

Consent Agenda
Minnesota Section of American Water Works Association
Governing Board Meeting
April 15, 2011

MINUTES APPROVAL:

January 25, 2011 – Governing Board meeting

Corrections/Additions:

FINANCIAL REPORT (Stew Thornley)

As of February 28, 2011, section income for the year was \$26,039 and expenses were \$10,106 for a net gain of \$15,933. Investments were up since the beginning of the year by \$14,190 for a net income of \$30,123.

As of December 31, 2011, section income for the year was \$315,396 and expenses were \$268,501 for a net gain of \$46,895. Investments were up since the beginning of 2010 by \$44,791 for a net income of \$91,686.

CHAIR'S REPORT (Bert Tracy)

On March 24, there was brief meeting at the City of Golden Valley regarding the new Finance Transfer, Finance, and Accounting Transition spreadsheet entries. Members in attendance were: Bert Tracy, Carol Blommel Johnson, Stew Thornley, Jon Eaton, and Milena Rindahl. Uma Vempati was not able to attend. The meeting was held to review transition spreadsheet documents, new accounts functional descriptions and cross reference the approved budget to the new accounts. We went from about 50 accounts to over 150. The changes will help prepare and provide a more accurate IRS 990 which requires us to provide more detailed information spreadsheet records and to clarify and reconcile entries. Again, a big thank you goes to Milena and Jon for putting in extra time resolving entries and completing the spreadsheet updates prior to and following the meeting. Jon is planning a follow-up meeting with Uma to go over the changes.

Many committees are hard at work meeting the action items/tasks of their committees. To date, Brian LeMon has held two Fall Conference Planning Committee meetings and the Fall Conference program is coming together nicely. The IT Committee recently had a very positive meeting regarding online Fall Conference registration. Chair-Elect Carol Blommel Johnson, Todd Bredeson, Mona Cavolcoli, and Stew Thornley have a new MN AWWA Drinking Water Week Community Recognition Award, which will help the Section promote drinking water week. The Water for People Committee has done a great job with planning another successful concert at Medina Ballroom on April 15 (tonight). This is going to be a fun time and looks to be another very successful fund raiser.

Thank you to everyone who has taken the time to get involved in Section activities. The dedication of our volunteers is what makes us the successful organization we are today.

PAST CHAIR'S REPORT (Pete Moulton)

The 2011 Strategic Plan was recently adopted by the Board of Directors at the winter board meeting. Since the implementation of the strategic plan, the Minnesota Section of the AWWA has really focused on the planning of all the activities of the organization to ensure we are spending our money in the best manner possible while trying to maintain a competitive advantage for our members and of course to remain profitable. As you know the past few years of operations have been extremely difficult and we have been fortunate to have such great leaders in our Council and Committee chair positions.

One of the other responsibilities I have inherited is to find applicants for the Chair-elect position so our Board can take action and line up leadership for the future. To date we have a couple of outstanding candidates ready for the challenge. Please let me know of interest you may have in becoming a future leader with our organization.

ASSOCIATION DIRECTOR'S REPORT (Dave Schultz)

News from National AWWA -

AWWA continues to track the trends in membership and conferences with detailed information. With better understanding of the recent trends, this organization can react in a positive way with staff time and financial budget needs. The staff in Denver has the tools and is working hard to turn around the effects of the recession and the declining attendance at conferences and membership.

Leadership & Advocacy

Advocacy, DC Office; Communications

Staff e-mailed every scheduler for all members of Congress to give them an early “heads-up” that about 12,000 water professionals would be in Washington June 12-17 for ACE and that many of them would be seeking appointments with their representatives and senators. We got positive feedback from the Hill, and descriptions of several weekly constituent breakfasts or coffees that our members could attend.

Webcast Topic Selection

A webcast topic selection panel completed its list of broadcasts for the second half of 2011.

- Regulatory- Lead-free Definition Impact on Utilities
- Emerging Contaminants- removal and detection
- Providing Exceptional Customer Service
- Asset Management
- Special Technologies for Pipeline Installation and Maintenance
- Be Prepared: Tools for Coping with Water Quality Events
- Leakage Control
- Energy Management

At the end of the board meeting in Washington, D.C., my directorship will end. My plans are to still stay active with the association at the local level with volunteering with the Central District Water Operators schools. Bill Spain, our new director, will take over his duties at the ACE.

