



**RMWEA/RMSAWWA Joint Governing Board
December 2, 2011 Officers & Committee Chairs
Meeting Summary**



Joint Governing Board Meeting Time/Location:

- Friday, December 2, 2011, 12:00 -1:00 p.m.
- Denver Water, Board Room

Call to Order and Introductions

- **Call to Order** - Elizabeth Carter called the meeting to order at 12:07 p.m. It was determined that a quorum of the Board was present.

Attendees:

John Rehring	<i>RMWEA President</i>
Jeff Rabas	<i>RMWEA President Elect</i>
Will Raatz	<i>RMWEA Vice President</i>
Jamie Eichenberger	<i>RMWEA Past President</i>
Jeff Berlin	<i>RMWEA Secretary</i>
Jenny Hartfelder	<i>WEF Senior Delegate</i>
Greg Woodward	<i>WEF Junior Delegate</i>

Elizabeth Carter	<i>RMSAWWA Chair</i>
Joe Cowan	<i>RMSAWWA Pres-Elect</i>
Mary Presecan	<i>RMSAWWA Vice Chair</i>
Kevin Bergschneider	<i>RMSAWWA Past Chair</i>
Sarah Dominick	<i>RMSAWWA Treasurer</i>
Ryan Walsh	<i>RMSAWWA Secretary</i>
Martin Garcia	<i>RMSAWWA Director</i>
Bud Spillman	<i>RMSAWWA Trustee</i>
Mike Berry	<i>RMSAWWA Trustee</i>
Mark Hartman	<i>RMSAWWA Trustee</i>
Melissa Essex Elliott	<i>RMSAWWA Trustee</i>
Tod Phinney	<i>RMSAWWA Trustee</i>

Heidi Bauer	<i>Joint Young Professionals</i>	Barb Martin	<i>Joint Small Systems</i>
Ari Copeland	<i>AWWA</i>	Lela Perkins	<i>Student Chapter Coordinator</i>
Mel Fahrenbruch	<i>Sectors Project Manager</i>	Sylvia Rottman	<i>TEAMS</i>
Paul Fanning	<i>RMSAWWA Communications</i>	JoAnn Vold	<i>TEAMS</i>
Ann Hall	<i>RMSAWWA Admin Mgr.</i>	Mark Whitlatch	<i>Joint Young Professionals</i>

Previous Meeting Minutes (Ryan Walsh)

- Posted on RMSAWWA website under Meetings Page

A motion was made by Jeff Berlin and a second by Kevin Bergschneider to approve the minutes of the November 4, 2011 Joint Governing Board Meeting. Carried.

Joint Committee Reports (see attachments)

Committee Name	Committee Chair(s)	Report Attached
Joint Conference Mgmt	Dale Butler & Greg Woodward	
Joint Education Council	Vicki Jones & Mike Berry	
Joint Leadville School	Jim Medlock	
Joint NM Involvement	Bob Paulette	
Joint Publications	Steve Frank	
Joint Site Selection	Jill Peterson	
Joint Small Systems	Barbara Martin	yes - page 3
Joint Technical Activities	Steve Polson	yes - pages 4-5
Joint Utility Management	Jim Ginley	



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Joint Water For People	Emily Allen	
Joint Water Reuse	Matt Hayes	
Joint Young Professionals	Heidi Bauer & Mark Whitlatch	yes - page 6
Colorado School of Mines	Katy Mouzakis	
Colorado State University	Kirk Reimann	
University of Colorado	Kyria Bosma	
New Mexico Inst of Mining & Tech.	Danielle Shipley	yes - page 7
University of New Mexico	Josh Goldman & Janet Leavitt	
University of Wyoming	Emily Huth	

Joint Conference Management - Dale Butler is having difficulty setting up a meeting with Copper Mountain staff during their busy season. They have been informed of an increase in resort fees at Copper. They have a draft budget showing a total profit of \$10,000 - \$15,000. More details will be available at the January meeting.

Joint Leadville School - Jim Medlock provided an updated budget just prior to the meeting.

Joint New Mexico Involvement - Tod Phinney has three YPs willing to take the lead in organizing a New Mexico YP meeting. The NMIC has meeting and luncheon planned for December.

Joint Publications- Jim Tallent will meet with Ari Copeland about a potential co-editor position for *Rumbles*.

