

MINNESOTA AWWA GOVERNING BOARD MEETING

Tuesday, January 25, 2011
Holiday Inn, MVP Room, St. Cloud

1. CALL TO ORDER (Tracy)

Called to order at 10:02 a.m.

2. ROLL CALL (Thornley)

POSITION	NAME	PRESENT?
Executive Board of Directors		
Chair-elect	Bert Tracy, Golden Valley	Yes
Chair	Pete Moulton, St. Peter	Yes
Past Chair	Bill Spain, St. Cloud Technical College	No
Director	Dave Schultz, MDH	Yes
Secretary/Treasurer	Stew Thornley, MDH	Yes
Assistant Secretary	Uma Vempati, HDR Engineering	Yes

District Trustees

Central	Lisa Vollbrecht, St. Cloud (exp. 2013)	Yes
Metro	Mike Bramwell, Champlin (expires 2011)	Yes
Northeast	Mark Proulx, Duluth (expires 2011)	Yes
Northwest	Brian Bergantine, AE2S (expires 2012)	Yo
Southeast	Dennis DuChene, Faribault (expires 2012)	Yes
Southwest	Jeff Larson, Marshall Mun. Util. (expires 2013)	Yes
At-Large	Lyle Stai, Retired (expires 2012)	Ya Sure

Councils and Committees

Administrative & Policy (APC)	Jon Eaton, Bloomington (expires 2011)	No
Conference (Conf)	Corey Lubovich, Hibbing (expires 2010)	Yes
Minnesota Associates (MAC)	Rod Ganther (exp. 2010)	Yes
Public Affairs (PAC)	Myron Volker, Owatonna (expires 2012)	Yes
Training & Education (TEC)	Chris Glassing, ACIPCO (expires 2013)	Yes
Water Utility (WUC)	Pat Shea (expires 2012)	Yes

3. APPROVAL OF AGENDA (Tracy)

Stai moved and Glassing seconded to approve the agenda. Motion passed unanimously.

4. CONSENT REPORT (Tracy)

MINUTES APPROVAL:

September 15, 2011 – Governing Board meeting
September 21, 2010, A. M. – Governing Board meeting
September 21, 2010, P. M. – Governing Board meeting
September 24, 2010 – Governing Board meeting

Corrections/Additions:

Bergantine moved and Lubovich seconded to approve the minutes. Motion passed unanimously.

FINANCIAL REPORT (Stew Thornley)

As of November 2010, section income for the year was \$307,503 and expenses were \$244,794 for a net gain of \$62,709. Investments are up since the beginning of the year by \$24,875 for a net income of \$87,584.

CHAIR'S REPORT (Bert Tracy)

On December 22, members of the Executive Committee met at the City of Golden Valley regarding financial spreadsheet entries. Members in attendance were Bert Tracy, Carol Blommel Johnson, Stew Thornley, Uma Vempati, Jon Eaton, and Milena Maciag-Rindal. The meeting was held to review spreadsheet records and to

clarify and reconcile entries. The meeting went well and was helpful for Uma and Stew to begin the Secretary-Treasurer transition. A big thank you to Milena and Jon for putting in extra time resolving entries and completing the spreadsheet updates following the meeting.

Many committees are hard at work meeting the action items/tasks of their committees. Brian LeMon has scheduled the first conference planning committee on January 24 for the 2011 Fall Conference. Todd Bredeson has stepped up to lead the Public Information Committee. Chair-Elect Carol Blommel Johnson has agreed to lead the Drinking Water Week Planning Subcommittee. Mona Cavalcoli is doing a good job working with committees and emailing the e-breeze and Utility Management Institute promotions. The Membership Committee sent out the first Holiday Greeting / Member appreciation card. The Water for People Committee's planning for the concert at Medina Ballroom on April 15 is well underway and looks like it will be another very successful fund raiser.

2011 is off to a great start. Thanks to everyone who has taken the time to get involved in Section activities. Without the dedication of our volunteers, we would not exist.

PAST CHAIR'S REPORT (Pete Moulton)

The "draft" Strategic Plan was reviewed at the regular fall board meeting on November 3 at Saint Cloud. Pete Moulton reviewed the plan and identified the areas where changes were made and where personnel have changed. Discussion on strategic issues lasted approximately one hour. The 2011 Strategic Plan will be submitted for approval to the board at the board meeting in January.

Thanks to all who stayed focused on their area and made changes where needed.

ASSOCIATION DIRECTOR'S REPORT (Dave Schultz)

Reflecting back on last year, AWWA accomplished much:

- We adopted the updated strategic plan, new program analysis process, and updated the business plan.
- We hired David LaFrance as our new Executive Director.
- We made progress on section affiliation agreement
- We strengthened partnerships and strategic alliances.
- Nationally AWWA reorganized into functional groups that better align with strategic goals.

Current economic doldrums has affected AWWA but, this organization has a proven record of accomplishment and sustainability in rough and prosperous times.

