



RMSAWWA and RMWEA

Joint Governing Board Meeting Minutes

Metro Wastewater Reclamation District

Friday, November 5, 2010

12:00 pm – 1:00 pm

- I. Meeting was called to order at 12:09 pm
 - No additional items for agenda, a quorum is present.
- II. Previous meeting Minutes
 - Minutes for the September meeting are posted on RMSAWWA website under meeting folder, the previous minutes were approved.
- III. Joint Committee Reports - ***All committee chairs are encouraged to submit a written committee report even if they are attending the meetings.***
 - 2011 Conference Management – Report attached
 - Joint Education Council – Report attached
 - Joint Leadville School- Expecting refund from Colorado Mountain College from the State Grant.
 - Joint New Mexico Involvement – No report
 - Joint Publications – No report
 - Joint Site Selection -
 - Joint Small Systems – Report attached
 - Joint Technical Activities –
 - Joint Utility Management – The Joint Utility Conference is looking for session moderators and monitors, a request will be sent out in E-Rumbles and on the website.
 - Joint Water For People –
 - Joint Water Reuse –
- IV. Sectors Grant
 - The Boulder Valley School District is continuing to develop other areas of training for the Water/Wastewater courses.
- V. Unfinished Business
 - 2010 Joint Conference wrap-up – still waiting for final billings from Keystone Resort.
 - RMWEA president reported that funding for Leadership Training at the Joint Winter Planning Meetings was approved by their Board.
- VI. New Business

- University of New Mexico's Student Chapter Constitution and Bylaws were discussed, a motion to approve was made, moved and seconded, and was approved with no objections.
- Credit Card Acceptance – There was a discussion on whether to add additional types of credit cards for registrations, training, memberships or other fees. It was decided that no additional cards will be accepted.
- Draft Accident Waiver and Release Liability Form – Still under review with AWWA and WEF. It is desirable to have one form for both RMSAWWA and RMWEA.
- Joint Committee Websites – Discussion tabled for December meeting.
- WEF/AWWA Fly-In – Representation from local MA's is encouraged. RMWEA has selected one of their delegates to go, RMSAWWA has not designated anyone yet.

VII. Budgets

- Joint Committee budgets were reviewed, discussed and modified as needed. This was the main focus of the November JGB meeting. Budget(s) are pending approval at the December meeting.

VIII. Next Meeting

- December 3, 2010; at Denver Water

IX. Meeting Adjournment

- The meeting was adjourned at 1:09 pm



RMSA WWA/RMWEA Joint Committee Report

Committee Name:	Annual Conference	Committee Chair:	Greg Woodward
Date of Report:	11/05/2010	Board Liaison:	
Next Committee Meeting: Yet to be established			
Activities Since Last Report:			
Recruiting volunteers for the conference committee.			
Upcoming Activities/Future Plans:			
<p>Refining changes to the program committee. Anticipating a change that would be intended to be carried forward in years to come. The change would make the program committee a standing committee with volunteers rotating on and off but yet still providing stability and a more simplistic approach to the development of the program.</p> <p>The program committee would still have a chair or lead individual. However, the technical sections of the program will be broken down into various aspects for water, wastewater or joint areas of interest. The Call for Papers would specifically outline each of these areas and the abstract submission form will allow for the submitter to select up to three areas of interest in priority. These areas would be similar to the following:</p> <ul style="list-style-type: none"> Water Treatment – Process Design, Optimization, Success Stories <ul style="list-style-type: none"> Could be broken down further to: Conventional / Membranes, etc based upon abstracts Wastewater Treatment – Process Design, Optimization, Success Stories <ul style="list-style-type: none"> Broken down further: Extended Air, Activated Sludge Membranes based upon abstracts Biosolids or Residuals Alternative Planning & Delivery Methods (Water or Wastewater) Conservation Sustainability Management: Could be Workforce planning, financing, employee development again based upon abstracts submitted Odor Control Collection Systems Distribution Systems Water Quality Planning (Watershed Management) Small Systems (Challenges, Financing) Operations (geared towards operator presentations) Regulatory Issues <p>There could also be a ‘Hot Topics’ session that may not be specific to anyone of these categories.</p> <p>As time progresses this list can morph into a list that is specific to the topics of that era.</p> <p>There could be a few others, they could be combined but the issue is to have those submitting abstracts place their submissions into specific areas of interest rather than the committee doing this. Once the abstracts are submitted there would be a single individual (preferably an individual who has a high level of knowledge or experience in this area) responsible for the review of each abstract in their respective area. Based upon the number of submittals in any one category that will establish the number of sessions that category could have. The coordinator would be responsible for setting these</p>			



RMSAWWA/RMWEA Joint Committee Report

sessions striving for a balance between water / wastewater thus allowing for an attendee to obtain a full conference of TU's. Should a session come up shy for a full docket of abstracts it would be that individuals responsibility to recruit another presenter to round out the session.

