

# **MONTANA WATER ENVIRONMENT ASSOCIATION**

## **2018-2023 LONG RANGE PLAN**

### **I. Introduction**

Founded in 1928, the Water Environment Federation (WEF) is the premier professional wastewater organization in the world, with a total of 75 Member Associations (MA's) in 30 countries. The Montana Water Environment Association (MWEA) was originally established in 1944 as the Montana Sewage Works Association and is currently registered as a Member Association of WEF.

The MWEA's Constitution and Bylaws outline the structure and functions of the MWEA. This Long Range Plan provides a framework for the organization's activities over a 5-year planning period, although it is anticipated that the plan will be updated every other year. The plan will be updated by the MWEA board and distributed annually to members.

### **II. Mission Statement**

The Montana Water Environment Association (MWEA) is a non-profit organization dedicated to the preservation and enhancement of Montana's water environment. WMEA is committed to advancing science and education, disseminating technical information, increasing public understanding and promoting sound public policy in the water quality and water resources field.

### **III. Objectives**

MWEA, as an organization, strives to provide and enhance the knowledge base of its membership and the general public at large with respect to water quality enhancement.

Specifically, the organization looks to promote research, encourage exchange of information and experience among its members, the wastewater collection and treatment industry, community leaders and the public at large.

This is primarily accomplished with the annual conference jointly held with MSAWWA and other sponsored technical sessions. The objective is to provide the highest quality conference and training achievable with the resources of its committees and membership at large and to recognize those in the industry for leadership and achievements.

The promotion of research and higher learning is encouraged with the allocation of scholarship funds and interactions with Universities and post secondary institutions.

The association is affiliated with WEF as an MA. The objective of this affiliation is the smooth flow of information from the national organization to the MA and the shared goal of enhancing water quality through education.

Lastly, the organization sets as one of its objectives, the maintenance of an adequate budget to support the activities to reach its other objectives via the sensible management of any assets the organization secures with collected fees and contributions.

#### **IV. Committees**

The bylaws for the MWEA allow for the formation of committees as required to conduct the affairs of the association. There are committees strictly for the affairs of MWEA, as well as joint committees that share duties with the Montana Section of the American Water Works Association (MSAWWA). Following is the current list of committees and the Board liaison for each committee:

<b>MWEA Committees</b>	<b>Joint MWEA/MSAWWA Committees</b>
<b>Long Range Planning:</b> Vice President	<b>Scholarship:</b> Vice President
<b>Membership:</b> President Elect	<b>Public Outreach:</b> President Elect
<b>Education:</b> President	<b>Host City:</b> President Elect
<b>Government Affairs:</b> National Delegate	<b>Program:</b> President
<b>Honors and Awards:</b> Past President	<b>Exhibitors:</b> Senior Trustee
<b>Beneficial Reuse:</b> Senior Trustee	<b>Information Management:</b> Junior Trustee
<b>Stockholm Jr. Water Prize:</b> Junior Trustee	<b>Cross Connection Control:</b> Secretary/Treasurer
<b>Pre-Treatment Committee:</b> Vice President	<b>Lifetime Achievement:</b> National Delegate
<b>Stormwater Committee:</b> President	<b>Auditing:</b> Past President
<b>Grants for Teachers Committee</b> Secretary/Treasurer	<b>Students and Young Professionals:</b> Past President

MWEA's committees provide a means for accomplishing its objectives and offer opportunities for members to become involved in the organization. Each committee has a designated liaison on the MWEA Board of. The objectives and tasks of each committee are summarized throughout the remainder of this document.

