

MEETING SUMMARY

ALABAMA'S WATER ENVIRONMENT ASSOCIATION

Meeting Held Thursday, November 16, 2006

Submitted to: Jimmy Junkin, President
Rob Coleman, Secretary

Charles Horn, Vice-President
Tim Patton, Treasurer

Drafted by: Kim Polifka, Executive Secretary

Date: November 16, 2006

The following is a summary of the quarterly meeting of the Alabama's Water Environment Association (AWEA) held on Thursday, November 16, 2006, at 10:00 a.m. at the offices of CH2M Hill, Inc. in Montgomery, Alabama. Scott Cummings called this meeting to order and presided over the meeting. Those in attendance were: Charles Horn, Rob Coleman, Scott Cummings, Sabra Sutton, Jim LaMoreaux, Josh Boltz, Mark Huber, and Kim Polifka.

Approval of the Previous Meeting Report

The minutes from the previous meeting as prepared by Rob Coleman were presented.

Scott Cummings moved to accept the minutes as presented; Charles Horn seconded. The meeting minutes of August 24, 2006 stand approved,

Treasurer's Report

Kim Polifka presented the Treasurer's Report for the period August 25 – October 31, 2006. The November 15, 2006 bank balance was \$27,982.10.

Kim stated that Tim Patton had requested that I question the Board in reference to the Budget Planning Worksheet prepared and attached to the report. This report is currently prepared on a January 1-December 31 basis. Tim suggested that this be revised to fit the change in the fiscal year to June 1-May 31. Charles Horn questioned how this related to the AWEA Bylaws.

Tim further suggested that the "Proposed 2005" numbers be removed from the Budget Planning Worksheet and a column be added to show the different between proposed and actual expenses.

Kim showed that CDs are scheduled to mature on January 2 and April 17, 2007. The Board will need to decide whether to roll these into the account or reinvest. This item was tabled until the December 20, 2006 conference call.

Scott motioned to accept the Treasurer's Report as presented. Rob Coleman seconded the motion. The Treasurer's Report stands approved and is attached and made a part of these minutes.

Director's Report

Scott Cummings stated that he and Calvin Cassady attended the House of Delegates meeting and Committee Leader Strategy Sessions at WEFTEC in Dallas during the month of October. The strategy sessions included topics like professional development, public education and outreach, advancement of water environment science/technology, broaden constituencies/new markets, and operations-member services. Scott said that he and Calvin learned that other MAs appear to be facing the same challenges as AWEA.

The House of Delegates meeting focused primarily on governance changes and modifications to the constitution and bylaws for conflicting issues of previous changes. Scott has asked Mike Godfrey and Jonathan Childs to assist him in drafting proposed updates to the Bylaws for presentation to the Board and, eventually, members.

Scott was enlightened by the discussion pertaining to legal responsibility and protection. He suggested that AWEA's insurance policy be evaluated pertaining to coverage of the officers and directors in the performance of their duties. Kim will provide Scott with a copy of the current insurance policy for his review.

Committee Reports

Annual Conference (Charles Horn)

Those in attendance for the Conference Planning Meeting were Charles Horn, Sabra Sutton, and Kim Polifka. Rob Coleman and Mark Huber joined the meeting late. Jimmy Junkin and Tim Patton briefly telephoned in during the conference planning part of the meeting.

Jimmy stated that he is finalizing the conference notification for an early mail-out. The deadline for papers is December 18. The mail-out is to include a shell of the planned presentations.

Sabra stated that a conference call was held on Wednesday and the technical program is coming together nicely. She requested that the fourth room be held in case the space was necessary. She will be forwarding a mass email containing the call for papers. A long discussion was held about potential speakers and contacts for reaching them.

Sabra will be contacting the following persons about speaking:

- Zhaleh McCullers – Storm water Management Authority
- Athena Clark – USGS (funding, partnering opportunities through USGS)
- Chad Christian – City of Tuscaloosa (capital improvements program/new funding)
- Bill McCrary – Montgomery Water Works & Sanitary Sewer Board (good candidate for safety award) Sabra will talk to Buddy to see if he can attend to receive award and do a presentation.
- Watershed Speaker(s) regarding Five Mile Creek

Charles Horn will contact the following:

- Steve Bishop
- Wynn Echols
- Soymet
- DOE speaker
- D Roberson and Greg Cochran – AWWI (in place of County Governments)
- ACEC (for panel)

Tim Patton will contact the following:

- Dwight (attended workshop on ethics at WEFTEC)
- Rob McElroy – Daphne Utilities (biofuel program)

Scott Cummings will contact the following:

- Wastewater Infrastructure speaker (Someone Associated with the Water Infrastructure Network)
- WEF Representative (see if he wants to present on anything, possibly *Water is Life*)

Josh Boltz

- UAB Professors
- Reggie Rowe – CH2M Hill (presentation similar to the one seen at WEFTEC), Scott will also talk with Reggie.

In addition to these contacts, the following will be made:

- Rob Coleman (contact relative with the Alabama Ethics Commission)
- Matt Dunn (contact Graeme Lockerby of Auburn regarding ethanol in Alabama)
- Matt Dunn is to check on a climate change speaker from a recent conference
- Jimmy Junkin to contact Homebuilder's Association for the panel.
- Mark Huber is to help with finding engineer of Harvest-Monrovia

We talked about recognizing the military with stickers. Kim will contact registrants to locate those who have served or are active now. The stickers will be basic with a star in the center of a square. The background color will be the color representing the branch of the military.

