



The Wisconsin Section
Central States
Water Environment Association

Minutes of the November Business Meeting

Wisconsin Section - Central States Water Environment Association

November 13, 2003

Country Inn Hotel, Waukesha, WI

The annual business meeting of the Wisconsin Section of Central States Water Environment Association was called to order by Chair Tom Sigmund at 2:53 p.m. on November 13, 2003 at the Country Inn Hotel in Waukesha, Wisconsin.

Board Members present:

- Tom Sigmund, Chair
- Mike Pierner, Vice Chair
- John Olson, Past Chair
- Tom Krueger, CSWEA Trustee
- Tom Kruzick, WWOA Liaison
- Bill Marten, Secretary/Treasurer

Central States WEA Officers present included:

- Dan Lynch, CSWEA President

In addition, the following were present: Jim Thalke, Bill Boyle, Pete Conine, Dave Arnott, Keith Haas, Tom Bunker, Rick Pace, Carol Strackbein, Paul Nehm, Dan Busch, Tom Foltz, Tom Mulcahy, Steve Godfrey, Daphne Eder, Jay Kemp and Joan Hawley.

Approval of August 14, 2003 Summer Board Meeting Minutes: Mike Pierner moved that the meeting minutes for the August 14, 2003 Board Meeting be approved. Second by Joan Hawley. Motion carried.

Treasurer's Report: Bill Marten presented the Treasurer's report, reporting that there was a balance in the Section's accounts of \$23,201.06 as of November 10, 2003. Carol Strackbein moved that the Treasurer's report be accepted as presented. Second by Pete Conine. Motion carried.

CSWEA Trustee Report: Trustee Tom Krueger presented a written and verbal report. The full written report can be found on the CSWEA Wisconsin Section website. Key points of the verbal report were:

- The relationship between CSWEA and the State Sections is still being determined, with an ad hoc committee tasked with developing recommendations for the January 2004 meeting of the

CSWEA Executive Committee. The overall goal is to have new governance documents ready for approval in time for the May 2005 CSWEA Annual Meeting.

- Russ Susag resigned as CSWEA Secretary-Treasurer effective October 12, 2003. Eric Lecuyer is serving as the Interim Secretary-Treasurer through the May 2004 Annual Meeting. An ad hoc committee was appointed by President Dan Lynch to search for a permanent Secretary-Treasurer, with the goal of having a recommendation available in time for the January 2004 Executive Committee meeting.
- The Internet Committee announced that the Webmaster job description had been posted. The position will include "List Server" duties. It is expected that a replacement for Scott Thompson will be selected by the January Executive Committee meeting.

WWOA Liaison Report: Tom Kruzick presented a written and verbal report. Key points were:

- The 2003 WWOA Annual Conference was held October 21-24, 2003 at the Kalihari Resort in Wisconsin Dells. The conference set a pre-registration record of 850. At the Annual Business Meeting Kay Marshall and Pete Conine were re-elected to additional two-year terms on the Board of Directors, and Jim Schreiber was also elected to the Board. In addition, Randy Herwig was elected as President, Tim Nennig as President-Elect and Tom Kruzick as Vice President.
- The 2004 Conference will again be held at the Kalihari Resort in Wisconsin Dells on October 26-29, 2004.

CSWEA President Message: Dan Lynch, CSWEA President, spent a few minutes discussing Central States issues of interest.

Dan presented a handout and reported on progress being made by the CSWEA Reserves and Fiduciary Responsibilities Ad Hoc Committee that is reviewing the organization's structure and inter-relationships with the State Sections. To date we (CSWEA and the three State Sections) have been operating as four separate organizations. The committee is developing recommendations for governance changes that will bring our organization as a whole into compliance with IRS Code regulations. He stressed that these recommendations will not really change how the organization works, but just how it appears from an audit perspective. He noted, however, that these are very important changes for the organization, but that we shouldn't let them become overwhelming.

Dan noted that Eric Lecuyer was serving as CSWEA's Interim Secretary-Treasurer, and that Scott Trotter was heading up an ad hoc committee looking for a new permanent Secretary-Treasurer.

Dan also confirmed that CSWEA hopes to hire a new webmaster at the January 2004 Executive Committee meeting.

Breakout For Committee Meetings

Chair Tom Sigmund recessed the meeting at approximately 3:15 p.m. to allow for Committee meetings. The meeting was reconvened at approximately 3:40 p.m.

Committee Reports

Collection Systems: Chair Keith Alexander had submitted a written report. Key points included:

- The 2003 Collection System Seminar produced a net profit of \$680, down from profits of \$1,447 in 2002 and \$2,284 in 2001. Reasons for the decrease include lower attendance and higher costs associated with the seminar. The planning committee is considering an increase in vendor exhibit fees to counter decrease in profits.

- The committee has decided upon a nominee for the 2004 Collection System Award and will be submitting the required paperwork to CSWEA.
- The 2004 Collection System Seminar will be held June 3, 2004 in Watertown.

Joan Hawley noted that WEF was planning a Specialty Conference on Collection Systems to be held in Milwaukee during August of 2004.