There are also a number of specific tasks throughout the year that are common to all committee chairs and/or Board members. These duties and an approximate timeline throughout the year are provided in the matrix on the following page:

### Matrix of Executive Board/ Committee Chair Annual Tasks

Who	Task Date						Comments
	June	September	Fall Meeting	November	February-April	Annual Conference	
<b>National Delegate</b>	Coordinate MA / National Info Exchange & Rep MA in House of Delegates (ongoing) Report on MWEA Government Affairs and joint Lifetime Achievement committee activities.		Attend WEFTEC	Coordinate MA / National Info Exchange & Rep MA in House of Delegates (ongoing). Coordinate National Delegate Attendance at Conference.		3-yr term with max 3 terms	
<b>Secretary /Treasurer</b>	Pay expenses and track income for Conference, training or other Board activities and maintain accounts. (ongoing)		Budget Report to Board Report on MWEA Grants for Teachers and joint Cross Connection committee activities every year. Ensure meeting minutes are recorded.	Pay expenses and track income for Conference, training or other Board activities and maintain accounts. (ongoing). Renew Insurance Policy.		Budget Report to Board. Ensure meeting minutes are recorded.	3-yr term with renewal clause
<b>Past President</b>		Review & Approve Conference Budget	Report on MWEA Honors and Awards and joint Auditing and Students and Young Professionals committee activities.				
<b>President</b>		Provide ED* with Pres message and photo for newsletter and agenda for Fall Mtg.	Preside at MWEA meetings and jointly at MSAWWA/MWEA meetings. Report on MWEA Education and Stormwater and joint Program committee activities each year.	Ensure Call for Papers Goes Out		Preside at conference on behalf of MWEA and jointly run meetings. Introduce Pres Elect as incoming President.	Coordinates throughout the year with ED* to ensure communication with Board and Membership to accomplish Mission & Goals.
<b>President Elect</b>			Report on MWEA Membership & joint Public Outreach and Host City committee activities each year.			Work with Host City Committee to ensure event a success.	Performs duties of President if President unable.
<b>Vice President</b>			Report on MWEA Long Range Planning and Pre-Treatment and joint			Announce State Stockholm Jr Prize winner(s).	

			Scholarship committee activities every year.				
<b>Senior Trustee</b>			Report on MWEA Beneficial Reuse (every 3 yrs) and joint Exhibitors committee activities yearly.			Announce Biosolids award every 3 <sup>rd</sup> year. Ensure vendors' needs are met.	
<b>Junior Trustee</b>			Report on MWEA Stockholm Jr. Water Prize and joint Information Management committee activities yearly.				
<b>Program Committee</b>				Call for Papers Out	Feb 1: Begin Review of Papers April 1: Select and Notify Conference Speakers	Ensure each session has moderators and speakers.	
<b>Pre-Conf. Committee</b>				Call for Papers in odd-numbered years.	Feb 1: Begin Review of Papers April 1: Select and Notify Conference Speakers	Ensure each session has moderators and speakers.	
<b>All Other Committees</b>		Ensure report update to Board Liaison				Ensure report update to Board Liaison. Sign Up for Committees at Conference.	

\* ED = Executive Director – hired position supported jointly by both MWEA and MSAWWA.

## **A. LONG RANGE PLANNING COMMITTEE**

Board Liaison: Vice President

### OBJECTIVE:

To maintain and improve the Organization working with the Executive Board members and all committee chairs.

### TASKS:

1. Review the Bylaws as needed and make recommended changes for approval by the Executive Board.
2. Assess the Long Range Plan Mission Statements and Objectives.
  - Identify valuable and necessary activities or pursuits of the organization.
  - Follow and participate in the planning efforts of MWEA. Review the plan on an annual basis to establish goals and specific tasks with time lines and work assignments to be completed during the coming calendar year. Insure that committee chairs participate in the planning process and are familiar with their committee responsibilities in implementing the Long Range Plan.
3. By September 1: Prepare and distribute draft Long Range Plans to the Executive Board and all Committee Chairs.
  - Executive Board follow-up on committee oversight responsibilities.
  - Committee Chairs organize committees to implement the Long Range Plan.
4. Support the budgetary needs of the association through the generation of income:
  - Identify fund-raising ideas.
  - Network with one other organization for suggestions on fund-raising and membership increases.
  - Establish a realistic budget.
  - Set "reserve" funds aside for emergency use or contingencies.

## **B. MEMBERSHIP COMMITTEE**

Board Liaison: President Elect

### OBJECTIVE:

To maintain current members, attract new members, and to diversify professionally.

### TASKS:

1. Provide for membership growth.
  - Use prizes & a drawing to provide incentives to members to sign-up new members.
  - Write program heads and other dignitaries inviting them to join MWEA.
  - Encourage membership of wastewater operators.

