

MWOA EXECUTIVE BOARD MEETING
11:00 A.M. – Wednesday -December7, 2016
City of St Cloud Maintenance Facility
St. Cloud, MN

Members Present: Dan O'Connor Al Parrella Chris Kleist Jim Miller
Jason Smitke Rick Ashling Rick Olson Gregg Kropp
Josh Gad Wade Klingsporn

Guests Present: Jen Thoreson Dianne Mathews

Members Absent: Kay Curtain NW Section, Nick Chaves

President Parrella welcomed the group and asked if there were any additions to the agenda. Hearing none asked for a motion to approve the September Minutes A motion by Dan O'Connor second by Wade Klingsporn was approved.

2017 Annual Conference

President Al Parrella reviewed some of the key points regarding the upcoming Annual Conference in July. Kay Curtain is heading up the technical program and has gotten a good start with key note speakers and making most of the assignments for the conference sessions. He asked for all to assist Kay in putting together the upcoming technical program for the conference.

Committee Reports

Trustee Rick Ashling reported that the emphasis to conduct three year planning and posting on the MWOA Event Calendar is still a very high priority. The advance selection of dates will reduce conflicts or double booking of dates and reminded everyone to check the MWOA Calendar and also MPCA/MRWA/CSWEA and AWWA sites for secondary conflicts on the training events. He also related that the joint MWOA and MN Section CSWEA Collection Committee will be meeting in January to discuss coordination efforts and Rick stressed the importance of face to face meetings to find ways to improve the delivery of training for both groups. During the discussion, he also pointed out that I/I topics should be considered for upcoming workshops, Section Meetings and the Annual Conference as the MPCA has been placing a great deal of importance on reducing inflow and infiltration to the facilities as there has been an increase in overflows and releases with a number of recent rain events. He also informed the group that he is participating in an MPCA Chloride work group. The group met earlier this week and will meet at least three more times to look at potential ways to meet the challenge of reduction of chlorides in the wastewater effluent and also initiate plans to go through the Citizens Advisory Board and gain MPCA (EPA) consensus. He will continue to keep the Board informed on progress and decisions as this occurs throughout this upcoming year.

Rick Ashling also serves and one of the co-chairs of the Finance/Audit Committee and reported that he and Dean Nelson (co-chair) met with Sec/Treas Jim Miller recently to review the financial activity year to date and also to provide input and review on the proposed Annual Budget for the Association. He introduced Jim Miller to review the proposed Annual Budget (line by line). Jim noted that the revenue generated this past year had exceeded the conservative budget figures and that the Lab Workshop held last June and the joint sponsored Innovative Conference both did much better than projected. The Annual Meeting also generated additional revenue and the planned year- end balance will likely remain at or slightly above the originally projected balance of \$38,000.00. The summary budget for 2017 will expect revenue to be just over \$92,000.00 with expenses at \$95,000.00 – this will provide a slight decrease in the year end bringing the 1/1/2018 balance back to \$38,000.00. Key items in the budget will be to expend some funds for promotional brochures, computer/scanner/software upgrades and continue to support the Scholarships at four \$1000.00 awards (which are also supported by the MN Section CSWEA and the Sections). A motion was made by Rick Ashling to adopt the 2017 Budget as presented, second by Rick Olson, passed.

Sec/Treas Miller then went into a history of the financial procedures that the Sections have been utilizing. While all of the Sections and Committees are part of the MWOA, the discretionary spending and budget for the Sections has been locally controlled. The accounts that the Sections have been using were set up as a sort of petty cash account that the individual Section Secretaries held and managed. Recent changes in banking procedures related to the Patriot Act and Homeland Security require that business accounts be handled through the business. Since the MWOA financial authority is limited to the Sec/Treas and Ast. Sec/Treas there would need to be a number of changes to the By-laws to allow additional description and authorization for other members to conduct. This would require a lot of work to be completed and the time to do so would exceed the apparent limitations that a number of banking representative have indicated for compliance. Sec/ Treas Miller discussed the situation with a number of bank representative, President Al Parrella, Finance Audit Co-chairs Rick Ashling and Dean Nelson and a number of the Board members. The result was that the method to provide the greatest protection for the Association and Section Officers (and Board Members) was to in essence call in all of the Section Account funds, set up a separate account to monitor both income and expense for each Section and issue bank cards to the Section Secretary to utilize to pay for Section activities. If someone did need to make an authorized payment, they could also seek reimbursement from the newly created Section Account. All six Sections would have a line item within the account balance that would be reported at each Board Meeting. Sec/Treas Miller was to meet with the US Bank agent in Monticello to finalize the details when further guidance was provided by the Board. After additional discussion – Rick Ashling made a motion to authorize Sec/Treas Miller to open a separate bank account at US Bank to collect and disperse funds for Section activity through use of bank cards issued for those Section financial activity. The Sections will receive additional funds for use in their Section activities upon providing receipts and accounting for the dispersal of funds from the bank cards for authorized Section purpose.

