

**MWEA Board Meeting
Tuesday Oct 1, 2013 (9:00 A.M.)
MSU, Bozeman, MT
Room 168**

ATTENDEES:

President:	Dan Harmon	Present
President Elect:	Michelle Marsh	Present
Vice President:	Amy Deitchler	Present
Past President:	Coralynn Revis	Present
Senior Trustee:	Starr Sullivan	Present
Junior Trustee:	Jeremy Perlinski	Present
National Delegate:	Mike Jacobson	Present
Executive Secretary:	Dana Audet	Present

CALL TO ORDER:

- Meeting was called to order.

OLD BUSINESS:

- Reviewed and approved minutes from the May 6, 2013 MWEA meeting in Great Falls.

NEW BUSINESS:

Budget

- Dana provided a review of the 2013/2014 Budget through September 30, 2013.
- Fund balance is at \$48,594. This includes the spring conference revenue of \$15,576.98 that has yet to be deposited.

Long Range Plan

- Coralynn brought up the Long Range Plan and the yearly one page document that the board committed to at the spring meeting. The document was to be updated yearly and would basically re-visit the LRP, setting goals and strategic planning for the immediate future – i.e. what the board would like to see accomplished in the next year or two. Michelle said she would take this task on, putting the document together. The Long Range Plan was updated by Terry C. and Coralynn in 2012. It is a five year document so will need to be updated again in 2017.

5 S's(Select Society of Sanitary Sludge Shovelers)

- Dan brought up the 5S society and that there have not been any inductees into the group for quite a while. Tim Hunter used to be the main driver of this group but he is no longer active in the MWEA. Mike J. and Dana had agreed to get this group up and running again and have committed to doing so by next year's spring conference. They will contact Bill B. of the awards committee and possibly Tim Hunter, if need be, to get a list of who has been inducted. Dana will contact WEF to obtain more award pin shovels.

Industrial Pre-Treatment Group Discussion

Don Clark and Mark Fitzwater of the City of Helena WWTP were present to give a report on developing a state-wide Industrial Pre-treatment Group, to provide information and training in an effort to reiterate the importance of pre-treatment to the field of wastewater treatment. Some of the topics discussed are as follows:

- The importance of Pre-treatment.
- A successful workshop on Wastewater Pre-treatment was held in Helena in May with Al Garcia of Region VIII and Rosemary Rowe of Montana EPA instructing.
- They would like to work with MWEA in getting the group off the ground and maybe the MWEA could develop a committee to assist.
- They are hoping to develop a group that could meet on a quarterly basis.
- One of the things they could do is provide in state training for pre-treatment personnel and those interested in learning about it.
- They discussed the importance of pre-treatment to wwtp facilities.
- Mark looked at what some of the other states are doing – most already have pre-treatment groups.
- Currently larger cities/facilities have pre-treatment programs but it's something facilities of any size should consider.
- The Board agreed to help Don and Mark get the word out to prospective committee members via our membership list.

Amy motioned that the MWEA form a Pre-treatment Committee. Coralynn seconded and the motion passed. The motion also made the Vice President of the MWEA the committee oversight position with Don Clark and Mark Fitzwater becoming the Co-chairs of the committee.

MWEA Committee Reports

- Long-Range Planning – See discussion above.
- Government Affairs – No report.

- Membership Committee – (Presented by Mike) MWEA membership (as of the end of August) is 136. Since the last membership report in May there have been 3 new members, 2 returned members and 7 lost members for a net loss of two members. We need a minimum of 100 members to keep our Membership Association (MA) status. The current membership breakdown is as follows:

102 Professional

23 PWOD

1 Executive (AlgEvolve)

1 Corporate (Whitefish)

1 Life (Willis Wetstein)

3 Students (Emilee Williams and Gabrielle Ostermeyer and Bob Cummings)

5 Young Professionals (Leann Books, Adam Brady, David Carlson, Greg Hayes and Brian Sinclair)

- Education Committee – (Presented by Dan) Amy volunteered to Chair the Committee. The education committee does a lot with planning the Pre-conference. They have also worked with the DEQ in planning some of the free training the DEQ has done the last couple years. Starr mentioned there is a big need for “outreach” for getting younger people involved in the field and trained. There is a lot of people retiring from the business and not very many new younger people coming in to replace the “brain drain” that is occurring. A brief discussion ensued concerning the need to get young people involved and the effort that has been made up to now and how difficult it has been. Mention was made of developing a Public Outreach Committee to assist in these kinds of efforts.
- Honors and Awards – Mention was made of the 5 S group as discussed previously.
- SJWP – Chaired by Kristi Kline – Coralynn will attend a meeting concerning the SJWP and will report back to the Board and Kristi. Several MWEA and MSAWWA board members and general members assist in judging of several state-wide science fairs in support of this effort.
- Beneficial Reuse – No report this year. The award is a three year award and is due to be awarded in 2015 for calendar year 2014.

