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**Chairperson**

David Lathrop \* 402-641-4760

**Chair-Elect**

Doug Woodbeck \* 402-471-0521

**Vice-Chair**

Ben Day \* 402-458-5693

**Secretary**

Chad Roberts \* 402-844-2210

**Treasurer**

Eric Melcher \* 402-694-6992

**Director**

John S. Olsson \* 402-458-5661

**Past Chair**

Eric Lee \* 402-441-1629

**Trustees**

Mary Poe \* 402-471-1003

Milo Rust \* 308-432-0506

Jim Shields \* 402-504-7457

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**Archives & History**

Kevin Tobin \* 402-504-7560

**Audit**

David Lathrop \* 402-641-4760

**Awards**

Dennis Watts - 402-844-2210

**Budget**

Eric Melcher \* 402-694-6992

**Cross Connections**

Rich Koenig \* 402-370-3114

**Education**

John Keith \* 402-944-3306

**Fall Conference**

Doug Woodbeck \* 402-471-0521

**Fuller Award**

Glenn Dostal \* 402-990-4195

**Manufacturers/Associates Council**

Tony Bilek \* 402-333-9660

**Membership**

Marc Rosso \* 402 474-8772

**Nominations**

Eric Lee \* 402-441-1629

**Publications**

Brian Gongol \* 515-223-4144

**Public Information**

Mary Poe \* 402-471-1003

**Research and Student Activities**

Dr. Xu Li \* 402-472-6042

**Safety**

Milo Rust \* 308-432-0506

**Scholarship**

Jon Zellars \* 402-504-7913

**Small Systems**

Eric Melcher \* 402-694-6992

**Water for People**

Christian New \* 402-216-2367

**Water Utility Council**

Jim Shields \* 402-504-7457

**Young Professionals**

Justin Stine \* 402-435-3080

Craig Reinsch \* 402-458-5671



# Nebraska Section American Water Works Association

PO Box 94791 • Lincoln, NE 68509-4791

402-957-2482 • awwaneb.org

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**Date:** November 6th, 2014 Following Business Meeting that started at 1:30 pm

**Location:** Younes Conference Center, 416 W Talmadge Rd, Kearney

**Call In Participant #:** 800 704 9804

## Board Meeting Agenda

- Roll Call

## Old Business:

- None – discussed at business meeting

## New Business:

- Open to discussion by members for any improvements to the Section, Board or Committees

## Next Meeting(s):

January 2015

## Adjournment:

Draft Board Meeting Minutes Sept 11, 2014

Nebraska Section American Water Works Association

Chair David Lathrop called the meeting to order @ 9:31 hours. The meeting was held at Olsson Associates in Lincoln, Nebraska.

Board Members, Committee Chairs and Visitors present:

Board Chair: David Lathrop

Chair Elect: Doug Woodbeck

Vice Chair: Ben Day

Secretary: Chad Roberts

Treasurer: Eric Melcher

Trustee: Mary Poe

Trustee: Milo Rust

Trustee: Jim Shields

Trustee:

Past Chair: Eric Lee

Director: John Olsson

Committee Chairs: John Keith, Rich Koenig, Marc Rosso

Other attendees: Mike Wentink - Via Call In

The **May 9th, 2014 Board Meeting Minutes** were reviewed. Mary noted a spelling correction.

Eric Lee motioned to approve the minutes with corrections, second by Doug Woodbeck. Unanimous approval.

**Chair's Report:** See attached report from David Lathrop.

A discussion was held on the new proposed changes to the Section's Strategic Plan. Chad Roberts questioned the Board if we need a formal vote to support the voting that was performed through e-mails. Are we following Roberts Rule of Order or do we need to update our by-laws in the future. Doug Woodbeck stated he has done the email voting with other groups in the past. Rich Koenig stated that the correct process would require a formal vote from the Board during the meeting. There were two issues for which the Board voted on by emails this past summer.

Ben Day proposed to approve the EPA Small System Grant for use of our section, which was voted on through email. Chad Roberts motioned to approve the proposal, second by Eric Lee. Unanimous approval.