At the Winter board meeting Minnesota section will be well represented by Bill Spain (director elect) Tony Belden (running for service provider director at large), and me. Good luck, Tony, on the election. You have my vote!!! We will be conducting important business and decisions to seat new leadership for the next three years.

Recently, AWWA Public Affairs have been busy with the Environmental Protection Agency (EPA) and the U. S. Department of Health and Human Services (HHS) announcement to lower recommended fluoride levels for communities and propose a new maximum contaminant level (MCL) for fluoride.

It is important to note each agency's role:

- It is HHS's role to provide guidance on which level of fluoride in drinking water is optimal for public health.
- It is EPA's role is to limit the maximum level of fluoride allowed.

The announcement has two major elements:

1. HHS proposes to reduce the recommended level of fluoride in drinking water to the low end of the current optimal range (.7 parts per million). The health risk the HHS recommendation addresses by lowering the optimal level of fluoridation is dental fluorosis. HHS reports that dental fluorosis appears mostly in its mild form in the United States, which is described as "barely visible lacy white markings or spots" on teeth. Severe dental fluorosis, which includes staining and pitting of teeth, is rare in the United States. Dental fluorosis occurs during years in which teeth are forming, ages 8 and younger.
2. EPA announced that it will begin a review of the maximum contaminant level for fluoride drinking water.

AWWA Public Affairs will keep us posted.

VOLUNTEER COORDINATOR'S REPORT (Mona Cavalcoli)

Over the past few months, I have concentrated my efforts with the Membership Committee and with the Public Information Committee. Membership Committee launched their Recruiting Contest at the Section's Annual

Conference last September, and I've worked with them to keep that contest at the forefront of member's minds by making it a feature in the e-Breeze and recognizing the efforts of top recruiters to date. In December, I also worked with Membership Committee members to develop and mail out a combination Holiday -Member Appreciation-Card. Two sponsoring companies supported the card financially. For the Public Information Committee, I've kept up the e-Breeze by soliciting input on a monthly basis, and publishing the electronic newsletter on a mid-month basis. In doing this, my goal has been to engage committees, councils, and districts in providing information, and also to help push members to the website.

DISTRICT REPORTS

Central District (Lisa Vollbrecht)

No report.

Metro District (Mike Bramwell)

No report.

Northeast District (Mark Proulx)

The planning meeting for the upcoming 2011 Northeast District AWWA school was held on Jan. 7 at Superior Shores in Two Harbors. This year's school will be on May 18 - 20 2011 at Superior Shores in Two Harbors. School registration will be \$125.00 and \$135.00 after May 6th. This year we have a wide variety of classes to attend from Workplace Violence to Instrumentation to Arc Flash training. Our guest speaker this year will be Dick Jonckowski, the voice of the Gophers. We will be having a fish boil for the Wednesday lunch, and on Thursday the product show with mini-sessions and Meter Madness will be held. AWWA will have a block of rooms available to any guests who wishes to spend the night; just say you are with the MN AWWA and lodge rooms will be \$59.00 and one-bedroom suites \$99.00 per night. I invite everyone to take part in this year's Northeast AWWA school and enjoy all that the Two Harbors area has to offer.

Northwest District (Brian Bergantine)

The Northwest District Operator School was held November 30, through December 2, 2010, in Detroit Lakes. Although the winter weather caught a few operators (they had to keep the town running by plowing the streets . . . many hats for the operators), it was very well attended. The topics were very interesting! I really enjoyed the topic on the OSHA safety, Detroit Lakes water treatment plant improvements, the zebra mussels, the Moorhead distribution system, and the vendor display!

The school had 43 attendees in all with 36 pre-paid attendees and another 7 walk-ups. Including the revenue received from the vendors for exhibiting, the total revenue for the school was \$5,880. Expenses for the school totaled \$3,496.35 for a gross profit of \$2,383.65. Applying the total assessments for the registrants of \$14 per registrant, the net profit for the school was \$1,781.65. I would like to offer my thanks to everyone who participated in the school.

Southeast District (Dennis DuChene)

A planning session was held on December 9, in Rochester at the MDH building. The 2011 SE District Water Operators School is March 9-11 in Rochester at the Ramada hotel and Conference Center. The School will open with the Operators breakfast followed by the product show. During the product show there will be Meter Madness Competition and a Taste Test. Some of the topics will include New Meter Technology, Work Place Violence, Tower Topics, and Electrical Safety.

Southwest District (Jeff Larson)

No report.

Trustee-At-Large (Lyle Stai)

I attended the NW District 3-day school held at Detroit Lakes on Nov. 30 through Dec. 2, 2010. Even though the weather was snowy and stormy, there were only a couple of pre-registrants that were unable to make it to the conference. The speakers were interesting and informative. I have to compliment the planning committee on the fine agenda that was presented. Due to scheduling problems on my part, I was not able to attend the planning session when this school was put together. I did attend the planning meeting for the SE District 3-day school which will be held at the Ramada Inn in Rochester on March 9-11, 2011. I was able to offer the planning committee some suggestions for interesting topics that I sat in on in Detroit Lakes. This school promises to be another interesting event. I hope to be able to see many of you there.

