



Executive Board Meeting Minutes

Date: May 3, 2017
Time: 11:00
Place: Fort Collins Utilities Wastewater Treatment Plant, Fort Collins CO
Present: Amy Burk, Dave Lewis, Scott Caldwell, Jack Mirabile, TR Yang, Charity Larson

I. Call to Order by Chair: 11:50 a.m.

II. Old Business:

- Status of Special District and Connectors List - Dave
 - Amy will email Dave Metro's list of pretreatment contacts for their connectors. Dave will add to that to create a master list/spreadsheet of pretreatment contacts in Colorado.
 - Scott will add the various contacts he has from throughout Colorado.
- Status of Website - Dave
 - Dave's wife is willing to do website updates and maintenance.
 - Scott contacted Hostway Technical Support. We may be able to edit through them, but we may need to use/purchase their software. Scott assigned to this.
 - Wix or Strikingly are other options, which offer templates for website design as well as hosting services. Strikingly allows you to transfer existing domain names.
- CIPCA By-Laws - Scott
 - 2.2 - Voting Criteria. Only CIPCA members who are Pretreatment Regulators have voting privileges. This language should be fine as it stands, even if IUs become members.
 - 2.7 - Notice of Meeting. Currently, meeting notices shall not be delivered less than 5 days nor more than 50 days before the date of the meeting. We may want to update this language so that we can give current and future members more notice of the Fall Conference.
 - 3.3 - Term of Office. All officers are limited to two consecutive 2-year terms. May want to update language to clarify if this is in the same position, or any position on the Executive Board. Also, add a provision to extend a term limit beyond 4 years in the event of a vacant position that cannot be filled.
 - Scott will re-distribute By-Laws via email to see if there is any other language in need of updating.

III. Chairperson's Report: Scott

- New Business
 - Goals for the year/big projects continued:
 1. Creating contact list/updating website a priority. Must be done before we can distribute promotional materials and advertise Fall Conference.
 2. CIPCA email account was created by TR.
 3. Facebook page was created by Amy. Login info the same as the email account.
 4. Hunter is working on brochures/promotional materials. These can be mailed to Connectors in a bulk mailing.
- June general membership meeting
 - The Denver Zoo, June 20th, 1:00 p.m.

- Amy to find out if members will need to pay zoo admission fee to go on the tour.
 - Scott will send out invitation.
- August and December general membership meetings
 - Possible ideas for the 2 remaining meetings/tours/member appreciation events of 2017 were discussed:
 1. RMWEA Joint Annual Conference, September 11th - 13th, Loveland CO. May offer as an additional event since it is in September.
 2. Dixie Elixirs, manufacture THC-infused edibles and sodas with on-site lab, test kitchen, and bottling. Amy will reach out to them.
 3. Downtown Aquarium, behind the scenes tour with underwater bar for member appreciation event. TR will contact them.
- Fall Conference Ideas – Split Session Format (IUs/Pretreatment Professionals)
 - Presentations/Speakers:
 1. Reducing Regulatory Burden (Pretreatment)
 2. EPA and State Updates (Pretreatment)
 3. Pretreatment Regulations, how local, state and federal laws dictate permittee responsibilities, Al Garcia (IUs/Pretreatment)
 4. Hazardous Waste, Dan Goetz, CDPHE (IUs/Pretreatment)
 5. Sampling Issues/Tips/Techniques/Troubleshooting/Case Studies, Craig Thomas, Transmission Supervisor, Metro Wastewater (IUs/Pretreatment)
 6. Permit and Reporting Requirements (IUs)
 7. PCIs, Ketti Holland (Pretreatment)
 8. Pretreatment Jeopardy after lunch?
 9. Round Table Discussions/Panel Q&A for afternoon sessions?
 - As attendees check in, load their lanyard flash drives with the presentations we were able to acquire ahead of time.
 - Have TUs ready ahead of time to distribute at check-in.
 - Tentative schedule was created. 9:00 a.m. start time (8:00 a.m. breakfast) and 3:30 p.m. end time was discussed. This can be adjusted as needed.

IV. Co-Chair Report: Dave

- Nothing to report at this time.

V. Treasurer Report: Charity

- \$10,669.07 in budget.
- \$829 transferred from PayPal to checking account.
- \$47 outstanding check to Scott.

VI. Secretary Report: Amy

- Additional membership dues check distributed to Charity.
- Fred Yoder of City of Boulder Wastewater has passed away. His memorial service is on May 5th. Motion to donate \$100 to a charity in his honor: Amy; Second: Charity

VII. Issues Editor Report: Jack

- Ameristar Resort & Casino has submitted a proposal for the fall conference for October 13, 2017. Contract distributed to board members for review.
 - Contract was written with a block of 40 hotel rooms. CIPCA is responsible for filling 32 of those and paying for any rooms that do not get reserved at a rate of \$199. Jack to contact hotel too see if we can block out fewer rooms, and how that would change the contract. Can we offer a discount instead? Can Ameristar offer a discount on hotel rooms for Thursday night as well?

VIII. Education/Training Report: TR

- Needs member's addresses to mail out 2016 TUs. Scott will provide these.

IX. Newsletter Editor Report: Hunter

- Not present

X. Next conference call:

- Will email to discuss dates and times for a June conference call.

XI. Next meeting:

- July 12, 2017 at 11:00 a.m.
- Colorado Springs

XII. Motion to adjourn:

- Made by: Charity
- Seconded by: Dave