

**Nebraska Section AWWA
Board Meeting Minutes
January 15, 2008**

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| Attendees: | |
| 1. Teresa Konda | |
| 2. Jon Zellars | |
| 3. Marc Rosso | |
| 4. Bruce Dvorak | |
| 5. Eric Lee | |
| 6. Rob Pierce | |
| 7. Mari Matulka | |
| 8. Rich Koenig | |
| 9. Mary Poe | |
| 10. Kevin Tobin | |
| 11. John Olsson | |
| 12. Ben Day | |
| 13. David Lathrop | |
| 14. Craig Reinch (by conference call) | |

The meeting was held January 15, 2008 at the offices of Olsson Associates in Lincoln, NE. Kevin Tobin called the meeting to order at approximately 9:43 a.m.

ROLL CALL – INTRODUCE CONFERENCE CALL ATTENDEES

- The meeting attendees introduced themselves. One person attended by conference call. This was the first time a conference call option has been utilized to facilitate involvement of board and committee members who were not able to make it to the meeting in person. The conference call system also is available for the committees to conduct meetings.

APPROVAL OF MINUTES

- The minutes from the last meeting were approved.

TREASURER’S REPORT

- Rob Pierce presented a record of the 2007 Actual Expenses and a preliminary 2008 budget. The 2007 Actual Expenses record showed the Section had over \$29,000 of net income, but this does not consider the reimbursements to the other associations for the Fall Conference and some other payments that still need to be made.
- Because of the amount of money left over from last year, it was suggested that, during the budget discussion, consideration be given to increasing the Scholarship and Top Ops amounts.
- Rob asked that when people report an income item or expense item, they identify to which budget line or category the item should be assigned.
- It was discussed that the Section needs to spend the SRF allotment. Bruce Dvorak will provide documentation for the SRF funds that were used to pay Dr. Harms to speak at the Fall Conference. Rob and Kevin Tobin suggested splitting the SRF funds from the regular budget and tracking those funds separately.

- Difficulties in sending bills to those people who attended a conference or workshop and weren't pre-paid was discussed. Kevin Tobin noted that the chairperson of the committee involved with the conference should be responsible for sending out the invoices and collecting fees, not Chris Koenig.

DIRECTOR'S REPORT

- Chris Koenig submitted the following Director's report:
The Winter Board meeting will be held January 26 and 27, 2008. Items for discussion include:

Election of Officers – President-elect, vice-presidents, and directors-at-large. The president-elect candidates are: Luis Aguiar, Miami-Dade Water and Sewer Department; Pat Lachmaniuk, Ontario Ministry of Environment's Standards Development, and Craig Woolard, Anchorage Water and Wastewater Utility. Good luck to Jack Daniel on his pursuit of a director-at-large position.

Confirmation of Executive Director. The interviews for the executive director position were held last week in Dallas. The selection committee has not provided the names of the potential candidates due to the sensitive nature of the search. Jack Hoffbuhr is retiring as soon as a replacement is selected.

Budget Approval. The 2008 budget reflects an overall revenue growth of 3.97% based on projected increases in major revenue categories. The projected net income is 2.9% of total revenue.

One item of discussion will be on a book entitled "7 Measures of Success – What Remarkable Associations Do that Others Don't." The book provides insights on how some associations do all right while others grow and continue to expand their membership. AWWA continues to see steady growth, but there are some areas we need to improve. The purpose of our homework assignment is to stimulate ideas on how the Association can continue to improve for its members.

- Bruce Dvorak asked if the Section wants to buy copies of the book. Kevin Tobin suggested to wait until after the discussion at the Winter Meeting.

COMMITTEE REPORTS

Audit

- Kevin Tobin reported for Chris Koenig that the draft of the audit will be submitted at the next Board meeting.

Awards

- No report.

Budget

- Budget was discussed under New Business.

Cross Connection

- No report.

Education

- Mike Wentink submitted a report on the Education Committee's upcoming activities.
 - The Nebraska Section AWWA will co-sponsor a pipe workshop March 26, 2008 at Mahoney State Park. The workshop will provide information on installation of water mains.

- Some people have expressed an interest in attending an advanced asset management training. Nick McElvain obtained some information from EPA on bringing such training to Nebraska. The two-day session co-sponsorship runs \$4,000 - \$6,000. A significant savings can be made if the location is in a public facility in-lieu-of a hotel. Co-sponsors typically have responsibility for the training team's travel costs, provision of equipment, luncheon cost, facility expenses and marketing for the session.
- Mike provided brief demographics of the Fall Conference attendees based on the sign-in sheets at the sessions.
 - 20 individuals representing populations serving 3,300 or fewer (includes 6 from NTNC systems).
 - 22 individuals representing populations serving 3,300 to 10,000.
 - 62 individuals representing populations serving more than 10,000.
 - 15 consultants
 - 21 individuals representing government and other.

