

MWOA Executive Board Meeting – Unapproved

December 1, 2011

St. Cloud Maintenance Facility, St. Cloud MN

Members Present: Steve Daniels Jim Miller Joe Rubbelke Linda Mullen

Brian Mehr Todd Carlson Butch Hybbert Dianne Navratil

Members absent: Jeff Janiksela Greg Guerrero Howard Jacobson Chris Kleist

Guests present: Kay Curtain

President Mullen called the meeting to order at 10:44 am at the Board room located in the St. Cloud Utility Maintenance Facility in St. Cloud.

Motion by Howard Butch Hybbert, second by Todd Carlson approve the amended minutes of the August, 2011 Board Meeting, passed.

President Mullen briefly discussed the 2012 Annual Meetings and Todd Carlson noted that things were underway for the Technical Program. The Board Members were all present at the Arrangements Committee Meeting held immediately prior to the Board Meeting. The Annual Conference Budget was discussed and with no major changes will be included in the Annual MWOA Budget discussed later in the Board Meeting.

CSWEA MN Section/MWOA Trustee Brian Mehr reported that there has been a lot of discussion regarding the MWOA/MN Section Lab Committee and that the Committee Chair Patti Mettler had informed him that the Committee will be discontinued and that the proceeds left in the checking account that they have been using will be split between the MWOA and MN Section. They have indicated that they intend to reorganize as the MN Section Lab Committee. The letter furnished giving some of the joint committee member's views of the history of the committee were discussed noting that there were a number of statements that were not entirely accurate regarding organization and function of the committee. The Board further discussed that the laboratory needs of the MWOA continue to be important to the organization and that the joint committee had been doing a good job to provide education and information to the members – the President should appoint a new MWOA Lab Committee Chair and that person can assess the need for additional workshops or program material for the Annual Conference. President Mullen then appointed Kay Curtain from the MPCA to accept the role of MWOA Lab Committee Chair. She noted that the MWOA Committee and members should work to continue to provide training opportunities and should the MN Section Committee at some point wish to participate in those efforts – that would be seen as benefit to both associations and its members.

Brian also noted that he had attended the MN Section Conference on the Environment and attended the Section Board Meeting. There was continued discussion regarding the Memo of Understanding being worked on to set a basis of understanding when holding joint conferences and educational ventures. The work is still in progress and will likely require several additional revisions before all parties will be satisfied with the finished document. It was also noted that this agreement may want to remain an “open” document to allow other groups such as AWWA or the MPCA to also co-sponsor events. Brian also reported that there will be an upcoming Training Coalition Meeting and MWOA events should be posted on the website to allow all parties hosting training events can better plan and execute those sessions. Jim Miller also reminded all Directors to set the dates for their Section meetings for the next two or three years. He also suggested that discussion at the individual Section Meetings include getting back on a “set” type schedule (example the second Tuesday in February, June and December). He also related that some Section officers would like to have a “how to set up a Section Meeting” session and would be more than happy to assist. He suggested setting a time in January or February and could host a session in Buffalo or other location as appropriate.

Todd Carlson reported for the NE Section. They had recently hosted a meeting in Hermantown and had very light attendance despite a very good technical program. Additional methods to attract more support from the members in the Section are being looked at and also on how the next meeting will be hosted. Dan Berg will be the new Chair and Greg Guerrero was re-elected to Director.

Joe Rubbelke reported that the Metro/Suburban Section will be meeting in Stillwater in two weeks and they will be recruiting new Section officers at that time.

Butch Hybbert reported that the SW Section had met in Luverne recently and had a good meeting. They also are looking to recruit new officers including the Director position that he presently holds. The SW Section next meeting will be held in St. Peter on the 22nd. He also noted that the MDH or AWWA may also wish to participate with the Section on some upcoming training events.

Steve Daniels reported that the Central Section will be hosting their next meeting in Cold Spring on Dec. 6th and they will be selecting their operations and Section Award nominees. They had originally planned to hold the meeting at SCTC but the school was unable to commit in time to allow the meeting and there was a very short notice.

Dianne Navratil related that there were no major changes at the Agency at this time.

Jim Miller reported for the Audit and Finance Committee. Co-chairs Dean Nelson and Rick Ashling had reviewed the year to date numbers and also looked at the proposed 2012 Annual Budget. The Budget numbers did not change much as the negotiation with Timberlake Lodge indicated that the Annual Conference will be pretty much the same as 2011. Jim went through each line item and noted that with the organization

going mostly “paperless” there would be a reduction in the amount of postage. The services amounts were not proposed to change and it was noted that one of the MWOA laptops and the copier would be replaced in 2012. Motion by Steve Daniels, Second by Brian Mehr to approve the Annual Budget, passed.

President Mullen related that as of this date no one had contacted her in regards to the posting of the Ast. Sec/Treas position. The deadline listed was coming up shortly and should interest be noted the Board discussed how to handle the interview and selection process. This resulted in a motion to allow the Personnel Committee (Linda Mullen, Howard Jacobson and Todd Carlson) to conduct the interview, poll the Board Members with their conclusion and recommendations and then brings to the next Board Meeting for full confirmation of their recommended plan. This motion was made by Joe Robelke, second by Steve Daniels, passed.

There was no additional old or new business.

President Mullen set the next Board Meeting date for March 14th in St. Cloud.

Without any further business before the Board a motion by Joe Rubbelke, second by Todd Carlson passed at 12:07 p.m...

Respectfully submitted: James E. Miller – Sec/Treas. MWOA