- Contact non-traditional groups inviting them to join.
  - Provide them with Journal articles.
  - Contact people you know (i.e. non-profit, programs, legal representatives, non-point source professionals, educators, etc.).
- 2. Maintain current membership.
- 3. Diversify into new professions and non-traditional professions.
  - Provide training opportunities for non-traditional professionals.

### **C. EDUCATION COMMITTEE**

Board Liaison:           President

#### OBJECTIVE:

To inform and educate targeted segments of the public and specifically, MWEA members.

#### TASKS:

1. Provide timely and comprehensive education and training programs and materials through the annual association meeting, workshops and seminars.
  - Coordinate a winter workshop in even numbered year when MSAWWA puts on the Pre-Conference Seminar.
  - Coordinate and organize the Spring Pre-Conference Seminar in odd-numbered years at the Joint MWEA/MSAWWA Conference.
  - Complete scheduling of the Spring Joint MWEA/MSAWWA Conference Program.
2. Provide education regarding water quality issues and the importance of protecting and preserving water resources.
  - Acquire and distribute educational information to teachers and educators.
3. Promote public feedback which can be used to support applications to programs that provide financing for construction and operations of necessary infrastructure to protect water quality and water resources.
4. Develop the abilities of the WWTP operators and managers to provide knowledge and understanding of their facilities to the public.
  - Schedule conference talks on effective communication skills, public information and relations, and dealing with the angry public.
5. Coordinate with other professional engineer organizations to provide Continuing Education Seminars for Professional Engineers.
6. Investigate and develop a proposal for establishing a Student Paper and/or Poster Competition.

### **D. GOVERNMENT AFFAIRS COMMITTEE**

Board Liaison:           National Delegate

#### OBJECTIVE:

To obtain and disseminate to the membership relevant legislative information concerning water environment activities. Participate in the legislative and regulatory development processes.

**TASKS:**

1. Obtain and disseminate to the membership relevant legislative information concerning water environment activities.
  - Disseminate legislative information through newsletters, the Big Sky Clearwater, direct mailings, telephone calls, electronic mail, etc.
2. Actively seek and review federal and state legislation concerning the water environment.
  - Government affairs committee shall provide legislative summaries to Executive Board and prepare recommended position statements.
3. Provide comments, through the Executive Board, concerning the legislation to state legislators, the Governor, and Montana's congressional delegation. Solicit the membership for input.
  - Provide board-approved testimony on relevant legislation, such as the Reauthorization of the Clean Water Act and the Safe Drinking Water Act.
4. Provide comments to the EPA and Montana regulatory agencies concerning new regulations.
5. Promote technically sound legislation and regulations using past experience and the best available and most current scientific and engineering knowledge.
6. Throughout legislative session (odd numbered years): The Government Affairs Committee, the President and the Executive Board will pay special attention to legislative activities related to the water environment.

**E. HONORS AND AWARDS COMMITTEE**

Board Liaison:            Past President

**OBJECTIVE:**

To provide awards and recognition for individuals and/or facilities for exemplary performance consistent with the goals of the organization.

**TASKS:**

1. Develop criteria and nomination processes for national and association awards including a listing of the awards to be given.
  - The table on the following page provides a current list of awards to be given, either annually or on a rotating basis. The dates listed are the years in which the award is given at the annual conference.
  - List all awards to be given for the next year by January 15<sup>th</sup> of each year in the MSAWWA Newswaves newsletter. Include the criteria for each award.
  - Mail awards list and criteria to all committee members for consideration of nominees, etc.

## MWEA Awards

Award	Years Awarded	Other
Lifetime Achievement Award	Annually	Joint Award with MSAWWA
Donald G. Willems Scholarship	Annually	Joint Award with MSAWWA
Stockholm Junior Water Prize	Annually	MWEA only
Small Systems Award	Annually	MWEA only
Beneficial Reuse Award	2018, 2021, etc.	MWEA Only
Operator of the Year Award	2020, 2023, etc.	MWEA Only
George W. Burke, Jr. Award	2020, 2023, etc.	National WEF award
William D. Hatfield Award	2018, 2021, etc.	National WEF award
Arthur Sidney Bedell Award	2019, 2022, etc.	National WEF award

2. Solicit nominations and select award winners.
  - For awards to be presented at the following year's annual conference, email a nomination form to all committee members by December 1<sup>st</sup> of each year.
  - Gather nominations by February 1<sup>st</sup>.
  - Honors and Awards committee discusses awards selections in February.
  - Select award winners by March 1<sup>st</sup>.
3. Develop and evaluate new awards.
  - WEF Lab Analyst.