COUNCIL/COMMITTEE REPORTS

Administration Council (Jon Eaton)

The membership approved the bylaw update at the Fall Conference. AWWA will approve the change at the January Board meeting.

Awards (Nancy Zeigler)

The Awards Committee met on September 22 at the Annual Conference in Duluth. The Annual Conference Awards Luncheon and Awards Banquet agendas were reviewed and discussed to get new committee members familiar with the committee's work during the conference. After the 2010 MNAWWA Annual Conference, Nancy Zeigler took over the role of Committee Chair. The other committee members are Jared Heller and Dave Brown.

The following work has been completed since the last report:

1. Nominations for Volunteer of Year and Operator's Meritorious Award were solicited through the website, the Summer 2010 *Breeze* and the *eBreeze*. Two nominations were received for the 2010 Volunteer of the Year Award. No nominations were received for the Operator's Meritorious Service Award. Nominations for both of these awards are annually due by July 1.
2. A draft committee calendar with tasks has been prepared.
3. A draft policy and procedures document has been prepared and is currently being reviewed and modified by committee members.
4. Committee received NJ Section's List of Awards from MN Section Volunteer Coordinator.

If you are interested in joining the awards committee, new committee members would attend 3 meetings per year (either in person or by conference call) and perform various tasks between meetings to meet the committee's goals. Please contact the current committee chair, Nancy Zeigler, if you are interested. Contact her at 763-287-8316 or nzeigler@wsbeng.com.

Finance (Doug Rovang)

The Finance Committee met on Friday January 7, 2011 at the Engineering America offices in Oakdale. Chair Doug Rovang, David Harris, Tony Belden, Sec/Treas Stew Thornley, Asst Sec Uma Vempati, and APC Chair Jon Eaton attended the meeting. Travis Johnson, Wells Fargo Investments, participated via conference call.

The Section Financial Status, as of November 30, 2010 has been distributed. The Section income was \$307,503 and expenses were \$244,794 for a net gain of \$62,709. Investments are up since the beginning of the year by \$24,875. The Section Financial Status through December 31, 2010 will be available in January and will be reported at the January 2011 board meeting.

The committee discussed the investment performance and asset allocation status (conference call with Travis Johnson, Wells Fargo Investments).

Committee members were notified the Board approved the budget at the September 21, 2010 section board meeting. The board voted unanimously to approve the budget adopted by the executive board. The budget projects income of \$336,575 and expenses of \$335,885 for a gain of \$690.

The committee discussed bookkeeper Milena Rindal's performance and suggested a formal review. The bookkeeper provides a barrier to avoid possible fraud and save time for the Secretary/Treasurer. Milena is performing very well for the Section and the committee suggests a 5% increase in pay (to \$21/hr).

The committee instructed the Secretary/Treasurer to perform annual record management task (cleanup).

- A. All **historical documents** will be kept for the life of the organization. Historical documents include the section membership publication (*Breeze*), BOD meeting minutes, annual fall conference program, and other documented items deemed important by the BOD.
- B. Financial Records including but not limited to budgets, income/expense reports, receipts, checks, tax returns, etc. will be kept for 10 years.
- C. Fall conference attendance, membership records, correspondence, and miscellaneous meeting minutes will be kept for 5 years.

The committee will perform and complete an internal audit of the books before the May Board meeting. KDV will prepare the 2010 tax returns.

The committee was given a copy of applicable bylaws, policies, and procedures to thorough review.

The committee membership will change as follows: Tony Belden has joined the committee, succeeding Christine Meyer, whose term has expired. Tony's term will expire at the section conference in 2013. Doug Rovang's term expires in 2012. Dave Harris's term ends in 2011 and will be succeeded by Nuzhat Qureshi who expressed an interest in at the last Fall Conf. Jon Eaton, chair of the section's Administrative & Policy Council, is an ex-officio member as are assistant secretary-treasurer Uma Vempati and secretary-treasurer Stew Thornley. At the conference in 2011, Vempati and Thornley will switch offices.

Information Technology (Carol Kaszynski)

The Information Technology (IT) Committee has been working on several new initiatives that will ultimately have a positive impact on the Members.

First, the IT Committee has been studying benefits of moving towards an online registration program for all conferences, including online payment for the conferences, Water For People, and the Endowment. The intent is to have the online payment application ready by the Annual Conference.

IT is also looking into developing a "Members Only" site to provide additional options for web postings.

IT is in the process of developing a Facebook site for all to use. We will include more information when the home is ready for Friends!

Any questions, please contact IT Committee Chairperson, Carol Kaszynski, City of Bloomington.

