

AWEA Board Meeting

Thursday, November 9, 2017
10:00 a.m. – 2:00 p.m.

Goodwyn, Mills, & Cawood
Montgomery, Alabama

Mike Sims called the meeting to order. Those in attendance signed the attached sheet, which is made a part of these minutes.

PRESIDENT'S REPORT

Mike stated that he didn't have much to report. The FOG and stormwater Committees are up and running—Dan and Jimmy are doing a good job with getting these committees organized and moving. Since the Board's last meeting, many had attended WEFTEC in Chicago. Mike also talked briefly about attending an AWWI meeting, which he found to be very informative.

DELEGATES REPORT

Rob stated that he had attended the Delegates Breakfast on Saturday morning at WEFTEC where they held tabletop discussions on public outreach—what MAs want to see in regard to brochures, videos, weblinks; Stakeholders groups that MAs would like to see targeted—Rob suggested Universities; and the ability of WEF to help with liability insurances, IT, and other items.

Rob attended the HOD Work Group meeting on student chapter communications. He suggested getting Alex Leslie involved in the monthly called, which starts Monday, November 13.

Rob, Dana, Matt, Brian Shannon attended WEF Leadership Day, which focused on WEFMAX venues. We will have to prepare questions / points of interest for our location at the next WEFTEC.

Tom Kunetz was announced WEF President-Elect.

TREASURER'S REPORT

Matt reported the following account balances.

- Regions Banking - \$155,612.42
- Regions Money Market - \$74,918.21
- Regions Scholarship - \$15,000.00
- Capital One Visa - \$56.00 (due December 2)

Matt updated the Board that the Form 990 tax return has been filed. A meeting is being scheduled to discuss the list of accounts and going online for Quickbooks. Christy, Dana, Kim and Matt will participate in this meeting. Matt stated he will recommend staying with SAD for another year to get acclimated.

MINUTES OF MEETING

The minutes from the September 12, 2017 Board meeting were presented by email. Matt motioned to accept the minutes. Rob Coleman seconded this motion. The meeting minutes stand as presented.

CONFERENCE PLANNING

Theme: Let's Have a Grand Time – Work Hard Play Hard

Lindsay is putting out information through social media (weekly or bi-weekly). Christy encouraged those who use social media to share Lindsay's posts. Information will also be forwarded by mass email and through the newsletter.

Room rates are set. We have a room block of 600 room nights (April 6 – 10, 2018). The hotel will build a reservation link or you can call Marriott, which will be the national line. Our contact will help with specific building requests. Main building will still be under construction. To get the room rate, reservations are due by 5:00 p.m. on March 6, 2018.

Dana reviewed the following items:

The Grand Hotel Contacts: Paola Kleinschmidt and Apryl Mullins

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Alabama's Water Environment Association agrees that it will be responsible for utilizing, 600 room nights in the pattern set forth below (such number and such pattern, the "Room Night Commitment"):

Attendees

Date	Day	Deluxe Bayside Room	Deluxe Resort View Room	Total Rooms
04/06/2018	Fri	2	3	5
04/07/2018	Sat	20	30	50
04/08/2018	Sun	50	140	190
04/09/2018	Mon	50	140	190
04/10/2018	Tue	50	115	165

Start Date	End Date	Room Type	Single
04/06/2018	04/10/2018	Deluxe Bayside Room	\$212.00
04/06/2018	04/10/2018	Deluxe Resort View Room	\$162.00
04/06/2018	04/10/2018	Spa Building Bayside Room	\$232.00
04/06/2018	04/10/2018	Spa Building Resort View Room	\$182.00

- Hotel will build a link; provide a VIP list to hotel for rooms/buildings
- Room cutoff is March 6, 2018 at 5 PM

Annual Conference Committee:

Chair: Dana Raughton/VP

Vice Chair: Matt Alpaugh/Treasurer

Executive Assistant: Kim Polifka

KEYNOTE SPEAKER/WEF - Dana Raughton

PROGRAM - Wes Cardwell

- Potential Assistants: Patrick Wooton, Ed Moore
- Request for abstracts in Fall Wave
- Email request to all AWEA members?
- Abstracts Due: Friday, Dec 8 to abstracts@awea-al.com
 - Kim to save all abstracts to OneDrive folder and send to Program Committee
- Monday (7:30-11:30 AM) - Opening Session; 300 people
- Monday (1-4 PM) - 4 rooms of 40 people; 1 room of 50
- Tuesday (7:30-9 AM) - 200 people

