

**Nebraska Section AWWA
Board Meeting Minutes
September 20, 2007**

Attendees:
1. Kevin Tobin
2. Mike Wentink
3. Rich Robinson
4. Steve Kelley
5. Jon Zellars
6. Mary Poe
7. Joel Christensen
8. Chris Koenig
9. Teresa Konda
10. John Olsson
11. Bruce Dvorak

The meeting was held September 20, 2007 at the offices of Olsson & Associates in Lincoln, NE. The meeting was called to order at approximately 9:30 a.m.

Minutes of July 12, 2007 Meeting

- The minutes of the last meeting have not been received.

Treasurer's Report

- John Olsson provided a current summary of the expenditures, income, and balances of the Section checking, savings and CD accounts.
- The status of the 2007 income and expenditures as compared to the 2007 budget was presented. Currently the Section's net income is \$1,486.29.
- A motion to approve the Treasurer's Report was made by Chris Koenig; seconded by Teresa Konda. Motion approved by all.

Director's Report

- Chris Koenig reported the following:
 - AWWA is working to form an agreement with Mexico to share expertise and resources for improved water supply. No Section involvement in this agreement has been discussed.
 - Jack Hoffbuhr (National AWWA Executive Director) is retiring. AWWA is requesting nominations for the Executive Director position.
 - AWWA is looking for Young Professionals (age 35 or less) paper submissions for the Annual Conference in Atlanta. The Young Professionals paper submission deadline is a separate deadline than for the general papers.
- The National Young Professionals summit will be May 1, 2008 in Austin, TX.

Committee Reports

1. Audit

- Chris Koenig reported that an auditor, Ray Touric, is reviewing the 2006 section financial records.
- Chris expects to have a report for the November meeting. The audit is taking longer than expected because the last time an audit was completed, the Section had paid staff and now no longer does.
- The auditor provided a quote of \$2,100 to Chris for doing the audit. This is within the \$3,000 budget.

2. Awards

- Steve Kelley reported that six WISA awards, one Lifetime Membership award, and one Fuller award will be presented at the Fall Conference.

3. Budget

- No report.

4. Cross Connections

- Mike Wentink reported that all of the Cross Connections workshops have been completed. The Section Cross Connection workshops were held in September in four locations in Nebraska. Compared to 2006, attendance was down slightly. The attendance for the workshops was: September 11 in Ogallala – 24 attendees; September 12 in Grand Island – 46 attendees; September 13 in Wayne – 36 attendees; September 14 in Beatrice – 34 attendees.

5. Education

- Mike Wentink reported on Conference Attendance Verification – The Department of HHS has purchased, through grant funds, barcode scanners to be used as needed by training providers to verify attendance at training events. The Joint Fall Conference may be used as an experiment for the use of the equipment and the process. More will be known once the equipment is received. It is anticipated that this process may speed up attendance verification at individual sessions and limit the disturbance during the presentations. For this year's Fall Conference, the paper sign-in sheets also will be kept as back-up.
- Mike Wentink reported on Water Operator Reimbursement Grant – Through revision of the work plan for the Water Operator Reimbursement Grant, the grant is now extended an additional four years and will now include the reimbursement of costs associated with Grade 6 certification and continuing education for operators of community and a nontransient noncommunity water systems serving 3,300 or fewer people.

6. Fall Conference

- Kevin Tobin reported that the conference brochures have been posted on the Section website and will be mailed out this week.
- The conference booklets will be printed the first week in October.
- Kevin Tobin is working out the final details on the schedule of presentations and last minute changes to the contract.
- A Past-Chair Breakfast has been added to the schedule of events. This is a new event intended to get feedback from past AWWA chairpersons on the direction the section is moving and ideas for the upcoming year. It is planned for Thursday morning, opposite of the Operators Breakfast.
- Moderators have been chosen for different sessions.
- Kevin will be confirming the presentations and schedules with the speakers. He may ask for help from some of the Board and Committee members.
- AWWA will request help in providing laptops and projectors for the conference presentations (Olssons, HDR, etc).
- Committee Chairs and Board members will be invited to dinner the evening before the Fall Conference.
- Chris Koenig is planning a humorous "Non-Ops" competition in conjunction with the YP Mixer.
- The WARN kick-off meeting will be Tuesday afternoon before the conference begins. The schedule needs to be worked out, so as not to conflict with the Pre-Conference Workshop.

7. Fuller Award

- Chris Koenig reported that a Fuller Award recipient has been chosen.

8. MAC

- Tony Bilek submitted a report that that 32 exhibitor contracts at \$450 each have been received as of September 17. In addition, we have received one break sponsor at \$500 and three non-exhibitor sponsors at \$100 each. The total so far received is \$15,200.

