

Consent Agenda
Minnesota Section of American Water Works Association
Governing Board Meeting/Conference Call
September 21, 2011

MINUTES APPROVAL:

July 14, 2011 – Governing Board meeting

Corrections/Additions:

FINANCIAL REPORT (Stew Thornley)

As of July 2011, section income for the year was \$149,434 and expenses were \$110,827 for a net gain of \$38,607. Investments are up since the beginning of the year by \$7,611 for a net income of \$46,218.

CHAIR'S REPORT (Bert Tracy)

This seems to be the time of year when the Chairperson reviews goals that were set forth and delivered to the members at what was formerly known as "Banquet." Well, it is hard to believe, but the year has gone by quite quickly and the work, rewards, and challenges have been very satisfying. As with all goals, I was not able to achieve all of them. However, I think we made good strides in our section and some of the accomplishments were not even on my radar until becoming Chair.

As Chair and as part of my commitment to education and training, I have been working with the Conference Planning Committee and the Metro District Education Committee to develop upcoming training sessions. Also, I continue to work with the Minnesota Chapter of the APWA Underground Utility Inspector School (UUIS) on an outstate program. This year, UUIS school will be testing the webinar training link for outstate training. If all goes as planned, the outstate webinar training link will be offered in the fall of 2012.

In 2011, we changed our Board Appreciation Dinner and April Board meeting to coincide with the Water for People concert. The coordination of the Board meeting and appreciation dinner went quite well and it was a great way to get board members to the concert. The change to our schedule was successful and hopefully will continue.

This was also the first full year of working with our volunteer coordinator, Mona Cavolcoli. Mona, Chair-Elect Carol Blommel Johnson, and I established twice a month conference calls in order to keep MN AWWA issues on the forefront and to assist Carol with her transition from Chair-Elect to Chair. Working with Mona as our volunteer coordinator has been a plus for our section. We also re-instituted Executive Committee conference calls to help keep everyone engaged in section duties and activities.

2011 has been a very rewarding year for me and our section. Our section and section members were recognized for the National Awards for Membership and Water for People at ACE. The Minnesota section would not be where it is today without the dedication of our volunteers, Thank you for volunteering your time. Your dedication to AWWA is greatly appreciated.

To everyone who has assisted me throughout this year, Thank You! I am very grateful for your assistance, guidance, and input. Serving as Chairperson of this organization has been an honor which I will always treasure.

We make a living by what we get, but we make a life by what we give. ~Winston Churchill

PAST CHAIR'S REPORT (Pete Moulton)

Nominations have been approved by the Board of Directors with Lyle Stai and Pat Shea receiving approval to run for the position of "Chair-Elect". Both candidates have filled out a biography and provided a list of goals and objectives if they are to be elected. Their submittals will be published in the "Conference Breeze."

ASSOCIATION DIRECTOR'S REPORT (Bill Spain)

AWWA continues to provide routine updates on membership and conferences. The Sustainable Water Sources conference has been cancelled for 2011 and will resume again in 2012. Registration and submittal of papers were both below projections. Membership has continued to decline, but not as much as earlier projections. As of the end of July membership is at 54,211, which exceeds the projection of 53,854. AWWA has been operating with a

tighter budget, and 2011 expenditures are below anticipated spending levels as of July 2011. Membership due changes will be addressed at the Minnesota board meeting.

DISTRICT REPORTS

Central District (Lisa Vollbrecht)

The Central District Planning Committee met August 19, 2011 to review and evaluate revenue/expenses from the June 3-day at Ruttger's event and to plan the 1-day session at St. John's University.

The Committee will proceed with planning a conference at a hotel instead of resort-style lodging. The committee will be requesting proposals shortly for a June 2012 session.

The 30th Annual 1-day training session will be October 19, 2011 at St. John's University. The draft agenda follows.

