

IWPCA Collection System Committee Meeting Minutes  
December 6, 2012  
Best Western Marshalltown, Iowa

Attendees: Glen Petersen, Kevin Moler, Roger McFarland, Adam Smith, Steve Simons, Bryan Robinson, Jim Lund, and Mark McGuire.

The meeting opened at 9:03 with a open call for changes to the committee contact list. No changes were reported.

This was followed by an update from Kevin Moler concerning the Specialty Conference Program Development. Kevin indicated that he had 1 speaker slot open. Steve Simons called his guy and the speaker slot was filled. The committee recommended that opening remarks be given by either Jim Rassmussen or Scott Wienends as a back up.

Kevin indicated that he only has a few speaker biographies. This issue will need to be addressed before go to print so that we can confirm CEU's.

Roger McFarland has found a new PACP trainer for this year. Al Berkner from the Chicago, IL area has offered his services. The fees for this service have not been finalized at this time. Roger will communicate with the committee and a decision will be made to move forward if the fees are reasonable. Kevin indicated that the fee issue will need to be resolved before we go to print at the end of the year.

The fees for the 2012 conference were as follows:

	Fee:	Attendees
Collection System Exam:	\$45	
Membership:	\$90	88
Non-Membership:	\$100	87

The IAWEA Executive Board recommends that at least a \$10 difference between member and non –member fees be collected for conferences.

Motion: Glen Peterson made a motion that conference fees be raised to \$100 for members and that non-member fees be raised to \$110. Kevin Moler seconded the motion. The motion carried.

Roger McFarland presented the committee with several choices for the attendance gift. The committee selected the Stadium Seat that converts into a Fleece Blanket. There is a price break if we order 250. So that is what was decided. Mark McGuire will forward artwork to Roger McFarland so that the order can be processed.

A decision was made to retain Todd to provide AV support during the conference as we did last year. Todd's fee for a day and half plus set up and tear down is \$475. We will follow the same scope of supply as the 2012 conference. Mike Czipar will coordinate with Todd for particulars and Projectors. We will use 3 screens again this year in the conference room.

It was decided to extend the vendor area into the breakfast area at the next conference. Deanna Davis will stay over to coordinate logistics on Wednesday. Rooms A1, A2 and B will be available at 4 PM on Wednesday for set up. The Breakfast room will be available after 9 PM Wednesday. The CSC will meet on Wednesday evening in Mr. G's for dinner and pre-conference planning. Breakfast will be held in the pool area.

Bryan Robinson volunteered to be in charge of the vendor area. This year, we will extend the vendor area in to the breakfast area. There was discussion regarding logistics to make this happen. It was decided that all booth locations will have a power outlet available. Additional electrical extension cords will need to be purchased to facilitate this item. This item was approved as part of the budget in the last meeting. Based upon the new layout we hope to make 40 paid vendor tables available. The cost per vendor table has not yet been set. An email will be sent to the committee for approval.

Motion: Adam Smith made a motion that we offer the same type of meal as we have offered in the past. Steve Simons seconded the motion. The motion carried.

The committee has chosen the following lunch items: carved ham, baron of beef, mashed potatoes and gravy, and green beans along with pea salad and potato salad. The committee decided to order more donuts and fewer muffins. And place break items at both ends of the vendor area. The social time will take place in the pool area. The committee will pay for wings and chips and salsa. And drinks will be sponsored by the Marshalltown, IA visitor's bureau.

Deanna indicated that the hotel has installed more WIFI access points in the hotel to address the connectivity issues previously experienced. If this issue can not be resolved, this is a deal breaker for the conference in the future.

Glen Petersen provided an update on the Collection System Certification Program. Glen has been working with Jim McElvogue to prepare a CVENT on-line registration form. Attendees will also be able to mail in their registration to Ames and the data will be entered manually as necessary. Glen is also going to prepare a post card that will go to everyone who needs to renew their certification. A \$10 discount will be made available for renewals prior to a certain date.

