



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

Minutes of the Summer Board Meeting

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

August 15, 2013

Ruekert-Mielke, Waukesha, WI

Chair Dave Arnott called the Wisconsin Section of Central States Water Environment Association Annual Meeting to order at 2:02PM on August 15th, 2013 at Ruekert-Mielke's Waukesha office.

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

Introduction of those present:

All board members and chairs introduced themselves.

Approval of the May 16th Annual Meeting Minutes:

No comments, Dave Arnott motioned to approve the minutes as written. Second by Sharon Thieszen. Motion passed.

Treasurer's Report:

Josh Gable presented the Treasurer's report, which showed a balance in the Section's accounts of \$39,678.76 as of August 14th, 2013. Of this amount, \$15,378.00 was in our checking account,

\$18,828.84 was in our savings account, and \$5,471.92 was in our 14-month CD. Bill Oldenburg moved that the Treasurer's report be accepted. Second by Bryan Viitala. Motion passed.

CSWEA Trustee Report (presented out of order due to late arrival):

Trustee Brandon Koltz reported the following:

The CSWEA CSX meeting took place in July. Some of the main topics discussed include: how to improve the annual conference and how to get more attendance to it, specifically people from out of state; and how to increase membership, specifically, how do we get more young professionals involved in the organization.

WWOA Liaison Report:

WWOA Liaison Sharon Thieszen reported:

First, the report attached in the report packet given at the meeting was old, the document should be updated with the new report.

Updates on the planning for the WWOA Annual Conference in Stevens Point, October 22 -25th:

- Jody Urquhart will be the keynote speaker for the event.
- Gil Hantzsch will be giving the farewell address.
- Entertainment this year will be toned down a bit from past years, planning to play card games, etc. The money saved on entertainment will go instead towards raffle prizes.
- Elections will be taking place at the annual meeting. These elections include that for the vice-president and for three directors.
- WWOA is currently looking for more teams to participate in the Operators Challenge.
- Printed directories will be available for free at the meeting. Thumb drive versions will be available for \$10.

Other WWOA news:

- A change to the lifetime membership has been made, if a member is a life member but is currently employed, that member will now be required to pay dues whereas in the past lifetime members did not have to pay dues regardless of employment status.
- August 20th is the date of the next board meeting.

Dave Arnott inquired: Is exhibitor space still available for the Annual Conference?

Sharon: It seems like there is no more exhibitor space available for the conference. Space for the event next year may also be limited along with number of exhibitors. The conference will be held in Green Bay next year.

Bill Oldenburg asked: How many active members does WWOA currently have?

Sharon was unsure and said she will look into it.

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 was not present. Dave Arnott stated the following:

In talking with Randy, it sounds like the Northwoods Conference went well. For more information on the success of both of the conferences please refer to the committee report.

Government Affairs Committee:

Committee chair Hans Holmberg reported:

Hans has officially taken over the position for Brandon Koltz. A committee vice-chair has been found as well, Jim Kleinschmidt will now be serving in this position. Jane Carlson will serve as the Government Affairs Seminar (GAS) planning committee representative and plans to take over as GAS planning committee chair in three years.

Additional updates:

- Phosphorus has continued to be a hot topic for the committee.
- The SSO Rule has now taken effect, look for it in permits.
- As chair, Hans is now working to complete the annual committee plan and also to streamline the quarterly reports.

Industrial Waste Committee:

Mike O'Neil reported the following:

- The pretreatment seminar was very successful with perhaps a dozen people from industry that attended this year, while most participants continue to be from municipalities.
- Unfortunately, one of the speakers for the event had to cancel due to illness.
- For upcoming years the committee is considering making changes to the program that will draw more participants from industries.
- The pretreatment survey will be going out soon which serves to assess pretreatment programs being implemented, specifically, training, practices, strategies, needs, and types of industries.
- The committee is hoping to get more safety topics for next year's seminar.

Sharon Thieszen asked: Would there be any interest in doing a joint conference with WWOA?

Mike O'Neil: The idea hasn't been discussed but it is an idea worth looking at.

Sharon: WWOA would like also like to boost membership from the industrial sector.

Mike: We would also like to get together with the industrial waste committees from other sections to share ideas.

Bill Oldenburg: Committees from the sections should get together at the annual meeting.

Bill Oldenburg: Mike and the rest of the committee did a great job this year: “Knocked it out of the park, it was the best one yet”.

Membership Committee:

Committee Chair Jon Butt was not present and the report was not present in the packet (later added).

Sharon Thieszen reported:

- Sharon will be acting as the vice-chair on the membership committee.
- The committee currently consists of six individuals. Right now there is a “good mix” of people.
- The committee is planning to work closely with the Public Education and Awareness committee. The two committees share a lot of common goals.

Dave Arnott: I can’t ever remember having six members on this committee. It looks like Jon is off to a great start.

Operations Committee:

Committee Chair Troy Larson was not present.