Joint Site Selection- The committee is reviewing and providing comments on draft contracts from Keystone and from Loveland for 2015 and 2016. They will compile the comments and negotiate with the two venues.

Joint Small Systems- They held a workshop on Effective Utility Management for Small and Medium Utilities in Pueblo on November 10. Attendance was low but the curriculum was well received and can be used in the future. See attached report.

Joint Technical Activities - Luncheon to be held on December 15 on the WISE Project (Water Infrastructure Supply and Efficiency). See attached report.

Joint Water For People - Plans are underway for the theme dinner to be held on March 9, 2012. A contract with the Westin is being reviewed. Dec 6 is Colorado Gives Day and RMWFP can be identified for your donation. Contact Emily if you want more information on Colorado Gives.

Joint Water Reuse - The outgoing chair of WaterReuse Colorado will become the chair of the Joint Water Reuse Committee starting in January 2012.

Joint Young Professionals - They had great sponsorship and a good turnout at the Broncos social event which was partnered with ASCE and NUCA of CO. RMWEA and RMSAWWA had the least number of members at the event. They are looking to increase RMWEA/RMSAWWA involvement in the future. They are planning the upcoming end of year meeting. YP is



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planning for transitions and changes including the new student chapter coordinator position. See attached report.

New Mexico Institute of Mining & Technology – See attached report.

A motion was made by Mary Presecan and a second by Jamie Eichenberger to approve payment of expenses for NM Inst of Mining & Tech students to cover attending the Joint Annual Conference in September 2011. Carried. [expense requested and approved was \$350]

Sectors Grant Update (Eichenberger, Cowan, Fahrenbrach) [page 8]

Classes are underway at Boulder High School, Life Long Learning and Emily Griffith Technical College. The SCADA Business Case will be finalized by mid December. Knowledge Management is functioning as a subcommittee under the Joint Utility Management Committee. KM is creating tools for inventory and they plan to hold a workshop in April and again in the fall of 2012. EPA has asked Get Into Water to be a focus program on their website so others can piggy back on the efforts. Additional funding may be available to existing Sectors grants next spring for an estimated \$75,000 for expansion or a new direction. We will have more information on this in January. The Jobs/Internship Task Force continues its planning and will be offering scholarships and summer job assistance to students in the Water Utility Science and Water Quality Management programs.

Unfinished Business

- Get Into Water! Sustainability –Draft Sustainability Plan was distributed at the meeting (see attachment) and a more extensive discussion will take place at the Winter Planning Meeting. The Industry Advisory Council has reviewed the plan and will be finalizing their recommendation at their December meeting. Beyond June 2012 the Industry Advisory Council will no longer function and the RMSAWWA/RMWEA will then oversee the project. It is proposed that most of the current work groups will become subcommittees of the Joint Utility Management Committee. The Workforce centers will still have a role and partnership with scholarships and job training.
- Grand Junction Water & Wastewater Conference to be held March 28-30, 2012
 - Draft MOU with the City of Grand Junction – requesting that JGB review and suggest any changes to the attached draft MOU [pages 9-11] –updated attachment inserted
 - We are requesting volunteers to serve on a steering committee for the Grand Junction Water & Wastewater Conference. The primary role of RMSAWWA & RMWEA for this Conference is to develop the conference agenda with speaker presentations and be in charge of the training provided. We plan to start the program development in December and those meetings will be via conference calls. We greatly appreciate your willingness to participate. Please contact Mike Berry at tcw@montrose.net by December 9th so we can get underway.
 - Conference has historically been a wastewater conference RMSAWWA will coordinate with the City to involve the water department.



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- It was decided that there was low risk to RMWEA/RMSAWWA if the conference were cancelled, as the venue is owned by the City.
- RMSAWWA/RMWEA discussed reimbursement for speakers. The JGB will need to determine whether reimbursement will be provided.
- Supervisory program –**separate Supervisory attachment was provided with the agenda**
The Supervisory/Leadership Subcommittee of the Joint Utility Management Committee (JUMC) was charged with developing supervisory/leadership training, coaching and/or other program(s) for operations supervisors to enhance their effectiveness and operation employee retention. Action items were set and research was conducted. This certificate program will be a \$5,500 loss to be split between RMSAWWA & RMWEA in the first year. The kick off will take place at the Joint Annual Conference in September 2012.
- Apogee Contract has been signed for 2012 and 2013 and an original of that contract will be provided to Ann Hall for the records.
- Joint Website - Paul Fanning has had discussions with contractor Ken Morris and they will assess the needs in order for joint committees to be able to create individual pages on a joint website.

