



**The Wisconsin Section  
Central States  
Water Environment Association**

**Minutes of the Summer Board Meeting  
Wisconsin Section - Central States Water  
Environment Association**

**August 9, 2006**

**Nine Springs Wastewater Treatment Facility,  
Madison, WI**

The Summer Board Meeting of the Wisconsin Section of Central States Water Environment Association was called to order by Chair Tom Mulcahy at 2:05 p.m. on August 9, 2006 at the Nine Springs Wastewater Treatment Facility Operations Building, Madison, Wisconsin.

Board Members present:

- Tom Mulcahy, Chair
- Rusty Schroedel, CSWEA Trustee
- Randy Thater, WWOA Liaison
- Randy Wirtz, Past Chair
- Dave Arnott, Secretary / Treasurer
- Bill Marten, Vice Chair

In addition, Brian Molenaar, Chair of the Industrial Waste Committee, Troy Larson, Chair of the Operations Committee, Dan Busch, Chair of the Students and Young Professionals Committee, and Jeff Brochtrup, Chair of the Committee on Committees were present.

**Approval of May 10, 2006 CSWEA Annual Meeting Minutes:** Rusty Schroedel moved that the meeting minutes for the May 10, 2006 Board Meeting be approved as submitted. Second by Randy Thater. Motion carried.

**Treasurer's Report and Audit Committee Report:** Dave Arnott presented the Treasurer's report, stating that there was a balance in the Section's accounts of \$24,081.39 as of August 4, 2006. Dave

mentioned that final disbursement of the 2006 Collections Systems Seminar to the WI Section have not been made. Bill Marten noted that the Section was expecting the final disbursement from CALS (University of Wisconsin-Madison) for the 2006 Government Affairs Seminar. Also, the Springs Biosolids Symposium should be closing their books in the next few months. CSWEA WI Section should be receiving half of any profit (or splitting any loss) from this seminar.

Randy Wirtz made a motion to approve both the Treasurer's Report as presented. Second by Tom Mulcahy. Motion carried.

**CSWEA Trustee Report:** Trustee Rusty Schroedel presented an oral and written report. Key points made in the oral report included:

- There is a concern about the WEFTEC Operations Challenge not being fully funded. Although there are procedures in place to help pay for the cost of travel, meals and lodging for the actual event, expenses for training, travel, lodging and meals for training typically are not covered.
- The Central States representative for the Stockholm Junior Water Prize Competition was Megan O'Brien from Divine Savior High School in Milwaukee. There was one grand prize winner and three finalists winners. Megan was a finalist winner. Megan was recognized at an Underclass Honors Ceremony. The consensus of the group was that Megan should be recognized in some fashion at the Central States level.
- The Student Paper Competition deadline has been moved back. It is unclear as to if this competition would be part of the Education Seminar. Rusty will talk to Dan Busch about this.
- For the Midwest Industry Expo, there was talk about creating a policy of donating part of the CSWEA proceeds to the Water For People Charity. It was decided not to make a standing policy but instead address this issue on a year-by-year basis.
- WEFTEC will be in San Diego in 2007, Chicago in 2008, and Orlando in 2009. After that, the Convention will alternate between Chicago and New Orleans. WEF has not changed plans because hurricane Katrina.
- WEF is introducing a new public relations program entitled "Water is Life". The program will consist of mass mailing of brochures and other promotional material such as book marks and paper pads that can be ordered.
- The topic of Eric Lecuyer's reimbursement was discussed. Eric is reimbursed by way of a laptop computer and with an annual stipend from CSWEA.

**WWOA Liaison Report:** Randy Thater presented an oral and written report. Key points made in the oral report include

- The WWOA Annual Meeting will take place in Wisconsin Dells this year. The 2007 conference is in La Crosse. The Board is considering Stevens Point to join Green Bay, La Crosse, and Wisconsin Dells in a four year rotation.
- Due to the small number of teams for the Operators Competition last year, this year there will be three person teams.
- Promotional material will not be kept in stock. WWOA will try to use an "as ordered" system. WWOA will pay for the initial logo set up with a specific provider. Custom orders can then be made with that provider subsequently.

- The Scholarship program procedures have been rewritten to make the criteria more general in an effort to have greater use of them. Two one thousand dollar scholarships will now be available for students in either a two-year or four-year accredited program. The criteria of being a child or grandchild of a person in WWOA and that the person must be studying in the wastewater field, remain.

## COMMITTEE REPORTS

Committee reports are posted on the CSWEA Wisconsin Section website for review. Key committee issues discussed are noted below.

**Collection Systems:** Chair Jim Beier had submitted a written report available on the website for review. Profits for the 2006 Collection System Seminar were down about \$1,000 compared to last year.

**Government Affairs:** Chair Bill Desing had submitted a written report available on the website for review.

**Industrial Waste:** Chair Brian Molenaar had submitted a written report available on the website for review. Brian mentioned that work on the first Industrial Wastewater Pretreatment Conference is progressing slowly. Seventeen out of the eighteen POTW's with pretreatment programs that responded to an interest survey sent out by the Committee were interested in such a conference /seminar. Plans for the conference /seminar are now for winter of 2007. However, it may be more realistic to plan on winter 2008. To cut down on costs, it may be a good idea if Strand could host the conference / seminar instead of using a hotel. Brian will talk to Tom Foltz about this. Also, it was felt that for that the length of the first seminar should be limited to a day or less.