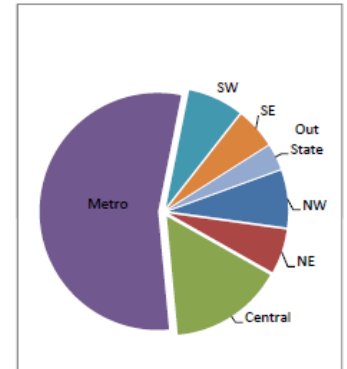
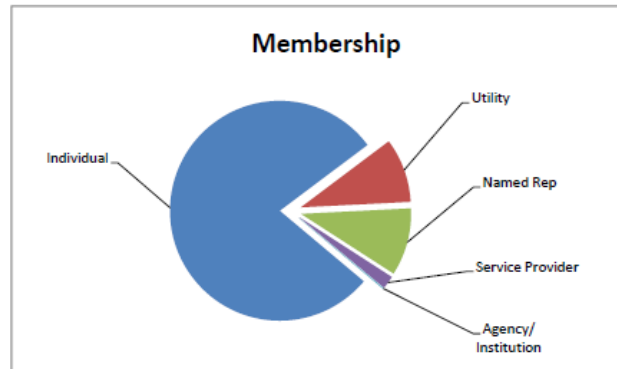
Membership (Herb Watry)

As of January 11th, the Minnesota section has 1049 members, 112 are considered late, and we are still ranked #22 among the other sections.

Below are the statistics:

BY TYPE:

	Individual	Utility	NamedRep	Service Provider	Agency/Institution	
NW	60	11	10	0	0	81
NE	41	10	11	1	0	63
Central	126	17	17	1	0	161
Metro	478	39	46	9	1	573
SW	53	13	12	0	0	78
SE	41	8	8	0	0	57
Out State	26	1	0	9	0	36
	825	99	104	20	1	1049



BY GRADE:

Nominating

Director (Dave Schultz/Bill Spain)

Bill Spain will replace Dave Schultz as Director at the end of the June ACE.

Chair-elect (Pete Moulton)

At this year's Annual Conference in Duluth, the MN Section will be electing a Chair Elect and appointing (by the Chair) a Secretary Treasurer.

Trustee-At-Large (Lyle Stai)

The current term ends in Oct 2012.

Conference Council (Corey Lubovich)

Plans are well underway for the 2011 AWWA Minnesota Section Annual Conference. The dates for the conference are Tuesday September 27th through Friday September 30th, 2011.

The hotel blocks have been established and list as follows:

The Inn on Lake Superior
 350 Canal Park Drive
 Duluth, MN 55802

1-888-668-4352
1-218-726-1111
www.zmchotels.com

The Suites Hotel at Waterfront Plaza
325 Lake Avenue South
Duluth, MN 55802
1-800-794-1716
218-727-4663
www.thesuitesduluth.com

Comfort Suites, Duluth
408 Canal Park Drive
Duluth, MN 55802
218-727-1378

Block pricing is varied from one hotel to the next. Get your reservations in soon as these blocks tend fill up quickly.

Brian LeMon with Barr Engineering has stepped in to replace Jay Whitaker as the Program Chair. Jay was instrumental in establishing a solid platform with the program committee as well as making the water for people fishing tournament what it is today. Brian will undoubtedly carry on this tradition of dedication to the section. I look forward to working with Brian throughout the year.

Robert Isabel from CDM is another new member joining the Program Committee and is eager to help out. I welcome Robert to the committee as well.

If you have any suggestions on program topics or speakers, please contact Brian at blemon@barr.com or myself at coreyl@hpuc.com.

All for now, lots to be done. I hope to see all of you at the DECC in September!

Minnesota Associates Council (Rod Ganther)

Minutes of the December 16, 2010 Meeting of the
Minnesota Associates Council
Minnesota Section, AWWA

The December 16, 2010 MAC meeting was held in the conference room of Plant & Flanged, in Blaine, MN. The meeting was called to order by Council Chair Rod Ganther at 9:00 AM.

1. Attendance

A. MAC members present at the meeting: Voting Members - Scott Bredehoft, Brad Forester, Chris Larson, Rod Ganther, Paul Thom, Kelly Lange-Haider, Brian Zinnel, Steve Mereness and Dave Harris. Non Voting Members – Brian LeMon and Doug Klamerus.

B. Rod announced the Brad Forester has agreed to become the Vice-Chair for the MAC. Shawn Kirsch from 3M has taken Tony's spot on the MAC as a part of the Manufacturer's Representatives

2. Approval of Minutes

A. Dave Harris made the motion to accept the minutes from the August 6, 2010 meeting. Steve Mereness seconded the motion. The motion passed.

3. MAC Roster Update

A. The roster was reviewed for accuracy. Ben Mason will be removed. Rod will check to verify that Bernie Bullert is replacing Ben. Brian LeMon will be replacing Jay Whitaker.

