



## RMSAWWA December 2, 2011 Officers & Committee Chairs Meeting Summary

### RMSAWWA Meeting Time/Location:

- December 2 2011, 1:00-3:00 p.m.
- Denver Water, Board Room

### Attendees:

Name	Position	Name	Position
Elizabeth Carter	Chair	Mark Hartman	Trustee
Joe Cowan	Chair Elect	Tod Phinney	Trustee
Mary Presecan	Vice Chair	Ari Copeland	AWWA Engineer
Kevin Bergschneider	Past Chair	Stephanie Elliott	Membership Chair
Sarah Dominick	Treasurer	Paul Fanning	Communications Chair
Ryan Walsh	Secretary	Mel Fahrenbruch	SECTORS & AFTF Project Manager
Martin Garcia	Section Director	Ann Hall	Admin Manager
Mike Berry	Trustee, JEC	Sean Lieske	CWUC Chair
Melissa Essex Elliott	Trustee	Sylvia Rottman	TEAMS
Bud Spillman	Trustee	JoAnn Vold	TEAMS

### Call to Order and Introductions

- Elizabeth Carter called the meeting to order at 1:25 p.m. It was determined that a quorum of the Board was present.
- Additional New Business item - Action Now's LCD needs replacing

### Approval of November 2011 Meeting Minutes (Ryan Walsh)

- Posted on RMSAWWA Website under Meetings Page

A motion was made by Mark Hartman and seconded by Kevin Bergschneider to approve the minutes of the November 4, 2011 RMSAWWA Board Meeting. Carried.

### Director's Report (Martin Garcia)

Martin Garcia is looking for feedback on the candidates for the positions of AWWA President-Elect, Vice President and Director-At-Large. Martin is sending an e-mail message to the Board with the pertinent information and links.

### Treasurer's Report (Sarah Dominick)

- Financial Report

Account	Balance - Oct 27, 2011	Balance -Nov 28, 2011
RMSAWWA Checking	\$86,509	\$73,185
WFP Checking Account	\$15,690	\$15,269
Investment Fund Account	\$145,191	\$129,707
Bond Fund Account	\$156,512	\$156,472
Warner Scholarship	\$55,594	\$55,640
Wells Fargo (Conf Acct)	\$9,997	\$9,996
Wells Fargo (Conf Savings Acct)	\$69,170	\$69,197

- Treasurer to include reason for any noteworthy changes in account balances
- The 990 Tax return was provided to the RMSAWWA governing board



**December 2, 2011 Officers & Committee Chairs Meeting Summary**

**Get Into Water Grant Report (Joe Cowan) [page 4]**

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.

**CDPHE Administrative Framework Task Force Update (Elizabeth Carter) -**

In 2012 and 2013, RMSAWWA will facilitate the effort to design and develop an administrative framework that the CBU will use to evaluate funding eligibility of programs. Representatives from the existing stakeholder organizations (and others) who contributed to the 2015 Strategy will be invited to apply to serve as members of the Administrative Framework Task Force (AFTF). MJF Consulting, LLC will serve as RMSAWWA's Project Manager.

- A Joint Project Team meeting was held with CDPHE on November 17
- Planning has begun to prepare for a mid January meeting with representatives from the existing stakeholder organizations (and others) who contributed to the 2015 Strategy
- Administrative Framework Task Force meetings will be held:
  - Quarterly: face-to face
  - Two months between the Quarters: interactive web meeting
- Administrative Framework Task Force Operating Procedures are being drafted.

**Committee Reports:**

Committee	Chair	Report Attached
ACE2013 Local Host	Kevin Bergschneider & Martin Garcia	Yes - page 5
Action Now	Jan Cranor & Dave Hoagland	Yes - pages 6-7
Audit & Finance	Mary Presecan	
Awards	Karen Burgi	
Bylaws	Lela Perkins	
CO Water Utility Council	Sean Lieske	
Communications	Paul Fanning	
Conservation	Jeannine Shaw	Yes - page 8
Customer Service	Dave Pershing	Yes - page 9
Membership	Stephanie Elliott	Yes - page 10
Nominating	Kevin Bergschneider	
Water Distribution	Cal Van Zee	Yes - page 11
Water Treatment	Peter McCormick	
Joint Conference Management	Dale Butler & Greg Woodward	
Joint Conference Site Selection	Jill Peterson	



**RMSAWWA**  
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**Meeting Summary**

Joint Education Council	Vicki Jones & Mike Berry	
Joint Leadville School	Jim Medlock	
Joint New Mexico Involvement	Bob Paulette	
Joint Publication	Steve Frank	
Joint Small Systems	Barb Martin	Yes - page 12
Joint Technical Activities	Steve Polson	Yes - pages 13-14
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 15
New Mexico Inst of Mining & Tech.	Danielle Shipley	Yes - page 16

**ACE2013 Local Host**– Martin Garcia and Kevin Bergschneider held a meeting recently and they plan to meet with the three vice chairs in January then include the committee chairs in a March meeting. An organization chart was provided as an attachment showing the positions that have been filled. They plan to contact the Dallas ACE2012 Local Host Committee for suggestions.