I will say it has been a pleasure representing this section on the national board and getting to know many of the volunteers of this organization whom truly make a difference in this world.

VOLUNTEER COORDINATOR’S REPORT (Mona Cavalcoli)

No report.

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 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)

Planning for the 2011 Northwest District Waterworks Operators School is tentatively scheduled to be held April 19, 2011, at the Hampton Inn in Bemidji at 10:00 am. Anyone who is interested in being a part of the planning for the 2011 Northwest District Operators School is encouraged to attend. If you have any questions regarding the meeting, please do not hesitate to contact me at (218) 299-5610.

Southeast District (Dennis DuChene)

The 2011 SE District Spring School was held at the Ramada Hotel and Conference Center in Rochester on March 9th through March 11th. There were 84 operators attending. The paid attendance was \$11,683.00. Five operators passed their Class C Certification Exam. Eight operators passed their Class D Certification Exam. The Southeast District would like to thank the 26 vendors that participated in the in Product Show and donated prizes. The raffle raised \$563 for Water for People.

Here are the results from the Meter Madness Competition held at the SE District School in Rochester: Third Place Brad Pirsig, Albert Lea, Second Place Micheal Brandt, Worthington Utilities, and the First Place was Mark Rauenhorst, Albert Lea. Congratulations to the winners.

At the Business Meeting, Gary Gile from the City of Kellogg was elected as Vice Chair of the SE District. It was decided that the SE District Fall One Day School would be held Friday, October 14th, 2011 at Cabela's Northwoods Conference Center in Owatonna.

Southwest District (Jeff Larson)

The one-day Southwest District Operator School will be Wednesday, April 13th at the Redwood Area Community Center in Redwood Falls. The Minnesota Department of Health will discuss updates including fluoride levels. Presentation topics include Leak Detection, New Meter Technology, Recent OSHA Inspections and Membranes. After lunch in the arena there will be Meter Madness, Taste Testing and a vendor demonstration. Operator exams will also be given at this time. The afternoon will conclude with a tour of the Redwood Falls Water Plant.

The fall Southwest District Operator School will be held early October in Marshall. The summer planning meeting will be in August.

Trustee-At-Large (Lyle Stai)

In the past few months, I have attended these planning committees for upcoming schools:

1 – SW District: School to be held April 13, 2011 at the Redwood Area Community Center in Redwood Falls, MN.

2 – NE District: School to be held May 18–20, 2011 at the Superior Shores Resort at Two Harbors, MN.

3 – Central District: School to be held June 8-10, 2011 at Ruttger's Bay Lake Lodge at Deer River, MN.

All of these schools will have interesting topics and good speakers. It will be well worth your time to attend any of these events.

COUNCIL/COMMITTEE REPORTS

Administration Council (Jon Eaton)

APC Chair Eaton discussed the Drinking Water Institute equity account and how it works with Finance Committee Chair Rovang and Executive Board members Chair Tracy, Chair-elect Blommel-Johnson, and Secretary-Treasurer Thornley. All parties recommend the Board approve the removal of the equity account and track the income/expense information in the new account setup recommended by KDV.

Awards (Nancy Zeigler)

The committee will meet April 20, 2011, at the Green Mill Restaurant in St. Cloud to discuss procedures for award nominating, advertising, and presenting awards.

The committee invites any MNAWWA member to present nominations for MNAWWA volunteers to be the 2011 Volunteer of the Year. Nominations must be sent to Stew Thornley (MNAWWA Secretary/Treasurer) at stew.thornley@state.mn.us by July 1, 2011. A description of the award and the nomination entry form can be found at www.mnawwa.org.

If you are interested in joining the Awards Committee, please contact Nancy Zeigler. Contact her at 763-287-8316 or nzeigler@wsbeng.com. Committee members attend three meetings per year (either in person or by conference call) and perform various tasks between meetings to meet the committee's goals. MNAWWA awards for 2011 will include, at a minimum: Fuller, Thompson, Operator's Meritorious Service Award, Volunteer of the Year, Life Members (and, if appropriate, Gold Water Drop Members), and Membership Achievement.

Finance (Doug Rovang)

The Finance Committee met on Friday March 17, 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.

