

WISCONSIN WASTEWATER OPERATORS' ASSOCIATION, INC.
Board of Directors Meeting
Thursday, April 28th and Friday April 29th, 2005
Regency Suites Hotel, Green Bay WI.

President Nennig called the meeting to order at 1:10 PM Thursday April 28th, 2005. All Board members were present except Conine who arrived later Thursday afternoon.

Also present for the Thursday afternoon session was Carol Strackbein, Chairperson of the Exhibit Committee.

The minutes of the March 14, 2005 Board meeting were reviewed. Herwig made a motion to approve the minutes as written. Marshall seconded the motion. Motion carried.

McKee presented the Financial Statement for Board review and approval. McKee reported that as of April 15, 2005 the WWOA had \$129,390.48 in revenues and \$115,947.88 in expenditures with excess revenues over expenditures totaling \$13,442.60. Kruzick made a motion to approve the Financial Statement as presented. Carlson seconded the motion. Motion carried.

McKee presented vouchers 130 - 173 for Board approval. After a brief discussion and some clarifications, Kruzick made a motion to approve the vouchers as presented. Thalke seconded the motion. Motion carried.

COMMITTEE REPORTS

NOMINATIONS - No report.

PROMOTIONAL ITEMS - Carlson reported that he had displayed the WWOA promotional items at the Spring Biosolids Symposium and the Wisconsin Rural Water Association Conference. Only one sale occurred from both of these activities. Carlson also reported that no sales from the WWOA website have occurred since the beginning of 2005.

MEMBERSHIP - McKee stated that the WWOA currently has a total of 1965 active and lifetime members.

SCHOLARSHIP - Conine commented he had yet to receive any applications for either of the WWOA scholarships currently available. A discussion ensued regarding the scholarship criteria. Conine stated he would review the scholarship criteria and report back to the Board at the August Board meeting with some suggestions.

EXECUTIVE COMMITTEE - President Nennig stated there have been no further discussions solely amongst Executive Committee members regarding the three

reimbursement issues presented to the Board. President Nennig commented he remains hopeful the Board can review, discuss and reach a consensus on these issues.

CLARIFIER - No report.

CAREER DEVELOPMENT - President Nennig informed the Board that President-Elect Tom Kruzick and himself attended the Wisconsin School Counselors Association Conference on February 23, 24, and 25 in Stevens Point. The event drew over 1200 attendees. President Nennig recommended returning to the 2006 Conference.

President Nennig commented in 2004 a WWOA article was to be featured in an upcoming issue of the Wisconsin Natural Resources magazine. Kay Marshall, Pete Conine and Tom Kruzick were involved on that project. The folks at the magazine would still like the WWOA to polish up some of the article content. Marshall mentioned there might also be some additional interview work necessary. If anyone is interested in volunteering some time and effort on the article, they are to contact Marshall as the help would be greatly appreciated.

President Nennig and Kruzick noted that some of the items on the WWOA display board need to be updated. After a brief discussion, Kruzick volunteered to take the WWOA display board and update it.

AWARDS - Herwig presented the Board with an approximate cost regarding the production of the Past President history plaque and the Bernauer Award history plaque for the Historical Board. A discussion ensued. Herwig stated the WWOA currently has two to four medallions available for Bernauer awards and the Bernauer Award history plaque.

Herwig discussed with the Board thoughts pertaining to storage cases that are needed for storage and transport of the awards. Herwig asked permission from the Board to take one of the award cases with the awards intact to present to a local awards/cabinet builder in order to obtain a cost of constructing two new, additional cases.

Herwig asked for some direction from the Board. Does the Award Committee proceed with the construction of the new Past President historic plaque and the new Bernauer recipient historic plaque for the approximate cost as presented to the Board? Does the Committee proceed with the development of additional Bernauer medallions, including how many medallions to be cast and what type of metal should be used? Is it agreeable to the Board to obtain a price for travel/storage cases for the new awards and to then get approval for their construction from the Board of Directors via e-mail?