Registration/Coffee/ Welcome	
External Water Tower Cleaning	Russ Fiene, Water Tower Clean & Coat, Inc.
Working with Reduced Budgets	League of Minnesota Cities
Internal Water Tower Cleaning	Shawn Mulhern, KLM Engineering
MDH Updates	David Rindal, MDH
Valves, Valves, Valves	Bill Spain, SCTCC
Biological & Regulatory Implications of Contaminants of Emerging Concern:	
Are Our Waters On Steroids?	Dr. Heiko Schoenfuss, SCSU
Red Rock Rural Water Chlorine Leak	Dominic Jones, Red Rock Rural Water

Anyone interested in participating in planning sessions or speaking at future events, please contact Lisa Vollbrecht at (320) 255-7225 or a Central District Planning Committee member.

Metro District (Mike Bramwell)

Planning is underway for the 2012 MN-AWWA Metro District Waterworks Operator School. The school will be held at the Ramada Plaza Hotel in Minneapolis on April 3 – 5, 2012. This is a new location this year. Bill Spain referred a new volunteer to me back in July. His name is Steve Pitkaken from Eden Prairie. Bert and I are working with him to find a good fit in our organization.

Northeast District (Mark Proulx)

No report.

Northwest District (Brian Bergantine)

Nothing to report.

Southeast District (Dennis DuChene)

The Southeast District held a planning session for its 2011 fall school in Owatonna on Tuesday August 23. A tentative program for the day was set up which includes Wellhead Protection Topics, Stormwater Pollution Prevention, MnWarn Update, Valve/Hydrant Maintenance, MDH Updates, League of MN Cities-Legal Issues, Benefits of a Leak Detection Survey, and Winter Tank Presentations. The Southeast District's Fall School will be held October 14 at Cabelas in Owatonna.

Southwest District (Jeff Larson)

The one-day Southwest District Operator School will be held in Marshall on October 6th. Location of the school will be the Minnesota Municipal Utilities Association Training Center at 1004 Michigan Road. Topics include Electrical Safety/Arcflash, Cured in Place Pipe (CIPP), Distribution Modeling/Unidirectional Flushing, Distribution System Corrosion Control and a tour of the Marshall Water Plant. Water Operator exams will be offered.

The spring Southwest District Operator School will be held mid April in Redwood Falls.

Trustee-At-Large (Lyle Stai)

I recently have been involved with planning meetings for the next schools for the SW and the Central Districts. There are three one-day schools happening in the near future. They are:

- SW at Marshall: 10-6-11
- SE at Owatonna: 10-14-11

Central at St. John's University: 10-19-11

All three of these schools will be interesting and informative. If my time permits, I hope to be able to attend all of these schools.

COUNCIL/COMMITTEE REPORTS

Administration Council (Jon Eaton)

Awards (Nancy Zeigler)

The following work has been completed since the last report: Nominations for volunteer of the year and operator meritorious Award were solicited through the website, the Summer 2011 Breeze and the eBreeze; 2011 Life and Gold Drop membership award winners were notified of their award and that they would be honored at the Appreciation Night Dinner on September 29, 2011 at the conference in Duluth; and Award selection committees were contacted and awards were ordered.

The next meeting will be on September 28th at the annual conference in Duluth. 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 include, at a minimum: Fuller, Thompson, Operator's Meritorious Service Award, Volunteer of the Year, Life Members, Gold Water Drop Members, and Membership Achievement.

Finance (Doug Rovang)

The Finance Committee met on Friday June 3, 2011 at the Engineering America offices in Oakdale. Chair Doug Rovang, Tony Belden, Sec/Treas Stew Thornley, Asst Sec Uma Vempati, and APC Chair Jon Eaton attended the meeting.

The Section Financial Status report for April, 2011 was distributed and reviewed.

The committee reviewed the investment values and continued its discussion on the investment performance and asset allocation status. Wells Fargo Fund Advisor Travis Johnson continues to transfer some investment funds into less aggressive investments, and will continue to do so over the next several months.

Committee members reviewed all submitted 2012 budgets. The committee performed its fiduciary responsibility by modifying the \$25,680 negative budget gap to a \$245 positive budget gap. Secretary-Treasurer Thornley will update the Executive Board. The Section Board will approve a final 2012 budget at its meeting during the annual conference in Duluth in September.