New Business

- TEAMS report (Sylvia Rottman & JoAnn Vold) – 4,000 surveys were emailed to Colorado operators on November 30. We hope the results are helpful. The contract with TEAMS for the 2012 Joint Annual Conference services was signed by RMWEA and RMSAWWA following the meeting. Sequential testing is expected to be approved. Exam cycle changes will provide more opportunities to take the exam.
- 2012 Joint Budgets –**separate RMSAWWA budget was provided with the agenda** which included all joint budgets provided by RMWEA & RMSAWWA
- University of Colorado (Boulder) will be hosting the Student Conference in May 2012
- Lela Perkins was asked to review the student chapter budgets and provide them to the Board for the January 2012 JGB meeting. The guidelines have been relaxed and revised but still a work in progress.
- Joint Annual Conference – at the current registration and booth rates the total revenue is expected to be a total of \$8,000 to \$10,000. A budget will be provided at the January 2012 meeting.
- Sectors sustainability is noted as \$5,000 in the budget until further discussion.
- Heidi Bauer was asked to review the YP budget and consider revisions for the Board at the January 2012 JGB meeting.

Announcements:

- CWUC will be giving a testimony on the Hydraulic Fracturing Disclosure Rules before the Colorado Oil and Gas Conservation Commission on December, 5, 2011 at 9:00 a.m.
- JGB meeting, January 6, 2012 at Denver Water (Board Room)
- Winter Planning Meeting, February 2-3, 2012, Ameristar
- WFP Theme Dinner, Friday, March 9, 2012, Westin

By general consent the meeting was adjourned at 1:15 p.m.



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- Denver Water, Board Room

Call to Order and Introductions (Elizabeth Carter) (2 min)

- Quorum
- Agenda Modifications

Previous Meeting Minutes (Ryan Walsh) (3 min)

November 2011 draft minutes are posted on the RMSAWWA website under Meetings page

- Will need a motion and a second to approve the minutes of the November 4, 2011 Joint Governing Board Meeting.

Joint Committee Reports (15 min) (see attachments)

Committee Name	Committee Chair(s)	Report Attached
Joint Conference Mgmt	Dale Butler & Greg Woodward	
Joint Education Council	Vicki Jones & Mike Berry	
Joint Leadville School	Jim Medlock	
Joint NM Involvement	Bob Paulette	
Joint Publications	Jason Mumm & Steve Frank	
Joint Site Selection	Jill Peterson	
Joint Small Systems	Barbara Martin	yes - page 3
Joint Technical Activities	Steve Polson	yes - pages 4-5
Joint Utility Management	Jim Ginley	
Joint Water For People	Emily Allen	
Joint Water Reuse	Matt Hayes	
Joint Young Professionals	Heidi Bauer & Mark Whitlatch	yes - page 6
Colorado School of Mines	Katy Mouzakis	
Colorado State University	Kirk Reimann	
University of Colorado	Kyria Bosma	
New Mexico Inst of Mining & Tech.	Danielle Shipley	yes - page 7
University of New Mexico	Josh Goldman & Janet Leavitt	
University of Wyoming	Emily Huth	

Sectors Grant Update (5 minutes) (Eichenberger, Cowan) [page 8]

Unfinished Business (20 min)

- Get Into Water! Sustainability - the plan will be distributed at the meeting
- Grand Junction Water & Wastewater Conference to be held March 28-30, 2012
 - Draft MOU with the City of Grand Junction - requesting that JGB review and suggest any changes to the attached draft MOU [pages 9-11]
 - We are requesting volunteers to serve on a steering committee for the Grand Junction Water & Wastewater Conference. The primary role of RMSAWWA & RMWEA for this Conference is to develop the conference agenda with speaker presentations and be in charge of the training provided. We plan to start the program development in December and those meetings will be via



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conference calls. We greatly appreciate your willingness to participate. Please contact Mike Berry at tcw@montrose.net by December 9th so we can get underway.

