

Consent Agenda
Minnesota Section of American Water Works Association
Governing Board Meeting
July 14, 2010

MINUTES APPROVAL:

May 7, 2010 – Governing Board meeting

Corrections/Additions:

FINANCIAL REPORT (Stew Thornley)

As of May 2010, section income was \$153,074 and expenses were \$101,479 for a net gain of \$51,595. Investments are down since the beginning of the year by \$4,425 for a net income of \$47,170.

ASSOCIATION DIRECTOR'S REPORT (Dave Schultz)

No report.

VOLUNTEER COORDINATOR'S REPORT (Mona Cavalcoli)

Since signing on as the new part-time Volunteer Coordinator in mid-late May, 2010, I have spent my MN AWWA time trying to familiarize myself with the Section's Business Plan, Strategic Plan, budget, and operating procedures. In addition, I've tried to reach out to Council and Committee Chairs and the Executive Committee by email and or phone to introduce myself and conduct some basic conversational interviews regarding the status and progress of the Section's activities.

At the AWWA Annual Conference & Expo (ACE10) in Chicago, I met with Stew Thornley, Pete Moulton, Jon Eaton, and Chris Voeltz. At that time, I gave them a draft "scope of services" or outline of tasks and anticipated hours that I would spend on those tasks. We reviewed that outlined scope of services (see attached) and agreed that it was a good starting point, and that it left room for modification, which would surely happen as we move forward. The three main focuses of my efforts and time for the MN Section will be in the areas of Membership, IT & website, and Public Information.

Going forward, I will begin to spend my time in the areas outlined, and will work with the Council Chairs, Committee Chairs, and Executive Committee to help move the Section forward toward its goals.

I also attended the MN Section's Meet & Greet on Monday, where I was able to meet several more members of the MN Section.

Specific Tasks:

As we have just gotten started and I was also away/out of the country from June 10-19, my time spent on MN AWWA between May 18 - June 30, 2010 has only totaled 12 hours.

Those hours were spent:

- Reviewing and reading Section documents, such as Business Plan, Budget, Section Strategic Plan, and Bylaws/Operating Procedures;
- Reviewing the MN AWWA Website and compiling a list of out of date pages and then communicating necessary updates to Carol Kaczynski
- Calling and talking with/interviewing Committee Chairs and Executive Committee via phone & email to ascertain progress/status in working toward goals described in the Business Plan
- Translating the results of above-reference phone calls & emails into a scope of services so that I can achieve what the Section needs from me as a Volunteer Coordinator
- Going forward, I expect my hours will total around 25 hours per month. I will invoice the Section and provide a breakdown of hours as they related to the tasks in the above-referenced scope of services.

Goals:

APC - Membership:

Membership Committee: (65 hours)

1. Liaise with committee to develop action plan for committee, and also to develop a membership plan for the section that links Section goals with AWWA goals, and sets measurable metrics to evaluate success. This may entail:
 - a. Creating a member-get-a-member campaign
 - b. Devising ways to motivate/incentivize recruiters
 - c. Updating contents of new member kits; re-organizing means and method for outreach to new members
 - d. Developing plans and/or activities to celebrate Member Appreciation Week

IT & Website: (50 hours)

1. Regularly review website content to identify any content requiring update. Communicate with IT Committee Chair to assist in keeping updates on track
2. Develop more content and/or strategy to reorganize current content with input from IT Committee, and other Committees/Board members
 - a. Review other sections websites to evaluate content, gain ideas
 - b. Devise way(s) to make home page more engaging, rotate content, etc.
3. Research/investigate options for outsourcing website updates

Public Affairs:

Public Information Committee (60 hours)

1. Ebreeze: liaise with committee to better define goals, plans, structure and strategy for Ebreeze. Potentially this is something that Volunteer Coordinator would do on a quarterly basis
2. Assist in developing plans for Drinking Water Week, such as possibly holding Section activities, communicating out to the membership, developing press releases
3. Develop list of press/media contacts for communicating water issues or events such as DWW
4. Develop Section Brochure and or packet of materials that can be used in Section outreach efforts

Scholarship Committee: (20 hours)

1. Assistance with promoting management institute scholarships: may include developing promotional emails or materials to push out information to members, operators, or other potential audiences.
 1. Assistance with promoting undergraduate/graduate level scholarships: may include developing promotional emails or materials to push out information to members, students, college/academic departments, career centers, or other potential audiences.
- Overall Goal for 1 year period: max spending of \$7500 for Volunteer Coordinator

Recognition Committee: (20 hours)

1. Help in promoting the availability of, and criteria for, available awards at the Section and Association level - through email promotion, website, and at Section events.
2. Help committee in finalizing their awards calendar/schedule
3. Send letters to award recipients and track their attendance at Section events