Carlson made a motion to proceed with the construction of the Past President and Bernauer historic plaques based on the information and details of this committee report and at the cost identified through Total Awards of Madison, WI. Bartel seconded the motion. Motion carried.

President Nennig stated it was his belief that Herwig need not seek Board action simply to obtain a price quote for the production of the storage cases and directed Herwig to proceed in obtaining a price quote.

Marshall made a motion that 5 medallions be made up in the bronze metal at a total cost of \$750.00. Bond seconded the motion. Motion carried.

OPERATOR TRAINING - Carlson informed the Board that during the past few months he had assisted Jack Saltes of the WDNR in coordination of the e-CMAR training that was conducted at treatment plants having internet access. Three training sessions took place in Antigo, Medford and Eagle River. A fourth eCMAR training session occurred in Grafton and was also sponsored by the WWOA.

Carlson is currently working on finalizing an operator training seminar titled; "Sampling and Flow Monitoring." Mulcahy/Shaw Water, ISCO Manufacturing and the WDNR will all take part in the seminar. The first seminar will be held on June 16th in Fond du Lac at the Lakeside Park Pavilion.

DIRECTORY - McKee commented the new 2005 – 2006 directory should be ready to go print by the first part of June.

PUBLICITY - No report.

REGIONAL COORDINATOR - No report.

BIOSOLIDS SYMPOSIUM – Thalke reported on the 23rd Annual Spring Biosolids Symposium held on March 15, 2005 at the Country Springs Hotel in Stevens Point. Approximately 300 people attended the seminar. Thalke provided the Board with copies of the evaluation results from the Symposium.

President Nennig commented that at the December 2004 Board meeting, the Biosolids Symposium Committee was created as a standing committee of the WWOA. A formal written committee description remains to be developed that; upon completion, will be inserted into the WWOA Policy Book.

President Nennig stated the Board currently has two remaining issues related to the Symposium. He reminded the Board that the Biosolids Agreement was updated in 2004 so that is in place. Nennig commented that he is responsible for appointing two active WWOA members to the Spring Biosolids Symposium Planning Committee according to the terms of the Agreement. These individuals will serve as representatives of the WWOA on the Committee.

President Nennig appointed WWOA members Jim Thalke and Rich Boden to serve as designated WWOA representatives on the Spring Biosolids Symposium Planning Committee.

President Nennig discussed with the Board the issue of the electronic WWOA mail list use. CALS, Sun Printing and; pending Board approval of UW Extension - Soil Science Department, will provide the WWOA with three authorized providers of the WWOA electronic mailing list. Training event planning committees can utilize any of these three authorized providers to access the WWOA electronic mail use.

President Nennig provided the Board with a list of guidelines for access to the electronic mail use. He stated he would continue discussions with the three Board approved electronic mail list providers to determine the extent to which each provider cared to provide additional training event services.

President Nennig presented the Board with the proposed draft of the Master Agreement between the WWOA, Central States Water Environment Association-Wisconsin Section and the Department of Soil Science/University of Wisconsin Extension for Board review and approval. After brief discussion, Marshall made a motion to approve the Master agreement as proposed. Bond seconded the motion. Motion carried.

LIAISON - Thalke stated the CSWEA WI Section met at 2:30 PM at the Marriott Madison West Hotel in Middleton. He reported that the CSWEA will now be accepting credit cards for registration at their conference this year and if it is successful maybe offering that service to the CSWEA sponsored seminars in the future.

Thalke reported to the Board that WWOA member and Past President LaMont Albers was appointed to serve as Professional Wastewater Operations Representative. In addition, Thalke stated that the CSWEA Board would like to regenerate interest in the Safety Committee by combining the efforts of the WWOA and the CSWEA WI-Section.

President Nennig appointed Jim Thalke to serve on the Collection System Seminar Committee as a representative of the WWOA.

WEBSITE - Bartel reported that the WWOA website continues to run smoothly. He also recapped an issue that occurred in January with the web site's domain name. The website was down for a couple of days; however, WWOA Web Master Scott Thompson was on top of the issue, got in touch with Webservpro, and resolved things very quickly.