### **F. BENEFICIAL REUSE COMMITTEE**

Board Liaison:           Senior Trustee

#### OBJECTIVE:

To promote the safe beneficial reuse of municipal and industrial biosolids or reclaimed water through public education and technical assistance efforts.

#### TASKS:

1. Develop criteria and nomination processes for an award for beneficial reuse to be given every three years at the spring annual conference.
  - Develop criteria, circulate to committee members, build consensus.
  - Assemble nomination/application for award including governing criteria.
  - Build & maintain mailing list for facilities involved in beneficial reuse practices
  - Determine and formalize selection methods.
2. Solicit nominations and select award winners.
  - Distribute nomination/application packages to potential candidates.



- Gather nominations by February 1<sup>st</sup>.
  - Meet with committee members in February to rank applications.
  - Complete selection process by March 1<sup>st</sup>.
  - Present award at the annual conference every third year.
3. Promote & recognize responsible beneficial reuse practices
- Assemble promotional materials for annual conference
  - Assist communities/industries interested in beneficial reuse through technical assistance.
  - Disseminate beneficial reuse information.

### **G. STOCKHOLM JUNIOR WATER PRIZE COMMITTEE**

Board Liaison: Junior Trustee

#### OBJECTIVE:

To promote a Montana representative in the annual WEF National Stockholm Junior Water Prize competition that encourages and empowers young scientists to be future water environment professionals.

#### TASKS:

1. Promote and encourage student participation in water-related projects within regional and state science fairs in Montana.
2. Have MWEA members participate as judges in regional and state science fairs in Montana.
3. Sponsor and promote WEF-Stockholm Junior Water Prize competition by sponsorship of a state student winner and their science teacher to national on-site competition.

### **H. PRE-TREATMENT COMMITTEE**

Board Liaison: Vice President

#### OBJECTIVE:

To promote pretreatment of industrial wastewater throughout Montana utilizing public education and technical assistance efforts.

#### TASKS:

1. Provide timely and comprehensive education and training programs and materials through quarterly meetings, workshops, and seminars.
  - Quarterly conference calls to allow a forum for sharing of ideas, solutions, issues, etc.
  - Education of public, professionals, staff, and utilities
  - Allow for network and learning for all utilities
2. Promote public understanding of industrial pretreatment
  - Assemble promotional materials for annual conference

- Assist communities/industries interested in pretreatment programs through technical assistance.
  - Disseminate pretreatment information.
3. Coordinate with other professional engineer organizations to provide continuing education seminars
    - Assemble promotional materials for annual conference
    - Coordinate and actively inform members of EPA regulation changes
    - Receive recognition by EPA Region 8 as active committee

## **I. STORMWATER COMMITTEE**

Board Liaison: President

### OBJECTIVE:

To become a source of information and to provide support to communities, engineers, and operators as they deal with stormwater issues.

### TASKS:

1. Provide timely and comprehensive education and training programs and materials through meetings, workshops, and seminars.
  - Organize conference calls to allow a forum for sharing ideas, solutions, issues, etc.
  - Educate public, professionals, staff, and utilities.
  - Allow for network and learning for all utilities.
2. Promote public understanding of stormwater issues.
  - Assemble promotional materials for annual conference.
  - Assist communities/industries interested in pretreatment programs through technical assistance.
  - Disseminate stormwater information.
3. Coordinate with other professional engineer organizations to provide continuing education seminars.
  - Inform members of webinars and other available stormwater trainings by WEF and other organizations.

Coordinate and actively inform members of EPA regulation changes

## **J. GRANTS FOR TEACHERS COMMITTEE**

Board Liaison: Secretary/Treasurer

### OBJECTIVE:

To provide money to Montana teachers to buy materials or equipment to conduct experiments and educate children on water and other environmental topics and issues.

