



CENTRAL STATES WATER ENVIRONMENT ASSOCIATION, INC.

Approved Minutes
Executive Committee Meeting
Thursday, Thursday, December 6 – Friday, December 7, 2007
Sheraton Bloomington Hotel, Bloomington, MN

In Attendance:	President:	Dennis Lindeke
	1 st Vice President	Tim Tack
	Past President	Carol Strackbein
	Treasurer	Scott Trotter
	WEF Director '08	Rick Ashling
	WEF Director '09	Dan Lynch
	MN Trustee	Dave Raby
	WI Trustee:	Ken Sedmak
	PWO Rep'09	Howard Jacobson
	Executive Director:	Eric R. Lecuyer
Guests:	S & YP:	Dan Busch
	LAC Chair:	Doug Henrichson
	Membership Com.	Greg Stonehouse
	Tech. Prog. Chair	Jason Benson
	Public Ed Chair	Patti Craddock
	MWIE Chair	Jay Kemp
	Note Taker:	Anne Lecuyer
Absent:	2 nd Vice President	Rusty Schroedel
	IL Trustee	Joe Slevnik

1. Call to Order: Dennis Lindeke called the meeting to order at 12:29 pm.
2. Approval of Agenda: **Moved by Dan Lynch, 2nd by Howard Jacobson to approve the agenda with the change of moving item 12c to the last business item for the day. Approved.**

3. President's Remarks: Dennis expressed his appreciation to all who made the trip to Bloomington.

4. Executive Director's Report: Eric Lecuyer noted that the minutes of the October 14 meeting had been posted on the website and had received comments from Rusty that included some spelling of names needed correction.

a. **Moved by Dan Busch, 2nd by Carol Strackbein to approve the minutes of the October 14, 2007 Executive Committee Minutes be approved with spelling changes. Approved.**

b. Dennis asked everyone to review their own information as well as any co-workers or committee members on the Committee Roster and forward to Eric Lecuyer any needed changes as soon as possible.

5. Financial Reports:

a. Scott Trotter and Eric Lecuyer explained that the balance sheet shows the combined amounts now that State Sections figures are blended into the Association financial reports. Dennis asked about the loss of approximately \$10,000 and Eric responded that this "loss" will be offset when the Sections' proceeds from their events are reported after the end of the year. There are also still three outstanding payments from the October Reception sponsors. Eric also explained the process of his own "pre-audit" prior to the actual, professional audit. Overall, Scott and Eric stated that the Association is financially sound and where they expected it would be. Fiscal 2007 final reports approval will take place via a teleconference in January 2008.

b. **Moved by Rick Ashling, 2nd by Carol Strackbein to approve the Financial Reports which includes the WI Section 2007 Budget. Approved.**

c. Eric reported that he had solicited quotes for an audit from four firms and only one responded. The quote was for \$4000. Last year he received three quotes, one for \$2400 and two for \$4000. Eric will pursue additional quotes and report back during the teleconference in January.

6. WEF Directors Rick Ashling and Dan Lynch reported that the WEF Directors meeting at WEFTEC was well attended with 19,198 people. The WEF message seemed to be that WEF would like to become the "go-to" entity for industry expert information, especially for the media and the public. Building relationships with other organizations to coordinate activities is a big part of "One Voice for Water". Rick and Dan reported that unfortunately, issues with AWWA are not improving and specialty conferences have not been working as joint events.

7. State Trustee Reports

a. Wisconsin: Ken Sedmak reported highlights of the Section's November 8 Annual Business Meeting. The Treasurer's report included the two certificates of deposit, one at \$5K and one at \$10K. The Section will also increase its \$500 Operation Challenge sponsorship to \$1,000 per Section participant as well as Operations Challenge sponsorship to Central States of \$1000. The Section would like to underwrite key member's attendance at the Annual Meeting and CSX. Section Activities: The management seminar was very successful as a joint event with WWA and was held at

Cabella's. The Univ. of WI Library initiative included a \$400 donation. The Operations Challenge activities in the state are being planned and two Collection Systems Seminars are scheduled for June 5 and August 1, 2008. A pretreatment seminar is being planned for June 18, 2008 in Oshkosh as well as a government affairs seminar, planned by Jane Carlson for February 28. Ken reported that the Membership Committee chair is stepping down but the Awards Committee is on track.