**Action Now** – See attached report and schedule for 2012. Board members are encouraged to participate or attend these seminars. Joe Cowan plans to attend the February seminar in Loveland.

**Audit & Finance** – Mary Presecan reported that she received a proposal from Jon Bunyak of Bivins & Bunyak CPAS, PLLC for a Financial Review of 2011. That quote was included in the 2012 Budget.

**Colorado Water Utility Council –**

- CWUC will give a testimony on Hydraulic Fracturing Disclosure Rules before the Colorado Oil and Gas Conservation on December 5. Sean will email that testimony information to the Board.
- Nutrient criteria – CWUC currently split on the definition of Direct Use Water Supply and is looking for consensus. CWUC supports AWWA’s stance on source water protection. Comments are due in January.
- Waste Impoundment regulations hearing is in February. Current draft includes exemptions that limit impacts on drinking water utilities.
- Federal legislation to allow electronic CCR - CWUC and national WUC support the legislation.
- With the recent rulemakings and testimony CWUC could benefit by having legal services to speak on their behalf. We should look into having representation on the National WUC. CWUC looking to make a presence at conferences within the state such as the Colorado Water Congress. RMSAWWA booth is available to the CWUC for use at conferences.

**Communications** –Paul Fanning has had discussions with contractor Ken Morris and they are going to assess the needs in order for joint committees to be able to create individual pages on a joint website.



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**Conservation** – Jeannine Shaw went to New Mexico representing the RMSAWWA Conservation Committee. The committee is nearly ready for the agreement to be signed with PNWS including a cost of \$2,500. See attached report.

**Customer Service** – They held a workshop in November which was well attended. The committee is working on plans for 2012 and discussion ensued about potentially holding a one day workshop during the Joint Annual Conference.

**Membership** – The committee is working on profile updates; holding a networking event in February; and planning to make RMSAWWA apparel available to the Section. The AWWA contribution of \$10 towards student membership will no longer be available as of January 2012. As of January 2012 the RMSAWWA Board agreed that the Section will contribute \$14 and the student will need to pay \$14 for the first time membership dues.

**Water Distribution** – The December 8 workshop was cancelled due to low registration.

**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.



## RMSAWWA December 2, 2011 Officers & Committee Chairs Meeting Summary

**Joint Water Reuse** – The outgoing chair of WateReuse 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 planning for transitions and changes including the new student chapter coordinator position. See attached report.

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

### Unfinished Business

- Education Business Plan (Elizabeth Carter) – **Separate Education Business Plan was provided with the agenda.** We are changing the way we do business. We do a lot of training and we are evaluating what we do. Elizabeth Carter encouraged the Board to review the 2010 and 2011 Education Program Performance charts on page 10 of the EBP.
- Grand Junction Water & Wastewater Conference to be held March 28-30, 2012
  - Draft MOU with the City of Grand Junction –requesting that RMSAWWA review and suggest any changes to the attached draft MOU [pages 17-19]. He will be finalizing a MOU from feedback provided by JGB and RMSAWWA. He will be talking to Jim Ginley for assistance with coordination. The City of Grand Junction will surrender the net profit and we could make \$5,000 to \$7,000. We are planning to split the net profit 50/50 with RMWEA. They had 80 attendees last year, and we have a goal of 100 attendees in 2012.
  - 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](mailto:tcw@montrose.net) by December 9th so we can get underway.
- Get Into Water! Sustainability – **The draft Sustainability Plan was distributed** at the meeting (see attachment) with a review scheduled for discussion at the Winter Planning Meeting on Feb. 2-3 at Ameristar.
- 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. The proposals for content development and delivery have been received and rated. This program is not considered a high risk – we just need to get the word out.
- Assessment Update - (Mary Presecan, Elizabeth Carter, Martin Garcia, Jim Ginley, Joe Cowan, Paul Fanning, Melissa Elliott, Kevin Bergschneider) [page 20] –See attachment



## RMSAWWA December 2, 2011 Officers & Committee Chairs Meeting Summary

for summary of the recent conference call. We will take the time to evaluate and use reserves as we work through the process so we can market it to the Section. Martin Garcia will provide the assessment timeline that was created last year. We need to create a tactical communication plan and clearly determine the message. Our education and training initiative are in line with our mission and require additional paid staff to implement. An education and training manager is necessary, and Ann Hall would have first right of refusal for such a position. A detailed budget projection will be created to show what the assessment would pay for. Mary Presecan will coordinate the next Assessment Task Force conference call in January.