4. Committee Reports

A. Exhibits Committee: Chair Scott Bredehoft gave the report

- a. Scott reported that the exhibitor total this year was up from 74 to 95.
 - b. Pipe tapping competition drew a large audience which was good, but may have been at the expense of exhibitor booth visits, which was not so good. Traffic at booths slowed down dramatically when the competition started, as did attendance at the mini-sessions.
 - c. The registration booth being on a different level than the display area was inconvenient. There were no names or numbers on the booths. These are problems that will be addressed and corrected next year.
 - d. There was a request for Wi-Fi in the exhibit area. Scott will check for availability.
 - e. There was some discussion about how to improve the layout for the pipe tapping competition. It was agreed to hold off this discussion until the planning portion of the meeting.
 - f. Doug reported that the fishing tournament was a success again with 8 boats, 47 fishermen and \$2,000 raised. There was some discussion of how to bring in more competition between boats.
 - g. Brad reported on the golf outing. Approximately 90 golfers participated raising \$2,000. \$1,200 was donated to the scholarship fund and \$800 to the endowment.
 - h. Skeet shooting drew a decent crowd despite less than ideal conditions.
2. Social Committee: Paul Thom gave the report

- a. The social event went as well as usual. The addition of the extra barrel of beer was a positive and helped to alleviate some of the traffic at the bar.
- b. We have already given Grandmas the date for the 2011 conference and have reserved the facility.
- c. Paul proposed that, if the conference continues to grow, we should look at putting more money into the social hour budget. Any additional money should go towards cocktails instead of food.
- d. Dave asked about the possibility of combining the social hour with the tapping competition, either at the DECC or at Grandmas. It was decided to discuss this idea during the planning session.

3. ACE Breakfast: Rod gave the report

- a. Tony will continue to work on lining up a speaker for the Minnesota Section breakfast at ACE. No update as far as location.

4. Endowments: Rod gave the report

- a. The income generated this year was similar to last year.
- b. Rod mentioned that he will be in discussion with Shawn on taking over the Endowment starting this year.

5. Competitions Committee:

- a. Meter madness was won by Rob Zwiener from City of St. Cloud. He won \$50 and an expenses paid trip to ACE in Washington DC. Competitions will be held at the district schools with the winner receiving \$25 and expenses paid trip to the annual conference in Duluth.
- b. The City of Moorhead won the Water Taste Test competition.
- c. Pipe Tapping Competition went as well as could be expected for the first year. Three teams competed, Minneapolis, Duluth and the St. Cloud Technical College. The City of Minneapolis team won. There is some fine tuning that needs to be done for next year. There was discussion about how to attract more teams in the future. There was also discussion of the need for more volunteers if the competition grows. Rod asked if the budget needed to be increased to cover the cost of additional supplies if we add teams to the competition. Chris indicated that the tapping bits were surprisingly expensive at almost \$200 each. Dave felt that suppliers and manufacturers were willing to contribute as long as they received some recognition. Paul felt that Mueller would contribute tapping bits again next year.
- d. There was extended discussion about the mini-sessions and the role they play in the conference. The pipe tapping competition definitely had an adverse effect on the mini-sessions. The idea of having vendors do presentations at their booths was discussed. This is done successfully at other conferences.
- e. Kelly pointed out that people who registered on-site were not entered in the drawings and asked if there is a way we can change that for next year.

5. 2011 Conference Planning

A. Vendor Trade Show

- a. Dave asked how the booths were assigned. Scott explained the process. There was discussion about how to assign booths and keep competitors separated. At this time there is no formal process for requesting who not to be near. Scott said this is something that we can consider adding to the registration form. Brian Z. suggested the idea of vendor categories (A,B,C) then making sure A's are not next to A's etc.. Scott indicated that he would welcome other people reviewing the booth assignments as he does not know all the vendors and who might be competitors. Paul, Brad, Dave and Brian volunteered to review the booth assignments before the conference. It was decided to use categories similar to the ones used for the MAC committee, Manufacturers Rep, Distributor, Consultant, Manufacturer and Other.
- b. Scott discussed the fact that the database of vendors and exhibitors is not a true database. There was some discussion about improving and increasing the information in the database.
- c. Brian Z. discussed the mini-sessions at the conference. There were 6 slots available. Attendance at the conference was required. Sessions were assigned on a first come first served basis. 8-9 people signed up. Attendance at the sessions was good until the tapping competition started. The last session was cancelled and the next to last session only had one person attend. Brian suggested that the mini-sessions not overlap the tapping competition in the future. Dave proposed that the sessions be done at the presenters' booth. This would free up space in the display area. Booth presentations would keep people in the vendor display area instead of drawing them away. We agreed to try booth presentations for the 2011 conference. Sessions will last for 10 minutes, with 3 sessions per hour.
- d. Several vendors complained that the garage door was open too much.
- e. Scott suggested that the food and drink tables be more evenly distributed throughout the exhibit area.
- f. Dave brought up the fact that people are attending the conference that are not registered, and asked what, if anything, we could do about it. He pointed out that, in particular, people are attending the social hour without registering for the conference. The idea of issuing drink tickets was discussed. Steve proposed that the MAC committee identify the guilty parties and notify them that they need to either register for the conference or stay away from the activities. It was agreed that we will monitor the functions this year to determine the extent of the problem.
- g. Rod said that he had been approached by Cory Lubovich to try to improve attendance at the conference banquet that is traditionally held on Thursday night. The board is asking us if we would consider combining the social hour with the banquet and move the banquet to Wednesday night. There was a lengthy, often loud, discussion of the subject. We were all in agreement that it is not a good idea to combine the two functions. It was proposed that the banquet be moved to Tuesday night and serve as a "kick-off" reception for the conference. The official position is that the MAC committee is strongly opposed to changing the social hour from its current format.
- h. Kelly brought up the fact that the food in the exhibit hall was somewhat lacking in terms of taste and quality. Dave was vocal in his agreement. It was generally agreed that the food left something to be desired. Brad suggested that we look into having the food in the vendor exhibits catered in.