Overall: (75 hours)

1. Prepare reports for Board meetings
2. Communicate on regular basis with Chair and Executive Committee regarding Section goals/progress, and Volunteer Coordinator Tasks
3. Participate in Board meetings via conference call
4. Continued review of Section Strategic Plan and operating procedures to ensure goals are being met
5. Communication with Section volunteers and leaders on regular basis

DISTRICT REPORTS

Central District (Lisa Vollbrecht)

The MN AWWA Central District 3-Day Training Session was held at Ruttger's Bay Lake Lodge in Deerwood, MN on June 9-11, 2010. Attendance was the lowest ever recorded with 46 participants (average is 61 participants). The facilities were excellent, well maintained and extremely accommodating to the group.

The Central District Annual Business Meeting was held June 10, 2010. Full meeting minutes are available online. The brief summary includes the 2011 budget will remain the same, Jeff Bemboom is the new Chair Elect and Lisa Vollbrecht will remain Trustee until 2013.

The MN AWWA Central District raised \$325 for Water For People. A special THANK YOU! to AE2S, Ulteig and Vessco for donating prizes for the Water For People raffle.

Mr. Rob Zweiner, City of St. Cloud was the 2010 Central District Meter Madness Winner. Rob's time was 1:17.43. Rob received a voucher for up to \$500 for expenses and a full registration to compete on MN AWWA Central District's behalf at the 2010 Annual Conference. Congratulations Rob!

2nd Place	Teddy Pearson, City of Ranier	Time – 1:22.09
3rd Place	Robert Mierau, City of Mabel	Time – 1:23.37

The Best In Glass Competition had five participants; the cities of Brainerd, St. Cloud, Waite Park and Ranier, and St. John's University. The winner of the Best In Glass Competition was the City of Ranier. Mr. Teddy Pearson accepted the award on the City's behalf.

Congratulations Teddy & the City of Ranier!

The conference began with a motivational speaker who talked about age and generational differences in the work place. There were two presentation on water towers; inspections and coatings. The program had two presentations on filter conversions and rehabilitations. Twenty Questions generated some interesting debate (as usual!). There was an informational session on Generator Operation & Maintenance and the League of Minnesota Cities presented regarding water shut offs. Gopher State One Call, MN AWWA and MDH presented annual updates. The final day of the conference had four presentations on water treatment system rehabilitations, the Cities of Sartell, Alexandria, Detroit Lakes & Isanti.

A full expense report is available upon request. Please contact me with questions at (320) 255-7225 or lisa.vollbrecht@ci.stcloud.mn.us.

Thank you! The Central District Planning Committee will review participant evaluations and bring forward recommendations.

Metro District (Mike Bramwell)

No report.

Northeast District (Mark Proulx)

The 2010 MN-AWWA Northeast District Water Operator School held at the Superior Shores Resort in Two Harbors on May 19 - 21 2010 was well received and registration was up from previous years. That made the decision to return next year an easy one. All the evaluations I read were very positive, ranging from the speakers, presenters, vendors to the great weather. I am sure many took advantage of the things to see and do in the area after the school got out for the day. It was great to see so many prizes that were donated for the Water for People raffle from all the vendors and Superior Shores Resort who participated in the three day school. I would also like to thank everyone for helping make my first year as a Trustee a positive experience and the Northeast District Water School a success.

Northwest District (Brian Bergantine)

A planning meeting for the Northwest District Operator School was conducted on July 6, 2010 at the Holiday Inn-Lakeside hotel in Detroit Lakes. The Northwest District Operator School is slated for November 30, 2010 through December 2, 2010 in Detroit Lakes. Topics for the school tentatively include lab prep and sampling, water storage, security, trench safety, zebra mussels, conservation rate structure, Wadena tornado, Detroit Lakes WTP improvements, and St. Cloud WTP improvements. In addition to these topics, the Competitions Committee will be hosting Meter Madness and a Water Taste Testing Competition. Come and join us in Detroit Lakes!

Southeast District (Dennis DuChene)

No report.

Southwest District (Mark Sweers)

The Southwest spring school was held April 15th at the Redwood Falls Community Center. The agenda included an MDH Update, DNR Conservation Rates, Fusible C-900 Pipe, Lewis & Clark, Air/Water Backwashing, and Well Measurement. Also, included were meter madness and taste test contests. There were 64 in attendance.

At the spring business meeting Eric Roos, Worthington, was elected vice-chair and Jeff Larson, Marshall, was elected trustee to represent the district after the fall conference.

The SW fall school is scheduled for October 6, 2010 in St. Peter.