The point is to develop a program that is well rounded, doesn't tax any one individual's time as it has in the past and spread the work around. This would also provide consistency to the program over the years and would broaden the 'buy in' to the development of the program.

The potential drawbacks are that individuals who submit in one area may actually have better abstracts than others submitting in other areas and would not be able to present. However, what we have seen is that this approach actually broadens the field of those submitting abstracts because they have a better chance of being accepted in areas that aren't as popular. In time this starts to become a known fact and the program begins to grow. This approach would also provide a 'home' for the many requests received last year for certain 'tracts' that were of specific interest to a large number of individuals.

Additional Items:

Contract – the contract is being reviewed and the site will be contacted shortly.

Budget – A draft budget is being developed.

Committee Meetings: A schedule will be developed and meetings will likely begin in December.

Does your Committee require Board Action or Involvement? What is it and When?

No board action is required.

Are you Looking for Additional Committee Members? Or other Support?

Always looking for volunteers. Please email me with your interest.

greg.woodward@stantec.com

Don't forget to update the online RMSAWWA Calendar and your committee's webpage.
Send updates to Barb Martin at rmsadmin@rmsawwa.net.



RMSAWWA/RMWEA Joint Committee Report

Committee Name:	Joint Education Council	Committee Chair:	Vicki Jones
Date of Report:	Oct 2, 2010	Board Liaison:	Mike Berry
Next Committee Meeting:	Winter Planning Meeting in 2011		
Activities Since Last Report:			
Nothing to report.			
Upcoming Activities/Future Plans:			
Vicki will become familiar with the workings of RMWEA in the next couple of months and determine the direction the council should take.			
Does your Committee require Board Action or Involvement? What is it and When?			
No – Thanks			
Are you Looking for Additional Committee Members? Or other Support?			
All Committee Chairs, Board, and Officers are invited to participate in Council.			
<p>Don't forget to update the online RMSAWWA Calendar and your committee's webpage. Send updates to Ann Hall at ann.e.hall@comcast.net.</p>			



RMSAWWA/RMWEA Joint Committee Report

Committee Name:	Joint Small Systems	Committee Chair:	Barb Martin
Date of Report:	October 28, 2010	Board Liaison:	Elizabeth Carter
Next Committee Meeting: Met on 10/27/2010, next meeting November 2010			
Activities Since Last Report:			
Held October committee meeting and logistical planning meeting for class in La Junta. At present, are actively marketing for class including: email, E-Rumbles, website, calendar, flyer, and phone calls.			
Upcoming Activities/Future Plans:			
Recruit for and complete small systems training class in La Junta. Plan for 2011 classes – more of a hands-on approach. Plan for winter in-person committee meeting.			
Does your Committee require Board Action or Involvement? What is it and When?			
Not at this time.			
Are you Looking for Additional Committee Members? Or other Support?			
We are looking for members – in particular members who work directly for small systems.			
Don't forget to update the online RMSAWWA Calendar and your committee's webpage. Send updates to Ann Hall at ann.e.hall@comcast.net .			



RMSAWWA/RMWEA Joint Committee Report

Committee Name:	Young Professionals	Committee Chairs:	Heidi Bauer & Mark Whitlatch
Date of Report:	November 2, 2010	Board Liaisons:	Will Raatz (RMWEA) & Jason Assouline (RMSAWWA)
Next Committee Meeting: November 5, 2010			
Activities Since Last Report:			
<ul style="list-style-type: none"> • Distribute information to company representatives regarding annual 9Cares/Colorado Shares Holiday Drive • Prepare proposed 2011 RMYP committee budget • Preparation for Broncos Game Night Social 			
Upcoming Activities/Future Plans:			
<ul style="list-style-type: none"> • Broncos Game Night Social (joint event with RMYP committee and ASCE's Young Member's Group): Monday, November 22, 2010, starting at 5:30, Blake Street Tavern downtown. <ul style="list-style-type: none"> • Event is sponsored (which means free food and awesome raffle prizes) • YOU NEED NOT BE A YP TO ATTEND, SO IF YOU ARE READING THIS, PLEASE PLAN TO COME!!! 			
Does your Committee require Board Action or Involvement? What is it and When?			
Approval of University of New Mexico Constitution and Bylaws			
Are you Looking for Additional Committee Members? Or other Support?			
<p>Yes. We are looking for student liaisons for CU-Denver/Metropolitan State College and Air Force Academy.</p> <p>We are also looking for fall presenters for CU-Denver's Sustainable Urban Infrastructure Graduate Program (to speak about sustainable water infrastructure).</p>			
<p>Don't forget to update the online RMSAWWA Calendar and your committee's webpage. Send updates to Barb Martin at rmsadmin@rmsawwa.net.</p>			

