

NEVADA WATER ENVIRONMENT ASSOCIATION  
MONTHLY EXECUTIVE BOARD MEETING

**DRAFT Minutes**

Wednesday, January 22, 2009 - 11:30 a.m. – 1:00 p.m.



North – SPB Utility Services  
430 Stoker Avenue, #207  
Reno, NV 89503  
775-329-7757

South – MWH  
3010 West Charleston Blvd. Suite 100 Las Vegas, NV 89102  
Phone (702) 878-8010 - Fax (702) 878-7833

**Conference Call # 1-866-203-7023 ID# 6579350**

**Present**

North: Gary Hutchinson, Stephen Long, Linda Peterson, Jennifer McMartin, Starlin Jones, Rick Warner, Candice Siwarga, Jackie Diggle, Suey Huey

South: Leslie Long, Jill Christiano, Jake Jacobson, Dave James, Tom Rura, Bill Shepherd, Margaret Regan, Angela MacKinnon, Charles Trushel, Mark Briggs

1. Review and Approval of NWEA Board Meeting Minutes of November 12, 2008 and December 17, 2008. Minutes approved by Linda Peterson, second by Gary Hutchinson, motion carried.
2. Board Reports – Voting Officers. Past-President - Leslie Long coordinated the WEF Delegate Speaker and thanked MWH for the Web class recently held.

President, Linda Peterson – No report

President Elect, David James – The contract for South Point has been signed and officer transfer will be held at the conference dinner. David extended a special thank you to everyone who helped with the planning of the conference.

WEF Delegate, Rick Warner – will be attending the Steering Committee meeting in Florida as this is his final year as WEF Delegate. It's WEF Awards nomination time. Awards guidelines are on the Website at NVWEA.ORG.

PWO Representative, Charles Trushel – canceled the Operators Challenge at State Level for this next year. Nationals will go forward; Reno/Sparks Rattlers will be heading to Florida.

WEF PWO Delegate, Starlin Jones – will Coach the Reno/Sparks Rattlers; travel expenses will be covered by the association. A motion by Linda Peterson, approved by Committee.



Circuit Rider – pump maintenance – confirmed – Tues all day April 14	Linda & Kirk Peterson
Grade III/IV operator training – confirmed – Wed all day April 15	Linda & Kirk Peterson
Collections workshop – confirmed? – Wed all day April 15	Stephanie and Jake
Stormwater / Nonpoint – Tues AM April 14	Angela? Mary?
Disinfection – Wed AM April 15?	Bill Shepherd Jeff Mills?
Saving money? – Wed PM April 15?	?
Open sessions? Calls for papers? – Tues AM? Tues PM? – 4/14/09	Dave, Leslie, Angela, Jake?
NDEP regulatory update - Follow up on mandatory CEUs–Wed AM 4/15/09	Jennifer McMartin, Linda and Kirk Peterson, Bill Shepherd?
Future of Circuit Rider – Wed PM April 15?	Linda and Kirk Peterson
Membranes – Tues AM April 14?	Leslie Long?
Watershed, SCOP. Lake Mead, Colorado River – Tuesday AM April 14?	Jim Devlin or Lynn Orphan?
YP careers panel discussion? Wed AM, April 15, 2009	Hannah Wilner?
Exams and proctors – Thurs AM April 16, 2009	Jennifer McMartin
SSSSS vote and induction	Dennis Hugh
WEF Dignitary - need someone to handle	Leslie Long
Website	Suey Huey
Registration and Business services for conference	Linda and staff

## OTHER INFORMATION

**Nevada Water Environment Association Annual State Conference - April 14-16, 2009.**

Meeting summary with Dave James, Hannah Wilner and Rich Niederman, South Point Catering Manager, 2/03/09. (Dave’s questions in **Bold face**, Rich’s replies in plain font).

**Q. Advance notice on meal quantities for orders – by what date needed?**

- a) Put in event order in Mid March. Sign one page for each meal order
- b) Keep Rich up-to-date as registrations develop.
- c) Give final quantities 48 hours in advance. Advise ASAP for last minute walk-ins.