### New Business

- TEAMS report (Sylvia Rottman & JoAnn Vold) – 4,000 surveys were emailed to Colorado operators on November 30, and they hope the results are helpful. Sequential testing is expected to be approved. Exam cycle changes will provide more opportunities to take the exam. The year 2013 is expected to be a peak year in the three year cycle for earning TUs. The marketing of our workshops and seminars should be ready to go out three months prior to the event; therefore, planning should begin six (6) months prior to the event.
- Youth Education and Outreach Committee Discussion (Ari Copeland) [page 21] – See attached report for the purpose, organization and responsibilities of this committee. Ari Copeland agreed to serve as the Chair of the Youth Education and Outreach Committee.

A motion was made by Tod Phinney and a second by Melissa Elliott to form a Youth Education and Outreach Committee. Carried.

- 2012 *Water Matters Fly-In* in Washington, DC will be March 7-8, 2012 – Larry Webb (NM), Bud Spillman (WY), Michelle Wind (CO) and Chris Piper (CO) are interested in participating in the Fly –In. AWWA pays for one delegate and they will pay for a second delegate if the State's Congressional Delegation is 10 people or greater. The Section will pay for the second Colorado delegate.

A motion was made by Joe Cowan and a seconded by Mark Hartman to approve the purchase of an LCD (estimated at \$1000) and replacement bulb (estimated at \$300) for Action Now. Carried.

- Jim Olson of Front Range Standards will be invited to the January RMSAWWA meeting.
- Draft 2012 Budget (Sarah Dominick) – **separate draft 2012 Budget was provided with the agenda.** The following items were discussed and revisions will be finalized by the January board meeting when the Budget will be voted on:
  - Conference net income to RMSAWWA is tentatively set at \$5,000 and the JGB will need to assess and make decisions on fees upon receiving the 2012 Conference Budget in January
  - The Section Handbook will not be printed in 2012 for a savings of \$950
  - The Warner Scholarship funds will be used for the three \$2,000 scholarships in 2012
  - Membership budget dropped the Action Now memberships



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- Student memberships - As of January 2012 the Board agreed that the Section will contribute \$14 and the student will need to pay \$14 for the first time membership dues.
- CWUC – the need for a CFWE tour was discussed. It was decided to keep this money in the budget.
- Action Now – hats will be acceptable with their balanced budget

### **Announcements and Upcoming Events**

- RMSAWWA & JGB meeting, January 6, 2012 at Denver Water
- Membership Summit, January 25-27, 2012 Denver, CO
- YP Summit, January 30, 2012, Miami, FL
- Winter Planning Meeting, February 2-3, 2012, Ameristar
- WFP Theme Dinner, Friday, March 9, 2012, Westin

The meeting was adjourned at 3:35 p.m. by general consent.

Respectfully Submitted,

D. Ryan Walsh



## RMSAWWA

### December 2, 2011 Officers & Committee Chairs Meeting Summary

**Distribution:**

John Albert	Joe Cowan	Kerry Howe	Dave Pier
Emily Allen	Jan Cranor	Frank Huang	Steve Polson
Jeremy Anderson	Sarah Dominick	Emily Huth	Mary Presecan
Andy Andreatta	Ryan Duvé	Vicki Jones	John Rehring
Jason Assouline	Jamie Eichenberger	Tye Jordan	Kirk Reimann
Heidi Bauer	Melissa Essex Elliott	Janet Leavitt	Sylvia Rottman
Kevin Bergschneider	Stephanie Elliott	Sean Lieske	Jeannine Shaw
Mike Berry	Melanie Fahrenbruch	Lee Lindeen	Danielle Shipley
Angela Bielefeldt	Paul Fanning	Barb Martin	Sonja Sjöholm-deHaas
Kyria Bosma	Susan Franceschi	Pete McCormick	Andrea Song
Jonathan Brant	Steve Frank	Jim Medlock	Bud Spillman
Karen Burgi	Terry Franklin	Jim Miller	Edyta Stec-Uddin
Dale Butler	Martin Garcia	Tom Mountfort	Jim Tallent
Natalie Cannon	Randy Giffin	Katy Mouzakis	Alejandra Tarrell
Ken Carlson	Jim Ginley	Jason Mumm	Jennifer Teerlink
Elizabeth Carter	Steve Grooters	Bob Paulette	Cal Van Zee
Tzahi Cath	Ann Hall	Lela Perkins	Jo Ann Vold
Lee Cesario	Mark Hartman	David Pershing	Ryan Walsh
Emily Coll	Matt Hayes	Jill Peterson	Mark Whitlatch
Ari Copeland	David Hoagland	Tod Phinney	Greg Woodward