- Supervisory program – **see separate Supervisory attachment**
- Apogee Contract Status
- Joint Website

New Business (15 min)

- TEAMS report (Sylvia Rottman & JoAnn Vold) – to provide an update on the operator survey
- Travel reimbursement request of \$350 from New Mexico Tech Student Chapter for expenses to attend the Joint Annual Conference in September 2011
- 2012 Joint Budgets – **see separate RMSAWWA budget attachment** which includes all joint budgets provided by RMWEA & RMSAWWA

Announcements:

- JGB meeting, January 6, 2011 at Denver Water (Board Room)
- Winter Planning Meeting, February 2-3, 2012, Ameristar
- WFP Theme Dinner, Friday, March 9, 2012, Westin

Teleconference Information:

Please email Ryan Walsh ryan.walsh@hatchmott.com if you plan on participating via conference call. Phone number 1-888-809-4012, pass code 7641593#



RMSA WWA/RMWEA Joint Committee Report

Committee Name:	Joint Small Systems	Committee Chair:	Barb Martin
Date of Report:	November 23, 2011	Board Liaison:	Elizabeth Carter
Next Committee Meeting: Early December			
Activities Since Last Report:			
<p>Effective Utility Management for Small and Medium Utilities was held in Pueblo on November 10. There were 8 preregistered and 6 attended. Feedback from attendees was quite positive. The InfoZone at the Pueblo Library was an excellent training venue. Many thanks to all who participated.</p> <p>Planning and setting dates for 2012 workshops so they can be advertised as far as possible in advance.</p>			
Upcoming Activities/Future Plans:			
December meeting – 2012 planning.			
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?			
Yes – we always welcome new members!			
<p>Don't forget to update the online Calendar and your committee's webpage. Send updates to rmsadmin@rmsawwa.net.</p>			



RMSA WWA/RMWEA Joint Committee Report

Committee Name:	JTAC	Committee Chair:	Steve Polson
Date of Report:	November 22, 2011	Board Liaison:	Dave Pier
Next Committee Meeting: December 15, 2011			
Activities Since Last Report:			
Luncheon seminar on November 17, 2011 (Statewide Nutrient Limits). Running financial for the 2011/2012 luncheon seminar season are attached.			
Upcoming Activities/Future Plans:			
Luncheon on December 15, 2011 on WISE Project.			
Does your Committee require Board Action or Involvement? What is it and When?			
No.			
Are you Looking for Additional Committee Members? Or other Support?			
No.			
Don't forget to update the online Calendar and your committee's webpage. Send updates to rmsadmin@rmsawwa.net .			

Joint Technical Activities Committee												
Luncheon Seminar Summary												
2011-2012 Season												
Luncheon Date	Topic	Attendees	Non-Member	Student	Number of No-Shows	Paid	Percent	Number of Non-Reserved	Total Revenue	Total Cost	Effective Cost/Paid Attendee	Net Revenue (Loss)
10/13/11	UV System Performance Testing	29	3	4	2	2	100%	3	\$615.00	\$397.20	\$11.04	\$217.80
11/17/11	Statewide Nutrient Limits	79	10		3			2	\$1,650.00	\$928.53	\$10.78	\$721.47
12/15/11	WISE (Water Supply and Efficiency) Project											
1/26/12	Water Budget Efficiency											
2/23/12	MWRD Ammonia Control											
3/22/12	Section 9 Waste Impoundment Regulations											
4/19/12	Southern Delivery System											
5/17/12	Breckenridge WWTP											
6/14/12	Second Generation ATAD											
	TU Fee for Fall 2011									\$50.00		(\$50.00)
	Planning Meeting											
	Season Total	108	13	4	5	2	40%	5	\$2,265.00	\$1,375.73		\$889.27



RMSAWWA/RMWEA Joint Committee Report

Committee Name:	Young Professionals	Committee Chairs:	Heidi Bauer & Mark Whitlatch
Date of Report:	November 28, 2011	Board Liaisons:	Will Raatz (RMWEA) & Jason Assouline (RMSAWWA)
Next Committee Meeting: December 2, 2011			
Activities Since Last Report:			
<ul style="list-style-type: none"> • Celebration for University of Wyoming Student Design Competition team winning 1st Place at WEFTEC! – Nov. 11th • Coordinated friendly competition for 9Cares/Colorado Shares Food Drive • Broncos Social with ASCE’s Younger Members Group and NUCA-CO – Nov. 17th at Blake Street Tavern (solicited sponsors to pay for event) 			
Upcoming Activities/Future Plans:			
<ul style="list-style-type: none"> • Year-End RMWYP Committee Celebration & Committee Meeting 			
Does your Committee require Board Action or Involvement? What is it and When?			
Recruit Company/Utility Liaisons & YP Operators to YP Committee!			
Are you Looking for Additional Committee Members? Or other Support?			
We are still looking for YPs interested in getting involved in the RMWYP Committee, ESPECIALLY ACTIVITIES CO-CHAIRS.			
<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>			