The Section Financial Status report for January, 2011 has been distributed and show income exceeding expenses thus far this year.

Jon updated the committee on his communications with KDV related to the level of financial detail the Section financials would need to provide in order for KDV to prepare the annual tax related documents for 2011 and ongoing years. Jon noted that he, Melina and Stew had discussed what KDV required, and Jon and Melina had spent a substantial amount of time updating the Section Quickbooks financial records to provide the level of detail required. This involved increasing the number of income and expense categories substantially. As a result the January and February financials were unavailable for the committee meeting. Jon and Milena continued the Quickbooks update following the committee's meeting and had completed the update by Friday,

3/25/2011. The committee cannot adequately express its appreciation for Jon's efforts in the Section financial recordkeeping system upgrade.

The committee continued its discussion on the investment performance and asset allocation status. The sections investments continued to increase in value through February to the following amounts: \$150,109.29 (Reserve Fund); \$164,774.94 (Endowment Fund). In late March, surplus funds from 2009 and 2010 totaling \$25,675.57 were distributed into the two Funds. Wells Fargo Fund Advisor Travis Johnson had begun to transfer some investment funds into less aggressive investments, and will continue to do so over the next several months. The Section investments have recovered quite dramatically from the early 2009 lows, and the committee is very satisfied with the investment advice provided by Travis. The committee intends to have a conference call with Travis at each committee meeting going forward.

Committee members were notified the Board approved Committee's recommended 5% increase in pay (to \$21/hr) for bookkeeper Milena Rindal at the September 21, 2010 section board meeting. Sec/Treas reported that he had completed the performance review for Milena, and provided a copy of his report to the committee chair.

Information Technology (Carol Kaszynski)

The Committee is working feverishly to develop a comprehensive and cohesive on-line registration process. The goal is to have this web application designed, developed and ready to go for the annual conference this September. We are building the system to provide a streamlined and easy approach to conference registration, vendor booth registration and location requests, Water For People events, as well as provide efficient management of the financial aspects associated with registration. If all goes as planned, we will begin rolling out a similar process for all conferences, workshops, etc.

The Committee is continuously working on improving the MN AWWA website (www.mnawwa.org). We have job opportunities, meeting agendas and minutes, forms, and other information. Please visit the site.

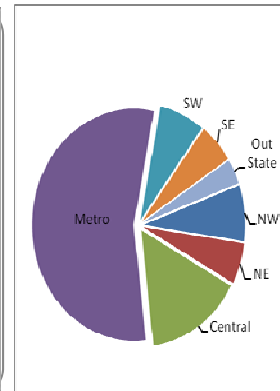
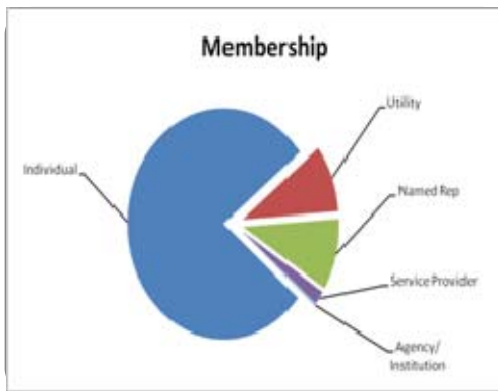
Another new venture is our Facebook presence. Look us up and be our friend! Go to Minnesota Section AWWA.

Membership (Herb Watry)

As of March 31, the Minnesota section has 1064 members, 36 are considered late, and we are ranked #20 among the other sections.

Below are the statistics:

	Individual	Utility	Named Rep	Service Provider	Agency/Institution	
NW	60	11	11	0	1	83
NE	39	10	11	1	0	61
Central	126	17	17	1	0	161
Metro	486	41	48	10	1	586
SW	51	13	12	0	0	76
SE	44	8	8	0	0	60
Out State	27	1	0	9	0	37
	833	101	107	21	2	1064



Membership Committee Chair and Chair Elect have been working diligently with Mona Cavalcoli to develop a strategic / action plan for membership development. By the fall general conference we will have a detailed plan that includes specific goals and wells as detailed tactics to achieve those goals. This is not a finished document but a work in progress. Some goals and/or tactics might include:

Membership Goal:

- Increase (and maintain) membership retention rate.