**RMSAWWA**  
**December 2, 2011 Officers & Committee Chairs**  
**Meeting Summary**

**MOTIONS MADE AT RMSAWWA OFFICERS  
AND COMMITTEE CHAIRS MEETING  
December, 2011**

ITEM NO.	MOTION	APPROVED
1	Call Meeting to Order	Yes
2	Approval of November 2011 Meeting Minutes	Yes
3	Creation of a Youth Education Outreach Committee	Yes
4	Approve the purchase of an LCD and replacement bulb for Action Now	Yes

**ATTACHMENTS  
December, 2011**

ITEM NO.	LIST OF MEETING ATTACHMENTS	PAGES
1	December 2011 Agenda	3
2	Get Into Water Weekly Project Update	1
3	ACE 2013 Local Host Committee Org Chart	1
4	Committee Reports (from agenda)	11
5	Draft MOU between RMSAWWA/RMWEA and the City of Grand Junction - includes updated version	3
6	Assessment Discussion	1
7	Youth and Outreach Committee	1
8	Education Business Plan - provided with agenda	
9	Draft Get Into Water Sustainability Plan	4
10	Supervisory Program - provided with agenda	
11	Draft 2012 RMSAWWA Budget - provided with agenda	

**ACTION ITEMS  
December, 2011**

ITEM NO.	LIST OF ACTION ITEMS	DUE DATE
1	Send Martin Garcia feedback on AWWA candidates for President Elect, Vice President and Director At-Large	1/22/12
2	CWUC Dec 5 <sup>th</sup> testimony to the Colorado Oil and Gas Commission on Hydraulic Fracturing Disclosure Rules to be emailed to Board. Sean Lieske	ASAP
3	Board consideration of Get Into Water sustainability funding.	2/2/12
4	Volunteers needed to coordinate technical program at Grand Junction Conference in March	ASAP
5	Provide MOU between RMSAWWA and Grand Junction regarding conference in March. Mike Berry	12/9/11
6	Approval of RMSAWWA budget	1/6/12



# RMSAWWA December 2, 2011 Officers & Committee Chairs Meeting Agenda

## RMSAWWA Meeting Time/Location:

- December 2 2011, 1:00-3:00 p.m.
- Denver Water, Board Room

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

- Quorum
- Agenda Additions

## Approval of November 2011 Meeting Minutes (Ryan Walsh) (3 min)

- Posted on RMSAWWA Website under Meetings Page

Will need a motion and a second to approve the minutes of the November 4, 2011 RMSAWWA Board Meeting

## Director’s Report (Martin Garcia) (5 min.)

## Treasurer’s Report (Sarah Dominick) (5 min.)

- Financial Report

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## Get Into Water Grant Report (Joe Cowan) (5 min.) [page 4]

## CDPHE Administrative Framework Task Force Update (Elizabeth Carter) (5 min.) –

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## RMSAWWA December 2, 2011 Officers & Committee Chairs Meeting Agenda

### Committee Reports: (30 min.)

Committee	Chair	Report Attached
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New Mexico Inst of Mining & Tech.	Danielle Shipley	Yes - page 16

### Unfinished Business (20 min.)

- Education Business Plan (Elizabeth Carter) - **see separate Education Business Plan attachment**
- Grand Junction Water & Wastewater Conference to be held March 28-30, 2012
  - Draft MOU with the City of Grand Junction -requesting that RMSAWWA review and suggest any changes to the attached draft MOU [pages 17-19]
  - 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](mailto:tcw@montrose.net) by December 9th so we can get underway.
- Get Into Water! Sustainability - the plan will be distributed at the meeting
- Supervisory Program - **see separate Supervisory attachment**
- Assessment Update - (Mary Presecan, Elizabeth Carter, Martin Garcia, Jim Ginley, Joe Cowan, Paul Fanning, Melissa Elliott, Kevin Bergschneider) [page 20]



## RMSAWWA December 2, 2011 Officers & Committee Chairs Meeting Agenda

### **New Business (30 min.)**

- TEAMS report (Sylvia Rottman & JoAnn Vold) – should provide an update on the survey of operators
- Youth Education and Outreach Committee Discussion (Ari Copeland) [page 21]
- 2012 *Water Matters Fly-In* in Washington, DC will be March 7-8, 2012
- Draft 2012 Budget (Sarah Dominick) – **see separate Budget attachment**

### **Announcements and Upcoming Events**

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- YP Summit, January 30, 2012, Miami, FL
- Winter Planning Meeting, February 2-3, 2012, Ameristar
- WFP Theme Dinner, Friday, March 9, 2012, Westin

### **Teleconference Information:**

Please email Ann Hall [ann.e.hall@comcast.net](mailto:ann.e.hall@comcast.net) if you plan on participating via conference call.  
Phone number 1-888-809-4012, pass code 7641593#



## Weekly Project Update November 21, 2011

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### 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.

