

WISCONSIN WASTEWATER OPERATORS' ASSOCIATION, INC.
Board of Directors Meeting
Thursday December 2, 2004 and Friday December 3, 2004
Regency Suites, Green Bay WI.

President Nennig called the meeting to order at 1:05 PM December 2, 2004. All Board members were present except Tom Kruzick who was excused absent.

Also present was Dan Busch and Jean Van Sistine from Green Bay MSD.

The minutes of the October 25th and 26th, 2004 were reviewed. President Nennig noted that Jim Schreiber should be listed as not present. Bruce Bartel should be added to the list of nominations for Directors. President Nennig also noted that District should be capitalized in the **CLARIFIER** report. Also, in the Operator Training report note that Jack Annis is from the UW Extension Stevens Point. Under the Website report instead of vendor database it should read website.

Herwig commented he would like to see instead of a discussion ensued, he prefers it be more specific about the discussion. Herwig feels the membership needs to know what the discussion is about.

It was the consensus of the Board if any Board member in the future wants details of their comments or discussion to be in the minutes, they must state that they want the minutes to reflect these comments or discussion.

Marshall made a motion to approve the minutes with the corrections and additions.

Conine seconded the motion. Motion carried.

McKee presented the Financial Statement for Board approval. McKee reported as of November 15, 2004 we have \$106,519.81 in revenues and \$36,820.37 in expenditures with excess revenues over expenditures totaling \$69,699.44 McKee reminded the Board this does not include the conference expenses.

Herwig made a motion to approve the Financial Statement as presented. Carlson seconded the motion.

McKee presented the Vouchers 9 – 74 for Board approval. McKee stated expenditures totaled \$35,370.14. President Nennig questioned the voucher regarding payment to the 2002 Biosolids Symposium and the Treasury Department. McKee explained this was an invoice he had just received from the Symposium. Apparently, this was for airfare for a speaker.

Bond noted a spelling correction.

Herwig made a motion to approve the Vouchers as presented with the correction. Bond seconded the motion. Motion carried.

COMMITTEE REPORTS

NOMINATIONS-No report.

PROMOTIONS-Bond commented he felt overall everything went well this year. Half of the sludge truck shirts sold. The new logo wear received good reviews.

Carlson informed the Board of some objectives he plans to meet throughout the year: he plans to attend 4 Regional Meetings throughout the state to sell the promotional items. He plans to display items at the Spring Biosolids Symposium. Carlson will consider adding a few new items to our selection. He will work with Scott Thompson to update the promotional items on the WWOA Web Site.

President Nennig questioned the Operator Competition gift certificates. Bond commented the gift certificates were favorable, but only 15 were turned in.

Bond commented the location of the promotions stand is a concern. We need to be located near a main area of traffic.

Carlson suggested maybe putting a catalog together of our promotional items.

MEMBERSHIP-McKee informed the Board we have 132 members in the arrears. McKee will send a list of the members in the arrears to all of the Regional Chairpersons.

SCHOLARSHIP-Conine commented he has received no applications. Conine stated we need suggestions on how to get more activity and interest in the scholarships. A discussion ensued. We need to consider opening the scholarship up to more people, but we should maintain the eligibility they should be still water and wastewater related. The Board directed Conine to come back to the April Board Meeting with some suggestions on how to open up the scholarships to the membership.

EXECUTIVE COMMITTEE-President Nennig explained the purpose of the Committee.

CLARIFIER-Busch provided the Board with a list of the **CLARIFIER** submittal deadlines for 2005.

Busch asked the Board to think about upgrading to a glossier paper like The Wisillminn and the option of colored advertising.

President Nennig commented the **CLARIFIER** is a top notch publication. It's a great representation of the organization.

President Nennig asked for some perspective from the **CLARIFIER** committee regarding opening up archived **CLARIFIER** issues for public viewing on the web site. Would the **CLARIFIER** staff have any objections to opening that up if we withheld the last two issues? Busch feels this would be great way to get the information out to the public. After a brief discussion, it was the recommendation of the **CLARIFIER** staff to open up archived **CLARIFIER** issues for public viewing but withhold the last two current issues from public view. The Board supports this decision.

CAREER DEVELOPMENT-President Nennig thanked Marshall and the Committee for doing a great job. President Nennig and Tom Kruzick will Co-Chair the positions.

Judy Tholen will be writing all the radio stations in the state requesting them to play the Public Service Announcement regarding our industry.

AWARDS-No report.

OPERATOR TRAINING-Carlson stated he plans to develop and implement three training seminars to be provided by manufacturers or vendors. A hands on approach in the sessions will be given a high priority. Carlson is considering some topics: Sampling and flow monitoring; Annual maintenance of a Cylindrical Fine Screen; the Operation and Maintenance of a centrifuge and a WDNR Lab. Carlson would appreciate any ideas and suggestions the Board may have.