Trustee-At-Large (Lyle Stai)

I have had the privilege to attend two more water operator schools since my last report.

The first was the NE District 3-day school held at Two Harbors during 5-(19-21)-2010. The topics were interesting, informative, and useful. I attended part of the exam preparation course put on by Jeff Dale from MN Rural Water. He has a very comprehensive presentation and most of the exam takers are able to achieve certification.

The second was the Central District 3-day school held at Ruttger's located by Deerwood during 6-(9-11)-2010. I have been involved with the Central District planning committee for a number of years now. Dave Schultz (MDH) had the foresight many years ago to set up the first operators' schools in the Central District in a venue like we enjoy now. The sessions are always informative and well attended.

As I have stated in the past, I believe that one of the most important missions of the MN Section of the AWWA is to provide useful and interesting training to the very capable Minnesota water operators.

COUNCIL/COMMITTEE REPORTS

Administration Council (Jon Eaton)

The Council has completed and the Board has approved the Section by-law update. AWWA will approve the update after the membership approves the changes at the Fall Conference.

This is our first e-board meeting!

Mona Cavalcoli is our new Volunteer Coordinator. Please welcome her on our conference call!

Awards (Dave Brown)

The Awards committee met on May 20 at AE2S. Committee income and expenses were reviewed and a proposed budget was finalized for the 2011 fiscal year. The national and section awards and committee calendar were reviewed to get new committee members familiar with the committee's work. Nancy Zeigler agreed to take over the role of Committee Chair after the 2010 MNAWWA Annual Conference.

The following work has been completed since the May 20 committee meeting:

1. Proposed committee income and expenses provided to APC Chair and Secretary/Treasurer.
2. 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.
3. A draft committee calendar with tasks has been prepared.
4. A draft policy and procedures document has been prepared.
5. 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, Dave Brown, if you are interested. Contact Dave at 763-463-5036 or david.brown@ae2s.com.

Finance (Doug Rovang)

Travis Johnson, our Wells Fargo Investment representative, distributed and discussed the quarterly investment performance, discussed our current investments in relation to the investment policy statement or IPS, the investment platform (Wells Fargo Select), and the account signers.

Travis stated the majority of our investment losses have been recovered with the market and felt it was time to align our holdings with our IPS standards. The committee agreed. The transition term will be 6 to 12 months, and speed (amount of funds changed) and timing (done roughly on a monthly basis) depending on market performance and Travis's discretion. Travis will notify the committee chair (Doug Rovang) when transactions happen and the chair will notify the remaining committee members.

Travis suggested the Section change from the current Wells Fargo Select investment platform to the Wells Fargo Advisor investment platform. The change would allow higher performing investments not on the Select list to be utilized and limit the number of account signers needed per transaction. The committee agreed to the change.

Lastly, Travis identified the need to update the account signers; the listed signers were from calendar year 2002. He stated new laws require this update annually. Stew gathered the paperwork for the calendar year 2010 change. In the future, the Section should update the account signers just after the Fall Conference. In addition, the Finance Committee suggests the Board adopt the following policies in reference to Bylaw 6.3:

1. Management of Section investments will be performed by the Finance Committee
2. The Section Secretary/Treasurer and Section Chair shall be authorized signatures for purposes of repapering any financial accounts (banking, investments, etc.)

The budgeting process for the 2011 calendar year will begin soon. The committee suggests the following schedule:

- Budget requests to Councils, Committees, Districts, and Board went out in mid-May
- Budget requests are due by 7/15
- Finance Committee budget meeting is scheduled for 8/2
- Executive Committee will have the proposed budget before 8/15
- The Board will have the proposed budget before 9/1

The change from cash to accrual accounting began 1/1/2010.

KDV completed the 2009 tax return.

The next Finance Committee meeting is scheduled for August 30, 2010 at the Bloomington Water Treatment Plant

The next following Committee meeting will be at the MN Section Annual Conference in Duluth.

Information Technology (Herb Watry)

IT Committee has secured eight presenters for the IT Track at the MN AWWA conference in Duluth. The topics include GPS, GIS, AVL, and some case studies. Please be sure to attend. Will have a chance to win a great techno door prize!

The Committee is always looking for new members. Please email or call the IT Chairperson if you would like more information. Contact Carol Kaszynski, 952-563-4848, text message, 612-965-1666, or email at ckaszynski@ci.bloomington.mn.us.

Membership (Herb Watry)

As of July 6th, the Minnesota section has 1030 members, 45 are considered late, and we are still ranked #22 among the other sections.

Below are the statistics:

Individual	809
Utility	99
Named Rep	103
Service Provider	18
Agency Institution	1

The committee would like to be notified of any contact information changes (new employer, change of e-mail address, retired etc). Send information to herb.watry@ci.litchfield.mn.us membership Chair.