**ACE 13 Local Host Committee**

**Co-Chair**  
Kevin Bergschneider  
*HDR*

**Co-Chair**  
Martin Garcia  
*Denver Water*

**Vice Chair**  
Larry Catalano  
*Aurora Water*

**Vice Chair**  
Greg Bostrom  
*Colorado Sprins Utilities*

**Vice Chair**  
Jim Lochhead  
*Denver Water*

**Committees**  
Facility Tours  
Ray Olson  
*Town of Castle Rock*

**Committees**  
International Visitors  
Karen Burgi  
*Black & Veatch*

**Committees**  
Welcome  
Barb Martin  
*Orica Watercare*

**Committees**  
Publicity  
waiting for confirmation

**Committees**  
Tapping  
Dave Hoagland  
*Town of Castle Rock*

**Committees**  
Session Monitors  
Jill Peterson  
*CH2MHILL*



## RMSAWWA Committee Report

<b>Committee Name:</b>	Action Now	<b>Committee Chair:</b>	Cranor/Hoagland
<b>Date of Report:</b>	November 29, 2011	<b>Board Liaison:</b>	Joe Cowan
<b>Next Committee Meeting:</b> January 2012			
<b>Activities Since Last Report:</b>			
<p>The Action Now Committee presented a seminar in Grand Junction, Colorado on November 17th. Training topics were as follows: Well Construction and Pump Production Principles (Hemenway), Well Record keeping and Rehabilitation (Hemenway), Operator Certification Matters, (Moore), Valve Application and Maintenance (Walls), Sling and Rigging Safety, (Pleinis), Operations and Maintenance of Water Storage Tanks (Beavers).</p> <p>The seminar had 56 preregisterd, 3 on-site registrations, and 1 no-show for a total of 58 attendees. The historic 10 year average for this location is 73 and the previous three year average is 67 participants.</p>			
<b>Upcoming Activities/Future Plans:</b>			
<p>The next seminar will be held on Thursday January 26, 2012 in Canon City. The previous 3 year average attendance for the January seminar is 72.</p>			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
No			
<b>Volunteer Needs:</b>			
<p>Does your committee need volunteers? Yes <input type="checkbox"/> or No <input checked="" type="checkbox"/></p> <p>Is the need short-term? Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>Is the need long-term? Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>Please briefly describe the need?</p>			
<p>Don't forget to update the online RMSAWWA Calendar and your committee's webpage. Send updates to Ann Hall at <a href="mailto:ann.e.hall@comcast.net">ann.e.hall@comcast.net</a>.</p>			



## 2012 Seminar Calendar Action Now Training Seminars Planned

Thursday January 26	Canon City
Wednesday, February 22	Loveland/Ft Collins (TBD)
Thursday, March 22	Montrose
Thursday, April 19	Sterling
Thursday, May 17	Durango
Thursday, June 21	Steamboat Springs
Thursday, July 26	Glenwood Springs
Thursday, August 23	Alamosa
Thursday, October 25	La Junta
Thursday, November 29	Grand Junction

As agendas and registration information becomes available it will be posted on the RMSAWWA website [www.rmsawwa.net](http://www.rmsawwa.net)