B. Golf, Fishing, Skeet Shooting

- a. No real changes were proposed for these events.

C. Competitions

- a. There was a lengthy discussion about ways to improve the pipe tapping competition. Chris proposed that we set up two stations to shorten the time between taps. This year it ran about 30 minutes between attempts. Dave proposed that we double the amount of clean up equipment. It was suggested that the contest be set up in the middle of the exhibit hall. It was also suggested that an elevated video screen and camera be brought in to allow people to see the action from a distance. Dave discussed the logistics of clean-up and water disposal. Scott pointed out the fact that the booths immediately surrounding the competition area would experience more traffic. It was suggested that vendors would have to sign up as a conference sponsor in order to obtain a booth adjacent to the tapping competition area. Brian Z. suggested spreading out the competition over a longer period of time. Steve pointed out that the pipe tapping, meter madness and beer were all in the same general area which resulted in bad traffic flow, and suggested that we make an effort to spread them out more next year. Scott proposed moving the pipe tapping to the end of the building near the garage door. This would help lessen complaints about the door being open too much. Paul proposed combining pipe tapping with the banquet as a means of improving banquet attendance. Dave explained that, at other state conferences, the competitions are combined with, or take the place of, the social hour. There was discussion about the merits of this idea. The idea of moving the pipe tapping to Grandma's was discussed. Paul will check with Grandma's to see if this would be possible. The Competitions Committee will meet to put together a list of suggestions to be considered at the next meeting.

6. Water For People Concert: Rod reported for Chris Voelz

A. The 2011 concert will be April 15 at the Medina Entertainment Center. This year's concert will feature Johnny Holm and Elvis impersonator Brad Boyce. So far we have \$7,000 in sponsorships from 8 different sponsors. Deadline for sponsorships is February 1.

7. National MAC Committee

A. No report

8. Young Professionals

A. No Report

9. Next Meeting

A. The next MAC meeting is scheduled for 9:00 AM, Friday, March 11, 2011, at the offices of Barr Engineering in Bloomington.

10. Adjourn

A. Dave made a motion to adjourn. Chris seconded the motion. The meeting was adjourned.

Public Affairs Council (Myron Volker)

No report.

Public Information (Todd Bredesen)

No report.

Publications (Karla Peterson)

No report.

Water for People (Chris Voeltz)

No report.

Scholarship (Doug Klamerus)

No report.

Young Professionals (Kevin Renslow)

No report.

Training Council (Chris Glassing)

No report.

Education Committee (John Thom)

No report.

Management Schools (Scott Anderson)

The committee has revised the agenda and included current topics. We are excited about the changes. We are giving presentations at the MPCA operator's school in January to inform the sewer collection operators and give a "sales pitch." We have also met with Wally Wysopal to partner with the Hamline public works program. The committee welcomed two new members, Tim Caruso (Director, Hudson Water Utility) and Beth Peterson, (HD Supply). They are a great addition and have some fresh ideas. It has been a real pleasure working with Mike Bramwell, (Champlin) and Dave Lemke, (Golden Valley) and of course Catherine and Susan at the U.

Research Committee (Doug Lubben and Roger Scharf)

No report.

Safety Committee (Phil Zollinger)

No report.

Water Utility Council (Pat Shea)

No report.

4. CONSENT DISCUSSION ITEMS (Tracy)

Finance – Thornley reported that, as of December 2010, section income for the year was \$315,396 and expenses were \$268,501 for a net gain of \$46,895. Investments are up since the beginning of 2010 by \$44,791 for a net income of \$91,686.

Thornley also performed a performance review of our bookkeeper, Milena Maciag-Rindal, and the Finance Committee has recommended a 5 percent raise for Milena to bring her hourly rate to \$21.

2011 Review of Milena Maciag-Rindal

We are extremely pleased with the work of Milena Maciag-Rindal as our bookkeeper. Her performance is outstanding, and she performs it promptly. She is also efficient and has completed her work in such a manner that she has not even come close to approaching the annual amount budgeted for her services.