Government Affairs: Chair Dave Taylor had submitted a detailed written report that can be reviewed on the CSWEA Wisconsin Section website.

Tom Bunker noted that U.S. EPA had recently developed and issued draft effluent blending regulations for public comment. These draft regulations are related to the practice of blending fully and partially treated wastewater in a plant's effluent during high flow/wet weather events.

Government Affairs Seminar: Tom Foltz had submitted a written report that was included in the Government Affairs Committee report. The 2004 Government Affairs Seminar will be held on Thursday, February 26, 2004 at the Marriott Madison West in Middleton.

Industrial Waste: No report was received or reported on.

Membership: Chair Ken Sedmak presented a written report, noting two significant initiatives. The first is that Ken is heading up the CSWEA Ad Hoc Membership Committee, and that committee is planning to perform a telephone survey of the membership which will be implemented in December and January. The second initiative is that the Wisconsin Section Membership Committee is developing a welcome letter that will be sent, along with summaries of committee activities, to new members.

Operations Committee & Management Seminar: Chair Dave Arnott presented a written report. The committee is in the process of finalizing nominations for the Hatfield, Operations and Laboratory Analyst Excellence awards. The committee has also developed a draft Wisconsin Section policy regarding WEFTEC Operations Challenge participant selection for action at the Section's Annual Meeting in May. This policy is intended to compliment the existing Central States policy found in Section 17.2 of the CSWEA Statements of Policy.

Management Seminar: John Olson presented a written report. The 2003 Management Seminar was attended by 47 people, and despite a \$5.00 registration fee increase only resulted in a profit of \$92.50. Reasons for this were related to increased administrative costs, including a Wisconsin Water Association staff member on site handling registrations the day of the seminar, and a change in hotels. The Wisconsin Section of CSWEA will be the lead organization for the 2004 Seminar, with John Olson serving as chair. That planning effort is underway, and a tentative date of August 12, 2004 has been selected. The next seminar planning meeting is scheduled for January in Madison.

Public Education: Max Anderson submitted a written report. Max will be presenting information at the Wisconsin Association for Environmental Education teachers workshop in Waupaca on November 1. Max is continuing to work with WWOA related to coordinating public education efforts.

Safety: Don Lythjohan had submitted a written report. The Safety Committee has been relatively inactive but would like to see a safety topic covered at every Wisconsin Section sponsored seminar. It was noted that safety was a prime topic that was well covered at the 2003 Collection Systems Seminar. The committee is putting together a nomination for the 2004 Burke Safety Award and will be submitting the required documentation to CSWEA.

Watershed Management: Jane Carlson submitted a written report which can be viewed on the Wisconsin Section website. Jane and Mike Doran have been working on developing comments to the November 2002 WDNR Draft “Guidelines for Designating Fish and Aquatic Life Uses for Wisconsin Surface Waters”.

Student Activities: Dan Busch presented a written report. Milwaukee Area Technical College is interested in starting a WEF-based student chapter. Dan hopes to have this in the works for Wisconsin Section approval at the May Annual Meeting. Dan will also be working with the CSWEA Local Arrangements Committee, for the 2004 Annual Meeting, to provide activities and opportunities encouraging involvement by students and young professionals.

Public Awareness: Steve Godfrey presented a written report. The committee is hoping to be more aggressive in its activities in 2004. Tom Mulcahy reported that he should be contacted regarding the Wisconsin Section display. He also mentioned that we were being asked to pay display space rental fees when we’ve been going to other organization’s conferences. Steve Godfrey will put together a budget request to pay such fees, for the 2004 budget.

Representatives Reports

Spring Biosolids Symposium: Jay Kemp announced that a new member of the planning committee was needed right away, to replace Jay and to chair the symposium in 2005. The 2004 Spring Biosolids Symposium will be held on March 16 in Stevens Point.

Water Wastewater Education Association: Rusty Schroedel submitted a written report stressing the importance of coordinating all activities with the WWEA Training Calendar. Peg O’Donnel of WDNR should be informed of all planned meetings and seminars, for posting on the Training Calendar.

Election Of Officers

John Olson distributed a report from the Nomination Committee, which was chaired by John and had Carol Strackbein and Dan Busch as additional members. John presented the committee’s recommendations to fill the positions of Section Vice Chair and Secretary-Treasurer.

For Section Vice Chair, the committee nominated Randy Wirtz of Strand Associates in Madison. Chair Tom Sigmund called for nominations from the floor three times. Dan Lynch made a motion to close nominations and elect Randy Wirtz by unanimous ballot, seconded by Tom Krueger. The motion carried unanimously.

For Section Secretary-Treasurer, the committee nominated current Secretary-Treasurer Bill Marten, of Donohue & Associates in Sheboygan, for a second two-year term. Chair Tom Sigmund called for nominations from the floor three times. Jay Kemp made a motion to close nominations and re-elect Bill Marten by unanimous ballot, seconded by Joan Hawley. The motion carried unanimously.

The new officers will begin their terms of office at the May 2004 annual meeting.