Chad Roberts proposed to approve the formation of the Strategic Plan Committee, which was voted on through email. Mary Poe motioned to approve the proposal, second by Ben Day. Unanimous approval.

Chad Roberts will include the emails related to the voting with the meeting minutes.

David presented the new Strategic Plan to the Board. He would like for everyone to review and submit recommendation to his office by Oct 31<sup>st</sup>. John Olsson presented a sheet he developed to review the goal of the Strategic Plan. He was concerned that some areas of the plan were not supported with more than one committee.

David met with Nebraska Rural Water to discuss some issues. There were some uneasy feelings during the discussion. Maybe the timing was not right and we could explore these issues at a later date.

Jim Shields motioned to approve the Chair's Report, second by Eric Lee. Unanimous approval.

**Treasurer's Report:** See attached report from Eric Melcher.

Doug Woodbeck motioned to approve the Treasurer's Report, second by Ben Day. Unanimous approval.

**Director's Report:** See attached report from John Olsson.

Chad Roberts motioned to approve the Director's Report, second by Milo Rust. Unanimous approval.

**Committee Reports:**

**Archive & History:** Committee Chair - Kevin Tobin Liaison - Eric Lee

No report

**Audit:** Committee Chair - David Lathrop Liaison - Eric Melcher

No report.

**Awards:** Committee Chair - Dennis Watts Liaison - Doug Woodbeck

See attached report from Dennis Watts.

**Budget:** Committee Chair - Eric Melcher Liaison - Ben Day

See report from Eric Melcher. Section chairs need to submit their 2015 budget request to the Treasurer before the Fall Conference.

**Cross-Connection Control:** Committee Chair - Rich Koenig Liaison - Chad Roberts

See attached report from Rich Koenig.

**Education:** Committee Chair - John Keith Liaison - Doug Woodbeck

See attached report from John Keith.

**Fall Conference:** Committee Chair Doug Woodbeck - Liaison - David Lathrop

See attached report from Doug Woodbeck.

**Fuller Award:** Committee Chair - Glenn Dostal Liaison - John Olsson

See attached report from Glenn Dostal.

**MAC:** Committee Chair - Tony Bilek Liaison - Jim Shields

No report.

**Membership:** Committee Chair - Marc Rosso Liaison - Eric Lee

See attached report from Marc Rosso.

**Nominations:** Committee Chair - Eric Lee Liaison -

Eric Lee reported that the committee is working on an updated list of Nominations for the Fall Conference. A question was asked if the original list was present on the section web site. Chad Roberts did receive the list of Candidates and forward the list to Brian Gongol. The list was updated on the web page Sept. 11<sup>th</sup>.

Chad did have a question about our By-Laws and the number of Trustees. One area of the By-Laws state, up to 4 Trustees and the past chair, while the Nomination area of the By-Laws state 4 Trustees which includes the past living chair as a Trustee. An item which we need to address in the future.

Also have all nominations for Board Positions at this year's Fall Conference submitted by July 1<sup>st</sup> 2014

**Public Information:** Committee Chair - Mary Poe Liaison -

Mary Poe stated the committee will be meeting in 2 weeks. Work continues on the Fall Conference activities which include, Drinking Water Taste Contest, Poster Contest. Mary would like to have a list of all award winners from this years' Fall Conference.

**Publications:** Committee Chair - Brian Gongol Liaison - Mary Poe

See attached report from Brian Gongol.

**Safety:** Committee Chair - Milo Rust Liaison - Rob Pierce

Milo Rust has received many submittals for the safety awards for the Fall Conference.

**Scholarship:** Committee Chair - Jon Zellars Liaison - Jim Shields

No report.

**Small Systems:** Committee Chair - Eric Melcher Liaison - Ben Day

No report. Looking at workshops in the Scottsbluff and Aurora areas.

**Student Activities:** Committee Chair - Dr. Xu Li Liaison - Ben Day

No report.

**Water for People:** Committee Chair - Christian New Liaison - Ben Day

See attached report from Christian New. Raffle tickets were handed out to the Board.

**Water Utility Council:** Committee Chair - Jim Shields Liaison -

No report. Jim Shields did state that there is an open position for next years' Fly In.

