

**NEBRASKA SECTION AWWA
BOARD MEETING MINUTES
JANUARY 12, 2010**

The January Board Meeting was held at Olsson & Associates, Lincoln, Tuesday, January 12, 2010. The meeting was called to order at 9:45 a.m. by John Olsson. Those present at the meeting were: Chad Roberts, Rich Koenig, Eric Lee, Ben Day, Xu Li, Doug Woodbeck, Scott Sprague, Mary Poe, David Lathrop, Rob Pierce, Teresa Konda, Bruce Dvorak, Tony Bilek, Craig Reinsch. Conference call attendees were Mike Wentink and Mari Matulka.

A review of the November business and board meeting minutes was conducted. A correction on the SRF Committee was noted and the board minutes were modified to say that John Olsson will appoint an ad-hoc committee for the SRF. No other corrections were noted and the minutes for business and board meetings were approved by a motion from David Lathrop. Seconded by Doug Woodbeck, and all voiced approval.

TREASURER'S REPORT

David Lathrop distributed a report which included summary minutes of the treasurer's report and the 2009, 2010 budget spread sheets. Please see this report for more details.

A couple of budget corrections by Mary Poe, Rich Koenig and Mari Matulka were discussed. David will update the spread sheets and distribute corrected copies.

It should be noted that the WARN monies of \$5,000 and the member survey monies of \$4,500 are to be kept as separate line items in the budget.

Of the advertising income, approximately \$1,000-\$1,200 is for the directory and the remainder comes from Wise Water Words.

Interest rates on the CD accounts are very low at 0.25%.

Tony Bilek will look into getting help from National with publications/printing costs when he attends the Winter Board meeting.

DIRECTOR'S REPORT

Tony Bilek provided a Director's report for attendees. Tony will attend the Winter Board meeting January 15, 2010 in St. Petersburg, FL. We look forward to Tony's report. Officer elections and our Section bylaws in the consent agenda will be some of the topics on the meetings agenda.

The Executive Committee is working on the Strategic Plan and hopes it can be formalized at the Winter Board meeting.

A letter was received by Charlie Anderson (our National Dignitary at the Fall Conference) that was very complimentary of the Nebraska Section's level of involvement, commitment and hospitality. It was our pleasure to have Charlie and his wife, Cindy, in Nebraska to host our conference. The section gives them a hearty Thank You!

The search for a National Executive Director has been narrowed down to four or five candidates. Everyone is hopeful that a decision can be made soon and an announcement made at ACE in June.

COMMITTEE REPORTS

John Olsson asked for the members to review the new Committee Chair and Liaison appointments and for any comments or discussions relating to these appointments. All members were in favor as listed. Tony Bilek proposed a motion to accept as is and Bruce Dvorak seconded the motion. All members voiced approval.

Archive/History — No report.

Audit — The externally performed audit for the Section takes place this year. Chris Koenig was the last individual to work on the audit so he will need to be contacted by John Olsson and possibly David Lathrop for details such as, what time, what firm etc. A budget of amount \$2,100 will be set aside for the audit. Taxes will be done by an outside firm and a budget amount of \$500 has been allocated for this. The audit and taxes will need to be done by separate firms.

Awards — The mailing for annual awards will go out in February or March this year. Eric Lee is going to contact National first and then Steve Kelley on invoicing questions for the 2009 awards. The request for Fuller information in the post-conference form is the information on our Fall Conference Fuller award winner, to be presented at ACE this June.

Budget —

- David Lathrop will send the updated budget spreadsheets to Eric Lee and Mari Matulka.
- The 2010 budget listing for WARN should be listed as \$0. All WARN grant money was to be used by December 31, 2009.
- Last year's 2009 conference funds get carried over to 2010, as normal procedure.
- The total budgeted for taxes and audit this year is \$2,600
- The Water For People workshop is listed as \$0 for 2010. An amount of \$1,000-\$1,500 will be budgeted for the summer workshop.
- The Water Utility Council meets at ACE in June and Jerry Obrist has requested that the Section pay his registration cost.
- Should an additional amount of \$1,500 be budgeted for the Washington Fly-In? In the past National has paid for Jerry Obrist to attend as he chairs the Water Utility Council. National only pays for one individual unless an adequate need can be established for them to pay for a second individual. John Olsson will submit the necessary paperwork request to National. The outcome of that request will determine if the Section will need to budget for an additional individual for the Fly-In. A suggestion that larger utilities could be solicited to help with Fly-In funds was made, but this was not met with any great enthusiasm because of very tight budget constraints.
- A budget amount for \$250 was approved for phone expenses related to WARN activities.
- A budget amount for \$500 was approved for phone expenses related to Board activities.
- National would like us to have a permanent mailing address, so discussions concerning a permanent mail address and phone line were held. Rob Pierce offered that a PO Box might be possible at the League of Nebraska Municipalities offices but he doubted a phone line would be. The question also was raised as who would be the person to collect the mail at the PO Box and see that it gets distributed to the right individuals? Doug Woodbeck offered that he would check on the size, availability and cost of a box where the State has theirs located, and report back to the Board. All present seemed to agree that a PO Box would be warranted, however a phone line would not be.
- Doug Woodbeck informed the Board that at this time, SRF monies should not be counted on and should be shown as \$0 in the 2010 budget spread sheet.
- Pre-conference session profits are being banked at this point. Mike Wentink will send David Lathrop information on how to keep these monies separate.
- The issue of bonding certain individuals on the Board was brought up again. It was agreed that the current (David Lathrop) and past (Rob Pierce) Treasurer would be bonded for \$10,000 each at a cost of \$100 per individual.
- The issue of what to keep for reserves was brought up again. It was decided that 50% of annual expenses (\$30,000) and a loss of conference revenue risk of \$20,000 would seem appropriate. This was later reduced to a total of \$40,000 recommended in reserve.
- Mary Poe, Tony Bilek and Bruce Dvorak have Section pins that they will turn into Eric Lee for a final count. Once this is done the Board should decide on a method of disbursement for the existing pins. A \$450 amount was put in the miscellaneous budget for more Section pins if needed.

