

AGENDA
SMALL SYSTEMS COMMITTEE
JUNE 15, 2011 10 A.M.
TELECONFERENCE

I. Housekeeping

A. Call to order

B. Attending: Dale Marsh, Andy Jacque, Irv Lupee, Jim Prindle, Kelly Zylstra, Charlie Cameron, Dennis Pronschinske, Ann Witmer

II. Business

A. Small Systems Expo – Jim P.

1. Recap and Evaluations – Super program, attended by far more participants than we had projected. Evaluation comments were very strong, and the format seemed to appeal to the target audience. Some preliminary discussion about where to hold the next workshop. Marshfield has offered to host a small systems workshop in their community.
2. Attendees interested in learning more about WWA – Jim knows most of the names on the list and volunteered to follow up with everyone who would like to learn more about the association. He'll work with Membership to get appropriate materials.

B. WWA Annual Meeting – All

1. Technical Program – Technical program's small systems track ended up a little fragmented but seems concentrated primarily on Wednesday. We'll focus our activities for Small System participants on that day.
2. Reception – Dale moved, Kelly seconded, to establish a Small Systems reception preceding MAC Night activities at the conference. Dale will talk with MAC about possible sponsorship of refreshments at the reception.
3. Other Activities – Committee discussion focused on getting a nametag ribbon to help small utilities identify each other at a glance. Because the small system designation is not defined (previous committee directive to allow self-definition of a small system), we're debating what the ribbon should say. **Please submit suggestions to A-P before June 30 so that the committee can vote on a identification or slogan for Small Systems attendees.**

C. Newsletter – A-P

1. Review of Small Systems Section – First issue that includes small systems section was a hit. Committee members liked the content, and we'll continue to put together four pages of articles targeting smaller-utility members' interests.

2. Next issue – Four articles are planned for the upcoming issue’s small systems section. Charlie Cameron has written an article on emergency chlorination, and the committee will provide a summary with photos of the workshop, along with a preview of conference activities and a summary of the committee’s efforts to become better known throughout the state.
3. Future topics -- Suggestions include developing an opinion piece on the proposal for municipalities to add other service charges to utility bills...poses a health concern in addition to a policy issue because low-income residents could lose water service because they can’t pay the tagalong fees. Kelly and A-P will work to identify a potential author for this article for an upcoming issue.

D. WWA Board concerns and issues – Kelly

1. CLEAR relationship – Kelly reported that the board discussed the function of Small Systems and how it differs from CLEAR. Small Systems will continue to work with its liaison and the board to help distinguish the mission and operation of the committee from the long-established CLEAR program.
2. Small Systems expectations – This year’s inaugural workshop did not break even, though it was more successful than the committee had planned when budgeting for the event. It is understood that in future years, once the workshops are established and have some identity with small-system operators, that attendance fees may need to be increased to create a break-even budget. The board has voiced support for the committee to build an identity among smaller utilities and this year’s activities have been a good first step in achieving the objective.

III. Next meeting will be held September 7, 10 a.m.

IV. Adjourn