- Tuesday (9 AM-12 PM) - 2 rooms of 40 people
 - Needs to be 4 rooms of 40 people; update Contract unless we push some to Exhibit Hall?
- Tuesday (1-3 PM) - 6 rooms of 40 people

EVENTS - Abby Bassinger

- Potential Assistants: Christy Perdue
- Sunday - Golf at 12 PM (\$135); Rob Coleman
 - Change date in contract or cancel official golf tournament?
- Sunday - Inshore Fishing; Wheeler Crook/Matt Alpaugh
 - 4 Hour Fishing at 7 AM?
- Monday - Stormwater Runoff to begin with cannon fire at 4 PM; Christy Perdue/Scott Cummings/Dan Ballard
 - Do we want Stormwater folks there on Mon or Tues?
 - Set it up with hotel Rec Dept.
 - T-shirts - Design, Sponsor (1 for \$1,000?)
 - Define route.
 - Prizes
- Tuesday - Lawn Games; Christy Perdue;
 - Hotel can set up volleyball net, fire pits, corn hole, etc. in area outside of ballroom specifically for our group upon request

FUNDING/EXHIBITS - Brian Thomason

- Potential Assistants: Matt Alpaugh, Brent Robinson, Kim Polifka
- Announce Exhibit Hall layout (80 booths) via email and website once grid is established
- 2017 (Counts) and Cost:
 - 8x8 (29) - \$850
 - 8x10 (34) - \$900
- Diamonds - options for Corners and Patio Foyer? ~ 15 spots so rest go for premium, ~\$1000?
- First paid get first spots.

MARKETING - Christy Perdue

- Potential Assistant: Lindsay Tucker
 - Monthly - Emails
 - Weekly - Social Media
 - Quarterly - Newsletter

SPONSORSHIP - Hal Humphrey/Matt Alpaugh

- Update Sponsorship form after meeting on Thurs.
- Email out letter and form to master sponsorship list.
- Track receipts of sponsorships - Kim

REGISTRATION - Kim Polifka

- Online set up by when?
- Badges
- Programs
- Bags/AWEA Loot
- Speaker Gifts
- Registration Desk rotation for Sun/Mon/Tues AM

FOOD - Dana Raughton

- Sunday Night Master's in Exhibit Hall; Apps and drinks
- Breakfast - Mon (300), Tues (150), Wed (Board meeting, 50)
- Lunch - Exhibit Hall (Mon); Exhibit Hall (Tues); Break down Exhibit Hall after lunch
- Final Event - Tuesday PM on Green space by Exhibit Hall; Drinks, Heavy Apps

AUDIO VISUAL - Dana Raughton

SATURDAY NIGHT EVENT - ?

PARKING GUIDE – Matt Alpaugh

AWARDS – Mike Sims, Wes Cardwell

Suggestions were made to have larger badges with the scheduled printed on the back. To have a conference APP, no printed program or registration packet, and or a smaller brochure format.

COMMITTEE REPORTS

Government Affairs – Scott Cummings

Scott mentioned that he had a conversation with Rick Warner after WEFTEC. Rick was very complimentary about AWEA and even commented that he would rather send Nevada folks to AWEA rather than WEFTEC. He further talked about AWEA's cohesiveness, organizational structure, what we have going on, etc. Scott mentioned that Rick has visited nearly every MA and that Arkansas and Alabama were his favorite. He was very sincere.

Scott stated that his main focus is on the Joint UM Workshop to be held at the Embassy Suites in Montgomery on January 24, 2018. He's finalizing the agenda and will begin marketing the first of December. Working on keynote speaker – Trey Glenn—EPA Region 4 Director has indicated he could participate.

AWWI starts meetings in January with the legislative cycle shifting a little.

The Fly-In is set for April 18 – 19, 2018.

Member Services – Tom Harwell

Tom reported that he had met with Christy Perdue, Rob Coleman, and Andrew Green about what this committee could accomplish. Ideas included advertising what AWEA is and what we can offer, develop a two-page flyer on AWEA and its benefits for use in membership and recruiting, keep the membership list up to date. Who should make up our membership? Go to ADEM and get all municipalities—advertise to those who aren't already members? AWEA is already offering education and seminars, at a higher rate than a couple years ago. Condense all this information into a two-page format and make a plan for promotion.

Jimmy Stewart offered to help with this task. Lindsay offered to promote content through social media.