**Young Professionals:** Committee Chair - Justin Stine/Craig Reinsch Liaison - Mary Poe

See report from Justin Stine.

**Old Business:** The speakers at this year's Fall Conference could be recorded. To do this, the speakers need to sign a waiver that they understand they are recorded.

Obtain agreement with the joint organization for releasing Fall Conference attendee's information. The information would only be in the form of Names and Employees.

**New Business:** Chad Roberts presented the idea of moving the Section Retreat earlier in the year.

Ideas were discussed to identify Mentors during the Fall Conference.

**Next Meeting:** The next board meeting is scheduled for Nov. 6<sup>th</sup>, 2014 at 13:30 hours to be held in Kearney, Nebraska at the Younes Conference Center.

**Adjournment:** Jim Shields motioned to adjourn, Eric Lee second. Unanimous approval. Meeting adjourned at 11:46 hours.

MISSION STATEMENT REVISION AD HOC COMMITTEE VOTE - by Email

If I understand our By-Laws (section 8.0 C) the Chair shall appoint all Committees of the Section with Board approval.

With this, I would like to make a motion to approve the Mission Statement Revision Ad Hoc Committee.

*Chad F Roberts*

*Water Plant Supervisor*

*City of Norfolk*

*(402) 844 2210*

*(402) 649 2423*

[Croberts@ci.norfolk.ne.us](mailto:Croberts@ci.norfolk.ne.us)

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Board Members,

I would like to second the motion to approve the Chairman's appointment of the Mission Statement Revision Ad Hoc Commit

Best Regards,

***Eric Melcher, Public Works Director***

*Zoning Administrator/Floodplain Manager*

*City of Aurora, 905 13th Street*

*Aurora, Nebraska 68818*

*402.694.6992 Office /402.631.9607 Cell*

*E-Mail: [emelcher@cityofaurora.org](mailto:emelcher@cityofaurora.org)*

*[www.cityofaurora.org](http://www.cityofaurora.org)*

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**From:** John Olsson

**Sent:** Wednesday, August 06, 2014 8:31 AM

**To:** Rick Melcher; 'Chad Roberts'; 'Lathrop, David'; Ben Day; 'Lee, Eric C.'; 'Poe, Mary'; 'Rust, Milo'; 'Shields, Jim'; 'Woodbeck, Doug'

**Subject:** RE: Mission Statement Ad Hoc Committee

Aye.

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**From:** Eric C. Lee [<mailto:elee@lincoln.ne.gov>]

**Sent:** Wednesday, August 06, 2014 10:08 AM

**To:** Lathrop, David

**Subject:** RE: Mission Statement Ad Hoc Committee

AYE

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All

Aye.

Milo

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Aye.

Doug Woodbeck

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## SMALL SYSTEM GRANT VOTE - by Email

**From:** Lathrop, David

**Sent:** Friday, July 25, 2014 11:54 AM

**To:** Day, Ben; Gongol, Brian; Lee, Eric C.; Melcher, Rick; Olsson, John; Poe, Mary; Roberts, Chad; Rust, Milo; Shields, Jim; Woodbeck, Doug

**Subject:** EPA Small System Grant

The NSAWWA BOD needs to commit to the EPA Small System grant participation by September 8<sup>th</sup>, 2014. The next BOD is schedule for September 11<sup>th</sup> with venue TBD.

I am requesting the first board member to respond to this email to make a motion to accept this grant and commit to its deliverables and then vote for it or against. All following BOD responses, please vote for or against accepting the grant.

I plan to personally commit to meeting the grant objectives in addition John Keith, Mike Wentink, Doug Woodbeck and Rick Melcher are interested and willing to facilitate this grant.

The NSAWWA deliverables are as follows:

The section will receive \$3700 by national AWWA and the NSAWWA will need to contribute \$500 in kind for marketing, advertising and recruiting.