DIRECTORY-McKee will obtain some quotes for the printing of the Directory and email them to the Board.

PUBLICITY-Bond reported he received information from 8 individuals. The press releases have been written and sent to their chosen newspapers. Bond will contact the Green Bay Chamber of Commerce organizations to obtain publicity information for the 2005 Conference.

President Nennig will contact Jim Schreiber and explain to him the need for all the publicity information returned to the Board.

REGIONAL COORDINATOR-Conine informed the Board he attended the LMD Regional Meeting on November 11th in Marinette. It was a very informative program.

Herwig commented the regions need to contact the Website, the **CLARIFIER** and Peg O'Donnell with the DNR so they can post the meeting dates.

Herwig stated the WWOA Information Board needs to be updated. McKee will send Conine a current WWOA Board picture and some pictures from the Historical Display.

GOVERNMENTAL AFFAIRS-Thalke stated the Governmental Affairs Seminar is scheduled for March 3, 2005 at the Marriott West in Middleton. Herwig explained to the Board how the position of Chair for the Governmental Affairs works. WWOA will chair in 2006.

LIAISON-Thalke informed the Board that he and Tom Kruzick attended the CSWEA WI Section on November 17, 2004 at the Country Inn in Waukesha.

Herwig explained to the Board he redrafted the Letters of Understanding between Central States WI Section and WWOA regarding the Governmental Affairs Seminar and the Spring Biosolids Symposium.

WEB SITE-Bartel stated the Web Site Committee met on Thursday October 28, 2004 at the Kalahari. The committee has come up with new ideas and thoughts for the Web Site and would like some direction from the Board of Directors.

President Nennig explained Bob's Bug Page, Plant Database, **CLARIFIER** and the Mail List are all behind a password protected scheme.

The Committee would like to open up Bob's bug Page for public viewing.

The Committee suggested for the Plant Database offering a simple restricted listing of all WWTP's in Wisconsin for public viewing. All specific contact information would be withheld.

The Committee is still looking for ways to get the mail list subscriptions to take off again. Some thoughts are to abandon the electronic sign-up in favor of trying different methods to encourage signing up. Gather names of interested subscribers at the regional meetings or have interested mail list subscribers email Scott directly and Scott manually subscribe them.

McKee will send Bruce and Scott a current membership list.

A discussion ensued. Herwig expressed some concerns regarding mass mailing if you open the Plant Database. Herwig questioned the benefit of an abbreviated listing of the Plant Database.

President Nennig would like to see some type of student password and give it to the schools so they can access it. There have been several requests for temporary student access. The Committee will contact Scott Thompson and see what can be done.

TECHNICAL PROGRAM-Marshall informed the Board the Call for Papers will be sent out in the next week. It has also been sent to the Web Site and the **CLARIFIER** for the December edition.

The Technical Committee has been selected for the 2005 Annual Conference.

The Technical Committee Meeting is scheduled for February 3, 2005 from 9:00 AM until 3:00 PM. It will be held in the Administration Building Training Room at Green Bay MSD. Letters informing the participants of the details of the meeting have been sent.

EXHIBIT COMMITTEE-No report.

OPERATORS COMPETITION-Thalke reported six teams competed in this years Competition at the Kalahari Resort. The Committee will be looking for the WEF Operators Challenge hand book in March to review and possibly make changes for the WWOA Operators Competition.

LOCAL ARRANGEMENTS-Bruce Bartel will chair the Local Arrangements this year. We will probably be touring Green Bay MSD, De Pere and possibly the Energy Center this year.

SPOUSE PROGRAM-Jean Van Sistine commented it is very important to have a local host available for the Spouse/guest program. Van Sistine has some ideas for the program and will come back to the April Board meeting with some prices. (Note; the information will have to be available at the March meeting for budget purposes.)

GOLF OUTING-Jeff Czypinski will be chairing the golf outing this year.

PERMANENT ARRANGEMENTS-President Nennig reported for John Leonhard. Leonhard thanked the Board for allowing him to continue to serve the WWOA as chair of the Permanent Arrangements Committee and Resolutions & Bylaws Committee.

After the December Board Meeting the committee will be meeting with the Regency Suites and KI Center staffs in Green Bay to finalize prices and review the contract. During the rest of the year we will meet with the Kalahari and the Radisson in La Crosse to review the 2006 and 2007 contracts with them.

PERMANENT PROGRAM-No report.

RESOLUTION AND BYLAWS-No report.

HISTORICAL-McKee reported the Committee will be meeting on Friday, December 3, after the Board of Directors meeting.

