



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

Minutes of the Annual Business Meeting

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

November 20th, 2013

UW-Milwaukee Continuing Education Department

Chair Dave Arnott called the Wisconsin Section of Central States Water Environment Association Annual Meeting to order at 2:02PM on November 20th, 2013 at UWM- Continuing Education Department.

Board Members present:

- Dave Arnott, Chair
- Julie McMullin, Vice Chair
- Joshua Gable, Secretary/Treasurer
- Bill Oldenburg, Past Chair
- Sharon Thieszen, WWOA Liaison
- Trustee, Brandon Koltz

Committee Chairs present:

- Hans Holmberg
- Bryan Viitala
- Mike O'Neil
- Jon Butt
- Randy Belanger

Other WI-Section members present:

- Dan Zitomer
- Mohammed Haque
- Rusty Schroedel
- Jim Kleinschmidt
- Keith Haas

- Carol Strackbein
- Steven Godfrey
- Mark Zimmerman
- Glen Tranowski

Introduction of those present:

All board members and chairs introduced themselves.

Approval of the August 15th Summer Board Meeting minutes:

No comments, Jon Butt motioned to approve the minutes as written. Second by Mike O'Neil. Motion passed.

Treasurer's Report:

Josh Gable presented the Treasurer's report, which showed a balance in the Section's accounts of \$41,374.72 as of November 14th, 2013. Of this amount, \$17,374.72 was in our checking account, \$18,829.29 was in our savings account, and \$5,471.92 was in our 14-month CD.

CSWEA Trustee Report:

Trustee Brandon Koltz reported the following:

- The CSWEA executive committee is considering the discontinuation of its participation in the Midwest Water Industry Expo in partnership with the Wisconsin Water Association due to the difficulty of getting participants and vendors there.
- CSWEA has a contractual obligation to continue participating in the event through 2015.
- It is believed that this event has detracted participants from attending the Annual Meeting every year.

Mohammed Haque, CSWEA Executive Director added the following:

- Vendors have been expressing a lack of interest as they are not seeing the value. It seems that WWA is also questioning the value of this event at this time for similar reasons.

Brandon: With all of that said, we are still obligated for the next two years.

Dave Arnott: Is the decision finalized.

Mohammed: We are in the process of notifying WWA of our intent to cease participation of the event following 2015.

WWOA Liaison Report:

WWOA Liaison Sharon Thieszen reported:

- Annual Conference held in Stevens Point was a big success.
- WWOA had two new directors join the board this year.

- Rules about the Lifetime Membership have been modified: New life members (members for over 25 years) that are still currently employed will be asked to pay annual dues until they are retired. The measure was voted on and accepted. Please also note that current lifetime members (prior to October 2013 Annual Conference) will be grandfathered in to the old rule and will not have to pay dues.
- At the Annual Conference this year five teams competed in the operations competition including a student team put together by UW Stevens Point and the student team took first place.
- Next board meeting will be December 3rd and 4th.

10 Minutes was given for Committee Breakout Sessions

Committee Reports

All committee reports can be viewed on the Wisconsin Section website. Noteworthy discussion items pertaining to each committee are summarized below.

Collection Systems Committee:

Committee Chair Randy Belanger reported the following:

- This was the first year that the “Classic” Seminar did not show a decent profit. On the other hand the “Northwoods” Seminar did make a sizeable profit and the net profit between the two conferences was around \$1000.
- The goal in the past has been to make about this \$1000 profit between the two and the decision will likely be made in the upcoming year to maintain the same rates for both events.
- The attendance at the Northwoods Seminar was up 8.4%, they had 81 attendees this year and actually had to turn some vendors away. If the seminar grows a little more, the committee may consider relocated to a larger venue.
- The DNR has been very helpful by sending an email blast to state-licensed operators.
- Things will be changing quite a bit in the next year, accounting for the seminars will be turned over to the WI-Section rather than opening their own checking accounts which had been done in the past but was deemed unacceptable by the Association.
- Randy will be transitioning out of the chair position. John Langhans will be taking over as chair and Jared Wagner will be taking over as vice-chair.
- Dave Arnott plans to send a memo to the new chairs detailing the requirements for how the new accounting system will work between the committee and the section.

Government Affairs Committee:

Committee chair Hans Holmberg reported:

- The SSO Rule went into effect and now there is draft guidance out.
- Government Affairs Seminar scheduled for February 27th.
- Looking at wrapping up the investigation on what effects the Wisconsin River TMDL will have on our membership.
- Continuing to track state issues.
- Looking to diversify the committee membership.
- Also trying to clean up the committee reporting.