RMSA WWA/RMWEA Joint Committee Report

Committee Name:	New Mexico Tech Student Chapter	Committee Chair:	Danielle Shipley
Date of Report:	11/22/11	Board Liaison:	Steve Glass
Next Committee Meeting:		Early December?	
Activities Since Last Report:			
We had one meeting and continue to be involved with the Watershed Watch elementary educational program with the charter school here in Socorro.			
Upcoming Activities/Future Plans:			
We are planning to take a tour of our heating and cooling facilities on campus on or around December 2 nd . We also are planning to register a team for the design competition in the spring.			
Does your Committee require Board Action or Involvement? What is it and When?			
Yes, we need a decision on whether we will be reimbursed for our travel to the Joint conference back in September. A reimbursement form was submitted with the receipts, but the travel was not originally budgeted, so we'd like to have our remaining funds for this semester reallocated to that reimbursement, since we are choosing not to use those fund for anything else.			
Volunteer Needs:			
Does your committee need volunteers? No Is the need short-term? N/A Is the need long-term? N/A Please briefly describe the need:			
<p>Don't forget to update the online Calendar and your committee's webpage. Send updates to ann.e.hall@comcast.net</p>			



Weekly Project Update November 21, 2011

UPCOMING MEETINGS

- **Model Water Tower Competition Committee:** December 2, 3:30 p.m. to 4:30 p.m. at Denver Water (Board Room)
- **KM Subcommittee:** December 7, 2:00 p.m. to 3:00 p.m. (conference call only)
- **SCADA Work Group:** December TBD
- **Supervisory/Leadership Subcommittee:** December TBD

RECENT ACTIVITIES

- This week, the Colorado Department of Labor and Employment (CDLE) announced that the state Workforce Council (CWDC) and CDLE will be making additional funding available to the ten existing SECTORS grants next spring. The Sectors Steering Committee, which is part of CWDC, has \$369,498 set aside for new or existing SECTORS grants. In January, CDLE will be issuing a targeted request for proposals (RFP) to make this funding available only to the ten existing SECTORS grants. Awards for these funds will be made by May 2012. The purpose of this funding is to significantly build upon partnerships and to have additional impact. This funding cannot be used to sustain “business as usual” for existing operations. These funds can be used to expand the partnership geographically into a new region, or to add a significant new element that builds on the existing partnership. More guidance will be available on December 1. CDLE has not yet set a cap yet on how much funding each partnership can apply for, but they are estimating issuing awards for up to \$75,000.
- The Human Resources Work Group met on November 15 to prepare for the January HRO Open Forum. The group has made contact with the HR department at the City of Fort Collins; they will be hosting the event.
- The Industry Advisory Council met on November 17 to review and revise the project Sustainability Plan.
- The Jobs/Internships Task Force met on November 17 to continue its planning.
- Colorado Science (Teacher’s) Conference was held on November 18. We did not exhibit any Get Into Water! information due to the lack of high school teachers in attendance last year.
- Three proposals were received in response to the Supervisory Leadership Certificate Program development RFP. The Selection Committee, chaired by James Roche has received the proposals and will rank them by November 30. The committee will then meet to discuss next steps.
- An article for the Colorado Department of Public Health and Environment’s (CDPHE) *AquaTalk* publication was submitted last week highlighting the Supervisory Leadership Certificate Program.
- Ms. Fahrenbruch met with Ari Copeland from AWWA on November 17 to develop a project plan for the Model Water Tower Competition event.

UPCOMING ACTIVITIES

- Mr. Pier, Ms. Gardner and Ms. Fahrenbruch will meet on November 28 to review the status of the Year 3 budget.
- The Model Water Tower Competition Committee meeting will be held on December 2. All interested parties are welcome to attend.
- The SCADA Business Case will be finalized by mid-December.
- Ms. Fahrenbruch will begin coordinating logistics and promotion for the first KM workshop to be held in Spring 2012.
- The Colorado Department of Labor and Employment and CDPHE will be meeting to discuss the process for providing funds for student scholarships.
- The project Sustainability Plan will be updated and provided to the RMSAWWA Board of Directors on December 2.