**Q. Locations of continental breakfasts. Where allowed?**

Anywhere we want. He suggests in the Exhibit Halls to give attendees more time to see the vendors’ equipment

**Q. What is the cost for a snack bar in Exhibit Hall, if we elect to use that resource instead of a cocktail reception with finger foods?**

This is “baseball game” food, burgers and hot dogs; only one counter. A line tends to form as people wait. If we want maximum interaction with vendors, he suggests that we NOT use

the snack bar, but instead, place hors d'oeuvres strategically around the exhibits to get people to circulate.

**Q. What is included with a “plated dinner”; salad, water/tea/coffee, dessert?**

Yes, all of the above. Some cheaper house wines might be available not shown on the wine list (cheapest bottle on catering list is \$18). **Note:** Linda suggested one bottle of red and white at each table; Rich suggested that if we're doing chicken 'n pasta, we go with 2 bottles of white.

**Q. Change of meeting room configuration, if needed. How much time required?**

Class to theatre time is 10 minutes; theatre to class is 20 minutes. Best time to reconfigure is at lunch time, when they're cleaning the room.

**Q. Is there water in the meeting rooms? Yes**

**Q. Need contact name, phone number and schedule of costs for A/V in meeting rooms?**

Rich is the contact person for A/V; telephone - 797-8060.

**Q. Podium and Microphone:** \$150 a day per room

**Q. Screen:** \$25 a day per room for a 6' x 6' screen; is sufficient for the three small rooms.

**Q. Projector Table and Extension Cord:** \$25 a day per room.

**Q. Can we bring our own computer projectors:** Yes, be sure to verify they work with the laptops and presentations. Projector costs are \$450 per day. As an alternative to table, screen and projector, Rich suggested a large screen 61" TV to display presentation directly from laptop on the podium. Daily cost is \$250 per day (\$200 more per day than screen and projector table/cord).

**Q. Networking charges in meeting halls and meeting rooms?**

Cost is \$295 per day per port. Rich suggested we try to use WAN cards in the laptops to pick up external signals if at all possible; but coverage inside the hotel is spotty. *(Linda indicated on 2/2/09 that we probably won't need a network connection. If the vendors/exhibitors need them, they can negotiate this through the decorating company).*

**Q. Cox Communications contact person name and phone/email? – Rich will handle**

**Q. Security for exhibit halls – during loading/unloading storage? What are hourly charges? Who do we contact?**

Security Guards are \$50 per hour for vendor/exhibitor move in-move out. Schedule it simultaneously with pipe and drape to coordinate movement in an out.

**Q. NWEA staff can provide “gate control” instead of ushers? Registration table can be located outside Exhibit Hall doors.**

OK...ushers not required if NWEA wishes to provide gate control.

**Q. What are hourly charges for ushers? Who's the contact name and phone number?**

\$35 per hour if needed.

**Q. Costs for Fire Inspection. Who's the contact; name and Phone number?**

Decorator handles fire inspection and builds it into their charges.

**Q. Decorator – Notify you and Maureen as to who was selected? Yes  
Who is contact person at South Point for coordination? Rich**

**Q. Where do vendors/exhibitors check in when they arrive? Decorator Service Desk**

**Q. Where will their shipped materials be stored? Decorator will handle shipped freight. South point is not set up to store gear.  
South Point does A/V and TV's in the booths.  
South Point does any needed rigging from ceilings.**

Rich asks us to a) Provide simple lines of communication (he suggests Dave for catering. Tom for vendors/exhibitors) so that there's no countermanding of orders for food etc

Rich requested that we please call him with decisions and any questions or concerns from the February 3<sup>rd</sup> meeting.

5. NWEA Operations Committee Reports:

Certification Board

Jennifer McMartin/John Solvie – Next Certification Board Meeting, scheduled for February 5<sup>th</sup> at T.M.W.R.F. in Reno, Nevada. Jennifer will attend the ABC Meeting in La Quinta, California.