Industrial Waste Committee:

Mike O'Neil reported the following:

- Chair transition for this committee is similar to the Collections Systems. The chair transition happens upon completion of the annual committee seminar.
- This was Mike's first year planning the meeting and there thus existed a bit of a learning curve.
- The meeting was well attended and was deemed a success however the meeting did lose a little money due to higher than expected printing costs.
- The committee is strong and currently has 8 or 9 active members.
- The committee recently conducted a survey and Marquette University is helping to evaluate the data.
- One of the committee's main goals currently is to reach out to different industries.

Dave Arnott: Thanks for all the hard work!

Membership Committee:

Committee Chair Jon Butt reported the following:

- Since the last board meeting the committee has had a conference call where they laid out goals for the upcoming year.
- The primary goal is to get a process in place for contacting all new members.
- Contact info has been provided from the Association.
- The committee is planning to have another meeting soon to start divvying up the job of calling the new members, a task that is part of our strategic plan.

Operations Committee:

Committee Chair Troy Larson was not present.

Josh Gable reported the following:

- Troy could not attend but sent Josh an email with a couple important items:
 - Troy wanted to make sure nominations for some specific awards had not accidentally been forward to the incorrect parties. The awards that have been problematic in the past include:
 - WI Section Operator of the Year
 - Hatfield Award
 - The Lab Excellence Award

If committees have received nominations for these awards please forward them on to Troy Larson.

Public Education and Awareness Committee:

Chair Sharon Thieszen reported the following:

- Hoping to have a conference call in the next couple of weeks
- Stockholm Junior Water Prize has always kind of been at the center of this group.
- We are hoping to increase participation in this event. To do so we are planning to reach out at more venues this year.
 - Planning to attend the WI Student Counselors Meeting in the upcoming year.
- The WI-Section annually participates in the UW Water Library Initiative where WWOA literature is purchased for the university of Wisconsin system.
 - Last year no money was spent on the initiative as the DNR said they would like to wait until MOP37 would be issued. Thus, this year money will be going towards this. The DNR is requesting 2 copies.
 - Next year the committee is requesting a larger budget to purchase additional guidance material.

Julie McMullin: Where can the purchased items be found?

Sharon Thieszen: Most likely it is in Madison but unsure of where exactly.

Dave Arnott: On a separate note, the section's exhibit board has been found and is at the back of the room.

Sharon Thieszen: I'll take it with me.

Safety Committee:

Committee chair Bill Oldenburg reported the following:

- The annual committee plan was submitted.
- Mohammed forwarded a nomination to Bill for the safety award.
- The committee has set some goals in the annual plan.
- The committee is hoping to weave a safety component into all of the section's seminars.
- Looking to get feedback from the other committees. If you are planning a meeting please let Bill know.

Watershed Management Committee:

Chair Mark Mittag was not present. Julie McMullin spoke on behalf of the committee:

- WEF has made a proposal to all member associations to create stormwater committees. The existing committee would like to be able to continue covering these issues.
- The webinar today on the topic of Adaptive Management went very well. There was something like 100 online attendees plus another 15 attendees in person.

Glen Tranowski added the following:

- One thing to highlight is that the event didn't cost any money despite being budgeted \$500.
- Much thanks goes to UWM.

Julie McMullin:

- The partnership with UWM continues to go well.
- Moving forward, Glen Tranowski from Strand will be the committee's vice-chair.
- In response to a question from Mike O'Neil, the speakers for the webinar presented from multiple locations across the country.
- Overall this year the technology well.

Dave Arnott: Thanks to all that helped for putting together a great webinar.

Students and Young Professionals Committee:

Committee Bryan Viitala reported the following:

- The S&YP committee recently had several events.
 - The annual Brewer's outing which was very well attended.
 - Tour at Jone's Island, lightly attended but a good event. Mostly Marquette Students.

- Bryan has recently contacted several different student chapters to check-in with them. It seems that all is well.
- UW-Whitewater looks to be on the brink of starting a new student chapter. It will probably become official at the 2014 Annual Meeting.

Spring Biosolids Symposium Committee:

Committee Chair Jay Kemp was not present. Josh Gable reported the following:

Jay Kemp is sick and could not attend but not much to update on. The next Biosolids Symposium is scheduled for March 18th at the Holiday Inn in Stevens Point.

WWEA Committee:

Committee Chair Tom Mulcahy was not present. Bryan Viitala mentioned Tom's behalf:

- If you have an event, talk to Lisa Bushby for advertisement on the DNR calendar.
- If you are going to host a course, there is new paperwork that needs to be completed. See the reports packet for more info.