Cross Connection — Rich Koenig provided a handout on Backflow Competitions and requested an additional \$720 be added to the 2010 budget for Cross Connections to bring the total to \$2,100. This amount was agreed on and placed in the 2010 budget.

Education —

- The pre-conference training sessions were attended by 58 individuals including the presenters, with the theme of professionalism in water system operations. Registration payments were greater than \$2,100 pending one payment and costs were \$1,334.08.
- The Pipe Workshop is scheduled for April 1 at Mahoney State Park. Steve Owen, Lincoln Water System, and Mary Maher, M.U.D., are co-chairs and the agenda is being finalized.
- Remaining 2009 Bookstore allotment was \$533.50 and Mike Wentink ordered several books and DVDs. Some items have been received and others are being shipped and when they are in the library, all are encouraged to use this resource.

Fall Conference — Teresa Konda noted that three organizations that make up the Great Plains Conference have met. The call for papers for the next conference should go out in March.

Fuller Award — The committee has not met this year, so no report.

MAC — Tony reported no activity other than organizing invoices for the vendor hall.

Membership — No report.

Nominations — The committee has been formed and a March meeting will be scheduled. The issue of how to get the two new Trustees on board will be a main topic. The Board should formally decide how we want to accomplish this. One suggestion was to have the Board bring forth two names for a vote, after the change in bylaws has been approved by National.

Public Information — A press release was mailed before the Fall Conference, which provided good television and newspaper coverage. The committee issued a press release on safety awards presented at the annual conference. The question was raised as how to get information out about other award winners too? In the future maybe some kind of template for a press release to the public, for any award winner can be developed. Mary Poe will check with the Howells newspaper to see if they have run a story about their hometown Fuller Award recipient, Glenn Dostal. If they have not, she will send the necessary information to them so it can be put in their newspaper.

Publications — Deadline for columns in the spring Wise Water Words is Monday, January 25.

Safety — Rob Pierce reported the applications for safety awards are progressing well.

Scholarship — No report.

Small Systems — No report.

Student Activities/Research — Dr. Xu Li, chair, attended his first Board meeting but had to excuse himself early due to previous commitments. Bruce Dvorak noted that in the interest of time, no report from this committee would be given at the meeting.

Water for People — Teresa Konda provided a copy of the reservation form that was completed by the WFP Committee for the Miracle Hills golf association, in connection with the WFP golf event scheduled for May 5, 2010. Christian New will be the event representative as listed on the reservation form.

Water Utility Council — No report.

Young Professionals — No report.

Miscellaneous

Discussions were held concerning the July meeting. Most members were in agreement that a July meeting would not be warranted, however a conference call concerning Fall Conference items would be beneficial. John Olsson advised for

people to keep the July 15 date open at this time, realizing it may be converted to the conference call. Teresa Konda noted that she would not be available for a July 15 meeting.

An agenda item for the summer retreat will be the compilation of SOPs and how to make them available. Chad Roberts provided information that the SRF ad-hoc committee has three members. John Miriovsky, Lincoln Water System; Richard McCabe, Emerson-Wakefield, and Dennis Watts, City of Norfolk. The advisors for the SRF committee are Rich Koenig and Doug Woodbeck.

Mike Wentink provided a committee report that summarized new developments with the survey. More data has been received from the contractor, which will be reviewed. The ad-hoc committee will meet to formulate suggestions for use of the survey data to the NSAWWA Board. A copy of the presentation/report presented at the Fall Conference was sent to Susan Franceschi. A one-hour presentation describing the findings and workforce issues will be given January 27 at the NWOD Snowball Conference.

Old Business

The Bylaws are on National's winter board meeting agenda and will be voted on.

Nebraska WARN Committee has not met this year, however a request was made for them to provide a final invoice on all activities/monies used by December 31, 2009.

New Business

A discussion of Heroism Award nomination was introduced. Lower Platte North NRD employees, Mike Sousek and Sam Barlean assisted in the dam suction inlet incident in late 2009, when a veteran NRD employee accidentally was caught in the suction inlet and saved from drowning by his fellow employees. Doug Woodbeck or Steve Kelley will work on the nomination.

The Regional Officers Meeting will be held March 5-6 in Tucson, AZ. Teresa Konda, John Olsson and possibly Rob Pierce will attend.

The Summer Workshop will be held July 28 in Denver, CO. Doug Woodbeck and Chad Roberts expressed interest in attending the workshop.

John Olsson asked that members look at the Section goals he listed in the January meeting agenda and see if there are any corrections, suggestions or additions. If so, please contact John.

Please turn in all Nebraska Section pins to Eric Lee by the next board meeting for a final count. As mentioned earlier the Board will have to decide how to disburse the pins and when and how many more may need to be ordered.

A presentation from the Boise State University Satellite Environmental Finance Center was given by Jo Ella Hoye. This presentation was on a web-based software program that systems can register on, input required system data and produce reports/presentations that outline the systems financial status, the ability to conduct business, capacity development, system viability, planning needs and education of the public and elected officials on the true costs of ownership and running water and wastewater systems. It was an excellent tool to use, especially for smaller systems, who may not have an asset management type of plan for their community. More information on this very interesting presentation can be found by contacting Jo Ella at joellahoye@boisestate.edu

A motion to adjourn the meeting was made by Rob Pierce. Doug Woodbeck seconded the motion. All voiced approval and the meeting adjourned at 12:15 p.m.