Bartel commented one part of the web site that has been updated nicely is the WWOA history section. Ron Altmann has been doing a lot of work gathering information on the history of the WWOA.

The number of mail list subscribers is currently at 45; a number still way down from over 200 subscribers at one point. The Committee needs to come up with some ideas on how to get subscriber list numbers back up.

TECHNICAL PROGRAM - Marshall provided the Board with a draft copy of the Annual Conference brochure for their review.

Marshall commented she has volunteers for moderating all sessions of the Technical program except the Pre-Conference Workshops. Marshall asked if any Board members would be available to help out with the Workshops; Board members Thalke and Nennig offered to serve as moderators.

EXHIBIT COMMITTEE - Strackbein presented the Board with a copy of the letter that will be sent to all prospective exhibitors. There will be approximately 110 exhibit spaces this year. The vendor exhibit and sponsor fees will stay the same as last year.

OPERATORS COMPETITION - Thalke stated the Committee plans on offering five events at this year's competition. Once again the regions may sponsor more than one team. Thalke commented that the deadline for team registration is August 19, 2005.

LOCAL ARRANGEMENTS - Bartel informed the Board that the training center at the Green Bay MSD has been reserved all day on October 4, 2005 for the Pre-Conference's Electrical Workshop.

Bartel asked the Board if there is a one-day registration available for the host community of the conference. A discussion ensued. Herwig made a motion to extend a one-day registration fee of \$25.00 for all employees of the Green Bay MSD who wish to attend the Conference. Bond seconded the motion. Motion carried.

Bartel stated the Green Bay and DePere WWTP's will be available for tours. The Green Bay plant tour will be divided into two sections. One tour will be the general plant tour. The other tour will be demonstrations of process monitoring/controls and maintenance equipment. The DePere plant tour will be the general tour and will include showcasing the new blower system upgrade.

SPOUSE PROGRAM - Bartel stated the program for Wednesday of the Conference would include a morning presentation given by Dennis Gladwell of the DePere Police Department on identity theft. The afternoon program will include a motor coach bus ride to tour the Von Steihl Winery in Algoma. The Thursday program will include either a health presentation given by Prevea Clinic or a presentation by Erin Davisson, a local TV news anchor on her liver transplant. Thursday late morning/afternoon will offer a trip to Frank's Dinner Theatre for lunch and a matinee show.

GOLF OUTING - Bartel commented that The Woods golf course near Green Bay has been selected to host the Annual Conference Golf Outing this year. The Woods is approximately a 10-minute drive from the KI Center. Jeff Czypinski will be the contact person for the golf outing this year.

PERMANENT ARRANGEMENTS - McKee reported for Committee Chairperson John Leonhard. On April 8, 2005 the Committee met with the Kalahari staff to go over the contracts for the even numbered years through 2012. The Kalahari staff made the changes the Committee requested and the future contracts are now ready for Board review and approval.

McKee provided the Board with the revised contracts with the Kalahari for 2006, 2008, 2010 and 2012 conferences for Board approval to sign. After a brief discussion, Herwig made a motion for McKee to sign the revised contracts with the Kalahari for 2006, 2008, 2010 and 2012. Bond seconded the motion. Motion carried.

McKee also stated on April 9, 2005 the Committee met with the Regency Suites/KI Center staffs in Green Bay to finalize prices and review the contract for the upcoming Annual Conference.

The Board requested the Permanent Arrangements Committee to include the Marriott West in Middleton in their list of possible future Annual Conference sites and include their square footage for technical program and exhibit space in subsequent Committee reports.

PERMANENT PROGRAM - No report.

RESOLUTIONS AND BYLAWS - No report.

HISTORICAL - No report.

MANUFACTURERS AND CONSULTANTS - No report.

Kruzick made a motion to accept the committee reports as presented. Thalke seconded the motion. Motion carried.