## RMSAWWA Committee Report

<b>Committee Name:</b>	Conservation	<b>Committee Chair:</b>	Jeannine Shaw
<b>Date of Report:</b>	11/23/11	<b>Board Liaison:</b>	Melissa Essex-Elliott
<b>Next Committee Meeting:</b> 12/12/11 @ Westminster Reclamation Facility			
<b>Activities Since Last Report:</b>			
<p>Held a moderated discussion around the topic of water conservation rebates. Had participation from Wyoming, CO and NM which was great. Some people just starting rebate programs, others re-evaluating what they are offering. Great info sharing/learning opportunity.</p> <p>New Mexico Water Conservation Alliance hosted Jeannine Shaw at their November 17th meeting in Albuquerque NM. She did a short presentation on RMSAWWA, how people could get more involved, what the conservation committee is working on. Got to learn more about where NM is at in terms of their water conservation programming/goals and how the certificate program would fit in with that. Also presented on Denver Water conservation activities.</p> <p>Have gone through about 4 drafts of the user-agreement with the PNWS.</p> <p>Was not able to make it to CWUC meeting</p>			
<b>Upcoming Activities/Future Plans:</b>			
<p>Still finalizing User-Agreement with PNWS--much more difficult than we had anticipated.</p> <p>December meeting will focus around Water Festivals and Youth Education related to conservation. Will have a couple of presentations and then a moderated discussion.</p>			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
<p>We will need the board to review and hopefully sign the user-agreement as soon as it's ready so that the purchase can be made this year.</p>			
<b>Volunteer Needs:</b>			
<p>Does your committee need volunteers? Yes <input type="checkbox"/> or No <input checked="" type="checkbox"/></p> <p>Is the need short-term? Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>Is the need long-term? Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>Please briefly describe the need?</p>			
<p>Don't forget to update the online RMSAWWA Calendar and your committee's webpage. Send updates to Ann Hall at <a href="mailto:ann.e.hall@comcast.net">ann.e.hall@comcast.net</a>.</p>			



## RMSAWWA Committee Report

<b>Committee Name:</b>	Customer Service	<b>Committee Chair:</b>	David Pershing
<b>Date of Report:</b>	22-Nov-11	<b>Board Liaison:</b>	Melissa Elliott
<b>Next Committee Meeting:</b>	2 Dec 11		
<b>Activities Since Last Report:</b>			
Had workshop activity 11/4 at East Cherry Creek Valley W&S. Speaker was Ana-Christina Wadle. Approximately 50 attendees.			
<b>Upcoming Activities/Future Plans:</b>			
Committee meeting 2 Dec 11. Will be planning the 2012 year in a 'skeleton' format to be 'fleshed out' at subsequent committee meetings.			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
Not at this time. I do believe that Melissa will be attending our December meeting next week.			
<b>Volunteer Needs:</b>			
Does your committee need volunteers? Yes or <b>No</b> All positions seem to be covered at this time. Is the need short-term? Yes or No Is the need long-term? Yes or No Please briefly describe the need:			
Don't forget to update the online Calendar and your committee's webpage. Send updates to <a href="mailto:ann.e.hall@comcast.net">ann.e.hall@comcast.net</a>			



## RMSAWWA Committee Report

<b>Committee Name:</b>	Membership	<b>Committee Chair:</b>	Stephanie Elliott
<b>Date of Report:</b>	11/23/2011	<b>Board Liaison:</b>	Kevin Bergsneider
<b>Next Committee Meeting:</b>			
<b>Activities Since Last Report:</b>			
Continue welcome/thank you letters for new and renewing members			
<b>Upcoming Activities/Future Plans:</b>			
Begin working on updating membership information - put together an membership update event with an incentive			
Begin initial planning of a networking event in February			
Continue working on setting up the apparel link and merchandise purchase			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
<b>Volunteer Needs:</b>			
Does your committee need volunteers? Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>			
Is the need short-term? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Is the need long-term? Yes <input checked="" type="checkbox"/> or No <input type="checkbox"/>			
Please briefly describe the need?			
Committee members to assist with committee tasks - recruiting and retaining members			
<p>Don't forget to update the online RMSAWWA Calendar and your committee's webpage. Send updates to Ann Hall at <a href="mailto:ann.e.hall@comcast.net">ann.e.hall@comcast.net</a>.</p>			



## RMSAWWA Committee Report

<b>Committee Name:</b>	Water Distribution	<b>Committee Chair:</b>	Cal Van Zee
<b>Date of Report:</b>	November 28, 2011	<b>Board Liaison:</b>	Joe Cowan
<b>Next Committee Meeting:</b>			
<b>Activities Since Last Report:</b>			
Committee meeting held on October 13, 2011			
<b>Upcoming Activities/Future Plans:</b>			
Workshop to be held on December 8, 2011, at the Eagles Aerie			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
No			
<b>Volunteer Needs:</b>			
Does your committee need volunteers? XYes or No Is the need short-term? Yes or No Is the need long-term? Yes or No Please briefly describe the need: Replacement of members leaving because of job changes			
Don't forget to update the online Calendar and your committee's webpage. Send updates to <a href="mailto:ann.e.hall@comcast.net">ann.e.hall@comcast.net</a>			



## RMSA WWA/RMWEA Joint Committee Report

<b>Committee Name:</b>	Joint Small Systems	<b>Committee Chair:</b>	Barb Martin
<b>Date of Report:</b>	November 23, 2011	<b>Board Liaison:</b>	Elizabeth Carter
<b>Next Committee Meeting:</b> Early December			
<b>Activities Since Last Report:</b>			
<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>			
<b>Upcoming Activities/Future Plans:</b>			
December meeting – 2012 planning.			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
Not at this time.			
<b>Are you Looking for Additional Committee Members? Or other Support?</b>			
Yes – we always welcome new members!			
Don't forget to update the online Calendar and your committee's webpage. Send updates to <a href="mailto:rmsadmin@rmsawwa.net">rmsadmin@rmsawwa.net</a> .			