b. Minnesota: Dave Raby referred to his written report stating that the Section's Nov. 7. Conference on the Environment is expected to be financially successful. The Biosolids Committee is working with MWOA. They want to expand license renewal and educational opportunities. The Operations Committee is very active as shown in his written report. Dave also reported that Doug Henrichson is the new Section Chair; Jane Costello the new Vice Chair and Eric Evans needs to be replaced as Secretary/Treasurer as he is moving out of the state. The MN Section Executive Committee still needs to review and approved their Budget.

c. Illinois: Joe Slevnik's posted report was presented by Tim Tack. Gary Scott coordinated the 2nd Annual Quicktalks/Maintenance & Safety Seminar which was attended by 39 registrants and included 9 speakers. The Government Affairs conference, a joint event with IWEA, is planned for Jan. 16, 2008. New Section Chair, Sue Baert is working on the IL schedule of events for the CSWEA website and organizing the job duties of each chair position. Tim congratulated the enthusiastic efforts of the IL leadership. **Moved by Scott Trotter, 2nd by Rick Ashling to approve the State Section Trustee Reports. Approved.**

8. PWO Representative Report

Howard Jacobson reported that the 2007 Operations Challenge teams, the Shovelers and the Pumpers exceeded their expectations in placing 24th and 28th, respectively with a special thanks to Team Coaches, Rick Ashling and Jim Miller. He also thanked all of the sponsors and Paul Nehm of Madison MSD for hosting the training sessions. A discussion ensued, regarding encouraging Challenge team members to attend the Annual Meeting. It was suggested that each Section Chair appoint each team member to their Section's Operations Committee. Travel reimbursement needs to be expedited and Howard was asked to make sure no one is left out of the opportunity to participate due to financial issues. Eric will make sure rooms for team members are blocked.

9. Committee and Activity Reports

a. Education Seminar: Jay Kemp reported that the brochure will be distributed very soon and the event will again be at the Monona Terrace in Madison on April 1 with a reception the preceding evening. The general topic will be activated sludge, focusing on efficiency and performance.

b. General Awards: Tim Tack reported that nominations are still to come in and the slate will be finalized prior to the January '08 teleconference. **Moved by Scott Trotter, 2nd by Dan Lynch to authorize an electronic vote to approve the award nominees through a teleconference of the Executive Committee in January, 2008. Approved.**

c. Internet: Eric Lecuyer reported that the website advertisers are being invoiced and contracts renewed. Additionally, there are approximately 900 email addresses in the “constant contact” system and he as received no requests for an address to be deleted.

d. *Central States Water*: Eric Lecuyer provided the following publication mailing schedule: The next issue promoting the MWIE, Jan 4; April 4, promoting the Annual Meeting (deadline is Feb. 15), July 18, featuring a follow-up on the Annual Meeting and Sept. 26, promoting WEFTEC ‘08.

e. Nominations: The Nominating Committee, Chaired by Jim Roth’s proposed slate of candidates for the Association executive positions was distributed. The nominees are James Miller for 2nd Vice President, Carol Strackbein for Treasurer, and Scott Trotter for WEF Director 2011. Rachel Lee was nominated for YP Representative, pending approval of the addition of the position to the Exec. Committee by the General Membership at the Annual Business Meeting in May. **Moved by Scott Trotter, 2nd by Dan Lynch to accept the nominations as presented in the report. Approved.**

f. Public Education: Patti Cradock presented her report noting that the SJWP winners are listed in the posted report and the Sections are working together to offer time for SJWP winners to present at the Annual Meeting in MN. Roger Gyger is looking for a partner utility to provide a public speaking opportunity for students to use the “Water is Life and Infrastructure Makes it Happen” materials. There was a discussion about this WEF initiative being a pilot program and they are still looking for good successful programs around this initiative.

g. Students and Young Professionals—Dan Busch reported:

i. Student Paper Competition: Rick Hussey has taken charge of this effort and very positive feedback was received from Lindsey Bergsven, winner of the WEF Student Paper Competition.