OLD BUSINESS

CLARIFICATIONS OF WWOA POLICY: BOARD INTERPRETATION

- (1) ASSISTANT SECRETARY REIMBURSEMENT POLICY.
- (2) BOARD MEMBER REGIONAL MEETING EXPENSE REIMBURSEMENT.
- (3) REIMBURSEMENT FOR NON-WWOA BUSINESS TRAINING EVENT ATTENDANCE.

President Nennig discussed with the Board the need for clarification of three Board-related reimbursement issues that had arisen over the previous few months. The Board reviewed the proposed reimbursement policies as presented.

Issue #1. Assistant secretary reimbursement policy.

President Nennig reviewed with the Board proposed written clarification on a number of Assistant Secretary reimbursement issues. The clarification came at the request of McKee in late 2004. Discussion occurred on several key reimbursement issues related to the position. Marshall made a motion to approve the Assistant Secretary reimbursement

policy as proposed with the Board requested changes so noted. Bond seconded the motion. Motion carried.

Issue #2. Board member regional meeting expense reimbursement.

President Nennig reviewed the proposed written clarification on a number of Board member regional meeting expense reimbursement issues. Clarification came at the request of several Board members. Several key issues were discussed including: (1) the number of Board members to be reimbursed by the WWOA for attending the same meeting, (2) reimbursement for meeting attendance outside one's own Region, and (3) the need for improved coordination of Board member meeting attendance. Herwig motioned to approve the Board member regional meeting expense reimbursement policy as proposed with the Board requested changes so noted. Carlson seconded the motion. Motion carried.

Issue #3. Reimbursement for non-WWOA business training event attendance.

President Nennig reviewed with the Board proposed written clarification on Board member expense reimbursement for attendance at "non-WWOA business" training events. Training events such as specialty conferences, workshops, seminars, etc. This clarification was initiated by Nennig based upon lack of written WWOA Policy Book guidance. Following brief discussion, Herwig motioned to approve the reimbursement policy clarification as proposed. Marshall seconded the motion. Motion carried.

President Nennig commented that he would make the necessary Board-requested changes to the three reimbursement policy issues and provide final copies to McKee for distribution to the full Board. He thanked the Board for their cooperation in resolving these matters.

MEAL EXPENSES - McKee requested the reimbursement for meal expenses incurred by the WWOA Board be increased. McKee suggested increasing the allowance for breakfast to \$10.00, lunch \$15.00 and dinner to \$30.00. Kruzick made a motion to increase the limit on meals for breakfast, lunch and dinner as proposed by McKee. Herwig seconded the motion. Motion carried.

COLLECTION SYSTEM SEMINAR AGREEMENT - President Nennig presented the Board with a draft copy of proposed revisions to the Collection System Seminar Understanding of Responsibilities. The agreement had not been updated since it was originally drafted in 1991. After a discussion, Thalke made a motion to approve the May 2005 draft with the one change noted. Marshall seconded the motion. Motion carried.

President Nennig stated that he would like to have all three recently updated understanding of responsibility agreements indexed properly into individual Board member Policy Books. He proposed filing all three agreement documents under the same

section. (Spring Biosolids Symposium, Government Affairs Seminar and Collection System Seminar.) McKee to follow-up on this request.

Kruzick will draft a description for the WWOA Policy Book pertaining to the Collection System Seminar and all WWOA co-sponsored committees.

NEW BUSINESS

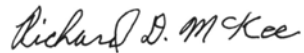
2005-2006 BUDGET REVIEW AND APPROVAL - McKee provided the Board with copies of the proposed Annual Budget and copies of the 2005 Conference Budget. Following discussion on both Budgets, some additional changes were made. Marshall made a motion to approve the 2005-2006 budget and the 2005 Conference budget with the Conference fees as recommended. Conine seconded the motion. Motion carried.

OTHERS - President Nennig discussed with the Board a letter he sent to Moraine Park Technical College on behalf of the WWOA regarding the proposed elimination of MPTC's water and wastewater program. A brief discussion occurred.

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

The Board meeting adjourned at 11:30 AM on Friday April 29, 2005.

Respectfully submitted



Richard D. McKee
Executive Secretary