Finance Committee members have received the July Section Financial Summary Report.

The committee will be meeting again prior to the Annual Section Conference in Duluth in late September. In addition to reviewing the August Section Financial Summary Report and Investment Report, the Committee will also be reviewing a draft "Management of Section Finances" policy and procedure report to be presented to the Board at its first meeting after the Annual Section Conference.

Information Technology (Carol Kaszynski)

The IT Committee has been busy on several fronts.

1. Recruited presenters for the IT Track at the annual conference in Duluth this September. Topics include GPS, GIS, Asset Management, Maintenance Management, Facebook, just to name a few.
2. The online registration is live on the www.mnawwa.org website. The Committee planned, developed, and coordinated the effort to provide the members with online registration access to the annual conference, Water For People events at the conference, vendor registration, and exhibit hall location requests.

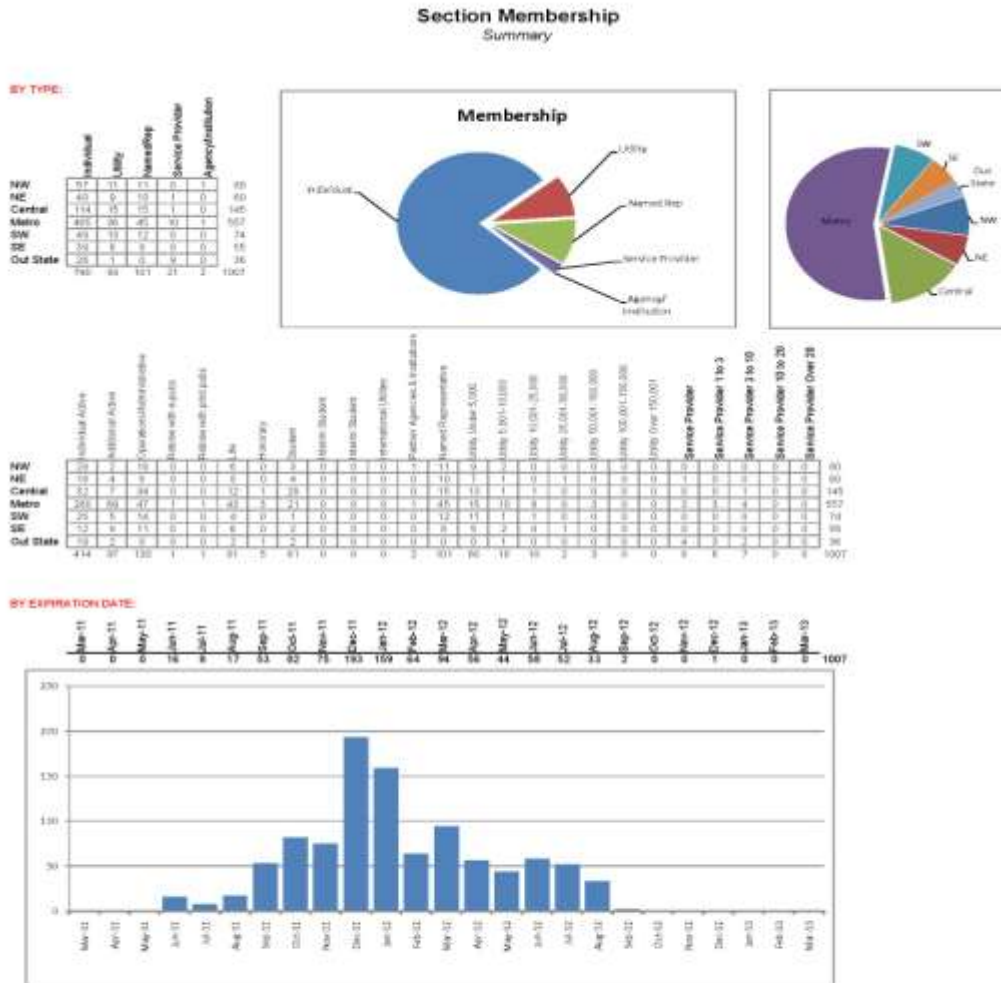
The Committee has also developed a variety of financial, attendee, and vendor reports. These overall changes have streamlined the registration process for the record keeper and data entry person, while providing up-to-date information to the various committees for planning purposes. The new registration process has saved time, cost, and resources for the Minnesota Section.