- Obtain at least 100 new members.
- Attainment of goal will be through recruiting and retention effort goals noted below.

Committee Member Goal:

- **Obtain 1 more ACTIVE committee member.**

Recruiting Goals:

- Increase the number of recruiters with new members by 10%. New Member Meeting or other activity to be held in September, 2011 to coincide with September Annual Conference.
- Develop / expand Facebook and other electronic social networking resources and programs.
- Develop plans / tactics for targeting new corporate members; start with attendees at Annual Conference that are not AWWA members. Also, develop action plan for reaching out to potential corporate members in the water industry that are not current members.
- A letter to newly licensed operators in Minnesota might help increase participation. Committee will develop this with help from leadership team
- Encourage everyone to participate in the 2011 Membership Drive. 1st prize is an Apple iPad.

Possible Retention Goals / Activities:

- **Mentoring Program** –develop / expand Mentor Program. This has met with success in other sections.
- Partner with the YP for New Member recognition at Annual Conference. Network with all young professionals recruiting or retaining as necessary.
- Utilize resources. The membership chair and chair elect have had frequent correspondence (e-mail and conference calls) with Mona. She has been working very hard on keeping the data base up to date.
- The next committee meeting will be held via conference call in May.

Nominating

Director (Dave Schultz/Bill Spain)

Bill Spain will replace Dave Schultz as Director at the end of the June 2011 ACE. Mr. Spain's term will end in June of 2014.

Chair-elect (Pete Moulton)

At this year's Annual Conference in Duluth, the MN Section will be electing a Chair Elect and appoint (by the Chair) a Secretary Treasurer. The Chair-elect nominees will be presented at the April Board meeting.

Trustee-At-Large (Lyle Stai)

The current term ends in Oct 2012.

Conference Council (Corey Lubovich)

Currently I am busy making restaurant reservations and confirming hotel blocks for the upcoming conference. In the next month, I will be working with Kelman and Associates on putting together the "Call for Exhibitors" request. Please make your reservations soon as the room blocks fill up quickly. You can check out the available hotel blocks on our web site, www.mnawwa.org.

See you at the DECC!

Minnesota Associates Council (Rod Ganther)

Summary of the March 9, 2011 Meeting of the
Minnesota Associates Council
Minnesota Section, AWWA

The March 9, 2011 MAC meeting was held in the conference room of Barr Engineering, in Bloomington, 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 Bredehoff, Brad Forester, Rod Ganther, Paul Thom, Brian Zinnel, Steve Mereness, Dave Harris, Bob McNutt, and Shawn Kirsch. Non Voting Members – Brian LeMon and Chris Glassing.
- B. Guests present at the meeting: Bert Tracy and Stew Thornley.

2. Approval of Minutes

- A. Meeting minutes from the December 16, 2010 meeting were approved and passed.

3. MAC Social Discussion With Board Perspective

- A. Bert Tracy and Stew Thornley from the MN Board attended the meeting and were there to discuss the MAC Social and communicate the Board's thoughts and ideas.
- B. Some of the options discussed:
 - a. Combining the MAC Social and the "Banquet" for a one night event on Wednesday.
 - b. Having the vendor show run two days to have more vendors in attendance for a Thursday "Banquet"
 - c. Moving the MAC Social to the DECC and coordinate the social with Pipe Tapping after the vendor tradeshow.
 - d. Improve the "Banquet" by itself with various options – band, casino night, and promotions.
 - e. Leave the two events as they are now. Don't change for the sake of change.
 - f. Many other ideas were brought up and briefly discussed.
- C. All in attendance are willing to look at options to make the Annual Conference a success and improve on areas that can be made better.
- D. Paul Thom volunteered to lead the group on research and analysis of vendor opinions and ideas. Paul will present this information to the MAC Council to review and discuss at future meetings. Ganther will present the MAC's recommendations to the Board for review and discussion.