## RMSA WWA/RMWEA Joint Committee Report

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

<b>Joint Technical Activities Committee</b>												
<b>Luncheon Seminar Summary</b>												
<b>2011-2012 Season</b>												
<b>Luncheon Date</b>	<b>Topic</b>	<b>Attendees</b>	<b>Non-Member</b>	<b>Student</b>	<b>Number of No-Shows</b>	<b>Paid</b>	<b>Percent</b>	<b>Number of Non-Reserved</b>	<b>Total Revenue</b>	<b>Total Cost</b>	<b>Effective Cost/Paid Attendee</b>	<b>Net Revenue (Loss)</b>
10/13/11	UV System Performance Testing	29	3	4	2	2	100%	3	\$615.00	\$397.20	\$11.04	<b>\$217.80</b>
11/17/11	Statewide Nutrient Limits	79	10		3			2	\$1,650.00	\$928.53	\$10.78	<b>\$721.47</b>
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		<b>(\$50.00)</b>
	Planning Meeting											
	<b>Season Total</b>	<b>108</b>	<b>13</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>40%</b>	<b>5</b>	<b>\$2,265.00</b>	<b>\$1,375.73</b>		<b>\$889.27</b>



## RMSAWWA/RMWEA Joint Committee Report

<b>Committee Name:</b>	Young Professionals	<b>Committee Chairs:</b>	Heidi Bauer & Mark Whitlatch
<b>Date of Report:</b>	November 28, 2011	<b>Board Liaisons:</b>	Will Raatz (RMWEA) & Jason Assouline (RMSAWWA)
<b>Next Committee Meeting:</b> December 2, 2011			
<b>Activities Since Last Report:</b>			
<ul style="list-style-type: none"> <li>• Celebration for University of Wyoming Student Design Competition team winning 1<sup>st</sup> Place at WEFTEC! – Nov. 11<sup>th</sup></li> <li>• Coordinated friendly competition for 9Cares/Colorado Shares Food Drive</li> <li>• Broncos Social with ASCE’s Younger Members Group and NUCA-CO – Nov. 17<sup>th</sup> at Blake Street Tavern (solicited sponsors to pay for event)</li> </ul>			
<b>Upcoming Activities/Future Plans:</b>			
<ul style="list-style-type: none"> <li>• Year-End RMWYP Committee Celebration &amp; Committee Meeting</li> </ul>			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
Recruit Company/Utility Liaisons & YP Operators to YP Committee!			
<b>Are you Looking for Additional Committee Members? Or other Support?</b>			
We are still looking for YPs interested in getting involved in the RMWYP Committee, ESPECIALLY ACTIVITIES CO-CHAIRS.			
Don’t forget to update the online RMSAWWA Calendar and your committee’s webpage. Send updates to Barb Martin at <a href="mailto:rmsadmin@rmsawwa.net">rmsadmin@rmsawwa.net</a> .			



## RMSA WWA/RMWEA Joint Committee Report

<b>Committee Name:</b>	New Mexico Tech Student Chapter	<b>Committee Chair:</b>	Danielle Shipley
<b>Date of Report:</b>	11/22/11	<b>Board Liaison:</b>	Steve Glass
<b>Next Committee Meeting:</b>	Early December?		
<b>Activities Since Last Report:</b>			
We had one meeting and continue to be involved with the Watershed Watch elementary educational program with the charter school here in Socorro.			
<b>Upcoming Activities/Future Plans:</b>			
We are planning to take a tour of our heating and cooling facilities on campus on or around December 2 <sup>nd</sup> . We also are planning to register a team for the design competition in the spring.			
<b>Does your Committee require Board Action or Involvement? What is it and When?</b>			
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.			
<b>Volunteer Needs:</b>			
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 <a href="mailto:ann.e.hall@comcast.net">ann.e.hall@comcast.net</a></p>			

## 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?

## **Assessment Discussion:**

**What** we'd use the assessment for – Training and Education programs

- What exactly this is up to the Board.
- No shortage of uses...(see attached Education Business Plan Items as a start)
- Income/expenses plus assessment = what we can sustainably do
- What we can do is based on our priorities and funding, preferably in that order (see attached funding spreadsheet for potential dollars)

