



## PROUD HOST OF THE 2008 STOCKHOLM JUNIOR WATER PRIZE CONTEST

Dedicated to the Preservation and Enhancement of Florida's Water Environment

Member Association of the Water Environment Federation

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## Board of Directors Meeting

April 15, 2007

Orlando, Florida

## MINUTES

The regularly scheduled Board of Directors meeting of the Florida Water Environment Association met at the Rosen Plaza Resort on International Drive, Orlando, Florida. Officers in attendance were:

President Kart Vaith	*Greg Perrine
*Vice President Chris Staubus	Howard Wegis
Secretary Fred Rapach	Utility Council President
Treasurer Pam Holcomb	Henry Hicks
Past President Ken Rearden	Operations Council Rep
WEF Directors	*Albert Heller
*Mike Cliburn	Executive Director
Tom Helgeson	Thomas Lothrop
FWEA Directors	Executive Manager
*John Giachino	*Holly Hanson
Don Maurer	*absent

Guests Chuck Flynn Broward County  
Scott Kelly FWRC Chairman  
Christianne Ferraro DEP Reuse Committee Chair  
Brandon Selle, MARC  
Nabil Muhaisen

I. **Call to Order:** At 9:15 Chairman Vaith called the board meeting to order and introduced guests Chuck Flynn, Broward County and Scott Kelly FWRC (Florida Water Resource Conference) Chairman, Christianne Ferraro, Reuse Committee Chair, Brandon Selle, MARC and Nabil Muhaisen, Mutual Organizations

II. **Roll Call:** Secretary Rapach called the roll with members present and absent as noted above. Past meeting minutes were presented. Motion and a second to accept the minutes was received; motion passed without comment or objection.

### **III. Finance Committee Report**

Treasurer report presented by Pam Holcomb, Pam commented that the leadership committee has received a good response on requests for data information sheets from various committees.

Income budgeted last year was \$511,800.00 this year \$610,300.00 sources include dues, interest, seminars, FWRC, workshops, golf tournaments etc. Review of income expected from the FWRC it was recommended to reduce projected budgeted income from 60K to 35K, Don. Maurer commented on avoiding double counting projected revenue from both committee efforts and seminars. Kart suggested increasing WEFTEC expenses from \$2400 to \$7,000. Kart commented on increasing Water Resources Journal expenses to \$2,000 that would cover expenses from an outstanding bill. Allocate \$10,000 for water for people. The proposed Budget also included \$12,000 for a future contract book keeper. A modified budget will be presented at the 2007 annual meeting for approval.

Discussion on Student Design Competition included a concern on the number of schools participating, why and why not need to improve rules for competition, judging, criteria, selection of project etc.

**Action item** it was agreed establish subcommittee to review the Student Design Competition Program which would include rules for competition, participation, organization, review issues and propose recommendations with focus to improve school participation, project selection, judging etc

Members

Fred Rapach

Ken Rearden

Christine Miranda

Discussion on this year's event

**Motion** For this year's (2007) Student Design Competition allocate \$ 1000 to each school for participating in the Student Design event. Motion by Tom Helgeson second by Ken Rearden passed without objection

Discussion on proposed portable FWEA display board for use by local chapters. Agreed to include \$5000 in proposed budget to purchase display board.

### **IV. WEF Directors Report** presented by WEF Director Tom Helgeson

More focus in organization through the WEF House of Delegates. Ideas are being generated through brain storming from local associations. Encourage local associations to participate. WEF is continuing to look at Governance models. For background the WEF board of trustees going to 16 members but policy direction is still from House of Delegates of which only House can elect trustees. Committee structure very complex and there is a need to review organization make-up. One possibility is to look to focus groups within committee structure for better organization. House of Delegates charged to form new governance program including election of officers, chairing of committees, speaker of house, qualifications etc. Reviewing various governance models for example Committees could report through the House of Delegates. FWEA is getting more visibility at WEF. Tom mentioned that the FWEA Guest at the 2007 FWRC is Rebecca West WEF Vice President from Spartanburg Utility in South Carolina.

Kart proposed a future workshop with the Directors at large to be better organized and focus on specific responsibilities for the next year this also includes reaching out the local chapters more than ever. One suggestion is for FWEA officers to attend local chapter meeting within their local area.

### **V. Directors Update:**

Don Maurer indicated that the proposed summer seminar is planned for Orlando in early September. It will be a two day event with Golf and vender booths.

Tom Helgeson reporting for John Giachino and Greg Perrine, a partnership brochure for the Stockholm Junior prize event has been produced and ready for distribution. The 2007 Stockholm event will be in Phoenix, AZ, with the 2008 event scheduled for Orlando.

There is a request from the Water Reuse committee in association with the Water Reuse of Florida to consider a resolution addressing use of the term :”Microconstituents” as a more generic and appropriate term for reference to additional contaminants of concern in water. The resolution will be made available for discussion, signature and potential adoption by FWEA

Howard Wegiss reported the Constitution and Bylaw changes were sent to WEF bylaws committee for comment; suggested changes were incorporated. Examples included were the replacing of Board with Board of Directors and removing reference to Executive Board. Main bylaw changes included combining Secretary-Treasurer and terms of both Board and Directors at Large members and the addition

of the President-Elect position. The proposed changes will be presented to the membership at the annual meeting on Tuesday April 14, 2007.