Dave Arnott reported the following:

- The committee is currently looking for new members. They want to have fresh ideas. Some the current members have not been too active.
- The committee has been heading up a workshop at the Midwest Water Industry Expo, Troy has been doing a lot of this planning on his own.
- For next year’s workshop shop the committee is looking for ideas.
- Award nominations coming up in a few months.

Sharon Thieszen: I’ve helped with planning the workshop in the past few years. Planning for next year’s event will be starting soon.

Public Education and Awareness Committee:

Chair Sharon Thieszen reported the following:

- The committee report was submitted late and was not included in the report packet. Josh, please incorporate the report.
- The committee currently consists of two members: Sharon Thieszen and John Butt.
- WWOA is inviting YPs to join in for free at the tours as part of the regular WWOA board meetings.
- Northeast and Southeast Regions having tour at Jones Island WWTP on August 28th.
- They will try to advertise these events more in the future.
- 1 CEU per hour of tour can be obtained as well.

- SWJP winners went to the National competition and won an award! Only four awards were given out overall. It would be great to include this in CSWater. When is the deadline?

Dave Arnott: To find out about the submittal deadline for CSWater, contact Alan Whalen (publisher).

Bryan Viitala: In regards to the WWOA tours, the YP committee will help promote these events.

Mike O'Neil: Regarding CEUs, 1 CEU is worth 10 PDHs. This requires further clarification from the DNR. The section should be cautious about how it advertises its events.

Safety Committee:

Committee chair Bill Oldenburg reported the following:

- Vince Matarrese III is serving as the vice-chair.
- Committee is looking into the safety award but needs some clarity, what is the criteria for a nomination?
 - Sharon Thieszen: the award can be for an individual or an organization.
- The committee is currently working on the annual plan.
- The committee has been having discussions with the Collection Systems Committee regarding safety topics. They are hoping to implement a safety topic into the program for next year.
- The committee is open to advice from section members.
 - Julie McMullin: We could implement 'Safety Minutes' at all or some conferences.
- Bill is hoping to discuss safety with Julie's husband who is a safety manager.
- Bill: The toughest part is finding safety topics relevant to each specific seminar.
- One option is to have roundtable discussions with safety topics.

Watershed Management Committee:

Chair Mark Mittag was not present.

Josh Gable read an email from Mark stating that the tentative date for the Annual Watershed Webinar (and thus also the Annual Business Meeting) is Nov. 20th.

Dave Arnott: "Let's focus on this date".

Students and Young Professionals Committee:

Committee Bryan Viitala reported the following:

- Bryan recently took over as committee chair.

- Eric Lynne is still planning to help out as needed.
- YP Brewers Game looks like it will have about 60 attendees. Everyone will be getting a \$10 voucher at the gate thanks to Ryan Braun.
- Bryan plans to start contacting schools soon regarding the state of their chapters.
- We are not currently sure who will be taking over as President at the UW-Madison chapter.

Spring Biosolids Symposium Committee:

Committee Chair Jay Kemp was not present. No report submitted.

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.

Bill Oldenburg: Looks like we will be having a clash of conferences next year for the CSWEA Annual Meeting. The NOCWA will be held at the same time. Should be have any specific plan in place to accommodate this?

Old Business

Strategic Plan Update:

WI Section Chair Dave Arnott gave a brief update on the Strategic Plan:

Bill Oldenburg did a lot of work on this over the past year and we are looking to keep the ball rolling. We want to check in with the a few committees. Dave has asked Julie to compile a list of chairs and vice-chairs. Currently we are only missing a vice-chair for the watershed committee.

We will try to continue submitting rosters with quarterly committee reports.

- Josh, scratch-out contact info for membership in the committee reports. Just give names as part of the quarterly reports moving forward.

Dave asked Sharon Thieszen to give an update on the PEA committee and its plan.

Sharon: The PEA committee does not have any promotional material, we had a poster at one time but it is now missing. The committee is just planning to make a new one. The committee is looking for ideas as to where they should exhibit.

Dave: A state teacher's convention could be a good venue.

Sharon: Perhaps we could partner with WWA.

Mike O'Neil: What is the purpose of the PEA committee? To get members?

Brandon Koltz: The purpose of this committee is to bring awareness of the industry to the public.

Dave: The PEA committee has strategic involvement for three of the goals listed on the Strategic Plan: Enhance participation of current members, improve public awareness to externally promote the organization, and to increase recognition of members.

Sharon: The biggest role of the committee is to get the word out to people about the organization. We also need start promoting the CSWEA-only membership option (excludes WEF membership). Association membership only cost \$25 for an individual.

Dave: One thing we need to work on is presenting the reception of awards by our members. We could consider doing press releases in the future.

Sharon: A press release was submitted for the SJWP team however we are not sure if any papers picked up the story.

Bill Oldenburg: We could try to submit press releases in the Green Bay Area. Bill can get the contact for someone at the Green Bay Gazette.

Brandon Koltz: It is important to find the right individual to get the press release to at the Milwaukee Journal Sentinel, this has been challenging in the past.

Dave Arnott: The strategic plan should be used as a guide when building the annual committee plans.

Josh and Dave have a good deal of work to do to increase attendance at the Annual Business Meeting.

