. About 40 students attended.

WFP— See attached Water for People Committee report for more details Annual raffle at the conference raised approximately \$1,150 for Water For People. The May 8 golf activity location has to be announced. Have made contact with NWEA about the trap shoot at the Heartland Operator Conference in Kearney. The committee is waiting for approval from Steve Crisler before they proceed. With the Board's approval he will talk NWEA to find out what needs to be done and any obstacles. Eric Lee motioned to approve this action with motion being seconded by the Board.

Water Utility Council — No report

Young Professionals — Continue to have activities this year. Tour of Griffin Pipe Plant March 6. Get information to everyone on the website and get it into the State for operator CEU credits. Ben Day will get more information distributed. Committee will meet January 21.

Old Business:

Survey — Mike has scheduled a meeting later this month on the survey. Estimated cost is \$6,000 - \$20,000 based on Research Associates estimate. Large survey companies prefer to handle entire projects, which has mostly to do with liability for their data.

Since we know the target survey audience, we can help try to shave some cost. Request a budget estimate of \$12,000. Mike sent a note to WEF asking if they would still be interested in contributing to this survey. He has not received a response. Mike was going to forward this information to the rest of the Board.

Mike is working on another source for funding. Bruce Dvorak stated there is a group at UNL who maybe interested in doing this work. An RFP would be needed for a bid. Bruce Dvorak will send Mike Wentink an e-mail of the contact person.

A mail-type survey for this audience is most appropriate way as compared to an electronic one. Mailing costs would be around \$3,000. The Board would like to see a firmer cost number from Mike by the March meeting.

Washington Fly-In — Jerry Obrist and Jim Shields are going to Washington for the meeting. Does the Board want a third person to go and pay for it and who will it be? Jerry wanted someone from a small system to be part of this group. Send an e-mail to see if someone wants to go. With board approval he wanted to ask if the Board is willing to spend the money to send all three of them. Looking at \$1,000 to \$1,200. Waiting on the final details from National. The hotel is \$90, with the biggest cost being the airfare. All the Board members seemed to agree on a third person attending. Kevin Tobin motioned for three to attend the RSMO and the motion was seconded by Doug Woodbeck and Eric Lee.

New Business:

Membership Directory — Discussions were held on the cost of the Membership Directory. How many copies are printed, who all gets them and what is the cost? Mari responded that approximately 800 copies were printed last time at a cost of \$6,244. Mari has the mailing list of who receives the publication. Any extra copies are sent to Rich Robinson.

Treasurers items —

— Are there any edits to the treasurer's report that we need to get to Rob? That way in March we have a better version. Rob has made a few changes. He noticed that we should anticipate reimbursement for \$1,800 from the Department of Health for the fluoridation manuals. Should we put this in as an income of \$1,800? Work with Rob and make sure we get that in there.

— Research online registration process for the conference vendors. Mari said when that gets done she can put a link on the website. Rob will check with Rural Water to see how much it costs to set it up. You will have to go to a Paypal or Active.com. There will be two sites. She is working with Nebraska Energy Assistance Network who is doing a conference in March and they will do on-line payment of registration.

By-law changes — Discussed the possibility of adding two to four trustees. Bruce Dvorak checked with Susan at National, and she thought it would be acceptable for us to put in our bylaws up to four trustees but not to exceed that number. Should we shift the trustee offices from 1-year to 2-year terms? It is written as a 2-year term. This topic is open for more discussion.

To go from Secretary to Treasurer our bylaws says it is a 1-year term, but in practice it has always been a 2-year term. Do we want to put it in the bylaws that it is a 2-year term?

Bruce likes the flexibility, where you will probably be in this position for 2 years — first year trustee and second year trustee that then can rotate through different leadership positions. Then having the remaining two trustees be a leadership at-large position for small systems.

It also was suggested not to put into the bylaws, but rather in Practices and Procedures Manual. Maybe ask the Nominations Committee to have more trustees each year nominated if there was someone who would like to do it that way and they may only be here for a few years. So the question remains, do we want to change how we word the bylaws

or merely reflect that in Practices and Procedures? Have the nomination committee provide diversity on the geography, job function, and have them look at that. The Nominations Committee needs to be very careful in how they discuss to avoid setting up competition.

— Suggestions on changes:

If the Board approves any changes in bylaws, the next step would be to send to the AWWA section services representatives to have them make a formal review of it by early May and then on to National review committee. Ultimately National has to approve any by-law changes. It could be January before it formally approved

Question, are we ready as a board to approve or amend this before we meet in March? The consensus was to give the board members a chance to read over and think about it. They will bring this up in Old Business in March.

Bruce has not run most of this past Susan yet. The question seems to be on how to accomplish the wording to Susan so we can vote on how to proceed at the March meeting.

— John Miriovsky and Rob Pierce volunteered for a history/archive committee. Rob will be the chair

— MAC: Active versus non-active members. Tony Bilek asked if the Board needs to ask members to be active?

— Stimulus Package: Will AWWA be a part of that process? There is a webcast or seminar on February 4 to see how the process works.

Next board meeting is scheduled for March 16 at 9:30 a.m. in Columbus. The conference call option will be available.

Motion to adjourn at 12:37 p.m.