**Why** - we're changing the way we do business

- responding the changes in the water business
- we want to deliver what our members expect, fulfill our mission
- our volunteer base is fully utilized – we need someone dedicated to the Education and Training Program

**When** – we need a plan

- communication plan
- timeline

**How** – build the structure using the \$ in the bank, then hire someone to manage the program; let's start doing the right things with the money in the bank and make it sustainable with the assessment (initial investment up front is okay)

- Utilize Susan F. and Melissa and Paul to help us craft the message and move the process forward
- Like the Illinois Section approach (see attached letter)
- Invite Susan F. to our next meeting

**Who** – we need a job description for ETC

- Full time employee? Does Ann want to work full time for us? Is she interested in this?
- Part time contract employee?
- Hybrid option - Relieve Ann of some existing functions and let her take on some of this, then add another contract employee to fill the gaps(explore this with Ann)

## **YOUTH EDUCATION AND OUTREACH COMMITTEE**

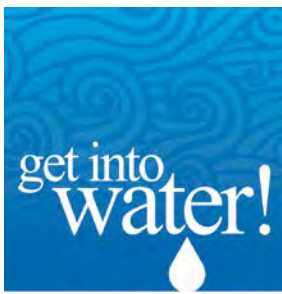
1. Purpose: To provide a vehicle for the RMSAWWA to educate and outreach to youth (K-12 grade) about the water profession and the importance of water treatment. The committee shall do this by having member participation with local school events as well as supporting AWWA initiatives that involve Youth Education and Outreach (i.e. Model Water Tower Contest etc.)
2. Organization: Membership: Committee Chair appointed by Section Chair. Committee Chair shall appoint additional committee members as necessary to carry out assigned responsibilities.

Term: Three (3) years.

Reports To: RMSAWWA Governing Board.

Succession: Senior committee member appointed Committee Chair by Section Chair.

3. Responsibilities:
  - 3.1. To carry out education programs that allows the RMSAWWA Membership to interact with local students (K-12) about the Water Profession.
  - 3.2. The Committee Chair shall comply with the duties and responsibilities previously outlined in this document.
4. Written Reports/Communications:
  - 4.1. Work with Communications Committee to highlight committee activities on website.
  - 4.2. Submit monthly reports of committee activities to the Governing Board.
  - 4.3. Annually submit a proposed budget to the Treasurer for approval by the Governing Board.
  - 4.4 Provide revenue and expense receipts to the RMSAWWA Treasurer following each event, along with number of attendees.



## **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](http://www.getintowaterco.org).

### **Rationale**

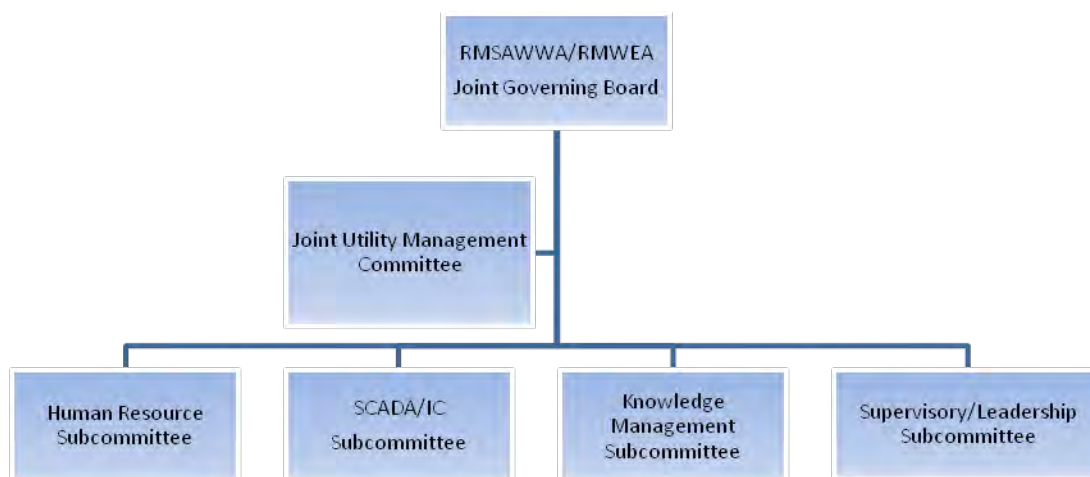
According to the AWWA 2011 State of the Industry Report, workforce is the third most inadequately addressed issue in the water industry. The Rocky Mountain region has been fortunate to receive funding support for the GIW initiative which is focused on workforce issues. The initiative has led to several 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.