Old Business

Nomination of Officers:

Bill Oldenburg, Past Chair led the discussion.

The nominations committee was activated by Dave Arnott. The nominations committee is comprised of the Past Chair, the two preceding Past Chairs, and the current Chair. The four of them worked together to make a decision:

The committee has selected Joshua Gable for the potential nominee for the position of Secretary and Treasurer. Josh is the current Secretary and Treasurer and this would be his second term.

The committee has also selected Dr. Dan Zitomer as potential nominee for the position of Vice-Chair. Dan is currently the vice-chair of the industrial waste committee.

Nominations were then taken from the floor.

Dave Arnott asked three times for nominations from the floor for the position of secretary and treasurer.

Hearing none Dave Arnott motioned that Josh Gable be nominated as Secretary and Treasurer for another two year term. The motion was passed.

Josh Gable then interjected, due to some recent personal changes, he may be moving abroad in upcoming year and because of this he no longer wants to pursue his continuation with this position. He stated that he is unsure what procedure should be followed to move forward with this and Bill Oldenburg stated that the nominations committee will need to reconvene to select a different candidate. Additionally, because Josh's announcement technically came following the nomination he needs to submit a letter of resignation from the position.

Dave Arnott next called three times for nominations for vice-chair from the floor for the position of Vice-chair.

Hearing none Dave Arnott motioned that Dr. Zitomer be nominated for the position of Vice-chair. Randy Belanger Seconded the motion and the motion passed.

Congratulations were offered to Dr. Zitomer.

2014 Budget Update:

Josh Gable led the discussion on the 2014 budget update.

A draft of the budget was emailed out to committee chairs at the end of the preceding week so that everyone would have time to review and make comments. Josh invited those at the meeting to make further comments at this point.

Bryan Viitala, S&YP Chair: Because UW-Whitewater is looking to become an official student chapter, can we increase the annual budget to allow additional student chapter support funds for them?

The idea was discussed and a consensus was made that the budget for Student Chapter Support be increased from \$1600 to \$2000, keeping the same \$400 budget per student chapter.

Josh next inquired about the Government Affairs Committee budget of \$600. This funding is used for reimbursement for travel expenses to the WEF DC Fly-in event. This year expenses exceeded the budgeted amount. Brandon Koltz asked that the budget be adjusted from \$600 to \$800 for year 2014.

Dave Arnott asked about the Spring Biosolids Symposium and whether to adjust the budgeted profit which has had revenue greater than \$1000 for 3 out of the past 4 years. The concession was made to adjust from the current budgeted profit of \$500 to what seems to be a more typical \$1000.

Next Dave asked Randy Belanger if he was comfortable with the budgeted values for two collection system events. He was. (A side conversation was had about how to handle payment for planning and coordination of collection systems events).

Sharon Thieszen inquired about the Public Education and Awareness budget item, currently at \$800. This money is typically used to reimburse WEF for the travel expenses paid to participants in the Stockholm Junior Water Prize completion. WEF is supposed to bill CSWEA who is then supposed to bill WI-Section. According to Mohammed Haque WEF has not yet requested payment. Because of the rise in travel costs and the possibility that three individuals could potentially be sent at one time, it was proposed that the budget be increased to \$1000.

Regarding the strategic plan line item, \$100 had been budgeted annually for meeting fees associated with updating the plan. However the plan is only updated every couple of years so for 2014 the section will not need a budget item according to Dave Arnott.

Regarding the technical fund line item someone asked what this is used for. Dave explained that this fund is reserved for the situation, if it arises, where someone would like to start a new committee and needs resources to do so. This item was left at \$500.

Seeing that no other changes were proposed, the amended draft budget was found to have a total income of \$4000.00 and \$13,240.00 of total expenses. The proposed budget has a net deficit of \$9,240.00 which is \$200.00 higher than the previous year (\$9040.00).

A short discuss was had about what could be done to use some of the Section's surplus cash however nothing definitive was proposed.

Dave Arnott motioned to approve the 2014 Budget as amended. Bill Oldenburg seconded. Motion passed.

Liaison Contacts:

Each board member (excluding the secretary/treasurer) has the responsibility to check in with two committee chairs quarterly (Board Chair has only one) to ensure things are going smoothly.

SY&P Committee: Dave spoke with Bryan and it sounds like things are going well. Not having any problems with the new role.

Public Ed & Awareness Committee: Sharon has been doing well with the committee, most of what has been happening already reported in this meeting.

Membership Committee: The committee is doing well, it now has six members.

Industrial Waste Committee: Mike O'Neil seems to be doing great with his new committee.

