

**MWOA EXECUTIVE BOARD MEETING**  
**11:00 A.M. – Wednesday –December 6, 2017**  
**City of St Cloud Maintenance Facility**  
**St. Cloud, MN**

**Members Present:** Dan O'Connor Al Parrella Chris Kleist Jim Miller  
Rick Ashling Josh Gad Wade Klingsporn Kay Curtin  
Amy Schreader

**Guests Present:** Todd Carlson Jerry Balbach Linda Mullen

**Members Absent:** Jason Smitke NW Section, Nick Chaves Gregg Kropp

President Kay Curtin welcomed the group to the December Board Meeting at 11:00 a.m. A motion to approve the September Board Meeting Minutes as written was made by Dan O'Connor, Second by Josh Gad, approved.

The Arrangements Committee had just met prior to the Board Meeting and many items including the conference budget, technical program, social activities and the contract with the Timberlake Lodge had been discussed. Wade Klingsporn has the technical program well underway and will be contacting several speakers and moderators to keep things moving forward. The Vendor and Member registrations will be posted on the website prior to New Year's Eve and will continue to be updated as more details are confirmed. The Social activities will include golf and the clays shooting events. Alternate activities may also include biking on area trails, fishing and should weather become an issue – the events will switch over to bowling. The Meet and Greet will operate very close to previous events. The discussion relative to the contract and deposit for the hotel will be covered in the Sec/Treas report..

**Section, Committee and Sec/Treas, Ast. Sec/Treas Reports**

CSWEA MN Section/MWOA Trustee Rick Ashling reported that the Training Coalition had met in August and continues to work on training calendars and noted that long time employee of MRWA – Ruth Hubbard will be retiring and will see a new representative on the Coalition. He also reminded Directors, Chairs and other officers to get their dates on the MWOA calendar for the upcoming three year window.

Rick also serves as one of the Co-Chairs of the Budget/Audit/Finance Committee and reported that he and Co-Chair Dean Nelson reviewed the draft 2018 Budget with Sec/Treas Miller and would be going over those details. He also noted Dean will be retiring in 2018 and may prompt a need to select a replacement should Dean not wish to continue.

During the discussion by Rick Ashling and Jim Miller regarding the draft budget the topic of the promotions and use of the MWOA logo occurred.

The current promotions chair Ken Novak has indicated he can no longer continue and it was suggested that a supplier be authorized to utilize the MWOA logo and provide items direct to those wishing to purchase such stock. This could eliminate any inventory or question of sales tax applicability for these items. A decision was not reached and further discussion will occur. After Jim Miller and Rick Ashling reviewed the proposed budget a motion was made by Rick Ashling, second by Josh Gad to approve the 2018 Budget as presented, passed.

Rick Ashling did indicate the discussion with Chris Harrington – MN Section Chair had proposed meeting the afternoon of the January Collection Workshop to discuss cooperative efforts by both MWOA and the Section. This will occur January 24 for anyone interested in participating.

Sec/Treas Miller gave an update regarding the current financial status of the Association and noted that the success of many activities and efforts by many members would likely see the MWOA year- end balance in a very favorable status. He also noted that after the executive officers and he and Chris Kleist met, efforts to promote further exchange of knowledge on day to day procedures for the Association were ongoing. He and Chris had met prior to the Board Meeting to go over membership renewals and several key financial tracking elements. Some of the other key elements of procedures include items such as preparation of the Annual Meeting pins which are not only utilized at the Annual Conference in July, but also used to promote the conference and MWOA at the MPCA/MRWA March conferences and also for the President to pass along to others at the WWOA Conference and WEFTEC. Chris Kleist, Josh and President Curtin have discussed a “process” related series going through the treatment plant components and 2018 will utilize the Barscreen as a theme. He also noted that he has been keeping track of time committed to MWOA activities as requested by the executive officers in understanding the level of effort committed to the position.

Ast. Sec/Treas Chris Kleist reported on the activities he has been involved with including the review of the By-laws. Chris handed out copies of the current By-Laws with noted changes from the original version adopted when the MWOA corporation was formed. There were a number of areas that could be changed to reflect some current policies or procedures, but appeared to be minor. Board Members could review these in more detail and discuss at upcoming Board Meetings and decide whether to initiate a proposed change which would need to be discussed at an upcoming Annual Business Meeting, then prepared in print form and published in the WASTEWATCHER for consideration by the membership at the next Annual Business Meeting (the following year).

Dan O'Connor reported that the SW Section had a very successful meeting in St. Peter with Bolton and Menk furnishing the lunch. They have approximately \$3300 in their portion of the Sections Account and will be directing \$500 to go towards the Scholarship Funding. Vessco also matched that amount and a check was received for \$500 from them in December. The next meeting will be in Redwood Falls on February 7<sup>th</sup> and the Joint SE/SW Meeting will be in Mankato on May 2<sup>nd</sup>.

Josh Gad reported that the SE Section held their last meeting in New Prague and also was well attended. The next Meeting will be in Rochester on February 14 and as noted will have the Joint Meeting in Mankato in May. Greg Rud has accepted the position of Chair and is looking forward to becoming more involved with the Rochester area. Greg is from Hayfield.

Linda Mullen reported for Nick Chaves that the Metro/Suburban Section has had very good meetings as well and their next Section Meeting will be at McQueens in St. Paul January 10<sup>th</sup>. They may also have some officer changes as Brad Cervenka may be moving up and they have been busy looking at nominations for the MWOA 2018 Awards. NE Section Director Smitke was unable to attend and Todd Carlson will be taking over that position in July as he was elected at their last Section Meeting. Also Brad Bennett was elected the Section Chair at that same meeting. March 21<sup>st</sup> was scheduled as their next Section Meeting date – but may be changed if it conflicts with the MPCA Annual Conferences.

The NW Section was again vacant as no meetings have been held and no one has stepped forward to accept any of the vacant officer positions. President Curtin has made this a priority to fill these offices and Todd Carlson, Chris Kleist and Jim Miller have offered to pull together an agenda for a Section Meeting to get things moving.

Gregg Kropp, Director of the Central Section also has had an employment change and was unable to attend the meeting. The Section will hold a meeting in Clear Lake on December 12<sup>th</sup> and will be working on getting their nominations process underway for the MWOA 2018 Awards.

### **Old Business**

Dan O'Connor revisited the NW Section issues with President Curtin suggesting a meeting with Andy Bradshaw of Moorhead or other members from East Grand Forks, Crookston, Bemidji or Detroit Lakes. The discussion regarding benefits of MWOA Membership transitioned into further discussion regarding the need for certification renewal, exam preparation, mentorships and other beneficial topics for new personnel to the field of Wastewater Operations.

### **New Business**

President Curtin also furthered discussion in the "Mentoring" aspect of career growth. She looked to highlight both the Mentors and Participants in these efforts. Josh Gad

suggested also further involvement of trades that support the efforts. It was also suggested that the League of MN Cities be involved as these types of programs would benefit member cities in obtaining and retaining quality employees for their utilities.

Josh Gad also reported that he was developing standards for computer formats and hardware for the MWOA use at both Section and Administrative levels. He will prepare these and present at the March Board Meeting.

With no further business before the Board a motion by Josh Gad, Second by Al Parrella passed at 12:51 p.m.

Passed. Respectfully Submitted – James Miller MWOA Sec/Treas.