Scholarship Committee – Lennette West

No Report

Communications – Lindsay Tucker

Lindsay stated that she is still learning programs for social media promotion. She asked that any content be sent to her for promotion. Kim is sending automated emails through Cvent about upcoming events.

SYPC – Alex Leslie / TJ Rickey

Alex stated that progress has been made with the chapter at the University of South Alabama, which currently consists of seven students. Two students are writing the constitution and bylaws for the Chapter. The Department is working on securing the resources to supplement member's dues by the first year. Regular meetings will begin in January.

Education and Training – Suzy Lindblom

Suzy stated that the Collection Systems Workshop held at Shades Valley on September 14, 2017 was well attended by 65 persons. The next Collection Systems Workshop is scheduled for December 12, 2017 in Dothan.

The scheduled FOG Workshop has been moved to February 22, 2018 in Montgomery, Alabama. A future Collection Systems Workshop will be held in March 2018 and the annual conference is in April.

Kevin Kennoy spoke briefly about the Water and Wastewater Technology Workshop scheduled for next week in Tuscaloosa, Alabama. A reception will be held at the Paul W. Bryant Museum on Tuesday evening, from 6 – 8 p.m. Training will begin on Wednesday morning. A full agenda is planned. He's working with students and others to monitor the training sessions.

CSC Committee – Steve King

Steve reiterated that the next training event for this committee is December 12 in Dothan. The first workshop of 2018 is scheduled for March in Guntersville with the focus being on odor control. The plan is to host a fishing tournament in the morning and a workshop in the afternoon.

This committee is also working on the development of an SSO guidance document to be presented to ADEM. If this document gets the blessing of ADEM, it will be developed into a full document.

Wastewater Training – Wes Cardwell

Wes stated that this committee has met its goal for the year in regard to operations and wastewater training events. They are planning for four workshops in 2018 and have facilities that have offered to host. They will begin pursuing speakers in early 2018.

Matt asked about the status of the Chlorine Training. Wes will follow up with the instructor they initially wanted; others are available to train as well. AWWA is also interested in hosting a joint Chlorine training workshop.

FOG – Jimmy Segrest

Jimmy stated that this committee is sustaining at about 15 members and that the first conference call of this committee was held on October 6. There was a lot of interest generated at AWWA. The first workshop is scheduled for February 22, 2018 in Montgomery. They are working with Melanie Pelham of Wetumpka and are looking for presentations focused on how municipalities developed and implemented their FOG program.

Stormwater Committee – Dan Ballard

Dan said that they are coordinating with Dr. Eve Brantley on holding a joint conference with the Alabama Stormwater Forum. Looking to share the call for abstracts soon. A meeting of the Alabama Stormwater Association on October 5, 2017 was attended by representation from over 50 MS4 associations.

Dan stated that a one-page sheet as to why the Alabama Stormwater Association should be placed under AWEA's umbrella and received good feedback. Expected strong storm water participation at the annual conference.

Sponsorship – Hal Humphrey

Dana stated that final edits are being made to the sponsorship form, which will be forwarded by email to the contacts on AWEA's sponsorship database list. This will be accomplished early December. Follow up calls will be made in February/March as a final push for sponsors.

WEFMAX 2019 – Brian Shannon

Brian stated that a committee for WEFMAX 2019 has been formed. WEF will conduct conference calls will be held bi-weekly. For AWEA for now, it's just a matter of listening in on the call. AWEA's first order of business is to pick a venue keeping in mind that attendees choose first by travel expense and time, then by location.

WEFMAX locations for 2019 are Arizona, British Columbia, Kentucky/Tennessee, and Alabama.

Brian urged that the venue needs to be finalized the first of 2018. He recommended that the Board consider the Gulf Coast area—either PBR or the new Gulf Conference Center. Brian said that he has already checked with Dianne Crilley at WEF and they are okay with the travel / airport location as related to the Gulf Coast.

The Board needs to be prepared through the budget and sponsorships to offset the costs for hosting WEFMAX outside of WEF's budget. Events will include a meet and greet on Wednesday, lunch on Thursday, Dinner on Thursday, breakfasts on Thursday and Friday, and entertainment / activity. WEF allocates \$12,000 to the MA for hosting WEFMAX.

Member Recruitment – Rob Coleman

Rob stated that he had no formal report and requested ideas from the Board.

OLD BUSINESS AND ITEMS OF DISCUSSION

STORMWATER – MEMBERSHIP RATE – DAN BALLARD

Dan wants AWEA to be the umbrella association for the Alabama Stormwater Association and roll this into the committee structure. A lot of what stormwater professionals in the state want is already offered by AWEA. This is the platform that a stormwater organization should want to be a part of.