- We will continue with the Best of Show award. Tony will order the Outstanding Volunteer award and the Best of Show award. Each award is approximately \$60.

9. Membership

- National AWWA Member Appreciation Week is November 4-11, during which time the Fall Conference occurs. Rich Robinson proposed several member appreciation ideas to say “thank you” to the members. The Board discussed several ideas, including thank you letter to all membership, pins provided to Fall Conference attendees who are AWWA members, door prizes for conference attendees who are AWWA members, a map at the conference with pins designating locations of utility members and a listing of utility members. The Board authorized Rich to spend up to \$1,500 on thank you letters and gifts to the membership. The Board asked Rich to develop a draft plan for providing thank you gifts to the memberships within the \$1,500 limit and distribute the plan to the Board. Chris Koenig made a motion to authorize the expenditure of \$1,500. Mike Wentink seconded the motion.

10. Nominations

- No report.

11. Public Information

- No report. It was noted that the current chairperson, Kathleen Alexander, would like to resign as the chair next year.

12. Publications

- Mari Matulka submitted a report stating that advertising orders for the 2008-2009 membership directory are due November 15.

13. Research

- No report

14. Safety

- Rob Pierce submitted a report that the Safety Committee has received 12 safety applications/surveys. The committee has selected two meeting dates to review the applications. Rob will have plaques and certificates made.
- The Work Zone safety workshops have been well attended with 37 in Gering and 25 at North Platte. The next workshop is scheduled for September 26 in Hastings. Rob has received a request for a workshop in the northeast part of the state. Rob has set up a workshop at Wayne on October 17.

15. Scholarship

- The Scholarship Committee is collecting student applications for scholarships to be awarded at the Fall Conference.

16. Small Systems

- Erik Melcher submitted a report that he was exploring the possibility of the committee conducting another seminar later this year, similar to that held in Papillion.

17. Student Activities

- Bruce Dvorak reported that the student chapter held their first meeting on September 13. A total of 23 students were in attendance. The students elected new officers, and heard from a panel (Angel Lowery, NE DHHS; Joel Jirak, Olsson and Assoc.; and Cale Underberg, HDR) concerning “what it is like the first few years on the job.”

18. Water For People

- Craig Reinsch submitted a report on the highlights/plans for the Water For People Committee
 - Annual Raffle
 - The WFP Committee requested that raffle tickets be given to Board members and Committee Chairs in attendance at the September Board meeting for sale prior to the Fall Conference. John Olsson will be distributing tickets at the Board meeting. The Board members and Committee Chairs were asked to take as many as possible to sell at work and other functions.
 - It would be beneficial to sell tickets to those who will not be in attendance at the Fall Conference.
 - The desire of WFP is that those outside of the water industry also be aware of what we are doing to help bring safe drinking water to those who do not have access to such.
 - Three raffle prizes will be given away (gift certificates) and an individual does not need to be present to win.
 - The cost is \$5 per ticket or three tickets for \$10.
 - Please turn in unsold tickets to Craig Reinsch on Wednesday of the Fall Conference.
 - Fall Conference
 - The Committee plans to have a booth in the foyer of the conference center to distribute Water For People information to the conference attendees.
 - The goal of the booth is to boost awareness of the organization, make known some of the different opportunities to serve WFP.
 - The booth is also intended to generate interest in serving on the Section committee.
 - The Committee also plans a 5-10 minute presentation at the beginning of the YP Mixer to generate additional interest in WFP and upcoming programs that would provide volunteer opportunities in the partner countries by local members.
 - Other Items
 - An awardee has been submitted and accepted for the Ken J. Miller Water For People Founders award. Water For People will be sending a pin to be awarded at the Fall Conference.
 - Based on the findings of the ad-hoc awards committee, it appears there are others deserving of the award. Therefore, forming a similar committee with a September 7, 2008 submission deadline for the same award may be warranted.
 - The May golf outing was a great success! Thank you to John Olsson and others who helped put together a great event!
 - The Committee will be including Water For People articles in some of the upcoming Wise Water Words.

19. Water Utility Council

- No report

20. Young Professionals

- Teresa Konda reported that the Young Professionals Committee will be facilitating a tour of the MUD Platte West Water Treatment Plant construction site on September 21. About 25 people are expected to attend.

Old Business

1. AWWA Association Nominations

- Chris Koenig is interested in running for National AWWA Vice President.
- Jack Daniel is interested in serving as the AWWA National Director at Large.
- The nominations of both positions require a letter of support from the Board, due October 1. Mike Wentink is completing the necessary forms and the letters of recommendation.
- If Chris Koenig wins the election for National AWWA Vice President, he will remain the Nebraska Section Director, but he would need to relinquish the Section accountant position.
 - As a side note to this discussion, Chris Koenig suggested a four-year term for the Section Accountant position.