Fall Conference

- No report.

Fuller Award

- No report.

MAC

- No report.

Membership

- Rich Robinson submitted a report stating he will meet with Mary Poe NHHS. Mary will attend the Membership Summit in early February. Rich will provide her with some membership information and background about the summit.
- Rich is on the Water Pipe Workshop Planning Committee. Rich will attempt to recruit non-members at the workshop and follow-up with a letter and application after the workshop.

Nominations

- No report.

Public Information

- Mary Poe provided a report discussing the Public Information Committee's goals and activities for the upcoming year.
 - Possible RSS feeds (a way of distributing info about updates to our website). Mary handed out information on RSS. The committee will continue to work with Mari Matulka on this item.
 - Distribute PSAs to radio stations (Only Tap Water Delivers). The committee plans to mail postcards to notify radio stations to download Tap Water Delivers information. It was suggested that Tap Water Delivers t-shirts be sent to a few of the stations. (When ordering t-shirts, order a sufficient number to be used for other fundraisers and give-aways). Brian Gongol can create a tagline to be attached to the public service announcements.
 - Have a presence at trade shows/exhibitions/fairs
 - Provide press releases during Safe Drinking Water Week, and other times as needed
 - Informational mailing to mayors/councils
 - Possibly some print advertising
 - Update committee goals

- Mari Matulka will update the new committee goals on the website and in the membership directory file.

Publications

- Mari Matulka noted that the deadline for Wise Water Words articles is January 23.
- Mari has been working on attracting new advertisers. She has been able to get four new advertisers.

Research

- Bruce Dvorak suggested that the Research Committee be merged with the Student Activities Committee.
- The Board accepted the merge of the committees.

Safety

- Rob Pierce reported the Safety Committee is beginning to send applications for Safety Awards.
- The committee is trying to identify candidates to apply for the LaDue Award. The application deadline is February 14.
- Rob discussed the National Award Survey distributed by National AWWA. Rob replied to the survey and noted that National's criteria for awards don't fit Nebraska's communities very well.
- The Safety Committee will add another member. An employee from the City of Seward will join the committee.

Scholarship

- Jon Zellars is in the process of confirming which current Scholarship Committee members wish to remain involved with the committee.
- Jon suggested that changes to scholarships and Top Ops award amounts be discussed during the budget item in New Business.

Small Systems

- No report, but Dave Lathrop noted the Small Systems Committee requested a slight increase in their budget.

SRF

- Rich Koenig reported the Section needs to document SRF expenditures and submit quarterly reports for SRF expenditures. John Olsson and Rich are coordinating the report submittals.
- Since John Olsson is no longer the Section treasurer, he goes off the SRF Committee and the new treasurer, Rob Pierce will join the SRF Committee.
- Rich noted the SRF budget follows the state budget year from July to July, which is different than the Section's budget year.

Student Activities

- No report.

Water For People

- Craig Reinsch provided a report for the Water For People Committee
 - Annual Raffle – Section Conference
 - Approximately \$1,332.15 was raised from the event and forwarded to Water for People. Thank you!!
 - 1st Place – Julie Vales
 - 2nd Place – Kirk Morgan
 - 3rd Place – Doug Allen

○ Upcoming Activities

- Teresa Konda has been approached by a Girl Scout leader regarding the involvement of WFP in a “World Thinking Day” presentation. Details are forthcoming.
- Plans are beginning for the May golf activity, with permission from the Section.
- Craig Reinsch has been approached from the Iowa WFP chair to hold a joint Trap/Skeet shoot fundraiser in conjunction with the IWPCA conference in June. This year’s conference will be in Council Bluffs, IA. Does the Committee have permission to plan and hold this event jointly with the Iowa Section? A similar activity is done in Kansas with great success. Contractors are some of the greatest contributors to the event (support, donations, etc.).

Water Utility Council

- The Washington Fly-In was discussed under New Business.

Young Professionals

- Justin Stine submitted a report for the Young Professionals Committee. The Young Professionals is getting organized to hold a couple of events.
 - Ben Day will begin to put together a tour at Griffin Pipe this winter/spring.
 - Teresa Konda is organizing a demonstration of the Section’s Groundwater Model at the Children’s Groundwater Festival. Justin Stine and possibly another young JEO employee also will represent the YP Committee at the Groundwater Festival.
 - Other members are encouraged to find / facilitate a few additional activities for the year.
- The Young Professional’s Committee is looking for a recommendation for another member to the committee.