Jon Eaton, chair of the Administration and Policy Council, wrote, "Milena is an engaging, pleasant, and knowledgeable person who understands and provides the required level of bookkeeping for the Section. She enters financial data, disperses payments within Section's guidelines, and provides reports to the Secretary/Treasurer, Finance Committee, and Board members in a timely fashion. When asked to adjust the books to the 2010 budget (special project), Milena did not hesitate to get the job done within the stated time-frame. Milena understands financial issues, including fraud protection, and communicates well, asking for clarification or help when needed. Her financial experience and efficient use of time have ultimately saved the Section money."

We recommend a 5 percent raise for Milena to bring her hourly rate to \$21.

Stew Thornley
Secretary-Treasurer

Glassing moved and Bergantine seconded to give Milena Maciag-Rindal and all board members a 5 percent raise. Motion passed unanimously.

Tracy reported that Eaton had requested that we make sure that the annual winner of the section's Taste Test get the utility's sample into AWWA for the Annual Conference and Exposition, which will be in Washington, D. C., in 2011.

Eaton had also requested the issue of the Minnesota Associates Council social discussed in the context on proposed changes in the section annual conference. This will be discussed under new business. In addition, the issue of the proceeds of the Texas Hold 'Em Tournament was brought up. The proceeds now go to the David B. Morris endowment. The goal for the endowment is \$180,000, and the endowment is now \$157,247.60. This will also be discussed during new business.

Stai moved and Volker seconded to approve the consent discussion items. Motion approved unanimously.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

Transition of Secretary-Treasurer (Thornley)

Uma Vempati will be taking over as secretary-treasurer at the section conference in September 2011. As part of the transition, he has taken over the financial duties at the beginning of 2011. Thornley will continue to handle matters related to secretary duties. Thornley will serve one year as assistant secretary-treasurer starting with next fall's conference. The section needs to identify potential

candidates to serve as assistant secretary-treasurer starting in 2012 with the plan that this person will begin a three-year term as secretary-treasurer in 2014.

Conference Changes (Lubovich)

Lubovich is beginning his fourth year as chair of the Conference Council and has received many comments regarding the banquet and ways of making it less formal. Lubovich thinks, if we make a change, we should do it in a way to bring in more members to the banquet. One way to do it would be to switch the dinner to Wednesday night (from Thursday night), get the vendors involved, and have a casino night. This would affect the MAC social, which is held from 4 to 6 p.m. at Grandma's Sports Bar on Wednesday following the vendor show. The MAC social was started a few years ago to replace hospitality rooms as a way to avoid conflicts with municipal and other government employees receiving hospitality from private companies in violation of gift laws. Stai asked if the social could be merged into a banquet/dinner in the lower area of Grandma's. Lubovich reported that in 2008, 180 people were served dinner at the banquet, and 190 attended the banquet in 2009 and 2010. In 2010 more than 500 people registered with the conference, meaning that fewer than 40 percent of the registrants attended the banquet. Lubovich reported that last year we spent \$9,515 for the dinners and entertainment in addition to \$4,438.01 for the MAC social at Grandma's. Schultz reported that this topic came up at the AWWA winter board meeting, and many sections have found success with having the dinner/banquet the first night and combining it with attendance by the vendors. Schultz said other sections have had attendance at their dinner double and triple. Ganther raised the possibility of having the dinner on Tuesday night following the fishing/golfing/shooting activities; this would draw in vendors who would show up the night before the vendor exhibit on Wednesday. Another possibility would be to have vendors take clients out for individual dinners on Tuesday night instead of Wednesday night; this would leave Wednesday to blend the late-afternoon social into the dinner at the conference facility (Duluth Entertainment Conference Center).

Glassing moved and Bergantine seconded to keep the dinner/banquet on Thursday night for 2011 with changes made to make the dinner/banquet less formal as a means to attempt to have more registrants attend the dinner. Motion passed 13 to 4 (Schultz, Moulton, Lubovich, Stai voted against).

Thornley moved and Lubovich seconded to have the vendor exhibit application and conference program make clear that the MAC social is paid for by a portion of the vendor exhibition fees. Motion passed unanimously.

Approval of Strategic Plan (Moulton)

The 2010-2011 Strategic Plan is attached. Moulton has made the requested changes and corrections and is now asking that the plan be approved by the board.

Thornley moved and Volker seconded to approve the strategic plan. Motion passed unanimously.

Safe Drinking Water Week (Thornley-Blommel Johnson)

The Minnesota Department of Health is planning on getting a governor's proclamation as part of Safe Drinking Water Week, May 1-7, 2011. Minnesota AWWA is invited to participate with them on the proclamation and other activities as well as Minnesota Rural Water Association. The proposed proclamation will read:

WHEREAS, water is a valuable natural resource in Minnesota, delivering public health protection, fire protection, support for our economy, and the quality of life we enjoy; and

WHEREAS, measures of a successful society such as low mortality rates, economic growth and diversity, productivity, and public safety are in some way related to access to safe water; and

WHEREAS, consumption of tap water as an alternative to bottled water is a safe and cost effective practice that consumes less energy and produces less plastics in the environment; and

WHEREAS, we are all stewards of the environment and water infrastructure upon which future generations depend, and

WHEREAS, more than three million Minnesota citizens receive their drinking water from public water systems working in cooperation with the Minnesota Department of Health, Minnesota Section American Water Works Association, and Minnesota Rural Water Association ensure an adequate supply of pure, safe, clean drinking water;

The week of May 1-7, 2011 as Safe Drinking Water Week.