- National AWWA pays for the travel associated with National AWWA Vice President and National AWWA Director at Large.
- The elections will be held in January.
- Bruce Dvorak motioned to approve Chris Koenig's nomination as National AWWA Vice President. Kevin Tobin seconded the motion.
- Chris Koenig motioned to approve Jack Daniel's nomination as National AWWA Director at Large. Kevin Tobin seconded the motion.

2. NSAWWA Committees and Terms

- Bruce Dvorak provided an example of a draft Committee Annual Report form that could be used as the basis for Committee reports at the Business meeting in November during the Fall Conference. It is hoped that the information on the summary sheet will provide the Section Board with any identified current Committee needs and needs for the upcoming year.
- Succession planning for Committee Chairs was discussed. An item related to whether the Committee Chair is interested in keeping the Chair position should be added to the Annual Report form. Also, the committee membership should be listed, and those members who are considered active should be identified by the Committee.
- The Board discussed that, in future years, the form should be distributed earlier to the Committee Chairs. A possible timeline is to have the forms sent out August 1 and have them returned by September 1 to allow Board discussion at the September meeting.

3. Policy: Committee Activity Attendance by Non-members

- Teresa Konda drafted a policy to address the question of whether individuals who are not members of AWWA can participate in tours, workshops, and other activities coordinated by NSAWWA Committees. The policy stated that non-member attendance should be decided by the organizing committee and listed actions the organizing committee should take in both the cases where participation in the activity is limited to AWWA members only and where non-members are invited to participate in the activity.
- Bruce Dvorak motioned to accept the policy. Chris Koenig seconded the motion.
- The Board discussed the need to begin numbering the policies that have been drafted and attach them to the Section's By-laws.

4. Summary of AWWA Summer Meeting (Colorado Springs)

- Rob Pierce submitted the following report on his attendance at the AWWA Summer Leadership Workshop:
 - The workshop had some good sessions as I learned a lot about the way other state sections are operating, some of which we may look into. Items of interest for our section are: 1) The AWWA Denver Office has applied for EPA grants which they feel have a good chance at getting. The grants would compliment what we already do, as far as training, plus provide income to offset costs which would allow us to divert money elsewhere. 2) Another session was on the "Only Tap Water Delivers" campaign, which I hadn't heard much about until then. We may want to look into this in Nebraska and utilize it by distributing brochures, placing ads, or providing information to water systems to place ads in their local papers. Some of the information could be presented at the 2008 Annual Conference.
 - I have forwarded receipts for attending to John Olsson. If there are reimbursements, make them to the League, as they paid the bills.
 - I think we should plan on organizing material, so we can set up a booth or provide information to other events/activities along with possible videos, DVD's, PowerPoint presentations that we may have developed. In many ways, we have a very active section compared to some other sections, especially where training is concerned. This is also demonstrated in our cooperation with other associations, which it appears many sections don't have.
- The Board discussed the need to better prepare representatives for the meeting with handouts of the training calendar, newsletters, pins, etc.

New Business

1. Operator Retention - Update

- There was no Board discussion.
- Tony Bilek submitted the following:
 - I have not been able to get any further along on the brochures. NEWA is interested in participating and wants to comment and contribute to the brochure design. I e-mailed the Board the invitation and exhibitor information on the upcoming NCA conference. We discussed having AWWA representatives attend and maybe exhibit. The conference is September 24-25. I won't be in town to attend.

2. WARN Program Progress

- The kickoff meeting for the program is scheduled for 11/6/07 at the Fall Conference. Volunteers are welcome.
- Rob Pierce submitted the comment that the League is working on possible agreements from insurance and attorney issues concerning the AWWA mutual aid agreement.

3. World O' Water

- Joel Christensen reported that the World O' Water Festival was very well attended. The festival was held at Chalco Hills. Joel and Teresa Konda demonstrated the Section's groundwater model to the children who attended.
- Currently the groundwater model is housed at Joel's office.
- The Board discussion topics included:
 - Order a back-up hand pump for the model
 - Purchase a second groundwater model with SRF money.
 - Bring the groundwater model to the Fall Conference to display to the AWWA membership.
 - Bring brochures and handouts leftover from the World O' Water Festival to the Fall Conference.

The meeting was adjourned at 12:10 p.m.

The next meeting is scheduled for 1:30 p.m., Wednesday, November 7, at the Annual Fall Conference.

Submitted for approval on September 25, 2007 by Teresa Konda, NSAWWA Trustee.