4. Committee Reports / Discussion

- A. Exhibits Committee: Chair Scott Bredehoff gave the report
 - a. Scott has things underway for this next year on getting prepared for the show.
 - b. Possibly looking at getting online vendor registration with credit cards.
 - 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 some discussion about how to improve the layout for the pipe tapping competition. Still working on options for the pipe tapping to make sure there are better viewing angles.
 - e. Coordinating schedule of mini sessions at booths, meter madness, and pipe tapping locations. Still reviewing ideas with the group for the next meeting.
- 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 the budget needs to be increased for this year as the vendor booth amount has grown by twenty booths and attendance has increased. Our budgeted amount was based on previous attendance.
- 3. ACE MN Section Meal & Meeting: Rod gave the report

- a. The lunch has been reserved for Monday, June 13, 2011 at 1:00PM at Firefly. Tony Belden will continue to work on lining up a speaker for this event at ACE. \$20 if reserved before June 6, 2011 – after that date it will be \$40 at the door.
4. Endowment: Rod gave the report
 - a. Shawn will be meeting with Rod to discuss ideas and options for improving the endowment fund.
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.
5. Water For People Concert: Rod reported for Chris Voeltz
 - 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 \$21,500 in sponsorships from 33 different sponsors.
6. National MAC Committee
 - A. No report
7. Young Professionals: Rod reported for Bo Johnston
 - A. YP events have been better attended and student memberships and renewals are up. Ganther suggested involving the YP more on MAC Committees as volunteers to become more involved in MN AWWA.
8. Next Meeting
 - A. The next MAC meeting is scheduled for 9:00 AM, Friday, June 24, 2011, at the offices of Barr Engineering in Bloomington.
9. Adjourn
 - A. The meeting was adjourned after motion was passed to adjourn.

Public Affairs Council (Myron Volker)

No report.

Public Information (Todd Bredesen)

The MN AWWA Drinking Water Week Community Recognition Award is a new initiative to promote Drinking Water Week, May 1 – 7, 2011. Drinking Water Week is an opportunity for utilities to promote drinking water through celebrations, activities, tours, etc. within their communities. Nominations can be submitted to the AWWA Public Information Committee Chair, Todd Bredesen, by June 1, 2011.

A Community Recognition Award will be presented to the community that best demonstrates creativity and outreach efforts to promote and celebrate Drinking Water Week. The selected community will be presented the award during a public meeting, a press release will be sent to the local media to announce the

community's achievement, and a \$200 gift certificate to the AWWA bookstore. Information on the award initiative is posted on the website. Please nominate your community and/or spread the word about this promotion.

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)

Education Committee (John Thom)

The following training schools remaining for this year include;

Minnesota Section AWWA District Operator Schools

April 5-7, 2011—Metro Water Operators School, Ramada Mall of America, Bloomington. Contact Jeanette Boothe, 651-201-4697, or Stew Thornley, 651-201-4655, for more information. Registration information now available.

April 13, 2011—Southwest Water Operators School, Redwood Area Community Center, Redwood Falls. Contact Jeff Larson, 507-537-7005, for more information.

May 18-20, 2011—Northeast Water Operators School, Superior Shores Resort, Two Harbors. Contact Mark Proulx, 952-240-2023.

June 8-10, 2011—Central Water Operators School, Ruttger's Bay Lake Lodge, Deerwood. Contact Lisa Vollbrecht, 320-255-7225, for more information.

November 29-December 1, 2011—Northwest Water Operators School, Hampton Inn & Suites, Bemidji. Contact Jeanette Boothe, 651-201-4697, or Stew Thornley, 651-201-4655, for more information.

Minnesota Section AWWA Annual Conference

Contact Corey Lubovich, 218-262-7725, for more information.

September 28-30, 2011—Duluth Entertainment Convention Center.

Drinking Water Institute (Stew Thornley)

The 2011 *WaterWorks!* Drinking Water Institute for Educators will be in Duluth August 8 to 10. We have sent a survey to all past graduates of the Drinking Water Institute to see how many are still teaching drinking water in their science classes.

Management Schools (Scott Anderson)

No report.

Research Committee (Doug Lubben and Roger Scharf)

Details regarding the 2012 Surface Water Treatment Workshop will be available later this year.

Safety Committee (Phil Zollinger)

The Committee will focus on providing direction to safety websites for water and operator training opportunities. The Committee will maintain relations with Minnesota Safety Council to provide notice of education and training opportunities to Section membership. The Committee will develop a Section Utility Safety Award program and submit at least 1 nomination for the National Safety Award.

Water Utility Council (Pat Shea)

No report.