Old Business

Strategic Plan Implementation Update: Mike Pierner presented a written report that will be posted on the Wisconsin Section website. Significant progress has been made in all areas of Strategic Plan implementation, but a number of activities still need to be accomplished.

Mike noted that a couple key areas where significant progress has been made, but where additional progress is needed, are increasing membership and increasing awareness and member recognition

within their communities. He added that a Member Services Committee called for in the Strategic Plan had not been formed yet. Joan Hawley questioned whether this committee should be considered a subcommittee of the Membership Committee.

Mike also noted that a key upcoming activity was appointment of a committee, at the May 2004 Annual Meeting, to perform a formal review and update of the Strategic Plan.

WEFTEC Operations Challenge Team Selection: Dave Arnott reported that the Operations Committee had developed a draft Wisconsin Section policy intended to compliment the CSWEA policy regarding how the Operations Challenge team members are selected for the WEFTEC Conference each year. The purpose of this policy is to clarify team selection protocol so as to avoid misunderstandings and conflicts. The committee will make minor modifications to the draft policy and present it for action at the Winter Board Meeting in February.

Proposed Changes to Student Activities Committee Charge: Dan Busch presented a draft of proposed changes to the Wisconsin Section Statements of Policy related to the name and charge of the Student Activities Committee. The changes mainly involve changing the name and focus of the committee to include young professionals, and also encouraging participation in the Stockholm Junior Water Prize competition by Wisconsin schools. Dan will update the proposed changes based on comments received and submit them for action at the Winter Board Meeting in February.

Wisconsin Section Reserves Policy: John Olson presented proposed draft language to change the reserves policy in the Wisconsin Section Statements of Policy. The goal is to develop a policy similar with that adopted by CSWEA, which ensures sufficient reserves (minimum to be maintained) to cover the two highest cost functions of the Section. It was suggested that a maximum amount of reserves, above the minimum target, also be defined. John will modify the draft policy changes and have them posted on the Wisconsin Section website for review and comment, with a goal of taking action on the policy at the Winter Board Meeting in February.

Update on Committee Summaries: Tom Sigmund presented drafts of Wisconsin Section committee summaries for review and comment. These summaries include a listing of committee members and contact information, and a summary of committee goals and responsibilities. Tom Krueger suggested adding information on the approximate number of times each committee meets per year, as well as whether such meetings are face-to-face, and thus require travel, or are held as conference calls.

New Business

Status Report on Awards Nominations: John Olson presented a summary on where things stood with regard to award nominations for the 2004 CSWEA Annual Meeting.

- The Operations Committee is almost finished putting together the nomination package for the Hatfield Award, and will have selected final nominees for the Operations and Lab Analyst Excellence awards by shortly after the Annual Business Meeting. The committee anticipates all nominations will be submitted to CSWEA on time.
- The Safety Committee is in the process of putting together its nomination for the Burke Safety Award.
- The Industrial Waste Committee is in the process of identifying a nominee for the Industrial Achievement Award.
- The Collection System Committee plans to have its nominee for the Collection System Award identified by December 1, 2003.

WDNR Seminar Registration Policy: Jay Kemp indicated that during planning for the 2003 Spring Biosolids Symposium WDNR staff indicated problems getting approval to attend seminars, due to the state budget problems, and had inquired whether the Wisconsin Section could provide gratis registrations for WDNR staff members for seminars sponsored by the Section. Jim Thalke indicated that WDNR staff had made a similar request to WWOA. A significant amount of discussion ensued. Key points made during the discussion included:

- We are trying to keep the costs of our seminars as low as possible, and the registration fees charged are typically a minor part of the actual cost to attend such seminars (labor costs being much more significant).
- Many utilities are faced with very tight budgets, similar to the state, but are still finding ways to prioritize expenditures to allow staff to attend seminars.

Tom Sigmund indicated that he would try to coordinate a common position on this issue with WWOA, WWA and MEG. One suggested strategy was for all the groups to approach WDNR management together to stress the importance of WDNR staff being involved in the work of these organizations.

Announcements

The following announcements were made:

- The Winter Board Meeting for the Wisconsin Section would be held on Wednesday, February 25, 2004 at 2:00 p.m. at the Marriott Madison West.
- Abstracts for the 2004 CSWEA Annual Meeting were due December 15, 2003.
- The 2004 Government Affairs Seminar was scheduled for Thursday, February 26, 2004 at the Marriott Madison West.
- The 2004 Spring Biosolids Symposium was scheduled for mid-March at the Holiday Inn in Stevens Point.
- The CSWEA Education Seminar was scheduled for Tuesday, April 6, 2004 at the Monona Terrace in Madison.
- The CSWEA Annual Meeting was scheduled for May 16-18 at the Monona Terrace in Madison.

There being no announcements Tom Krueger moved that the meeting be adjourned. Second by Carol Strackbein. Motion carried. Meeting adjourned at 4:52 p.m.

Respectfully Submitted:

William L. Marten

Secretary/Treasurer

Wisconsin Section - CSWEA