Please give the IT Committee members a "thanks" if you see them at the annual conference in Duluth. They worked hard to ensure the needs of the committees were met! Great job, Scott

Bredehoff, Carol Kaszynski, Chris Kleist, Jerry Ludden, Randy Poore, Stew Thornley, Rick Wahlen, and Joe Ward!!!

- Another change to the website will be the ability to upload and download files for data sharing, document management, and collaborative review. This will streamline workflow processes by the Committees.

Membership (Herb Watry and Mike McNabb)



Nominating (Dave Schultz for Director; Bill Spain for Chair-Elect)

Director (Bill Spain)

Bill Spain began his term as Director at the June 2011 ACE. Mr. Spain's term will end in June of 2014.

Chair-elect (Pete Moulton)

Nominations have been approved by the Board of Directors with Lyle Stai and Pat Shea receiving approval to run for the position of "Chair-Elect". Both candidates have filled out a biography and provided a list of goals and objectives if they are to be elected. Their submittals will be published in the "Conference Breeze".

Trustee-At-Large (Lyle Stai)

The current term ends in Oct 2012.

Conference Council (Corey Lubovich)

As the 2011 MN Section Annual Conference draws near, final details are being completed. There has been a lot of inquiry about the conference this year and the hope is that this interest will transpire into another healthy attendance by registrants and vendors alike.

Meteorologist Paul Douglas is our keynote speaker on Wednesday September 28th. Mr. Douglas brings a wealth of history and information regarding all aspects of weather related topics.

The Education Tracks on Thursday morning September 29th are all confirmed and look to be very well structured with regard to topic selection and balance. And of course there will be a host of fun and exciting activities to partake in throughout the conference.

Please refer to your Conference Program for any last minute changes that may have taken place and I will see you all at the DECC!

Minnesota Associates Council (Rod Ganther)

Minutes of the August 26, 2011 Meeting of the

Minnesota Associates Council

Minnesota Section, AWWA

The August 26th, 2011 MAC meeting was held in the conference room of the 3M Innovation Center in Maplewood, MN. The meeting was called to order by Council Chair Rod Ganther at 9:15 AM following a tour of the Center.

1. Attendance

- A. MAC members present at the meeting: Voting Members - Scott Bredehoft, Brad Forester, Rod Ganther, Kelly Lange-Haider, Brian Zinnel, Paul Thom, Chris Larson, and Shawn Kirsch. Non Voting Members – Chris Voeltz

2. Approval of Minutes

- A. Chris Larson made the motion to accept the minutes from the June 24, 2011 meeting. Scott Bredehoft seconded the motion. The motion passed.

3. Committee Reports

- A. Exhibits Committee: Chair Scott Bredehoft gave the report
 - a. Scott reported 82 vendor booths committed. Capacity is 100 with a total of 94 at the conference in 2010. Floor plan was set including risers for Tapping Contest. Exhibit hours were to be 10:00 – 3:30
 - b. Rod will take care of checking on the beverages for the exhibit hall. Kelly was to take care of the 4 prizes.

2. Conference Program

- a. Brian reported that the mini-sessions will fit between pipe tapping contests but the schedule is still somewhat unknown. Needs a local speaker system.

3. Golf/Skeet/Fishing

- a. Golf -Brad reported that 20 people have registered for golf which is normal. 12 sponsors have committed
- b. Fishing – 7 boat sponsors committed
- c. Skeet – No report

4. Competitions

- a. Chris reported that there will be at least 3 teams competing. Final preparations are being made
- b. Paul reported that Meter Madness is set to go

5. MAC Social –
 - a. Paul reported that it is ready to go. The budget is \$6,000 and Corey Lubovich will be having a band set up. Everything will be the same as last year except some spillover seating will be available on the bottom floor.

