

NEBRASKA SECTION AWWA BOARD MEETING MINUTES

Meeting was held on May 6, 2005 at the Columbus, NE City Council Chambers. Meeting called to order at 9:38 a.m.

Present were: Larry Andreasen, Bruce Dvorak, Tony Bilek, Kevin Tobin, Joel Christensen, Kristine Ranslem, Chris Koenig, John Olsson, Chad Roberts, Brian Bruce, Rob Pierce and Chuck Thomerson.

Motion made by Kristine Ranselm to approve minutes, as amended, of the March 14, 2005 meeting; seconded by Kevin Tobin. Motion approved by all.

Treasurer's Report

Kevin Tobin shared the updated 2004 budget, 2005 budget, current balance, and recent expenses since last meeting. The funds from the 2004 Annual Conference came to \$10,977.

A motion to approve treasurer's report was made by Chuck Thomerson; seconded by John Olsson. Motion approved by all.

Director's Report

A main focus of the discussion was the Regional Officers' Meeting held April 1-2, 2005 in Bismarck, ND. AWWA may not be able to continue to provide Director and Officer (D&O) insurance to Sections. Options for sections have been provided and sections are being encouraged to begin the application process. Joel discussed the AWWA Strategic Plan and governance of the association, as well as section exchange options.

Committee Reports

Audit

Larry and the group had no comments.

Awards

Steve Kelly reported he Awards Committee has received to date three nominations for the WISA and he expect a few more from the calls he have received. Please share additional nominations with Steve.

Budget

Chris Koenig reported that he has been pushing NWEA to get their payment for the fall conference.

Cross-Connections

No report.

Education

NSAWWA/LoNM Seminars

Overall, attendance has been slow in the first five months of 2005. From January through April of 2005, 13 seminars were conducted. Total attendance for these is 141. This is an average for the year of less than 10 attendees per seminar. In January seminars were held in North Platte (9 in

attendance), Hastings (14), and Beatrice (26). February seminars were Lexington (3), York (2), and Auburn (15). March seminars were Hemingford (5), Sidney (7), and Imperial (5). April seminars were Broken Bow (11), Hartington (7) and West Point (9). An in-house only seminar (due to the possible large number to be in attendance) was presented at M.U.D. in March with 28 in attendance.

AWWA Video Teleconferences

The next teleconference is scheduled for November 3. The topic to be presented is tentatively planned to be preparation for the baby boomer retirement in the water industry. An article on the “Baby Boomer Retirement” is being put together for inclusion in NSAWWA *Wise Water Words* and LoNM newsletters.

Loan of Library to NeRWA

Response from NeRWA at this time indicates a strong preference for a “verbal” agreement. It is recommended that some type of periodic reporting from NeRWA on NSAWWA Library materials being requested by operators and water systems should be implemented so the Section has a means to measure use and determine additional materials to add to the Library. The agreement was discussed in old business.

Nebraska Rural Water is putting on an equipment expo in July. Larry wondered if NS-AWWA would want set up a booth.

Fall Conference

Tony Bilek reported the Annual Conference dates are November 7-10, 2005 with the pre-conference workshop on Monday, November 7, 2005. The APWA portion of the conference will take place on Tuesday, November 8, 2005. The AWWA portion of the conference will take place Tuesday, November 8, 2005 and Wednesday, November 9, 2005. The NWEA portion of the conference will take place Wednesday, November 9, 2005 and Thursday, November 10, 2005. The AWWA is the lead organization at the conference. Tony presented an outline for the conference schedule. The committee will meet on 10 a.m., Thursday, May 12, in Fremont Council Chambers. Want to find a way to get more vendors to the fall conference, but need to find more room.

Fuller Award

Terry O’Brien is starting the process.

MAC

Tony Bilek mailings to vendors will go out in early June. MAC will have a plaque for best of show award.

Membership

No report. Have added three new members according to Kevin Tobin.

Nominations

Kristine has sent out the nominations and they will be published in the *Wise Water Words*.

Public Information

No report.

Publications

No report.

Research

No report

Safety

Rob reported that four workshops are planned for traffic control workzone safety. Has learned about new National AWWA Safety awards. The committee will try to provide nominations for those awards. The committee will also prepare the Nebraska Section AWWA Safety awards. The format and type of these awards was discussed.

Scholarships

The operator application will be put in the Wise Water Words. NS-AWWA will be sending three operators from David City and Seward to Top Ops this year using these funds.

Small Systems

No Report.

Student Activities

The student chapter had a bowling party and has three students traveling to Columbus to help with the Golf Tournament.

Water for People

Glenn plans to buy something from Omaha Steaks to raffle for national AWWA Conference Water for People silent auction. In the fall, he plans to do the raffle again.

Joel will present the checks for the Abel Wolman and other awards at the national AWWA Annual Conference. It was discussed if some additional operating funds be added to the donations for WFP in addition to the proceeds from the golf tournament.

A motion to cut a check for \$500 was made by Kevin Tobin for Joel to present to Water for People at the AWWA Annual Conference in June. This is in addition to the proceedings from the Golf Tournament, Silent Auction and Raffle. Motion was seconded by Kristine Ranselm. Motion passed.

Water Utility Council

No report.