**Membership:** There was no written report received from Rob Szekeress.

**Operations Committee & Management Seminar:** Troy Larson is working on learning the activities and charges of the committee. Troy is working with Dave Arnott and is reading Wisconsin Section guidance documents for the Committee.

**Public Education:** There was no written report received from Max Anderson.

**Safety:** This committee is without a chair and currently inactive.

**Watershed Management:** Chair Hans Holmberg submitted a written report available on the website.

**Student Activities:** A new student chapter at the Fox Valley Technical College was formed. The student chapter will be made up of 20 to 30 students. The exact number will be finalized in the fall.

A student Chapter at the University of Wisconsin- Madison was recently formed.

**Public Awareness:** There was no written report received from Steve Godfrey.

## Representatives Reports

**Spring Biosolids Symposium:** Bill Marten mentioned that planning for the 2007 event in Stevens Point will begin next month.

**Water Wastewater Education Association:** Rusty Schroedel indicated he would like to get off this committee. Committee work involves 1 to 3 conference calls a year and one meeting. It was decided that Tom Mulcahy would take over this committee.

Mary Wagner is the WDNR contact for maintaining the training calendar. It is acceptable for consulting offering training programs with continuing education credits to be listed on the calendar

## Old Business

**Committee on Committees Update** Jeff Brochtrup gave a presentation summarizing work to date, summarizing recommendations to restructure committees, summarizing recommendations to manage the committee process, providing information on how each committee should make their annual plan, providing a template and example of an annual plan, providing the Section Annual Activity Timeline (SAAT), and providing an example of a Committee Annual Activity Timeline (CAAT).

A Committee Guidance Manual and CD were handed out to each Board member with the above information.

The five Recommendations to Restructure Committees accepted at the May 2006 meeting were:

1. Combine the Public Education and Public Awareness Committees into a Public Education and Awareness Committee.
2. Require the Watershed Committee to provide a liaison to the Government Affairs Committee.
3. Require the Collection Systems and Operations Committees to supply a member/ liaison to the Safety Committee.
4. Revise the Safety Committee Charge to state the Committee may undertake activities related to vulnerability assessments, security, and emergency response.
5. Make the Section Past-Chair a member of the Membership Committee.

Recommendations to Manage the Committee Process were:

1. Use Board Members as Liaisons to Committees, with each Board member (except the Secretary/Treasurer) having specific committees to liaise with.
2. Include in each Board Meeting an agenda item to review committees' needs and management issues.
3. Develop Section Annual Activity Timeline (SAAT) to serve as an annual activities "outline" for committees and as a tool to assist in organizing and communicating committee activities.
4. Use written plans from each committee as an organizational and communication tool within a committee and with the Board.
5. Develop a committee guidance document to assist committee chairs and Board members in their respective roles in the committee process.

It was decided that the Wisconsin Section Board should make an Annual Plan and a CAAT. Bill Marten will lead this effort.

Board liaisons to committees should be assigned by the November Annual meeting. The CAAT for each committee should also be complete by the November Annual meeting. Randy Wirtz will coordinate several conference calls with key members in the next couple months to facilitate this.

**Section Policies & Procedures Manual Revisions:** Randy Wirtz went through numerous changes to the Section Policy and Procedures. Some changes were made to reflect liaisons or cross memberships as outlined in the recently adapted committee restructuring.

Randy will make other modifications and will send updated revisions to Board members for review within the next two to three weeks. The goal is to adopt the proposed changes at the November Annual Business meeting.

Dave Arnott should coordinate with Eric Sedmak to get the most recent approved version of the Wisconsin Section Policies and Procedures in the CSWEA website.

**Students and Young Professionals Committee Recommendations for Student Chapters and Excess Fund Expenditures** Chair Dan Busch handed out a summary of Student and Young Professionals Functions and Activities. The sheet described various functions (student memberships, WEF events and new initiatives), the present status, costs per event, number of events and total costs. Dan also handed out a WEF Students and Young Professionals Committee newsletter.

## **New Business**

**November Wisconsin Section Annual Business Meeting:** This meeting will take place in Fond du Lac on either November 8 or 9. Fond du Lac was chosen because of its central location. Dave Arnott will arrange with the Holiday Inn hotel and select the date.

### **Upcoming Events:**

**WWOA Annual Meeting** October 3 – 6, 2006 at the Kalahari in Wisconsin Dells.

**WEFTEC** October 21 – 25, 2006, Dallas, Texas

**Management Seminar** , August 10, 2006, Madison, Wisconsin

Randy Wirtz motioned that the meeting be adjourned. Second by Bill Marten. Motion carried. Meeting adjourned at 5:14 p.m.

Respectfully Submitted:

David W. Arnott  
Secretary/Treasurer  
Wisconsin Section - CSWEA