MEMORANDUM OF UNDERSTANDING (MOU)

between

Rocky Mountain Section of the American Water Works Association & Rocky Mountain
Water Environment Association

and

City of Grand Junction

This is an agreement between Rocky Mountain Section of the American Water Works Association together with Rocky Mountain Water Environment Association hereinafter called RMSAWWA/RMWEA and City of Grand Junction hereinafter called City.

I. PURPOSE & SCOPE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Grand Junction Water & Wastewater Conference to be held March 28-30, 2012.

II. BACKGROUND

The City of Grand Junction has held the Grand Junction Wastewater Conference for ~~the~~ five years. In 2011 RMSAWWA/RMWEA assisted the City of Grand Junction with the technical program for the Sixth Annual Grand Junction Water and Wastewater Conference.

III. RMSAWWA/RMWEA RESPONSIBILITIES UNDER THIS MOU

RMSAWWA/RMWEA shall undertake the following activities:

- Assemble a Program Committee of RMSAWWA/RMWEA who would be responsible for organizing the conference program
- Develop conference program with speaker presentations
- Recruit and schedule all speakers and presentations
- Organize and manage the conference program
- ~~Responsible for training delivery~~ Deliver responsible training
- Submit TU application with OCPO
- Request attendees to complete presentation evaluations
- Submit mutually agreed upon expenses to City for reimbursement
- Advertise and promote conference via email and RMSAWWA & RMWEA websites
- Market by contacting past attendees via email or mail

IV. City of Grand Junction RESPONSIBILITIES UNDER THIS MOU

City of Grand Junction shall undertake the following activities:

- Arrange for conference to be held at Two Rivers Convention Center
- Review and collaborate with RMSAWWA/RMWEA on the conference program
- Organize conference meals, breaks and AV
- Organize logistics for setup, breakdown and clean up
- Handle all registrations, phone inquires and payment processing
- Maintain records on attendees
- Prepare name tags and welcome information bags
- Prepare TU certificates
- Provide TU certificates to attendees
- Advertise and promote conference via email and City of Grand Junction website
- Print and distribute conference advertising brochures
- Provide RMSAWWA/RMWEA with the past attendee mail and email contact information
- Pay all expenses incurred by the Conference

V. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification of this MOU will require signature by all parties
2. Termination of this MOU will require signature by all parties
Should address if this would get cancelled who would be responsible for costs incurred

VI. FUNDING

This MOU does include the reimbursement of funds between the two parties.

RMSAWWA/RMWEA will receive the entire net revenue from the conference after all mutually agreed upon expenses have been paid. The City may attend training for 10-15 (not to exceed 10 FTEs total) wastewater **and water** staff in exchange for in-kind services listed above under City responsibilities. The City will pay all direct expenses that these City employees incur for the conference (meals, breaks, conference materials, etc.).

VII. EFFECTIVE DATE AND SIGNATURE

This MOU shall be effective upon the signature of RMSAWWA/RMWEA and **CGJ-City** authorized officials. It shall be in force from December 9, 2011 to April 15, 2012. All parties indicate agreement with this MOU by their signatures.

Signatures and dates

Elizabeth Carter, RMSAWWA Chair
RMSAWWA
1685 S. Colorado Blvd., Unit S-315

Date

Date
Denver, CO 80222

John Rehring, RMWEA President
RMWEA
2170 S. Parker Rd., Ste. 209
Denver, CO 80231

Date

Name
City of Grand Junction
Insert address

Date

Should the contact name, phone and email for the lead person in each group be noted somewhere?



Draft Sustainability Plan

11/30/11

Purpose of Plan

As with any organizational initiative, successful implementation of sustainability is more readily achieved when efforts are based on a coherent and thoughtful plan. This sustainability plan for the Get Into Water! (GIW) project will enable the Rocky Mountain Section of the American Water Works Association (RMSAWWA) and the Rocky Mountain Water Environment Association (RMWEA) to coordinate efforts, track progress and focus energies on the highest priority activities. This document is meant to be both a guidance document as well as the foundation for a reporting system.

Key Accomplishments

This sustainability plan will ensure that successful new programs and services developed during the GIW project will be supported on an ongoing basis. Key accomplishments of the GIW project for April 2010 to June 2011 will be published in July 2012. A complete list of programs and activities can be found on the web site at: www.getintowaterco.org.

