

**MINUTES - WWA BOARD OF TRUSTEE MEETING
Friday, April 9, 2010**

1. Opening of Meeting

i. Roll Call/Welcome

Present: Richard Hope (Past Chair), Nancy Quirk (Chair), Kevin Richardson (Vice Chair), Dave Lewis (Senior Trustee), Ann-Perry Witmer (Trustee at Large), Joe Finn (Trustee at Large), Katie Karow (Trustee at Large), Frank Miller (Trustee at Large), and Kelly Zylstra (Secretary/Treasurer).

Excused: Jim Chaffee (International Director)

Guest: Jill Duchniak (Member Services Coordinator), John Anderson (Wisconsin Water for the World Committee), Mike Rau (Wisconsin Water for the World Committee), and John Carlson (Research Committee).

ii. Approve Agenda

Kevin Richardson, with Dave Lewis seconding, made a motion to approve the agenda. A vote was held, all were in favor, motion carried.

iii. Approve Minutes of March 12th and March 31st, 2010 Meetings

Ann-Perry Witmer, with Dave Lewis seconding, made a motion to approve the March 12th and March 31st meeting minutes. A vote was held, all were in favor, motion carried.

2. Financial Reports

i. WWA Finance Report

Kelly Zylstra reported the finances are in good shape. The checking accounts have balances of \$87,671.63 and \$3,658.83 respectively. The money market has a balance of \$58,655.36. Newsletter income is only \$750 below our expected revenue. Membership Summit came in under budget, but YP Summit came in \$126 over budget. All bills have been paid. The WWWC committee finances are in good shape and the \$20,000 has been sent to Guatemala already.

3. Membership Report

i. Activities, numbers, comments & concerns

Ann reported that membership is planning to meet next week. Their focus is on getting the National Challenge completed. They worked with Jill on the booth at WRWA conference. The "fun" ribbons for the name tags were a big hit. The display booth was well done and had a wide variety of information on it. Mari Anne is going to put together a carry on to go with the booth so that the information is easy to change and go with. The sportsman's raffle donation was well received. Next year, if we continue, we need to make sure to get our logo to

WRWA so they can add it to the PowerPoint presentation for the raffle.

4. 2010 Annual Conference

i. Technical Program

Kevin emailed a draft of the technical program to the Board prior to the meeting. There are 40 technical sessions that needed to be filled and we had about 55 abstracts come in. He still needs to get information from the University. He will send the draft out to the people who contributed after the Board meeting. Kevin will send out an announcement on the Keynote Speaker, Tom Curtis, from AWWA to promote attendance at the session. Right now there isn't an Operators Day schedules, but there are two Distribution sessions on Wednesday right before Meter Madness which is scheduled for Wednesday in the exhibit hall. TopOps is scheduled for Thursday. Wisconsin Public Radio is having a representative on the panel discussion at the conference; it was suggested that we put out a media release mid-Summer to try to get more marketing coverage, especially since it is in Madison. There was a question if the Women In Water event could be slid somewhere to not conflict with technical sessions, perhaps at a breakfast time.

ii. Exhibitor sign ups

Jill reported we have 45 exhibitors signed up. Additional email blasts will be sent out. Jill will work with MAC on getting additional vendors. The budget included 82 booths.

iii. Miscellaneous

Kevin reported the awards night is planned as a Tailgate Party. An email for the Board dinner has been sent out, it will be at Johnny Delmonico's. Kevin will contact Renita at AECOM about setting up a spouse's event. Kevin is also working on the Poster Session. Research is working on their panel discussion participants for Friday morning. The Finance track is on Friday opposite the Research panel.

5. Old Business

i. 2010 Seminars Update

Jill reported seminars are moving along. Distribution is next; with about 60 each day. IT didn't have a great turnout but expenses were in check. Treatment Ops is next. We are handling Regulatory Affairs. Customer service is June 16th.

ii. Midwest Expo Taskforce

Ann reported she has been discussing the issue with Eric from Central States. She also spoke with Dan Lynch who was tasked by Central States to prepare a position paper on the issue. A discussion was held about keeping it going and inviting additional organizations to be part of the process. Central States is still

deciding on continuing the process beyond 2011. Jill, Joe and Ann will meet to discuss the next steps.

iii. **Committee Funding Proposals Review and Approval**

Nancy reported that three committee requests came into the Board. Membership requested \$500, Research requested an additional \$1,900 to their current \$1,500 budget, and Youth Education requested \$1,000. John Carlson did a brief presentation on the Research Committee proposal. Katie spoke with Angel and gave a brief presentation of the Youth Education proposal to provide additional information to teachers on the water industry. Ann-Perry gave a brief presentation of the Membership proposal.