### TASKS:

1. Provide an application for interested teachers to complete and submit for funding consideration.
  - Periodically review and improve the application.
  - Establish a ranking and selection process for teacher applications.
  - Provide advice and guidance to teachers as requested.
2. Connect teachers with mentors and professionals to assist them, as needed.
3. Advertise and make teachers aware of the availability of these funds.
  - Contact the Office of Public Instruction and any other agencies that can help spread the word and reach teachers.
4. Provide follow-up on grant awards.

**K. SCHOLARSHIP COMMITTEE (JOINT)**

Board Liaison: Vice President

OBJECTIVE:

To promote the scholarship and select the most qualified applicants to receive the scholarships.

TASKS:

1. Establish criteria consistent with the original intent of the Don Willems Scholarship for selecting the students who are to receive the scholarship.
2. Increase the number of applicants and number of Montana schools participating.
3. Notify Universities of the scholarship availability.
4. Select most qualified applicant to receive scholarship.
5. Issue scholarship funds to recipients by August 1.
6. Provide on-going review and oversight of scholarship investment performance. Provide recommendations for changes to Board for approval.
7. Perform fundraising for the Scholarship Fund, as needed or desired to increase available funds.

**L. PUBLIC OUTREACH (JOINT)**

Board Liaison: President Elect

OBJECTIVE:

To inform and educate targeted segments of the public about water-related issues.

TASKS:

1. Promote public feedback that can be used to support funding applications for infrastructure projects that protect water quality and water resources.
2. Convey information to the public concerning water quality legislation and regulations.
  - Obtain WEF educational pamphlets on public issues and distribute to MWEA membership, public, or water environment operators and managers.
  - Develop Montana-specific information when necessary.

**M. HOST CITY (JOINT)**

Board Liaison: President Elect

OBJECTIVE:

Plan and organize the upcoming joint MWEA/MSAWWA annual conference with paid staff.

TASKS:

1. Provide assistance with increasing the participation of members and non-members from the local area where the conference is held.
2. Work with staff to produce a step-by-step plan and schedule for the upcoming conference. Provide and update to the Board at the September Board meeting. A template will be provided by the Executive Director.
3. Provide feedback and guidance to subsequent Host City Committees on successes/limitations of the previous conference.
4. Identify volunteers from the host city to assist with conference needs such as attending the registration desk.
5. Coordinate with Executive Director on hosting WEF dignitaries.

**N. PROGRAM (JOINT)**

Board Liaison: President

OBJECTIVE:

Plan and organize the Program for the upcoming joint MWEA/MSAWWA annual conference with paid staff.

TASKS:

1. By October 1, prepare and distribute a “Call for Papers” to generate interest in program presentations for the annual conference. Distribution should encompass utilities, regulatory agencies, engineers, universities and their affiliates, suppliers and other appropriate water industry concerns.
2. Review responses to the Call for Papers, select and schedule speakers and topics, and solicit presentations to provide a well-rounded program of water, wastewater and solid waste issues. Obtain biographical information for moderator introduction of each speaker. Confirm audio-video equipment needs.
3. Include an Operator Track to increase involvement of and appeal to system operators.

4. Consider supporting Poster Sessions for papers not scheduled for presentation.
5. By April 1, obtain CEC approval for the program from the Montana Water and Wastewater Certification Office at DEQ and provide the Host City Committee with CEC tracking forms. Also arrange for CEC approval stamps (or other acceptable means) at the technical sessions for the program. Coordinate CEC approval and presentation material with the appropriate association hosting the pre-conference seminar.

#### **L. EXHIBITORS (JOINT)**

Board Liaison: Senior Trustee

##### OBJECTIVE:

Include and increase the involvement of vendors and manufacturers' representatives in the associations and the annual conference.

##### TASKS:

1. Increase the manufacturers' involvement in MWEA/MSAWWA activities.
2. Continue the strong presence of exhibitors at the Annual Conference.

Increase suppliers' involvement in technical education.