Young Professionals

Ben Day reported the group toured the Griffin Pipe Plant tour, 17 attended, the event was limited to 20 so it was a good turnout. Operators earned 2 hours of continuing education. The next event will likely be in late June to mid-July and include municipal water treatment focused on RO treatment.

Old Business:

AWWA Library Materials to NeRWA agreement

Motion to have Bruce and Mike write NeRWA a letter stating our understanding of the agreement and put the letter in the board minutes in July. By Joel and seconded by Tony. Motion passed by all.

A memo should be to be posted how to obtain library materials and have Mari post it on the web site (and have a link to the NeRWA web site).

Golf Outing for Safe Water

Expect about 87 golfers. Have 13 hold sponsors. John shared the proposed budget for the outing. The positive difference between the income and expenses from the outing will be added next year as a line item to serve as seed money for next year's tournament.

Washington Fly-In: No report.

Regional meeting in Bismark, ND – April 1-2

Joel submitted a four-page report in early April. Joel was the only Nebraska representative. A concern is the low attendance at these meetings in early April. If the low attendance continues, there will be pressure from National to hold the meeting in Denver. Next year will be in Iowa. The section felt we could provide three to five attendees for next year in Iowa, but suggest that every other year encourage having the meeting in conjunction with the annual Section Leader's Summer Workshop.

Discussed the annual Section Leader's Summer Workshop; Larry will send out an announcement.

Director & Officer Insurance.

Information was sent around and will be discussed in the next meeting.

New Business:

Strategic Plan from National: have completed a plan and NS-AWWA Board should review our Strategic Plan near year.

“It's Our Water Campaign” NTV

Although NS-AWWA was willing to contribute funds to help co-sponsor water conservation public information “commercials” on NTV, several other co-sponsors were not able to continue due to financial constraints, thus public information ads will be aired this year.

Top OPS

NS-AWWA will send three to nationals taking funds the scholarship line in the budget.

Review ad hoc committee on accounting procedures

Chris Koenig presented the committee's recommendations related to Disaster Recovery, checking procedures, and bonding of the assistant treasurer. The recommendations are attached to these minutes.

A motion was made to approve the recommendations of the committee by Kristine Ranslem and seconded by Tony Bilek and was approved by all.

Tony Bilek made motion to adjourn the meeting at 11:41; Kristine Ranslem seconded, and all approved.

The next meeting is scheduled for 9:30 a.m., Thursday, July 14, at City Council Chambers, Fremont, NE.

Submitted for approval May 7, 2005 by Bruce Dvorak, NSAWWA Secretary.

To: NSAWWA Board
From: Kevin Tobin, Bruce Dvorak, Chris Koenig
Date: May 3, 2005
Subject: Accounting Procedures

The ad hoc accounting review committee addressed 1) disaster recovery, 2) procedures of accessing the Section's finances, and 3) bonding of the assistant treasurer. The following is recommended for each of the items:

Disaster Recovery

The Section operates with very limited finances. The Section has a checking account, savings account, and three certificates of deposit. All of the accounts are with Wells Fargo Bank. Funds are received and distributed by assistant treasurer. The assistant treasurer also has the certificates of deposits. The checks, account records, etc. are kept in the assistant treasurer's office. The check registry and savings registry are kept on the computer as a spreadsheet. Prints of the spreadsheets and banking account statements are provided to the Treasurer and the Chair every other month. The spreadsheets are maintained on company's main computer and backed up at a separate office location.

The likely form of disaster would be a fire. A fire would destroy the hard copies of the receipts, unpaid bills, CD's, and checks that have not been deposited. Wells Fargo would be contacted about reconstructing the account information.

We recommend the following:

1. Maintain CD's in a fireproof vault.
2. Continue to provide copies of the bank statements on regular basis.
3. Continue to maintain account records electronically with the backup off site.
4. Maintain past year financial records at the Section's archives at UNL.

The CD's are stored in the fireproof vault located on the main floor of HGM Associates Inc. office. The past Section records (treasurer and secretary) are stored in plastic tubs in the mezzanine of LW Chase Hall on the University of Nebraska-Lincoln' East Campus.

Checking Procedures

The current procedure is for the assistant treasurer to receive and make all deposits; receive and pay all bills; and provide regular reporting of the accounts as described previously. Only one signature is required for checks. Most check amounts are less than \$1,000. The checking account balance varies from \$1,000 to \$60,000. The assistant treasurer is the only one with access to the checks. However, the treasurer and chair can make withdrawals directly from the account.

National insures the Section for losses with a \$10,000 deductible. In the following section, we are recommending bonding the assistant treasurer in the amount of \$10,000 to cover the deductible. The only option for checking is two signature checks. This option does pose a challenge if the Treasurer and assistant treasurer no longer reside in the same city.

We recommend the following:

1. Bond the assistant treasurer in the amount of \$10,000 to cover the deductible.
2. Contact Wells Fargo Bank to require two signatures for withdrawals directly from the account.
3. We do not recommend two signature checks, as the assistant treasurer will be bonded to cover any losses.

Bonding of Assistant Treasurer

National insures the Section for losses with a \$10,000 deductible. The Section would be liable for the deductible in the event of a loss or theft.

We recommend the assistant treasurer obtain a bond in the amount of \$10,000. The Section would pay for the cost of the bond. The assistant treasurer will maintain the bond during the course of his duties.