Nominating (Bill Spain, Dave Schultz, Lyle Stai)

At this year Annual Conference in Duluth the MN Section will be electing a Section Director, a Chair Elect and appointment (by the Chair) of Secretary Treasurer. The nominating committee consists of Lyle Stai – Trustee at Large, Bill Spain – Past Chair, Dave Schultz – Director. Nominees for Section Chair are Carol Blommel and Brian Bergantine, and for Director are Bill Spain and John Thom. Nominee biographies should be in the Conference Breeze.

Trustee-At-Large (Lyle Stai)
The current term ends in Oct 2012.

Conference Council (Corey Lubovich)

No report.

Minnesota Associates Council (Tony Belden)

On Monday June 21, 2010 MAC organized a luncheon @ the AWWA ACE Convention in Chicago, IL. A total number of 36 participated in this year's luncheon program including guests Nancy Sullivan from National AWWA and Barrett Murphy. The event was held at "Heaven on Seven", a Jimmy Bannos Restaurant where Cajun-Creole meals are served in an environment meant to simulate a bayou roadhouse. The featured speaker this year was Barrett Murphy a Minnesota native who grew up in Wayzata and attended Blake High School. Barrett is the Managing Deputy Commissioner of the City of Chicago-Department of Water Management-Bureau of Operations and Distribution. He leads 1330 people that build, maintain and repair the entire water and wastewater distribution network for the City of Chicago. This can be a challenging job as the City of Chicago uniquely has no stored water capacity. Chicago's water is pumped out of Lake Michigan, through treatment and then pumped through to distribution through a variety of pumping stations. A slide presentation was given that illustrated the City of Chicago's unique water treatment plants and distribution system. It is a complex system and is slowly being upgraded by both The City utilizing their own crews and also through bids being let to outside Contractors. Pete Moulton, Chairperson of the MN Section made a few comments and noted that Chris Voeltz was recognized with a national award for all of his work and contributions serving as the Water for People Committee Chair for the MN Section. Also, Ben Mason announced his retirement that will become official later this year. Ben has had a very distinguished career with America Cast Iron Pipe, Co. and always devoted part of his time throughout his work journey to the betterment of AWWA, serving as the MAC chair and many other committees's and also serving on the National MAC. We all wished Ben well and hope he now can find the time to do all of the things he really wants to do. Volunteering, we know will be part of that future. The Luncheon began @ 11:30 a.m. and concluded @ 1:05 p.m.

Public Affairs Council (Myron Volker)

Public Information (Terry Neuman)

No report.

Publications (Karla Peterson)

The Committee has been successful in meeting its primary purpose (to document and disseminate, in writing, the actions of the Board and all its subunits, i.e. districts, councils, committees, and working groups). In addition, it has met the secondary function by disseminating news and information (articles, columns, events, announcements, and special interests) to the membership. The financial goal of producing and distributing a high quality publication at no cost to the Section has also been met.

Publications Committee Meetings/Conference Calls are held each quarter, with advertising submittals emailed to Darrell@kelman.ca, and editorial submittals emailed to karla.peterson@state.mn.us by the following dates:

Fall 2010

(2010 MNAWWA Annual Conference Issue - Sep. 22-24 Duluth, MN)

(Summary of May Board Meeting; Distribution of upcoming September Annual Business Meeting information; Fall Conference Registration)

Committee and Publisher Conference Call - Friday, June 18, 2010

Advertising/editorial deadline - Friday, July 2, 2010

Conference Programs and Posters

(To be delivered to Conference Council Chair 10 working days prior to Conference – Wednesday September 8)

Committee and Publisher Conference Call - Friday July 23, 2010

Material deadline - Friday, August 6, 2010

Winter 2010

(Summary of September Board Meeting and Annual Business Meeting; Water Utility Management Institute Registration)

Committee and Publisher Conference Call - Friday, October 15, 2010
Advertising/editorial deadline - Friday, October 29, 2010

Please note that in 2011 and beyond, the Member Directory will have the following schedule:

Member Directory
Committee and Publisher Conference Call - Friday, December 17, 2010
Advertising/editorial deadline - Friday, December 31, 2010

The next Publications Committee Meeting/Conference Call will be held July 23, 2010; and for those interested in joining the Publications Committee, please contact Karla Peterson, at karla.peterson@state.mn.us.

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)
No report.

Management Schools (Scott Anderson)
No report.

Research Committee (Doug Lubben and Roger Scharf)
No report.

Safety Committee (Phil Zollinger)
No report.

Water Utility Council (Pat Shea)
No report.

Legislative (Bob Cockriel)
No report.