***The Section shall deliver one eight (8) hour long in-person workshop in each of the Section's designated states, which includes but may not be limited to the following tasks:***

1. Communicate and coordinate with the RCAP state manager to market to the high priority small systems
2. Manage Section labor to meet the requirements of this agreement
3. Select an appropriate date, time, and location for the workshop
  - a. Training shall consist of the modules listed in number 3 above
  - b. Training shall be delivered between January 1, 2015 - October 31, 2015
4. Contract with a qualified instructor to deliver the workshop
  - a. Identify, contract, and pay for all expenses
5. Arrange audio and visual equipment
  - a. Locate, reserve, and pay for all expenses
6. Food and beverage expenses are not reimbursable, but the Section may provide at its discretion and expense
7. Market and advertise for small system participation with a focus on high priority systems
  - a. Examples include print and/or electronic newsletters, posting on the Section website, flyers, brochures, and email marketing
  - b. Marketing and advertising are considered an in-kind contribution which is a requirement of the grant
8. Conduct registration and maintain a registration list
  - a. Workshop shall be free to all registrants

- b. Target is 20 registrants per workshop
- 9. Communicate workshop logistics with registrants
- 10. Print training materials supplied by the Association for each registrant
- 11. Conduct the workshop in a thorough and professional manner
- 12. Report and invoice the Association with 10 business days of conducting the workshop

Respectfully yours,

David Lathrop

David Lathrop, PE, PMP, CHMM

Environmental Engineer III

Nebraska Department of Environmental Quality

Water Quality Division – Wastewater Section – Technical Assistance Unit

1200 N St, Ste 400 “The Atrium” - PO Box 98922, Lincoln, NE 68509-8922

Phone (402) 471 4252 Fax (402) 471 2909

[david.lathrop@nebraska.gov](mailto:david.lathrop@nebraska.gov)

[www.deq.state.ne.us](http://www.deq.state.ne.us)

*Please consider environment before printing this email.*

**From:** Woodbeck, Doug [<mailto:Doug.Woodbeck@nebraska.gov>]

**Sent:** Monday, July 28, 2014 8:58 AM

**To:** Lathrop, David; Ben Day; Gongol, Brian; Lee, Eric C.; Melcher, Rick; John Olsson; Poe, Mary; Roberts, Chad; Rust, Milo; Shields, Jim

**Subject:** RE: EPA Small System Grant

I make a motion for the Section to participate in the EPA Small System Grant Training Project and to provide \$500.00 in-kind support for the project.

Doug Woodbeck

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I will second that motion.

John S. Olsson, PE | Olsson Associates

1111 Lincoln Mall, Suite 111 | Lincoln, NE 68508 | [jolsson@olssonassociates.com](mailto:jolsson@olssonassociates.com)

TEL 402.474.6311 | DIR 402.458.5661 | CELL 402.525.4200 | FAX 402.474.5160



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It sounds like the Board has identified has some folks from the Section who will commit to provide the 8 hour workshop. If that is the case, I will vote in favor of participation in the grant.

Thank you,

Ben Day, PE | Olsson Associates

1111 Lincoln Mall, Suite 111 | Lincoln, NE 68508 | 402.458.5693 | [jday@olssonassociates.com](mailto:jday@olssonassociates.com)



 Please consider the environment before printing this e-mail.

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**From:** Eric C. Lee [<mailto:elee@lincoln.ne.gov>]

**Sent:** Monday, July 28, 2014 10:05 AM

**To:** 'Lathrop, David'; Day, Ben; Gongol, Brian; Melcher, Rick; Olsson, John; Poe, Mary; Roberts, Chad; Rust, Milo; Shields, Jim; Woodbeck, Doug

**Subject:** RE: EPA Small System Grant

I vote in favor of the small system grant.

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I vote in favor. – Chad

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I vote in favor of the EPA Small System Grant Training Project and provide the \$500.00 in-kind support.  
Milo

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I vote in favor.

It turns out I will not be able to attend the retreat as I will be moving my son to Sydney that week. (Of course he got a 3<sup>rd</sup> floor apt. ☹)

*Jim Shields*

Director, Water Production and Pumping

Metropolitan Utilities District

Omaha, Nebraska

Office: 402-504-7457

Cell : 402-504-0742

Fax: 402-504-5457

e-mail: [jim\\_shields@mudnebr.com](mailto:jim_shields@mudnebr.com)

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