American Water Works Association / Water Environment Federation University of New Mexico Student Chapter Bylaws

Article I – Name of Organization

The name of this organization shall be the “University of New Mexico Water Environment Federation/ American Water Works Association Student Chapter” (UNM WEF/AWWA Student Chapter).

Article II – Purpose

The purpose of this chapter shall be:

- (1) To promote student interest in the environment and awareness of current environmental problems/needs.
- (2) To provide an avenue for the exchange of information and ideas through networking and mentoring between students, faculty, WEF and AWWA members.
- (3) To promote academic excellence and leadership in environmental science, operations and engineering.

Article III - Membership

Definition of types of members:

- (1) Active member – a member must be at least a half time student, attend at least one of the events sponsored by the student chapter each year, and have paid their dues. Active members shall have the right to vote and hold office.
- (2) Non-active member – a member who is at least a half time student, has paid dues, but has attended none of the events sponsored by the chapter. Non-active members cannot hold office.
- (3) Non-voting member – a member who may be less than a half time student but may still attend functions. Non-voting members cannot vote or hold office.

Article IV – Functions of Officers

The functions of officers within the student chapter are as follows:

- **Co-Chair:** One co-chair shall organize and preside at all Chapter meetings and represent the Chapter on all appropriate occasions. This co-chair shall ensure that all responsibilities are equally divided among the committee members.

- **Co-Chair:** The other co-chair shall be responsible for maintaining current records of all Chapter members and financial matters. Additionally, this co-chair shall assume the responsibilities of the other co-chair in his or her absence. Specifically, this co-chair will be responsible for maintaining thorough records of all Chapter meetings and activities, including distribution of the minutes to all active members within one week of each meeting. In the event that this co-chair cannot attend a meeting, it is his or her responsibility to find a substitute to carry out these duties. This co-chair is also responsible for preparation and submittal of the annual report. This co-chair

shall collect and disperse funds as directed by the organization. All monetary transactions must be approved by the RMSAWWA/RMWEA Joint Governing Board.

- **Optional Additional Committee Member(s):** The Activities Chair will be responsible for scheduling and planning all Chapter events. The Publicity Chair will be responsible for preparing and posting notices of all Chapter events on campus and promoting events in other creative ways.

Article V – Events/Meetings

Chapter events shall be held a minimum of once a year. These events may consist of speakers, field trips, social events, Chapter meetings, and conventions. Meetings may be held in conjunction with other organizations, but Chapter funds may only be used for UNM WEF/AWWA Student Chapter members.

Article VI – Non-Discrimination

The organization confirms its support of the principles and practices of non-discrimination and equality regardless of race, religion, sex, age, physical handicap, or sexual orientation, in the implementation of all its programs, activities, and opportunities available to all members of the organization.

Article VII – Amendments

These Bylaws are subjected to initial approval by Associated Students of the University of New Mexico (ASUNM) after submittal to and subject to revision by the Student Affairs Committee. Following the initial approval by ASUNM, these Bylaws may be revised at any time by a vote of at least 2/3 of the members of the organization in good standing (Article III), with regard to state law, the student code of conduct, the bylaws of the Associated Students of the University of New Mexico, and the ASUNM Budget Committee operating rules. All amendments must be approved by the RMSAWWA/RMWEA Joint Governing Board.

APPROVED BY RMWEA: _____ **DATE:** _____

PRESIDENT

APPROVED BY RMSAWWA: _____ **DATE:** _____

CHAIR

ATTESTED: _____ **DATE:** _____

RMWEA TREASURER

ATTESTED: _____ **DATE:** _____

RMSAWWA SECRETARY/TREASURER