6. Endowment
 - a. Shawn reported that the amount in the endowment is \$165,000. It is close to funding itself, which is the goal. 4 hotels and 2 restaurants will be donating raffle prizes.

4. Water for People
 - A. Chris reported that the 2012 concert will be on April 20 at the Medina Ballroom

5. Young Professionals – No report

6. Adjourn
 - A. Scott made a motion to adjourn. Kelly seconded the motion. The meeting was adjourned at 9:51.

Public Affairs Council (Myron Volker)

Public Information (Terry Neuman)

No report.

Publications (Karla Peterson)

Please contact Karla Peterson, karla.peterson@state.mn.us, with editorial items for the Breeze. The upcoming calendar for the Breeze is listed below:

Winter 2011 issue

- | | |
|---|---------------------|
| a) Advertising/editorial content deadline | - Friday, Oct. 28 |
| b) Art proof to MNAWWA for review | - Wednesday, Nov. 9 |
| c) Art proof returned to CK | - Friday, Nov. 18 |
| d) Finish print and deliver to USPS | - Tuesday, Nov. 29 |

Spring 2012 issue

- | | |
|---|--|
| a) Advertising/editorial content deadline | - Friday, February 10/Friday, January 27 |
| b) Art proof to MNAWWA for review | - Friday, February 17 |
| c) Art proof returned to CK | - Monday, February 24 |
| d) Finish print and deliver to USPS | - Wednesday, February 29 |

Summer 2012 issue (Annual Member Directory & Buyers' Guide)

- | | |
|---|-----------------------|
| a) Advertising/editorial content deadline | - Friday, April 13 |
| b) Art proof to MNAWWA for review | - Wednesday, April 25 |
| c) Art proof returned to CK | - Wednesday, May 2 |
| d) Finish print and deliver to USPS | - Monday, May 14 |

Fall 2012 issue (Conference Issue)

- | | |
|---|----------------------|
| a) Advertising/editorial content deadline | - Friday, July 6 |
| b) Art proof to MNAWWA for review | - Monday, July 16 |
| c) Art proof returned to CK | - Wednesday, July 25 |
| d) Finish print and deliver to USPS | - Friday, August 3 |

Conference Programs and Posters

- a) Material deadline: - Friday, August 3
- b) Art proofs to MNAWWA - Wednesday, August 15
- c) Proofs returned to CK - Wednesday, August 22
- d) Finish print and ship - Friday, August 31
- e) With Conference Council Chair - Wednesday, September 5

Water for People (Chris Voeltz)

Items of Interest

- **2012 Concert** – The 4th annual 2011 Water For People concert will be on April 20th 2012. The committee is in the process of reserving the venue and entertainers for this event. The committee plans to seek pledges from potential sponsors at the MN AWWA vendor show in Duluth September 28th.
- **Summer Workshop** – The 8th annual Water For People volunteer leadership workshop forum was held on July 14-15 in Denver. Dave Holland from Bolton & Menk Engineering, Inc. represented the MN AWWA section at the workshop. Some of the topics of the workshop include that Dave will be sharing with the MN section Water For People volunteers are:
 - International programs and World Water Corps updates
 - Key messaging of Water For People
 - Fundraising and special events exchange
 - Workplace giving
 - Volunteer leadership
 - Networking
- **MN AWWA annual conference** – there will be four different fundraising events and the 2001 MN AWWA conference on September 27th. Fishing on Lake Superior, golfing, sporting clays and ribbon sales will be available for fundraising for Water For People and the endowment fund.
- **Water For People committee meeting**- The committee will have a breakfast meeting at Duluth Wednesday September 28th. Items to be discussed include: 2012 concert and any new fundraising ideas.

Scholarship (Doug Klamerus)

No report.

Young Professionals (Kevin Renslow)

No report.

Training Council (Chris Glassing)

Education Committee (John Thom)

Minnesota Section AWWA Annual Conference

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

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

The following training schools remaining for this year include;

Minnesota Section AWWA District Operator Schools

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.