Kim is working on updating the Histogram for AWEA. This document contains information (some sketchy) from 1979 through 1994. She asked Jim LaMoreaux for any help he could offer and stated she will be contacting Ernie Warren, Wynn Echols, Lynn Wood, and others for help. We are also looking for a copy of the 1976 conference program.

During this year's conference, 30-year and Lifetime members will also be recognized.

Rob stated that golf tournament plans are underway. The tournament will be held at Glen Lakes Golf Course. The course will be different from last year.

Scott stated he is working on the WEF awards. He is struggling with the Hatfield award.

The Tip Tops have been reserved as entertainment for the Tuesday evening festivities. Charles suggested that we look at having the Capitol Steps (a political satire group). Kim will look into this option.

Note: Kim contacted the agent for Capitol Steps. They are too expensive.

Awards Committee (Ed Becker)

Charles Horn stated that he and Rob had met with Ed Becker. Ed has agreed to stay on as the Awards Chair.

Ed had done an excellent job of outlining the guidelines for this program. Charles issued copies to all those present.

Ed will prepare an article for publication in the newsletter regarding solicitation for a combined municipal/industrial award.

Scott asked to see the grading scale to make sure it is objective in nature.

Collection System (Phillip Guin)

No report.

Students & Young Professionals Committee (Josh Boltz)

Josh attended the meeting briefly. He stated that there was a great response at WEFTEC. Josh would like to see the efforts of the SYPC branch beyond the MA to the National level with a SYPC chapter in each MA. Chad Christina of the University of South Alabama has volunteered to oversee the SYPC for the southeast and Chair the SYPC for AWEA.

There will be a paper and poster competition for graduate students at the annual conference. This will be held prior to the Sunday evening reception in the exhibition space. Josh and Rob will look at having exhibitors host students posters or having them posted in session rooms. Josh stated that he would like to see a panel developed to judge the posters/papers and have the panel select the best for an award. Josh will develop a set of criteria for this process.

Education & Operator Training (Doug Smedley)

No report.

Groundwater (Sonja Massey)

No report.

Hazardous Waste (Jim LaMoreaux)

The Industrial Waste Technical Conference has been awarded to New England. Jim reiterated the fact that it would be a good conference for this area. He will get a copy of the proposal submitted by New England for review and consideration by the Board in making application to get conference to Alabama.

Long Range Planning (Calvin Cassady)

No report.

Membership (Phyllis McAleer)

Phyllis forwarded an email stating that there were 384 members as of November 15. She further stated that WEF is trying to establish a website that produces membership information in real time, but they were having trouble accessing the information.

Kim stated that she had accessed the new information on November 15 and it showed us having 429 members. Further, we currently have 15 SYPC members, ten of which have not been assigned member numbers through WEF.

Publications (Ed Moore)

No report.

Scott noted that he and Jimmy had talked about trying to generate themes for each newsletter and tie each idea to a particular quarter.

Water Resources (Matt Dunn)

Sabra stated that Matt Dunn is the new chair for the Water Resources Committee. Welcome, Matt!

Website (Calvin Cassady)

In Calvin's absence, Kim presented a report from him. Calvin has talked with people who design websites, reviewed various types of software, and looked at websites of other organizations.

Calvin suggested that the Board needs someone to oversee the web site daily to make sure it is up to date and functioning properly. He volunteered to accomplish this task until a committee can be formed and a new chair appointed.

He envisions the website to be a self-supportive tool that will become a revenue producer for AWEA through advertising opportunities. The supply of advertising is unlimited as long as it is worthwhile to the organization and can include engineering firms, equipment suppliers, classified advertising for job opportunities and equipment, and possibly municipal insurance and attorneys.

Calvin stated that the main focus of the website need to be to make it a tool people can use and refer to often. He would like to see the front page of the website changed to something more environmental friendly. Another idea is to include a calendar with schedules for organizations like AWWA, Rural Water, EPA, ADEM, and special conferences put on by WEF and others. ADEM and EPA regulations could be linked from the site.

Stone River, Inc. gave Calvin a price of \$5,000 to \$6,000 to upgrade the existing site. Calvin requested a budget from the Board of \$7,500 for the first 12 months to get the web site organized and running.

Scott stated that, because of the CD maturing in January 2007, he didn't see a problem with the budget. But, in Jimmy's absence, a budget decision could not be made at this meeting. Further, Scott and other members of the Board suggested that they would like to see Stone River present fresh ideas for the web site before proceeding.

Scott issued thanks to Calvin for his work in gathering this information and mentioned strategizing this item with the officers.

New Business

Grant Applications

Charles Horn presented a scope for a proposed AWEA grant application for watersheds restoration projects. He stated that grant monies for watersheds are available to non-profits through EPA and the Fish and Wildlife Service (FWS). Currently, ADEM will not apply for these monies, but AWEA can. The grant period is early 2007 for 2008 grant funds.

A 60/40 match will be required by combination of in-kind services from AWEA, water utility/local government. The projects must be restorative to improve water quality, aesthetics, or habitat.

With approval from the Board, AWEA can pursue a project scope and hire a project manager (mostly likely someone who is retired to oversee). The project manager must be knowledgeable and experienced in the environmental field. They must be independent of the participating entity. All present were in favor.

AWEA management will include grant application, accountability, reporting, publicity/promotion, project solicitation, applications review/approval, ensuring documentation, timesheet/records, payments, project close out, presentation/publication of project in the newsletter and at conference.

Charles will prepare a newsletter article to begin soliciting projects. The Board will then approve a project scope and the application for funds will be submitted.

Adjournment

There being no further business, Scott motioned to adjourn the meeting. Charles seconded the motion.

A conference call will be held on Thursday, December 21, 2006 at 2:00 p.m. Dial-up numbers and further information will be forwarded by email.