ii. Student Design Competition: Paul Davidson scored high on his presentation at the WEF Competition and the feedback was that the teams presentation included more research than actual design. This is good information to keep in mind as the Sections and Association select the winning design team to send up to the WEF event. The Section committees will select their winners on the morning of the day preceding the upcoming Education Seminar. It was the consensus of the Ex Com that if a Section has more than one really strong candidate team and can afford it, the Section can decide who and how many they wish to send to the Annual Meeting competition.

iii. Student Chapters: There are still contact information issues to resolve. It is expected that there are 30 to 35 professors between the three Sections’ Chapters. Dan handed out a solicitation package that he wants to distribute pending Rich Hussey’s input.

h. Young Professionals: Kris Evans, Chair:

i. Illinois YP Report: Tim Tack presented Rich Hussey’s posted report stating that Rich wants to get a couple of IL YP events going before June. A mass email went out as well as an ad in *Central States Water* soliciting identification of YPs. They received about a dozen responses back requesting that they be included in the YP database. He also reported that WEF now identifies YP as a new membership category and the Association now has a database of 400 members that could be considered YPs.

i. General Membership: Greg Stonehouse reported that one of the ideas coming out of CSX was an electronic survey but this has not been proven cost-effective and would like to leverage WEF's initiative, i.e., their marketing firm that could do this if we provide a contact list. WEF is also looking for MA support for their Membership Committee and Greg would like to encourage Operations folks to sit on this committee. Eric Lecuyer added that on WEF's membership form, they had the wrong dues amount. WEF will have to make up the \$5 per allowance and approximately \$280 is due the Association from WEF. He also expressed concern over the WEF website geographic selection for prospective members has no identification for MN or WI and IL only has IWEA as a selection for an MA. WEF is looking into this problem.

j. MARC Committee: There was no report.

k. Midwest Water Industry Expo: Jay Kemp, Chair: Dan Lynch brought up the issue of CEUs. MN will honor the same CEUs as WI but there is no commitment from IL. Receiving CEUs is important to help get people to the event. Central States will have a booth there to promote its other events. **Moved by Ken Sedmak, 2nd by Dan Lynch to accept all committee reports. Approved.**

10. Annual Meetings

a. 2008 Minnesota: Dennis Lindeke and Doug Henrichson went through the agenda.

i. Technical Program Committee: Jason reported that Dec. 15 is the deadline for papers and they are adding collections systems. He referred to the posted report for details.

ii. Facility Tour: Rooms have been blocked at \$125 a night. There was interest in the Cabana rooms off the indoor pool that could be rented. They are not reserved. Overall, everyone was pleased with the tour and happy with the facility.

b. 2009 Illinois: Eric reported that the contracts had been signed with Lincolnshire Marriott. The Executive Committee will meet on May 18 at 8:00 a.m. and again on Thursday at the end of the Conference.

c. 2010 Wisconsin: There was a short discussion about the venue. It may be best to look at Madison or perhaps LaCrosse.

Moved by Scott Trotter, 2nd by Ken Sedmak to approve all Annual Meeting reports. Approved.

Moved by Scott Trotter, 2nd by Howard Jacobson to recess until 8:00 am on 12/7. Approved.

11. Old Business:

a. Scott Trotter reported that the 2007 CSWEA/IWEA WEF Reception remained revenue neutral and plan to repeat a similar event in '08 with time limits on the cash bar and simple food offering. He received no complaints.

b. Dennis Lindeke and Eric Lecuyer referred to the CSX'07 follow-up posted report item #1 as the WEFTEC meeting with IWEA illustrated the need to continue to be respectful of the other organization.

c. Scott Trotter reported that the Local Host Booth at the 2007 WEFTEC was well-manned and the volunteers were appreciated. He also reported that half of the '08

Local Arrangements Committee will be Central States members and half will be IWEA members. They've done this before and know what is expected. They are establishing a golf, budget and tour committee. Eric Lecuyer said he will get rooms blocked for the Executive Committee and Operations Challenge.