Kelly Zylstra, with Ann-Perry Witmer seconding, made a motion to approve up to \$2,000 for the Research committee proposal for their Research Panel at the annual conference. A further discussion was held stressing the importance of continued fundraising to help offset the costs. Richard suggested that John call the Dr. Betz and speak with him personally. **A vote was held, all were in favor.**

Richard Hope, with Joe Finn seconding, made a motion to approve \$1,000 for the Youth Education committee proposal. A vote was held, all were in favor.

Kelly Zylstra, with Dave Lewis seconding, made a motion to approve \$500 for the Membership committee proposal. A vote was held, all were in favor.

iv. **Wisconsin Water for the World 2010 Project Recap**

John and Mike gave a presentation on the recent trip to Guatemala and the 2010 project. Team members included Katie Karow, Joan Roehre, John Anderson, Roger Field, Bob Carlson, Margaret Rau, Mike Rau, Richard Hope, and John Boldt. Some of the team was there for two weeks and others were there one week – a process that worked well and was recommended for future years. The project included a capturing springs, a tank and pipe line. Work on the front end, including excavation for the tank and 6,500 lineal feet of 2½ foot deep pipeline trench was done by in-County representative and the Village in advance of the team coming down. The Village and in-County representative assist throughout the project while the team was present. The project served 54 homes with an average of 5 to 6 people per home. The pipeline is PVC with the exception of two galvanized crossings. The pipe is bought in County by Lynn Roberts from Aqua Para La Salud. One enhancement to the system done during the trip included adding an isolation manifold on the pipeline. The water quality results of the spring had some bacteriological growth, but nothing that showed gross contamination. Some nitrates were also found in the water. The community has been using this spring for their supply, so it isn't a new source to them. A tablet

chlorinator was installed but there is always a question whether the community will use it. Water quality was discussed with Agua Para La Salud, and as with past projects, the people of El Adelanto are advised to boil water for drinking. A third year of Adventure Kids Learning was done with some in-Country support for interpreting from English to Spanish to Ketachal with great success. Our Florida Partners did the Health and Hygiene classes during the second week of the trip; emphasized hand washing and brushing teeth. The committee has lots of materials for future use. Remaining work includes finishing the reinforcing of the galvanized pipeline and concrete mesh the ravine wall by the pipeline; planned to be completed by Aqua Para La Salud in the next month. A presentation of the project will be done at the annual conference on Thursday.

The final project costs for the 2010 project are being worked out. The project-to-date has spent \$20,000, as budgeted. There were transportation and lodging costs that were initially pulled out of project funds (\$1,132.25), which will be reimbursed by the travelers allowing these funds to be put back into the project.

v. **Legislative Letter to Senate and Assembly follow-up**

Nancy reported that the groundwater bill letters from WWA went out via email on the same day as our recent conference call. Frank agrees that we need to be active, but we need to understand that we may not always be able to reach a consensus because of our diverse utility members. Frank was pleased that we and other Stakeholders were invited to the table for the revisions to NR809, NR810 and NR811 and disappointed that we weren't invited into this process. Frank feels the letter that WWA sent out was an important step, but the Utilities have to drive their Mayors to be in contact with their Legislator. Nancy spoke with Tom Curtis and Jill Jonas on precedents. She also spoke with Membership and reported that we have 8 members who are DNR, PSC or legislative related. Richard re-iterated that we are elected by our members to represent our members, he was pleased that we stepped to the front and made a stance, and he wants to see us take the next step. Richard wants us to follow-up with the Legislative Committee that is working on the Legislative bills. Ann questioned who the best person is for the follow-up; who is the most qualified, how do we do it, how do we represent our viewpoint? Ann stated that if we raise awareness to the Utilities on just how difficult their future groundwater supply issues will be if the legislation passes, they might take action. Richard wants Nancy to follow-up with the Legislator's on the Committee (13 people total) that is working on the bill, to ask if they received our letter, if they see our viewpoint, and ask how we can be of further assistance. A discussion of the logistics of how to accomplish this in a volunteer organization was discussed. Dividing up the calls amongst members was thought to be the best process. In the past, having one voice for the organization on legislative issues was recommended; if we break up the process we need to be careful who we ask to represent us. Katie questioned how many of the Utilities that we contact actually take that next step and sends the

letter on; is it the same Utilities all the time. Richard suggested a two pronged approach; WWA calls to follow-up and Utilities sending letters and contacting their Legislators. Dave reported there is a meeting next week and that the WWA Legislative Committee members are very interested in getting more active. Nancy requested that Dave take the follow-up issue to the WWA Legislative Committee and split up the 13 Legislature calls among the members. Nancy will contact Lawrie Kobza to see if there are other ways that we can reach our Legislators. Dave plans to talk about legislative challenges at the Regional Officer's Meeting next week to see what other AWWA Sections are doing.