Association of Boards of Certification

John Solvie - is busy with preparations for next week's ABC Annual Conference and the ABC Board of Directors meeting in La Quinta, California. He will be facilitating a pre-conference workshop for trainers, of which the outcome may be helpful to NWEA in its pursuit of mandatory continuing education requirement for certification renewals. Conference session topics of interest include compliance and enforcement, distance education, operator recruitment, ethics, and proctoring.

- Constitution & Bylaws, Dave James – No report.

6. Services to Members and Public - Communications

- Publications, Mark Briggs – newsletter will be ready to go out in the next two weeks. It was motioned that Brown and Caldwell continue to produce the Associations Newsletter for another 3 years; motion approved.
- Website, Suey Huey – will post the nominees for WEF Delegate and Secretary on the Website and send a copy to publication. Website is working well and TMWRF is setting up the Training Center with Video Conference capability.

Membership Development

- Northern NV, Stephen Long – Membership, no report.

- Southern NV, Thomas Rura – no report.
- Young Professionals - Northern NV, Candice Siwarga – Looking for sponsorship for an YP Summit. Three levels of sponsorship are Gold, Silver and Bronze \$500 to \$100.
- Southern NV, Hannah Wilner, Angela MacKinnon – YP Summit Sponsor’s States: Arizona, Nevada, California and AWWA. Will follow up at next meeting. Would like to visit some of the Treatment Facilities in the South to talk about YP issues.

Professional Development and Continuing Education

- Tri-State Conference, Bruce Dacko/Eric Leveque/Dave Ruegge – Jake Jacobson gave the report: Next Tri-State Board meeting March 4<sup>th</sup>; South Point could be a fall back slot.
- Circuit Rider, Linda Peterson/Starlin Jones - no report.
- College of Southern Nevada, Bill Shepherd – no report.
- Professional Development, Northern NV, John Buzzone – no report.
- Southern Nevada, Margaret Regan – thanked John Solvie for the information for the future Web Cast training WEF will be conducting. MWH offering Wastewater Treatment Plant Hydraulics for Professional Development Hours, January 14<sup>th</sup>. The classes went well and look forward in conducting classes in the future.

Public and K-12 Outreach

- Public Education, Northern Nevada, Dave Bruketta, Candice Siwarga – no report.
- Southern Nevada, Maria Stosich, Jill Christiano – getting ready for the Stockholm prize in March; deadline is April 14<sup>th</sup> for Stockholm applications: \$25.00 prizes for the winners.
- Stockholm Junior Water Prize, Maria Stosich, Jill Christiano – no report
- Water for People, Vacant Chair.

Topical Committees

- Safety Committee, Rudy Rincon – has three classes ready for the Conference.
- Collections Committee - Stephanie Stallsmith, Kent Vian, Jake Jacobson, and Tom Rura – working on the Conference.
- Nonpoint Source Committee - Angela MacKinnon and Candice Siwarga – talked with Terri Svetich about helping with the conference on a Nonpoint topic; Candice might be able to help.
- Reuse Committee - Gary Grinnell, Holly McNaught, Mary Carr Portillo
  - a) Reuse Nevada .....Northern Nevada, Dewayne Smith – no report.
  - .....Southern Nevada, Mary Carr Portillo – no report.
  - b) Water Reuse Association, Michael Drinkwater – no report.
- Cal/Nevada AWWA Liaison - Gary Grinnell – no report.

7. Old Business – none.

8. New Business – Up coming WEFMAX Conference in Las Vegas, Nevada. The budget

is \$5000.00. Eric Leveque and Rick Warner will finalize the Conference at South Point. The Committee will talk about this more at the next association meeting at the YP National Summit.

9. Next Meeting Date: Proposed date, Wednesday, February 18, 2009.

Proposed Locations:

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430 Stoker Avenue, #207  
Reno, NV 89503  
775-329-7757

South – MWH  
3010 West Charleston Blvd. Suite 100  
Las Vegas, NV 89102  
Phone (702) 821-4344

10. Adjourned – 12:50 p.m.

Respectfully Submitted By  
Stephen Long, Secretary