Collection Systems Committee: Randy is ready to hand off the torch to the new chair. Randy has done a good job getting prepared for this transition.

Safety Committee: Bill is doing a good job getting things with this committee rolling.

Operations Committee: The committee has been working on awards and getting ready for the Activated Sludge workshop at MWIE.

Government Affairs Committee: Hans has brought forward some ideas for streamlining reporting and the Government Affairs Seminar planning is now underway.

WI PDH Ad Hoc Committee Update:

The PDH Ad Hoc Committee consists of the following four members:

Dave Arnott, Jon Butt, Jay Kemp, and Andy Craven

The committee had a teleconference about 5 or 6 weeks ago. The committee developed guidelines for PEs and seminar planning committees. The group is planning to post this on the website and advertise this deliverable via weblast.

A discussion then ensued where the difference between the CEUs, PDHs, and CECs was discussed.

CEUs, Continuing Education Units: Given out for taking a course at a University.

PDH, Professional Development Hours: Equal to 1 hour of presentation at a seminar.

CECs, Continuing Education Credits: not directly equivalent to any number of CEUs

However 1 CEU = 10 PDH

In terms of offering certificates at seminars for credits, it is up to the planning committee at this point.

Seminar Finance Management:

Josh Gable discussed the following:

Given that seminar planning committees are no longer allowed to have separate checking accounts a little cleaner cut method of handling finances is in order. Josh will be creating a check log to be used by each seminar planning committee. Upon the completion of the event, the check log shall be submitted to the WI-Section Treasurer along with all of the checks received. Checks received from a given event will then all be cashed at once. For financing of events upfront,

vendors are to invoice the WI-Section directly and the WI-Section Treasurer will pay said invoices. In addition to this, CSWEA will continue to handle online registrations via paypal and will issue a check to the Section upon completion of the event registration. Finally, along with submitting the check log, seminar planning committees are responsible for submitting financial summary of the event to the WI-Section Treasurer for his/her records.

CSX Reimbursement

Dave explained what the CSX is, basically an association-wide meeting where the various sections can discuss ideas about how to improve the organization overall.

We have \$500 in the budget to reimburse individuals. An email was sent out to see who would be interested in seeking reimbursement for their participation. Two individuals expressed interest in being reimbursed.

The approximate cost for the event was \$130 to \$140 dollar per night plus mileage. It was decided that if the expenses exceed \$250 that the budget should then be split evenly between the two individuals.

New Business

Formation of New Stormwater Committee

Brandon Koltz led the discussion:

The Stormwater Congress at WEFTEC was a big hit and WEF has been placing a lot of emphasis on this field. As a result WEF has asked local MAs to form stormwater committees as part of each of their sections.

Julie McMullin previously proposed during the Watershed committee report, for this new stormwater committee to be a part of the Watershed Committee rather than to create a separate committee. This idea was well supported by those in attendance at the meeting.

Dave Arnott motioned to rename the Watershed Management Committee to the Watershed and Stormwater Management Committee. Motion passed.

Winter Board Meeting Planning

Josh Gable led the discussion on this topic:

Josh had talked previously with Mike O'Neil about some of the lessons learned during his time planning the Industrial Pretreatment Seminar. Mike would like to share some of what he had learned with the rest of the section. It was proposed that Mike do this at the winter board meeting.

Dave Arnott: Let's plan on doing it then. The winter board meeting will be held February 26th, the day prior to the Government Affairs Seminar.

Operator's Challenge Support

Josh Gable also led this discussion:

We have already offered to pay CSWEA a \$1000 blanket sponsorship for the event. However, we have another \$3000 allotted for reimbursing the participants from the WI-Section.

Mohammed Haque: The CSWEA has already reimbursed the WI participants.

After this had come to light it was determined that the next step moving forward is to reimburse CSWEA specifically for the expenses incurred by the WI Section participants on top of the blanket sponsorship.

Upcoming Events:

- UW Night with Industry Dinner - ?
- Midwest Water Industry Expo – February 4th and 5th
- Winter Board Meeting – February 26th
- Government Affairs Seminar – February 27th
- Biosolids Symposium – March 18th
- YP Leadership Academy – April 7th
- Annual Education Seminar – April 8th
- CSWEA Annual Meeting – May 15th
- “Classic” Collection Systems Seminar – June 5th
- “Northwoods” Collection Systems Seminar – July 31st

Adjournment

There being no further new business, Dave Arnott moved that the meeting be adjourned. Second by Bill Oldenburg. Motion passed. Meeting adjourned at 4:00 PM.

Respectfully Submitted:

Joshua J. Gable
Secretary/Treasurer
Wisconsin Section - CSWEA