#### **M. INFORMATION MANAGEMENT (JOINT)**

Board Liaison: Junior Trustee

##### OBJECTIVE:

Develop and maintain pertinent information for the organizations, including the joint website and historical information.

##### TASKS:

1. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
2. Provide Joint MSAWWA and MWEA Boards with necessary information on website hosting and development costs and options.
3. Provide guidance for development and required functionality of the Joint MSAWWA and MWEA website.
4. Incorporate into website functionality calendars, periodical correspondence (i.e. Newswaves), and other relevant and timely information that can be easily updated by an administrator. These functions should be readily accessible to website visitors.
5. Incorporate social media into the Joint website to promote visibility of both MSAWWA and MWEA.
6. Incorporate historical preservation and access to historical information into the MSAWWA and MWEA Joint website.

7. Develop a method for archiving historical documents digitally. Seek out and preserve significant historical documents related to MSAWWA, MWEA, and Montana water and wastewater systems.
8. Document and archive activities at each annual Joint Conference, including awards and programs.
9. Support activities emphasizing the historical background of the Section at appropriate anniversaries or events.
10. Submit a budget request to the Board by November 30th on an annual basis.
11. Review and update committee roles and responsibilities and annual goals on an annual basis and report to Board liaison by November 30

#### FIVE YEAR GOALS:

1. Establish a fully functional Joint MSAWWA and MWEA website supported by social media that disseminates relevant information and represent both organizations professionally.
2. Develop a storage and information management platform that is easily managed and updated.
3. Develop an historical presentation for website visitors and maintain a digital database of the photographs for display and use in programming of annual Joint Conference.

#### **N. CROSS CONNECTION CONTROL (JOINT)**

Board Liaison: Secretary/Treasurer

#### OBJECTIVE:

Support the cross connection control public education programs

#### TASKS:

1. Work with DEQ to implement Administrative Rules for Cross Connection Control.
2. Participate with other groups to provide education and training.
3. Work to standardize testing procedures and backflow requirements throughout Montana.
4. Provide the technical expertise necessary to address cross connection issues.
5. Develop model program to assist system operators in establishing a cross connection control program.
6. Support development of a system to track certified backflow prevention providers.

## **O. LIFETIME ACHIEVEMENT (JOINT)**

Board Liaison: National Delegate

### MEMBERS:

In accordance with a Joint Policy adopted with MSAWWA, the committee will consist of two members from both the MWEA and MSAWWA appointed by the MSAWWA Chair and the MWEA President.

### OBJECTIVE:

Select a recipient for the Lifetime Achievement Award, which may be awarded annually as shown in the table in section IV.E.

### TASKS:

12. Finalize criteria for nominating, selecting and presenting the Lifetime Achievement Award for the MSAWWA and MWEA Boards' consideration at the fall meeting.
13. Implement approved procedures to establish the award.
14. Select recipient for the award as appropriate.

## **P. AUDITING (JOINT)**

Board Liaison: Past President

### OBJECTIVE:

Provide auditing of both sections' books.

### TASKS:

1. Provide an annual audit of the Joint Conference Committee books and the books from each association. Ensure that formal audits occur at no less than 3-year intervals.
2. Ensure standard accounting practices are followed in maintaining Section accounts.
3. Review the income and expenses of the annual conference and ensure equitable distribution of the proceeds.

## **Q. STUDENTS AND YOUNG PROFESSIONALS (JOINT)**

Board Liaison: Past President

### TASKS:

1. This Committee is intended to include members of either association who are less than 35 years of age and have worked less than 10 years in the industry
2. Meet annually at the Joint Conference as a minimum. Additional meetings throughout the year to carry out the activities of the committee are encouraged.
3. Notify Students at the college level and Young Professional in the field of water and wastewater of the importance and benefits of joining MSAWWA and MWEA and how the two organizations will help advance their education and careers.
4. Encourage Professors to help promote students getting involved with MSAWWA and MWEA.

Work with the Program Committee to encourage greater involvement of Students and/or Young Professionals at the Joint Conference (as moderators, etc.).

#### FIVE YEAR GOALS:

1. Provide more MWEA involvement in the joint Students and Young Professionals Committee.
2. Increase MWEA membership, especially with respect to young professionals and operators.