All registration funds will be directed for deposit in the newly created MWOA Section Account and the Sec/Treas will provide quarterly fund balance information at the Board Meetings. Second by Dan O'Connor, passed.

Sec/Treas Miller will develop and distribute to the Sections a procedures document on how to route registration funds to deposit and how to replenish the bank cards. At the time of the Board Meeting it was not determined whether the bank cards would be "gift cards" or a reloadable bank card. Jim will work with the US Bank staff to determine the best option to accommodate the needs of the Sections and compliance with current banking practice and protocol.

Central Section Director Gregg Kropp reported that the St. Cloud meeting held at the S.E.H. office had 24 in attendance and that the upcoming December meeting will be held next week in Sauk Center. He made personal invites to a number of nearby cities to encourage attendance.

SW Director Dan O'Connor reported that the Section Meeting in Bigam Lake was very successful and had support for hosting the meeting by Bolton and Menk. There were a number of pond system topics that were discussed at the session and timely due to the large number of pond facilities that had to make additional discharge events due to the recent precipitation across the State. An innovative use of wood chips for nutrient reduction was also a well-received presentation at the meeting. He noted that the group was informed about the survey for the Annual Conference and also approved a \$500 contribution towards the scholarship fund for 2017. The February meeting will be in Fairmont and the May joint meeting with the SE Section will be in New Ulm this year. The Section balance was around \$2340.

SE Section Director Josh Gad reported that the October meeting had 35 in attendance and that the next meeting in February will be held in Red Wing. He also noted the joint meeting coming up in New Ulm in May as well. The Section balance was \$2478.

NE Director Jason Smitke noted that their recent November Section Meeting held at WLSSD was a great success with 44 attending the sessions. Steve McCusky from Vega provided a very informative instrumentation talk as well as picking up the lunch tab. Other topics included Confined Space and Collection system sessions. A very informative tour of the facility was also included. The next meeting will be in Virginia in April. They also had elected a new Chair.

Lab Committee Co-chair Jen Thoreson was in attendance to relate the success of the June Workshop and noted that they were proposing to provide some additional benefits to those attending the 2017 workshop with planning underway for Duluth. Thumb drives and calculators for use at the workshop are proposed for those in attendance and were included as part of the adopted 2017 Annual Budget.

Collection Chair Dianne Mathews reported that the Committee will be planning on the April workshop to be held in Duluth and are still looking at options to re-schedule the postponed meeting in Eagan at the MCES RMF location. This will be part of the discussion at the MN Section/MWOA meeting to discuss the Collection Workshop and there was a great deal of discussion regarding topics and keeping things updated on the MWOA event calendar.

President Al Parrella gave an update on discussion with Andy Bradshaw of Moorhead to attempt to get the Section moving forward and resume activity. Al will continue to provide a push for making this happen and will keep the group updated at future Board Meetings.

President Parrella then reviewed the Committee appointments going through each starting with the Arrangements, Vendor, Budget/Finance/Audit, Media, Technical Program, Nominating, Scholarship, Membership, Collection, Lab, Publishing and Promotions. There was some additional discussion with Rick Olson committing to making contact with Ken Novak to provide some direction in how to improve this activity and provide some update of the activity Ken has made.

President Parrella then initiated a discussion regarding the pending expiration of the Ast. Sec/Treas appointment. The two year term for Chris Kleist would run out on December 31st unless reappointed and there was a great deal of discussion regarding this position, duties and expectations. The result of this discussion was to extend Chris's term by one year. A motion by Rick Ashling to extend the probationary term of Chris Kleist as Ast. Sec/Treas for one year (through 12/31/17) with coordination of duties and providing updates on activities by both Chris Kleist and Sec/Treas Jim Miller quarterly to the Board, second by Dan O'Connor, passed with two Board members abstaining. President Parrella and the Board discussed updating ALL job descriptions and will be added to the March Board Meeting agenda under Old Business.

With no other business before the Board a motion by Josh Gad, second by Jason Smitke was made to adjourn at 1:55 p.m. - Passed.

Respectfully Submitted – James Miller MWOA Sec/Treas.