MANUFACTURERS AND CONSULTANTS-President Nennig reported for Jim Shaw. Overall the exhibitors were pleased with the exhibit hall and the layout. The center aisle made the hall very user friendly and gave a feeling of openness. The walking lunch, beer and soda were popular as usual. Two complaints were received, which related to the Thursday morning tours. The exhibitors stated the tours took people out of the exhibit hall when the hall was open. They thought the tours should be in the afternoon after the exhibits closed.

Shaw thanked all the Board and Committee members for their time and involvement.

Herwig made a motion to approve the committee reports as presented. Bond seconded the motion. Motion carried.

NEW BUSINESS

President Nennig read a letter from Tom Steinbach regarding an idea for the 2005 Conference. He would like the Board to consider adding an event to the conference relating to health and fitness.

Steinbach suggested on Wednesday morning (or a morning the Board would prefer) we hold a stretch and walk session for those who want to participate. This could be held in the main registration area at 6 or 7 AM. The session would consist of a 10 minute warm-up/stretch period followed by a group walk.

All in all the entire session would take up no more than 45 minutes. Steinbach is offering to organize and lead this event if the Board feels it would be something they want to add.

President Nennig feels it would not interfere with any of our other events and is Steinbach is willing to organize it. We could publish it on the registration card for the Conference.

President Nennig will contact Tom Steinbach and inform him it was the consensus of the Board to go ahead and organize it and will be published along with the rest of the events.

President Nennig discussed with the Board some questions that were mentioned regarding memorials. When is it appropriate and what is our involvement in the future. Do we need to have something in writing? It was the consensus of the Board to discuss this issue of how to handle memorials in the future at the April Board meeting.

President Nennig informed the Board he received a call from Rich Boden from Plover on behalf of the Spring Biosolids Symposium Planning Committee. The planning committee selected UW Extension to do the mailing again for the 2005 Symposium. The previous year McKee sent UW Extension pre printed WWOA mailing labels. UW Extension affixed the labels to the registration forms. For 2005 UW Extension has went on record stating they will not work with WWOA printed labels any longer.

Boden questioned why is UW Extension held to a higher standard then CALS currently when they are all part of the UW system?

What assurances would it take by UW Extension to safeguard the WWOA electronic mailing list?

What would it take for the WWOA to release the electronic mailing list to UW Extension?

Does WWOA want to consider eliminating UW Extension involvement altogether?

WWOA has two appointed members to represent the Biosolids Planning Committee that is in the Memo of Understanding. Boden feels one of those members must definitely be a current Board member.

The Biosolids Planning Committee must receive a copy of these finalized and agreed upon understanding and responsibility memos.

Boden feels the Board must be come actively involved with the Biosolids Planning Committee. Communications include regular reports to the Board.

Boden feels the Board has detached themselves from the Biosolids Planning Committee. A discussion ensued. President Nennig wants to make sure these mailings get sent to our membership. President Nennig questioned why were all these decisions made without WWOA input?

President Nennig will discuss this matter with Jay Kemp, who is chair of the Biosolids Planning Committee. The WWOA Board will communicate to Chairman Kemp the

following: The Board instructed McKee to print out the membership labels and send to Biosolids Planning Chairman Kemp instructing him that since they selected the printer without WWOA input, it will be the committee's responsibility to affix the labels. Secondly, all registration materials and fees will be returned to Executive Secretary McKee as per the Biosolids Memorandum of Understanding.

In addition, after the 2005 Biosolids Symposium the WWOA will appoint its two representatives to the Committee which will include at least one Board member as per the Biosolids Memorandum of Understanding. President Nennig will remind the Committee that a Board Member currently is on the Biosolids Committee.

To improve communications between the WWOA and the Biosolids Planning Committee, the WWOA Board of Directors will establish a new standing committee which will be called the Biosolids Committee. Herwig made a motion to establish the Biosolids Committee. Marshall seconded the motion. Motion carried.

President Nennig appointed Thalke as the WWOA representative and chair of the new Biosolids Committee.

In addition, President Nennig instructed Executive Secretary McKee to add the new standing Biosolids Committee to the agenda. (Note McKee will use the Governmental Affairs job description as a guideline for creating a Biosolids Committee job description for the policy book and will bring it to the March Board meeting for Board Approval).


President Nennig will draft a letter informing the Biosolids Planning Committee Chairperson Jay Kemp of the Board's decision.

After the meeting the Board met with the hotel for a tour of the facility and discussed space needs.

There being no further business, Herwig made a motion to adjourn. Carlson seconded the motion. Motion carried.

The meeting adjourned at 10:37 AM on December 3, 2004.

Respectfully submitted



Richard D. McKee
Executive Secretary