Some discussion took place concerning a recommendation that the Collection System Committee should charge more for members than non-members renewals. It was also suggest that there should be a difference in testing fees for members and non-members. The committee recommends the following: 1. the membership committee needs to give direction to the executive board and on to the committees as to how the billing issue should be handled. 2. That members receive some tangible benefit for membership. 3. That a mechanism be put in place to verify member and non-member. 4. As part of the CVENT registration individual could provide their member number and if it matches their identity in the system that they be allowed the member rate. Otherwise, they be charged the higher rate and that a member number be assigned to that individual. Some individuals attend 1 conference every 2 years to maintain their CEU's. As such a mechanism could be put in place to allow for a 2 year membership extension for these individuals.

Glen Petersen indicated that ABC will no longer allow customized exams. And that they will no longer provide a master exam CD and allow us print our own booklets. This is to maintain quality Control, test security, program integrity and so that they can enhance their level of accreditation. The grade fee through 2015 will be \$37 per examinee. However as we transition to the new system, the exam fee will increase. With this new system, they will be able to offer web-based training at select sites for \$39 an examinee. Test sites to be announced. And computer based exams for \$75 for a 2 hour exam session at 2 locations (Davenport and Des Moines).

Curtis Kampmann and James Lund attended the Annual Conference Planning meeting. They will continue to represent the committee on this subcommittee for the 2013 planning year. They have indicated that the Collection System Committee has been given autonomy to select speakers, topics and establish our program. Due to the timeliness of this task, it has been delegated to James and Curtis to coordinate with the Annual Conference Planning Committee and work to develop this program. A number of speakers and topics have been provided as part of the request for presentation for the Specialty Conference. These will be forwarded to James and Curtis and they will work to develop this program.

The annual conference has asked the Collection System Committee wants to show large equipment inside of the vendor area at the annual conference. The vendors did not want to accept this opportunity. But they felt that it could be placed as an open invitation following the fees established at the Coralville conference.

The Annual Conference Planning Committee and the Executive Board would like have the Collection System Committee offer another Collection System Field Demonstration program. After some open discussion it was decided to offer a program on:  
"Construction Equipment Use and Operation"

Bryan Robinson will coordinate with the City of Dubuque to find a location where we can set up to actually dig and move dirt. The idea is to have a program where people can actually get in and operate the equipment and not just watch it being done. We need to find equipment vendors to provide equipment and develop a program of what plan to do. Adam Smith is going to work to provide a classroom program to complement the field training. He is going to speak with United Rental and Paul Wigands with SUDAS. Bryan Robinson and Adam Smith will coordinate to develop this program and present it to James and Curtis for the Annual Conference Planning Committee.

Ken Goering was not present to give an update on the Golden Manhole Society. The Golden Manhole Committee will hold their annual meeting on Friday Morning at the 6 AM Breakfast for members of the Golden Manhole Society. The Hotel location to be announced.

Mark McGuire and Bryan Robinson will coordinate to develop a recommendation for the Maintenance Award.

Future Agenda Item: Mark McGuire will develop a motion to create a collection system award to be given to Small Systems and large systems. Their will be a list of criteria developed and a plaque will be created to enhance awareness and professionalism of the collection system operations. This will be taken on by the Collection System Committee and all correspondence will go through the committee.

Motion: Glen Petersen made a motion that the IAWEA Collection System Committee sponsor the safety speaker that Roger McFarland recommended for the annual conference for the key note speaker session on Thursday at a time when everyone will be in attendance. (The Collection System Committee recommends Thursday lunch. The annual conference planning committee shall have final authority in deciding if and when this motion will be executed.) Jim Lunch seconded the motion. The motion passed.

Motion: Steve Simons made a motion that the IAWEA Collection System Committee establish an IAWEA Collection System Scholarship award in the amount of \$250. Roger McFarland seconded the motion.

Motion: Steve Simons made a motion to purchase 10 manhole rugs. 1 to be raffled off and 9 to placed up for sale at cost plus \$25. The proceeds of the raffle and sale of rugs will go towards the IAWEA Collections System Scholarship Award for \$250. Jim Lund seconded the motion.

The next meeting dates are as follows:

- a. March 6-8, 2013
- b. April 25, 2013
- c. Propose a series of strategic planning meeting with dates to be announced.

A working lunch was held in the meeting Room.

Motion: Jim Lund made a motion to adjourn at 12:43. Bryan Robinson Seconded. Motion carried.