MWEA Scholarship

Coralynn opened a discussion of the MWEA Scholarship and the need to possibly re-structure it since there were no applicants from the fledgling MSU-Northern water/wastewater program this past year. Several ideas were espoused:

- Open up the application process to include assisting operators with the financing they need to attend training.
- Possibly give out more scholarships by reducing the amount awarded to \$250 per.

- Since the MWEA budget is in good shape we may want to increase the amount awarded to \$2000 per year.
- Possibly limit the scholarships to MWEA members or at least give preference to applicants that are members. This could also lead to non-members becoming interested in our organization and becoming members themselves.
- We will need to advertise the program – possibly using the State Certification Office to assist and maybe getting METC to add a blurb in their mailings concerning the availability of the scholarship assistance and where to go to attain an application, i.e. an e-mail. Dana said his e-mail could be used and he would provide the applications as requested.
- Jeremy said he would put the application format together. It was decided that this year there would be 2 - \$500 awards available.

WEF Membership Dues

Mike reported that the WEF intends to increase their yearly membership dues for all categories of membership. Our current portion of that for most categories is \$10 so MWEA revenue is in the neighborhood of \$1300 each year from this. The board discussed increasing our portion and the general opinion was we really don't need to at this time. The board also thought it would be a good idea to let the current members know that the dues will be increasing. Dan volunteered to put together a brief summary of the increases and work with Robin to get it sent out to all of the current members.

Wefmax Meeting Report

Coralynn began a discussion of the Montana WEFMAX meeting scheduled for April 9-11, 2014 at Grouse Mountain Lodge in Whitefish, MT. There is a conflict with those dates and the WEF has expressed a desire to re-schedule it for April 16-18. No contract has been signed yet with Grouse Mountain and the venue is available on the new dates. The only concern would be that it is the week before Easter. The board felt that the new dates would probably be fine.

Coralynn passed out an example of an agenda that was used for the WEFMAX meeting she had previously attended in Hawaii. WEF puts the agenda together and provides funding for the meeting. Our responsibilities for WEFMAX include:

- Assisting in planning – attending on-line planning sessions leading up to WEFMAX.
- Help with the Icebreaker Social on Wednesday night and the Evening Social on Thursday night. The Evening Social is generally themed towards something local or culturally significant to the immediate or state-wide area. This is something that will have to be discussed and decided upon.
- Provide three personnel for each Dialog Session: a Scribe to take notes; a microphone person to help get the microphone to the person wanting to speak; and a timekeeper to keep everything on schedule.

- The MWEA will also be responsible for organizing and providing speakers for one of the five scheduled sessions. This session is scheduled for 1 hour and 45 minutes. Some of the suggested topics for this session include: How have we dealt with issues/limits resulting from being such a small M.A.; Our association with the MSAWWA and resultant issues/successes; issues with staff – hiring and turnover and how it affects conference planning.

Mike and Coralynn planned on attending a WEFMAX planning session at WEFTEC so will undoubtedly have some more information to share with the board in the future. Coralynn will get in touch with our contact at WEF, Diane Crilley, and let her know the new dates will work. We will also need feedback on when planning begins and how the overall process works.

WEBSITE

Jeremy opened a discussion of a possible joint website venture with the MSAWWA. Up to this point there had been three proposed website options:

1. Leave the MSAWWA site as is and build a separate MWEA site.
2. Add an MWEA site to the MSAWWA site (joint site) - no redesign of MSAWWA site.
3. Add MWEA site to the MSAWWA site (joint site) – redesign of the site.

Via e-mail, the board had decided that Option 2 would probably be best suited for our needs. Upon further discussion Michelle stated that she thought Option 3 would ultimately be the best and the Board agreed. By keeping just one website, it is probably something that Robin can maintain for us but we do need equal billing to make it worthwhile. We had not heard back from MSAWWA on our intent to possibly do something with them on the website but planned to bring it up at the afternoon joint session. MWEA does have \$2000 budgeted for the 13-14 budget year to be used for website development.

Items mentioned that could go onto the website included:

- Minutes of meetings
- Long Range Plan and MWEA Constitution/Bylaws
- Board Members
- Committee Lists
- Conference Registration and other announcements.
- Training announcements

ADJOURN

Dan motioned to adjourn and Jeremy seconded: 11:53 A.M.