Thornley moved and DuChene seconded to seek a governor's proclamation with the above language. Motion passed unanimously.

RMSO and Summer Workshop Attendance (Thornley-Vempati)

We have budgeted \$4,000 for travel to the AWWA Regional Meeting of Section Officers (RMSO) and \$4,000 for the Summer Workshop. The RMSO will be in Custer, South Dakota, on Friday, May 13 and Saturday, May 14 (ending at noon Saturday). The airfare in early January from Minneapolis to Rapid City and back on May 12 and May 14 was \$480. Two nights hotel will be needed. The Summer Workshop will be in Denver on Wednesday, July 27 and Thursday, July 28. Round-trip airfare to Denver for those dates is right now around \$200. Two nights hotel will be needed for that, too. The 2012 RMSO will be in Indiana

Stai, Schultz, Moulton, Vollbrecht, Blommel Johnson, Bramwell, Vempati, Tracy, and possibly Mona Cavalcoli indicated interest in attending the RMSO. Vollbrecht will explore means of renting a large vehicle to transport a number of people to Custer.

Moulton moved and Thornley seconded to have Vollbrecht research the travel possibilities and make a final selection of attendees via an electronic vote. Motion passed unanimously.

Proulx, Spain (who will be attending the new director training), Moulton, Larson, Blommel Johnson, Eaton, Glassing, Vempati, Tracy, and Thornley indicated interest in attending the Summer Workshop.

Moulton moved and Thornley seconded to send all interested to the Summer Workshop. Motion passed unanimously.

Sponsorship of Water for People Concert (Ganther)

The Water for People Committee is requesting that the section purchase a platinum sponsorship for the concert for \$1,500. This would enable the section to send 24 people to the concert and the perks (food) that go with the sponsorship.

A section contribution to Water for People of \$1,500 is already budgeted; this is a general contribution that the section has been making each year and has not been related to the concert. It was suggested that the spring board meeting could be held April 15, the day of the concert, and use the sponsorship to pay for treat the board members to the concert and amenities (including appetizers) in lieu of the board appreciation dinner that is normally held during the section conference in Duluth.

Moulton moved and Thornley seconded to schedule the spring board meeting from 1 p.m. to 5:08 p.m. on Friday, April 15, to be followed by a dinner for board members and guests at the hotel where the meeting will be and to use the \$1,500 now allocated for the annual Water for People contribution for a platinum membership to pay for board members and guests to attend the concert as well an additional expense for additional tickets, as needed (which will include admission to the concert and appetizers with Ganther to determine the cost of the additional admissions). Motion approved unanimously.

Refund Policy for District Operator Schools (Bergantine)

Because of bad weather, the Northwest District often has people who have registered for the school but have to cancel. Some ask for a refund. The districts don't have any policies regarding refunds for

cancellations for weather or other reasons. It would be helpful for the districts to have a uniform policy on issuing partial or full refunds.

Bergantine is proposing the following refund schedule:

Cancellation after being registered but at least 7 days in advance - \$10 processing fee (rest of money is returned)

Cancellation between 48 hours and 7 days in advance – 50%

Cancellation between 24 hours to 48 hours in advance – 25%

Cancellation fewer than 24 hours in advance – 0%

Stai moved and Schultz seconded to approve the proposal with the provision that this will be outlined on the registration form. Motion passed 16-1 (Vollbrecht voted no).

Winter Board Meeting (Schultz)

Schultz gave an update on the recently completed AWWA winter board meeting. Overall, AWWA is down about 3 percent in membership although Minnesota Section attendance is holding. The economy is affecting the organization. AWWA is exploring partnerships on events with the Water Environment Federation (WEF). Charlie Anderson from Texas was elected president. Four vice presidents were elected. A Young Professional was elected as director at large. Tony Belden was a candidate for service provider director but was not elected.

Draft Legislation on Utility Billing and Collection Authority (Shea)

A meeting will be held on February 1 regarding the legislation. Input is welcome.

Chair-Elect Nominations (Moulton)

Moulton outlined the qualifications for chair-elect, and nominations will be made at the spring board meeting. Thornley and Vempati will update the list of eligible candidates.

7. NEXT BOARD MEETING

Board meeting, April 15, 1 to 5:08 p.m., Radisson Hotel, Plymouth.

8. ADJOURNMENT

Stai moved and DuChene seconded to adjourn. Motion passed unanimously at 1:43 p.m.

Minutes submitted by Stew Thornley, Secretary/Treasurer, and Uma Vempati, Assistant Secretary-Treasurer.