Ideas include member recruitment at the standard WEF rate. Or, possibly offer at our rate, waiving AWEA's portion. Bylaws will not allow us to offer a member rate outside of WEF membership.

NASSCO TRAINING UPDATE – MATT ALPAUGH

Steve King has submitted dates for the liner and manhole rehab training. Make sure that this doesn't affect the travel cost of the trainer. This training can be offered first at Jefferson County. Matt stated that he can fill a room with trainees. If successful, this event can be offered later at another location.

PACP training for new people being trained. Matt talked about new guidelines, like re-certifications are now going to be free. This changes things on marketing PACP training. He will reinvestigate.

AWWA / AWEA JOINT CONFERENCE – WHEELER CROOK

Appoint Joint Administrative Committee Members

AWWA approved the contract, which has not yet been signed. Before the end of the year, they want our Joint Conference committee in place. For now, this committee will consist of two persons from AWEA, two from AWWA, and one from MWEA. Wheeler suggested that he and Matt Alpaugh be appointed to serve as representatives for AWEA.

President Mike Sims appointed Wheeler Crook and Matt Alpaugh to represent AWEA on the Joint Administrative Committee. Dana Raughton seconded this motion. Mike Sims volunteered to help with this committee as needed.

TECHNICAL PROGRAM AGENDA CONCERNS – MIKE SIMS

Mike Sims presented a letter written by AWEA Past-President, Ed Moore. He initiated a conversation about Ed's concerns and the need to obtain good content for the technical program and get out of the sales business. Three folks serve on the Technical Program Committee; Ed will be invited to participate. It was suggested that the committee make a big effort to review the abstracts and weed out any sales presentations and to take Ed's concerns into consideration as presentations are chosen for the program.

The Bylaws will not be amended. Ed's concerns were discussed in room full of people from utilities and consulting backgrounds. It was decided that presentations are not being hand-picked. One engineer, one municipal official, and one sales representative make up the Program Committee.

COMMITTEE STRUCTURE AND GUIDELINES – DANA RAUGHTON / MATT ALPAUGH

This has been done. Matt will send it to Kim.

ADEM LIAISON UPDATE – JIM GRASSIANO

Jim stated that Aubrey White has taken over as Chief. Otherwise, there's not much to report at this time.

WEFTEC FUNCTIONS – CHRISTY PERDUE

Christy wasn't able to attend the Cubs game. She stated that some tickets were "given" away to folks outside of the location. The overall consensus was that this was an awesome time—something different, weather was good, difficult for networking, but fun.

BYLAWS AMENDMENT

Appoint a Bylaws Committee

Mike asked Christy Perdue, Scott Cummings, and Frank Eskridge to complete this task. The Bylaws Amendment will need to be mailed to membership and voted on at the annual conference.

NEW BUSINESS

Jimmy Segrest requested that the Board consider making AWEA shirts available for committee leaders to wear when representing AWEA at workshops and other events.

With no further business to discuss, this meeting was adjourned. The next meeting is scheduled for January 9, 2018 with the location to be determined.

November 9, 2017

	Email
Kemi Polifka	kamberly.polifka@arewa-at.com
Scott Cummings	scummings@hazenandsawyer.com
FRANKESKRIDGE	feskridge@athens-utilities.com
Wheeler Crook	
ROB COLEMAN	RCOLEMAN@MURROWWATER.COM
CHRISTY PERDUE	CPERDUE@BRADFIELDGORIE.COM
Suzy Lindblom	slindblom@mauss.com
Jimmy Segrest	Jsegrest@auburnalabama.org
Jimmy Stewart	Jimmy.Stewart@PuretechLtd.com
STEVE KING	SKing@hazenandsawyer.com
Matt Alpaugh	alpaughm@jccal.org
Lindsay Tucker	Ltucker@orenco.com
Daniel Ballard	dballard@auburnalabama.org
DANA RAUGHTON	dana.raughton@ch2m.com
Tom Harwell	Tom.harwell@ch2m.com
Michael Sims	MSIMS@MAUSS.COM
KEVIN KENNEDY	KEVIN.KENNEDY@CH2M.COM
MIKE LANKFORD	mlankford@gadsdenwaters.org
Was Cordwell	WCordwell@CamrUSA.com
BRIAN SHANNON	BSSHANNON@DARVORUSA.COM