Management Schools (Scott Anderson)

Planning is underway for the Management Institute which will be held in March 2012. Efforts are being made to keep the costs similar to 2011. Committee members are Scott Anderson – City of St Louis Park, Dave Lemke – City of Golden Valley, Mike Bramwell – City of Champlin, Tim Caruso – City of Hudson, and Beth Peterson - HD Supply.

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 held an EPA Risk Management Program Internal Auditing for Water & Wastewater Facilities workshop on May 4, 2011 at the Eagan Fire Safety Center in Eagan, Minnesota. An industry professional from MunicipalH2O was flown in to lead the course. The 1-day workshop had 38 registrants and 36 attendees from Utilities and an engineering firm from all over Minnesota and Sioux Falls, South Dakota. The workshop evaluations were very positive with the average scores ranging from 8.0 to 9.4 (out of 10).

We are looking to sponsor additional training this year. I need some feedback, based on your Safety Training needs. How about a 10 hour OSHA construction course? Participants would receive a 10 hour OSHA card. Safety is a core value of the Minnesota Section. The Committee is in need of new members to with fresh ideas and to plan safety training. If you have any safety ideas for training or other safety issues contact Phil Zollinger by phone at 651-775-6165 or email at phil.zollinger@ci.stpaul.mn.us.

Small Systems Committee (Rick Wanner)

The Committee has developed a scholarship application form for the Annual Conference Scholarships to be awarded to an individual from each of the Section Districts. The scholarship will provide up to \$500 to each recipient to cover hotel, meals, and travel expenses to the Annual Conference. The Section will also waive registration fees to the scholarship recipient. This scholarship program was developed to encourage participation in the Annual Conference from small system members. Each scholarship recipient will be required to provide specific feedback on their experience that will assist in the promotion of the scholarship program and small system participation in the Annual Conference. The scholarship recipient may provide a follow-up letter to the Committee, participate in a Committee meeting, and/or provide a short talk/presentation at a District School(s) or Section meeting. In addition, the feedback will be used to improve the programming and attendance at the Annual Conference as well as justification to the individuals' utility for funding the participation in future conferences. The Small Systems Committee would work with the Scholarship Committee and the respective District Trustee to promote and award scholarships.

Water Utility Council (Pat Shea)

The Minnesota Water Utility Council will hold its third quarter meeting September 28, 2011 as part of the Minnesota Section Annual Conference. Some of the ongoing Water Utility Council Activities include:

Cross Connection Control – The Water Utility Council, with the leadership of Karla Peterson, established a Cross Connection Control Committee to establish common cross connections that water utilities routinely have difficulty addressing, and in most cases, why those are particularly difficult to address. Once the list is assembled, the committee we develop ideas to identify and reduce cross-connections and begin discussions with the Minnesota Department of Labor. Please contact Water Utility Member Karla Peterson if you are interested in participating.

“Water Matters Drop In” – As part of 2011 ACE Minnesota AWWA Members met with State congressional delegation. In discussions with the Washington congressional staffers, it was suggested that MN-AWWA develop local staff contact to facilitate greater communication.

The “Water Matters Drop In” will supplement the National “Water Matters Fly In” to better establish a local relationship to improve communications (through more frequent contact), establish the Section as a knowledge base (by continually letting them know we are here to help them), and possibly reduce Section cost.

As part of this effort, contact was made with Senator Klobachar’s Minnesota Office and a meeting with Senator Franken’s Field Representative was held in July.

State Plumbing Board – Water Utility Member Allen Lamm has announced his retirement effective September 9, 2011. Allen also served on the MN Plumbing Board representing public water suppliers. His retirement creates a vacancy on both the Plumbing Board and the Water Utility Council. Anyone wishing to serve in either role please contact me at (320) 650-2814.

Plumbing Board Statue : “One member shall be a municipal public water supply system operator or superintendent,” Minnesota Statute Section 326B.435, subd. 1 (8).”

On behalf of the Water Utility Council, I thank Allen for his service and wish him all the best!