OLD BUSINESS

WARN Program

- Rich Koenig provided a report on the NeWARN Steering Committee meeting held December 4, 2007. The officers were elected and subcommittees were formed. The Steering Committee will be meeting again in February.
- The NeWARN Steering Committee has a potential recruit in mind to fill the open position in Area 1.
- At the December meeting, it was discovered that not all of the committee members’ employers are able to help cover the expenses incurred when participating in the NeWARN Steering Committee. The NeWARN Steering Committee requested from the Section funding assistance to cover reimbursable expenses of mileage, lodging and meals for committee members to attend. The Steering Committee requested an amount not to exceed of \$2,500 from the NeAWWA Section. Rich is exploring if the meetings can be eligible for CEU hours and if the meeting expense reimbursement for operators from communities under 3,300 population would be eligible for SRF funding.
- Mari Matulka asked Rich Koenig to submit a report for Wise Water Worlds about WARN and the Steering Committee.

Operator Retention Update

- A draft copy of the Operator Recruitment / Retention brochure was sent to the Board Members for review and comments prior to the board meeting.
- Additional comments were provided on the brochure. Mari Matulka will incorporate the comments.

NEW BUSINESS

Conference Call Account

- One committee chairperson, Craig Reinsch, utilized the conference call account to take part in this meeting. Craig commented that he appreciates the ability to be involved in the meeting this way.
- The cost to use the account is about \$3 per connected line per hour. Kevin Tobin will send the bills to Rob Pierce. The conference call expenses should be placed into the meeting expense category.
- The conference call account is intended to be available to committees for use in conducting committee meetings. It also could be offered to WARN to use in order to reduce travel expenses.

WFP Trapshoot with IWPCA

- Craig Reinsch reported the Iowa Section AWWA invited the Nebraska Section to consider a joint trapshoot as a possible Water For People fundraiser. The trapshoot would be held in Council Bluffs in June or July in conjunction with IWPCA.
- Craig expected that the split of expenses and donation credit to Water For People would be equal between the two sections.
- Mark Rosso noted that event insurance would need to be obtained. Mark will help Craig with investigation of more of the details and preliminary planning.
- Bruce motioned to support Craig's investigation into the trapshoot, pending final approval by the Board at a later date. Teresa seconded the motion. The motion passed.

Wise Water Words Publishing Contract

- Kevin Tobin motioned to update Mari Matulka's contract for publishing Wise Water Words. John Olsson seconded the motion. The motioned passed.

Education Committee Award Submittal

- Rob Pierce is working on completing an award application.

Washington Fly-In

- The Washington Fly-In will be April 16-17.
- Kevin Tobin asked if the Section wants to pay for a third person to attend the Washington Fly-In. Jerry Obrist and Jim Shields are planning to attend at no expense to the Section. When Mari Matulka sent out an e-mail to ask if anyone was interested in attending, she received a response from an interested individual and forwarded the response to Jerry Obrist.
- Eric Lee will follow up with Jerry Obrist to verify if the interested person is planning to attend the Fly-In. The names of people who will attend need to be sent to National AWWA by January 20.

Fall Conference Attendance List to Vendors

- Kevin Tobin suggested that Bruce Dvorak discuss with the other conference organizations and Tony Bilek whether or not we want to sell our contact list to the vendors who have displays at the Fall Conference.
- Mari Matulka suggested checking if there are any potential privacy issues and noted that, as a courtesy, the organizations may want to notify the conference attendees if the vendors will be receiving a copy of the contact list.

RMSO

- The Nebraska Section of AWWA has been moved to the Southwest Region.
- The 2008 Regional Meeting of Section Officers is February 29 – March 1 in Oklahoma City.
- Flights are currently about \$250 from Omaha. Drive time to Oklahoma City from Omaha is about 8 hours. If enough people are interested in attending so that driving is practical, the group would

probably leave in the afternoon on February 28 and drive straight through to reach Oklahoma City late that night.

- Registration is not being accepted yet, but those people who are interested in attending should let Kevin Tobin know.

2008 Budget

- Line items and amounts to be changed in the draft 2008 Budget were discussed
 - Dave Lathrop motioned to include the NeWARN request for \$2,500 into the budget. Bruce Dvorak seconded the motion. The motion passed.
 - Bruce Dvorak motioned to add \$1,250 into the budget for a third person to attend the Washington Fly-In. Rob Pierce seconded the motion. The motion passed.
 - A new expense line item was suggested for Conference Calls with an amount of \$500.
 - The Scholarship amounts were changed:
 - Students - \$3,000
 - Top Ops - \$3,000 (\$1,000 each)
 - The Student Activities budget amount was changed to \$200.
- Rob Pierce will make changes to the budget. The Section will discuss, finalize, and approve at the next meeting. The preliminary budget reflecting the changes made today will be published in Wise Water Words for comment by the membership.

NEXT MEETING

The next Board Meeting will be Monday, March 17 at 9:30 a.m. at Columbus City Hall, 1st Floor Conference Room.