6. New Business

i. Wisconsin Water for the World 2011 Project Prelim Approval

Mike Rau made presentation on the proposed 2011 project in El Rosario. Woman in Village take a jug to get water from the spring 6 to 8 times per day; a $\frac{3}{4}$ mile trek, approximately 180 vertical feet below the Village. The school faucets didn't have water the day of the visit. The Village is trying to hand dig a well across the street from the school; a man was 45 feet down in the well hand digging, their goal was to go to 70 feet. There are three springs available and the springs have enough water that would allow the Village to double in size. There would need to be electric installed for this project as the spring is 180 feet in elevation below the Village. There is a flat area above the Village that would be a home for a tank for the project. In the Village, there are four churches, a school and approximately 70 homes that would be served. The exact date of the trip are not known but is expected to be in March again due to weather. The proposed budget for the project has not been done, but due to the electric and pump, the costs are expected to be a bit higher. The committee has preliminary partners lined up for 2011 and is in the process of working on fundraising for the project.

Ann-Perry Witmer, with Dave Lewis seconding, made a motion for the committee to continue to explore this project and bring a formal proposal back to the Board before any money is spent. A vote was held, all were in favor, motion passed.

ii. Website On-line registrations - feedback

No action needed

iii. Program for Financing programs from Committee

Items handled under old Business

iv. Committee WebEx Meeting

Nancy reported the next quarterly meeting would likely be in May. Nancy would like to see the Legislative Committee do a webinar.

- v. Member-to-Member feature for WWA
Frank reported the IT&S committee hasn't taken an action on this issue. Frank will follow up with the website sub-committee on this issue.

7. Reports

- i. Member Services Coordinator Report
Jill reported that the Constant Contact test is completed. She is in the process of cleaning up the bouncing emails (presently at about 50) and hopes to switch to Constant Contact in the next few weeks. Joe suggested that she send out an email letting our members know we will be making the switch so they can check their junk mail filters to avoid missing the emails. Membership committee is working on contacting members who are having membership glitches or email problems. Jill will share the bouncing email list with Susan Fenhaus, Membership Co-Chair, to assist with follow-ups.
- ii. Chair report
Nancy reported that Tom Grisa and Lawrie Kobza attended the DNR Advisory Group meeting and objected to several items in the draft. The DNR still hopes to have this effort completed in 2010. The fluoride workgroup is scheduled for Wednesday and Nancy is looking for someone to attend. Committee webpage are mostly out of date; liaisons were asked to work with committees to get the pages updated.
- iii. Past Chair Report
Richard is concerned that seminar attendance is down and is concerned about annual conference attendance being down. The Engineer & Construction committee is struggling to get started; Richard will work with Jill to get the word out to our members about the new committee. Awards committee is getting started; information went out in the newsletter and via email. Richard will get the nomination committee started.
- iv. Vice Chair Report
Kevin reported the ACE bus is the current activity. The next big meeting for annual conference will be to assign booth locations.
- v. National Director Report
Jim did not provide a report.
- vi. Trustee Reports
Dave reported Customer Service seminar is set for June 16th; the committee is working on speakers and has a meeting scheduled for next week. Kelly Olson attended the YP Summit in Puerto Rico in March; she was very grateful to attend, hopes to attend a future Board meeting to discuss what she learned, and is finalizing a report for the newsletter.

Katie reported Angel and Dave, from the Youth Education committee, are going to have a booth at the Science Teacher's conference in La Crosse in Mid-April. The committee will also be doing a drawing contest at the annual conference. Youth Ed will be doing an article for the next newsletter. Management committee is working on the seminar on August 5th. The Research picnic is scheduled for August 18th and it will be promoted in the next newsletter.

Joe reported CLEAR has a Co-Chair set up with Jim Prindle and Scott Osbourne. Distribution has their seminars coming up.

Frank reported the IT&Security Committee had their seminar and their next meeting is in June. PSC Liaison has another meeting on April 19th; they are working with Regulatory Affairs seminar. Treatment Ops Committee seminar is scheduled for April 29th, with TopOps being held that afternoon. Right now they have two teams lined up, hope for four total. Frank is going to volunteer at TopOps at ACE. WWA's application to have our TopOps team at ACE has been submitted.

Ann reported the DNR Liaison committee is meeting in May. Communications Committee has an acting chair of Jeff Ripp, as Tonya is currently out of commission. Jeff and Ann are working on succession planning for identifying the next Communications Committee Chair. The newsletter subcommittee is going great; the next edition is coming out the last week in April to focus on Drinking Water week in May. Jana and Angel wanted to thank all the committees for all their input. Membership Committee is very active and working on some great ideas.

Kelly reported the Water Efficiency committee seminar is scheduled for May 13th. The Efficiency Committee is planning a special water efficiency session in conjunction with the Alliance for Water Efficiency on Sept. 15th at the annual conference. The committee needs to update their committee web page.

8. Other Items

RMSO (Regional Officer's meeting), Minneapolis, April 16th & 17th
The next Board meeting will be held via WebEx on May 14th.

Kevin Richardson, with Ann-Perry Witmer seconding, made a motion to adjourn at 12:55p.m. A vote was held, all were in favor, motion carried.