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

Dave gave and update on the committees work:

- We need to get away from listing PDHs. Leave it up to the engineer to figure out.
- The committee has obtained the guidelines that were put out by the DNR. The committee is currently reading through this.
- Dave led a brief discussion about how different organizations handle certificates for their events:
 - Dave presented a sample certificate and a sample agenda from ASCE.
 - Certificates will work well for events where there are not concurrent sessions.
 - Consider giving an agenda and marking with stickers for presentations or sessions that were attended. Could work for events that have concurrent sessions.
- At the end of the day, it's still going to be an honors system.
- The committee will be having a conference call soon.
- Sharon Thieszen: It would be great if we could exchange ideas with WWOA.
- How should webinars be addressed?
 - Julie McMullin: It would be easy to track who participates via who is signed into the webinar.

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: The transition to the new chair is going well.

Public Ed & Awareness Committee: Things are going well so far under new leadership.

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

Industrial Waste Committee: Nothing reported.

Collection Systems Committee: The committee is doing really well. They have a succession plan in place. The seminars both went well.

Safety Committee: The committee is off to a good start, it now has a vice-chair.

Operations Committee: The committee has an upcoming planning meeting.

Government Affairs Committee: The committee now has a vice-chair. Jane Carlson is the new chair for the Government Affairs Seminar.

Annual Committee Plans

Drafts are due at the Annual Business Meeting. The plans will be discussed and approved at the Winter Board Meeting.

The plans should be based off the strategic plan and should be submitted with quarterly reports.

New Business

Water Council Grand Opening:

Dave Arnott read through the advertisement sent out via email to the group. Dave stated that he thinks it would be a good opportunity to advertise for the organization.

The event is September 12th in Milwaukee. Whoever the section sends can be reimbursed.

Sharon Thieszen is planning to attend on behalf of the section. From discussion, it sounds like several other individuals may also attend.

Funding for attendance at the event will come out of the PEA budget.

Julie McMullin: There is a conference in conjunction with this as well. The conference could serve as a venue to advertise.

Sharon will contact the Water Council about vendor options for the events.

WI Section Bank Accounts:

Josh Gable described the current situation:

The collections system committee has traditionally opened its own bank accounts as a means to handle the money for the two seminars the committee runs. CSWEA, after an audit last year and a resultant compliance issue, has informed the section that we need to abandon creating such accounts.

Dave Arnott: The plan moving forward is to send checks to Mohammed. Josh will cut checks for expenses incurred during planning. We will draft a memo to Mohammed informing him of this decision.

This led to a long discuss in which the question of whether checks from seminar participants should be handled by the organization or by the section was debated.

At the end of the discussion the resolution was as follows:

Josh Gable (Section Treasurer) will develop a standard form that can be used by seminar planning committees in which all income will be listed. Seminar planners are to submit this form along with all checks to Josh. He will then review and cash all checks at once. The CSWEA will still handle the paypal income but not paper checks.

CSX Summary

Julie McMullin summarized the event, here are the highlights:

- CSX involved a lot review on how the Annual Conference went.
- There was also long discussion about how to get more members including members of WWOA.
- The strategic plan was discussed.
- Discussion of the CEUs/PDHs implementation also took place. It was determined that one CEU is equal to 50 minutes worth of training.
- More operators should be nominated for awards. We also need to try to get more students involved.
- The group discussed group rates for utilities.
- Bussing options for WEFTEC were discussed. We may be trying to setup a ride-share program.
- The organization needs to place more focus on municipalities.
- MWIE may be going away. Vendors are losing interest. There may be too many conferences.
- Perhaps a career fair should be added to the annual meeting.

Josh Gable: Regarding MWIE and other conferences, how do we bring more value for the exhibitors? If you have technical sessions simultaneously with exhibition, the exhibition tends to be pretty dead. Businesses will only pay to exhibit if they are getting exposure.

Dave Arnott: Regarding reimbursement for attendance to CSX, the section has \$500 budgeted to use for attendance to CSX. To divide funds we can ask all who attended if they are interested in getting reimbursed. We will wait for feedback and then divvy up funds evenly.

Section Activities Annual Timeline

Dave Arnott walked everyone through the timeline which he sent out in an email and can be found on the Section website. Red items are meetings. Blue items are events or seminars. Green items are committee activities.

Upcoming Events:

- YP Tour at Jones Island WWTP in conjunction with WWOA Southeast and Lake Michigan Regional Meeting, YP – August 28th
- WWOA Annual Conference – October 22-25th
- WEFTEC 2013 – October 5th – 9th
- WI-Section Annual Business Meeting in conjunction with the Annual Watershed Webinar - November 20th

Final Remarks

Our thoughts go out to Keith Haas and his family as his father passed away this last Monday.

Adjournment

There being no further new business, Brandon Koltz moved that the meeting be adjourned. Second by Sharon Thieszen. Motion passed. Meeting adjourned at 4:46 PM.

Respectfully Submitted:

Joshua J. Gable
Secretary/Treasurer
Wisconsin Section - CSWEA