Rationale

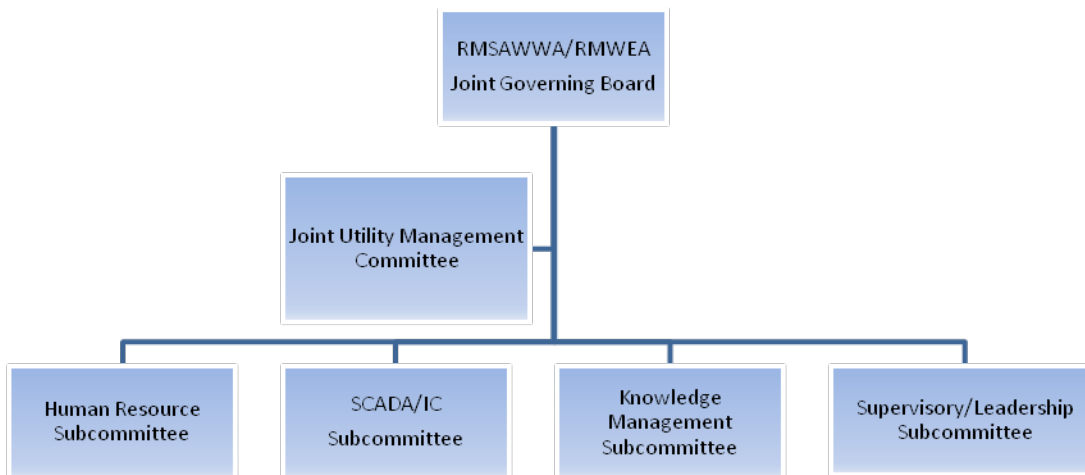
According to the AWWA 2011 State of the Industry Report, workforce is the third most inadequately addressed issue in the water industry. The Rocky Mountain region has been fortunate to receive funding support for the GIW initiative which is focused on workforce issues. The initiative has led to several new successful programs, useful research, productive partnerships and enhanced communication between utilities. Without a sustainability plan and association support, much of that work may become outdated and/or terminate. While serious workforce shortages are not yet being recognized by the water and wastewater industry, critical shortages of skilled employees are expected over the next few years. RMSAWWA and RMWEA will be perfectly positioned to respond to these industry workforce shortfalls through a planned sustainability approach.

Transition Approach

Since 2009, there has been a subgroup of industry partners and workforce partners serving on the Industry Advisory Council (IAC). The members of the IAC were responsible for making key decisions, managing the budget and supporting the project manager. As this project expires, the guidance for the project will shift from the IAC to RMSAWWA and RMWEA, the two non-profit associations that support the water and wastewater industry in Colorado, New Mexico and Wyoming. Oversight for key activities will be migrated from the IAC to several groups within the associations after June 2012.

Sustainability Framework

RMSAWWA and RMWEA will lead the effort to transition the key activities of the GIW project to several joint committees and subcommittees of the associations. The Joint Utility Management Committee will lead the effort. Two of its subcommittees-Supervisory/Leadership and Knowledge Management are already operating as sub-groups for the GIW project. Two new subcommittees will be formed—Human Resources and SCADA/Instrumentation Control. Members of the former GIW Work Groups will be invited to continue on the new subcommittees. Also since the programs and activities will be expanded throughout Colorado, Wyoming and New Mexico, volunteers will be recruited from a broader geography. The associations will financially support the sustainability of the project by funding a part-time project manager as well as other expenses.



Mission

The mission of the GIW project will not change; however, some of the goals, programs and activities will be leveraged to serve utilities in all of Colorado, Wyoming and New Mexico instead of just the Denver metro counties.

The Colorado, Wyoming and New Mexico water and wastewater industry will sufficiently recruit, train and retain personnel to ensure mission-critical positions are filled with qualified, trained & technically skilled employees. This project will address:

- Outreach & recruitment
- Training
- Knowledge Retention
- Human Resource & Operations Staff Collaboration

Role of Workforce Agencies

To be provided by Dawn Gardner.

Communications & Reporting

Many of the successful communication strategies implemented during the GIW project will continue including articles in *Rumbles* and the web site. In addition, the associations will be tracking data related to students and programs created as part of the GIW project to determine long-term success and sustainability. An annual report will be issued at the end of each calendar year.