d. WEFMAX '08 hosted by CSWEA: Doug Henrichson's posted report was referenced with highlights being discussed, such as the event venue will be at the Bloomington Sheraton, March 13th through the 15th. Dennis described the format and attendance is usually about 45 people. 88 people attended the last Chicago event. It is designed for the leadership of MAs and Association committee chairs. The committee is still looking for entertainment

e. USEPA/CSWEA Asset Management Workshop: Eric Lecuyer explained that Ken Sedmak initiated discussion about this opportunity for a joint event after the last meeting. Similar events have taken place on the east and west coast with attendance at about 125 to 150 people. The content and materials will be provided by the USEPA and the venue and marketing will be provided by Central States. We set the fees. The USEPA contact is Steve Albe. It was determined that it is very doable, probably should be held in Madison in early September. It crosses over many areas and organizations which makes this appealing. Ken did suggest that the Association work with AWWA as they have a management conference in August. **Moved by Dan Lynch, 2nd by Ken Sedmak to authorize entering into an agreement with USEPA to conduct this workshop. Approved.**

f. WEF/CSWEA NPDES Workshop: Eric Lecuyer referred to his posted report for details but noted that the Association's responsibility will be to advertise and promote the event and set up a Central States display. It is planned for June 10th in Milwaukee.

g. CSWEA –CSX '08: Eric Lecuyer reported the dates for the exchange will be Noon on July 17th and end at Noon on the 18th 2008. YPX is slated for a separate room on July 18th and we will work to assure effective crossover. The focus of the agenda will be the Public Sector. How do we encourage membership from this arena? Greg Stonehouse would like to include Iowa and other regional YPs. Scott suggested a budget of about \$2500 would cover meeting room rental and the pizza party Thursday evening.

h. CSWEA – YPX '08: Eric reported for the committee that initial discussions regarding format have begun. The Association will provide the room and the committee will run the meeting.

12. New Business:

a. Appointment of an Executive Director, 2008: **Moved by Dan Lynch, 2nd by Rick Ashling to reappoint Eric R. Lecuyer as Executive Director with a 10% increase in monthly equipment and management fee. Approved.**

b. Executive Director 2008 Travel & Expenses: Eric noted that his posted report includes a list of all events requiring travel which has increased due to more events. **Moved by Scott Trotter, 2nd by Howard Jacobson to approve the proposed expenses. Approved.**

c. Adoption of the 2008 Fiscal Budget: This was discussed at great length and a new item was added to increase CSWEA's sponsorship of "WEFTEACH" at WEFTEC'08 to \$2,000 and added a second co-sponsored EPA Workshop on Energy Management using the same amounts for the Asset Management Workshop. There was a

great deal of discussion about changing the way we budget for donation to Water for People in addition to the MWIE raffle with WWA, projecting 50% of net gain for this year to be \$2,500. \$1,250 for software maintenance fee was also added in anticipation of investing in registration/marketing software. Changes were made on-site to the proposed budget for final review by the Executive Committee. **Moved by Rick Ashling, 2nd by Ken Sedmak to approve the proposed 2008 Budget as finalized. Approved.**

d. 2008 WEFMAX Presentation: Dennis Lindeke reported that Tim Tack will present a 10-15 minute talk as Dennis will moderate for the Host Association. Dennis reported that brainstorming sessions will include WI Section's Committee on Committees, the Education Seminar, MWIE and Student Chapters. Also included: Central States "reinventing itself", highlighting the activities and introducing the "go-to" person. The event is "going to be big!"

e. Constitution and By-laws amendment, YP Director: Eric Lecuyer read Rusty's concerns regarding the YP category and made the change from PWO to YP in Section 2. There was a discussion of providing for a 2-year term for a YP at Large (representing all Sections) to sit on the Executive Committee. It was noted that only Treasurer can hold a position for more than one term. Action was deferred on this issue. Another discussion ensued about Association only membership. The membership could be offered for \$20 which is what the Association receives from WEF. A majority of MAs have MA-only members and this may help to capture more public sector members. It was suggested that maybe we should actively pursue PWO members. Eric said he will get details from other MAs, draft language and distribute proposed amendment to the Executive Committee prior to the January teleconference at which time the Constitution and By-Laws proposed amendments must be finalized to provide needed notice to members in advance of the Annual Business Meeting.

f. The next meeting is scheduled for May 19, 2008, at The Sheraton Bloomington Hotel, Bloomington, MN. Eric will poll the Executive Committee and set-up a January teleconference to complete business that needed to be deferred until after the end of the calendar year.

13. Adjournment: **Moved by Howard Jacobson, 2nd by Rick Ashling to Adjourn. Approved. The Meeting was adjourned at 11:00 am.**