Brandon Selle reported on the MARC: Recruitment for membership is on-going, information cards are being distributed, and there is a wide interest for participation. Kart suggested using board members with utility interest to contact their vendors and consultants about recruiting and participation on the MARC.

Nabil Muhaisen continuing to work with the AWRA regarding the issue of cost for the proposed joint watershed publication

**VI. Utility Council Update:** Henry Hicks, Utility Council reported the council has been active in representing utility interests in the following areas, Biosolids, the proposed rule language regarding land application of Biosolids, on site Septic systems, Senate bill 444 Alternative Water Supply funding and the ongoing joint funded reef study. In addition the FWEA and the AWWA Utility Councils have been continuing to work together on common water related issues. More detailed information on each item mentioned and additional items are available in the current Utility Council published annual report.

**VII. Operations Council Report:** Operations Council Report representative not available, currently setting up various FWRC operations competition events.

**VIII. Leadership Retreat:** Tom Lothrop well attended and resulted in four areas to focus on improving  
Development and refining a Strategic plan for FWEA, re-imaging  
Improving and maintaining high quality tech seminars  
Revising and improving the Student Design Completion program  
Updating the Website message board, improving communication both internal and external  
A final report is due that will capture the four areas of concern with additional details for specific action in each category. Was noted how important the image we present to the membership.

**IX. Executive Manager Report:**

Kart Vaith, Proposed need for a bookkeeper. Kart proposed a bookkeeping contract with Jan Peters at \$35 per hour to keep and maintain the books for the FWEA Board of Directors and the FWEA Utility Council. Kart recommended an amendment to the contract that would limit the amount of hours not to exceed 30 hours per month unless approved. Tom Helgeson recommended looking at the proposed budget to see if such a contract is affordable. Recommended a cap on monthly hours. Tom Helgeson, look at budget if affordable, Pam Holcomb outlined various areas a bookkeeper could help and improve such as detailing portions of the Utility Council budget with better coordination with the FWEA Board Budget. Size of the organization and the budget may justify a bookkeeper, possibly form an internal audit committee. The addition of a bookkeeper does not relinquish check signing authority, Treasurer will control, cost will be shared between FWEA Board and Utility Council \$6000 each, main objective controlling and documenting checks, balancing accounts spend more time on board business less time on bookkeeping.

Tom Lothrop **made a motion to** Authorize Kart Vaith to enter into negotiations to secure a contract to hire Jan Peters as a bookkeeper for the FEWA Board and the Utility Council at \$35 dollars per hour not to exceed 30 hours per month. Approved contract will be on a month to month basis. Fred Rapach second, discussion Tom Helgeson is board comfortable with qualifications of proposed contractor? Kart will work with Treasurer Pam Holcomb and negotiate and complete a contract to be brought back to the FWEA Board. Motion passed without objection.

Tom Helgeson presented a discussion that the increased size and growth of the FWEA organization may require an audit process as part of good business practice. Tom introduced a **motion** to direct the President (Kart) to look into forming an internal audit committee. Kart will work with the Holly Hanson, executive director and Henry Hicks, Utility council chairman, in the formation of an audit committee, second by Tom Lothrop; motion passed with no objection.

**XI. Other Business:**

Scott Kelly presented information on Water for People an organization with a mission to provide people in parts of the world access to safe drinking water, A Florida group has been formed, Florida Water Association; members of the group have traveled to the Country of Honduras to observe the conditions. Scott is requesting FWEA to participate and to help set aggressive funding goals and possibly combine the 2008 Stockholm Junior water prize program and Water for People to present and discuss actual needs of safe drinking water. Scott suggested working together with all the water related associations in the state of Florida including the Governors office on this effort. A water summit is planned for September 2008, Scott is asking for volunteers to staff various committees plan this event. The Water for People program is setting up a national network in an effort to focus attention to this serious need for safe drinking water.

**XII. Adjournment:** Kart summarized the meeting events and entertained a motion to adjourn by Tom Helgeson and second by Fred Rapach. Meeting adjourned.

Respectfully submitted, Secretary Fred Rapach

**MEETING DATES/LOCATIONS:**

<b>FWEA Board of Directors Future Meeting Dates:</b>				<b>Utility Council Future Meeting Dates:</b>			
<i>DATE</i>	<i>DAY</i>	<i>TIME</i>	<i>LOCATION</i>	<i>DATE</i>	<i>DAY</i>	<i>TIME</i>	<i>LOCATION</i>
JUNE 15	FRI	9:00 AM	Orlando	MAR 27	TUE	12:00 PM	HGS Office, Tallahassee
SEPT 14	FRI	9:00 AM	TBA	APR 18	WED	9:00 AM	Annual Meeting
NOV 2	FRI	9:00 AM	TBA – Depends WEF	JUN 1	FRI	9:00 AM	Kissimmee
DEC 14	FRI	9:00 AM	TBA	JUL 20	FRI	9:00 AM	Boca Raton
JAN 25, '08	FRI	9:00 AM	TBA	SEPT 7	FRI	9:00 AM	TBA
MAR 7, '08	FRI	9:00 AM	TBA	OCT 26	FRI	9:00 AM	TBA
				DEC 7	FRI	9:00 AM	TBA
				FEB 4	MON	4:00 PM	Prior to Tentative DEP Day