Revised Goals and Level of Effort Required

Starting in June 2012, the GIW project goals have been revised as follows. The staff hours associated with this Sustainability Plan cover a 12-month period. The level of effort could be reduced through additional volunteer efforts.

Goal 0: RMSAWWA and RMWEA in conjunction with water and wastewater utilities will maintain and support the current project infrastructure; expand volunteer involvement, communication strategies and programs to Colorado, Wyoming and New Mexico (as applicable). The level of effort for this goal could range from 120 to 148 hours and would include annual workforce/operations surveys, conference coordination on workforce issues, expansion to 3 states, website support, and reporting.

Goal 1: RMSAWWA and RMWEA in conjunction with water and wastewater utilities will expand and promote existing training programs to ensure mission critical positions are filled with qualified, trained and technically skilled personnel. The level of effort for this goal could range from 24 to 40 hours and would include representation and support for existing WUSP Schools (EGTC, BVSD) and work on maintaining the SCADA competency model.

Goal 2: RMSAWWA and RMWEA in conjunction with water and wastewater utilities will conduct adequate outreach and recruitment efforts to ensure interest in, and attraction to, mission-critical positions. The level of effort for this goal could range from 0 to 20 and would include assistance with promotional efforts during career fairs, student competitions, etc to promote the message of RMSAWWA/RMWEA and the workforce issues in the water industry.

Goal 3: RMSAWWA and RMWEA in conjunction with water and wastewater utilities will enhance collaboration, education and communication between operations staff and human resource professionals to create a positive culture for workforce development. The level of effort for this goal could range from 60 to 90 hours and would include support for the new HR subcommittee, such as, maintaining updated job descriptions, salary data, and career maps, promoting HR/operations issues in all States, hosting HR/Managers/Operations management forums to discuss local and regional workforce issues.

Goal 4: RMSAWWA and RMWEA in conjunction with water and wastewater utilities will conduct knowledge management and employee retention efforts to ensure mission critical personnel have the knowledge and skills to operate effectively. The level of effort for this goal could range from 32 to 42 hours and would include support for the new KM subcommittee activities, such as an annual KM training event, updates to KM assessment tool, and website support.

Project Management Support: Project management support outside the goals above will be required to maintain and support the new subcommittees developed as part of the GIW Program. This could be viewed as paid specifically for the Joint Utility Management Committee (JUMC) since it has

developed such a large focus and network of critical management issues facing the industry. The level of effort for project management support could range from 120 to 168 hours for monthly committee meetings (Joint Utility Management, HR Subcommittee, KM subcommittee, Supervisory/Leadership subcommittee, SCADA subcommittee) and updates at the JGB meetings and retreats.

Budget

Based on the goals described above and the anticipated level of effort described above, 356 to 508 management hours, it is anticipated the annual cost to sustain these elements of the GIW Program could range from \$17,000 to \$24,000 in labor.

In addition to the labor costs to maintain the GIW Program, other program expenses for facility/equipment rental to host events, website support or promotion materials, food and beverage costs, graphic design and outreach costs, and mileage/travel costs should be budget for an additional \$10,000 per year.

Depending on the type of events held and planned by the new subcommittees, the costs could be offset with revenues from sponsorships, registration fees for events, other grant funding opportunities through CDPHE, CDLE, or the workforce centers. At this time, the GIW Program does not have enough information or direction from the IAC to establish a budget for potential revenues.

The subcommittee leaders all value the project management support provided to-date and it would be unknown at this time, if these committees would exist or function on a solely volunteer basis. Additional information and discussions should continue to determine the appropriateness for sustaining the GIW Program activities in the long-term.

Schedule

The schedule for accepting this sustainability plan and continuing with the GIW activities described above is as follows:

Nov. 2011	Present initial draft of plan to IAC for review and discussion.
Dec 2, 2011	Present initial draft to JGB as an informational item
Jan, 2012	Receive acceptance and endorsement of plan from IAC and JUMC
Feb, 2012 (or Winter Mtg)	Full JGB discussion on sustainability plan and intended support/budgeting aspects moving forward. Amend existing JGB 2012 budgets to include paid support from July 2012 – December 2012.
July 1, 2012	Existing GIW Program funding through CDLE expires.
Sept/Oct, 2012	Begin discussion on 2013 level of effort and support for the GIW Programs.

Summary

<to be finalized following IAC approval.