



## Executive Board Meeting Minutes

Date: May 24, 2018  
Time: 12:00  
Place: Northglenn Water Treatment Facility  
Present: Amy Burk, Jack Mirabile, Alex Arnold, TR Yang

**I. Call to Order by Chair:** 12:45 p.m.

**II. Approval of Previous Meeting Minutes:**

- March meeting minutes: Motion: Amy; Second: Jack

**III. Old Business:**

- May General Membership Event – Tour of CordenPharma
  - 14 attendees
  - Somewhat favorable response, however many felt the tour was too general and would have liked to see a more detailed tour of the whole facility from start to finish.
  - Amy forwarded the email with the photos taken on the tour to Cassie for incorporation into the next newsletter.
- Brochures – Jack was able to obtain a rough draft of the brochure Hunter started last year. This was forwarded to Cassie.
- Membership Dues
  - Reminder email went out to members in March. We have 51 paid members so far. Alex will send out an additional reminder email to members who have not yet paid their dues.

**IV. Chairperson's Report:** Jack

- Goals for the year/projects/themes
  - Brochures. Metro is hosting a Connector Open House on June 6, 2018 and would like to pass out CIPCA brochures at the event. Jack will reach out to Cassie and see if it is possible to get the brochures done by then.
  - Increasing social media presence. Alex will start posting more news articles to the Facebook page that would be of potential interest to our members.
  - Increasing membership. Alex suggested reaching out to pretreatment professionals in small/unapproved programs. Alex will reach out to Al Garcia to see if he can obtain contact info for people in unapproved pretreatment programs.
- New Business
  - June General Membership Meeting
    - Avery Brewing and Boulder WWTP, June 21, 2018. Jack will reach out to Sheri to confirm time. Once time is confirmed, Alex will send out invitation, hopefully next week.
  - August Member Appreciation Event
    - Guided walking tour of Garden of the Gods. Amy will research and provide information to the Board.
    - If the Board decides to have a training event in August instead, we will research ideas for a December appreciation event.

- December General Membership Meeting
  - TR suggested having Jennifer Robinson from Utah Division of Water Quality give her 4-hour Local Limits 101, 201, 301, and 401 training that she was unable to do at this year's Region 8 pretreatment conference. Alex will reach out to her. Depending on her availability, we may move the Appreciation Event to December.
- Advertising in the Newsletter. Should we reach out to previous Fall Conference vendors and other companies to see if they would be interested in advertising in our newsletter? The idea of offering free vendor space at the Conference if they buy one year of advertising was suggested. Jack assigned to this.
- Checking the CIPCA Gmail account. The email account was not checked for several weeks. Board decided on a minimum once a week frequency for checking the email account, answering emails, and forwarding emails to appropriate person if needed.
- 2018 Fall Conference – Ameristar Resort Casino, October 12, 2018
  - On the April 12, 2018 conference call, the Board approved raising the registration fee from \$65 to \$75.
  - Jack distributed an email from Ameristar describing conference deadlines:
    - 9/10/18 – All hotel room reservations must be made.
    - 9/19/18 – Menu and meeting requirements (A/V, room layout) due.
    - 9/26/18 – Player's card template due.
    - 10/3/18 – Final head count due by 1:00 p.m.
  - Based on Ameristar's deadlines, the Board decided to have our September Executive Board Meeting on **September 14, 2018** at Ameristar to finalize menus and room layouts.
  - Registration deadline for the conference will be **September 12, 2018**.
  - Registration forms will go out to members last week of July/first week of August.
  - Registration form needs to provide the option for people to provide their birth dates if they want a \$15 player's card. No player's cards will be issued day of event.
  - Save the Date can go out next week. TR assigned to this.
  - Potential format changes discussed:
    - Offer more 101-level presentations in the morning since there is an overwhelming number of new folks to pretreatment. During this time, "Open Round Table Discussions" will be available in the adjacent room for more experienced members who are not interested in the presentations and more interested in networking. Still offer "Guided Round Tables" with specific topics in the afternoon for everyone.
    - Depending on how many presentations/speakers we can line up, offer a full day of presentations with optional Open Round Tables in the adjacent room all day.
  - TR said the round tables at the Region 8 conference were not well attended. We need to make sure we plan ahead to make sure the topics are of interest to people. Decided we would ask people for round table topic suggestions on the registration form so we can get a feel for what people are most interested in.
  - Potential Speakers:
    1. Dave Louch. Topics? Cassie assigned to this.
    2. Al Garcia. Jack will reach out to Al in June for a list of available EPA presentations.
    3. CDPHE. Jack will reach out to the State in June for a list of available presentations.
    4. Aleah Menefee, Public Utility Program Administrator at Metro Wastewater – How Building Connector Relationships Can Improve Pretreatment Programs

5. John Mechling/Jack Mirabile/Mark Petersen, Metro Wastewater – Investigating the Source of an Unusual Observation at the Headworks.

**V. Co-Chair Report: TR**

- On May 15, 2018, the Board sent out a survey to members asking for feedback on their CIPCA membership and suggestions for improvement. TR compiled the survey results and distributed them at the meeting:
  - 10 people responded to the survey.
  - Everyone felt the CIPCA membership fee is worth the cost.
  - Vast majority stated “networking” was the most valuable aspect of a CIPCA membership. Also tours.
  - Regarding the Fall Conference:
    - Pretreatment 101-level presentations were suggested.
    - Presentations on dealing with difficult IUs.
    - How to regulate/inspect breweries.
    - Specific case studies on issues with IUs and how those issues were resolved.
    - Communication within departments and with other organizations.
  - Regarding CIPCA communication:
    - Everyone stated more or the same amount of communication. No one wanted less communication.
    - The creation of a CIPCA discussion forum was suggested.
    - Most people felt the quality of communication was average and could be more useful; newsletters could be better and more frequent.
    - More information on members was overwhelmingly suggested - introduction of new CIPCA members, Member Spotlight section for existing members, and hearing from retiring members before they go.
  - Regarding Tours and Events:
    - Unique IUs/Sector Control Case Studies
    - Learning from the permit managers on how they permitted the facility and lessons learned over the years.
    - Breweries
    - More training events instead of just tours.
    - Investigating issues at the POTW, sampling, FOG, IU surveys and 101-level training.
    - On tours, see the entire facility’s processes, like you would on an inspection, not just the end of the process where treatment takes place.
  - Overall, there were many great suggestions given in the survey that we can use when planning the Fall Conference, future trainings, and communication.

**VI. Treasurer Report: Patrick**

- Not present.
- Prior to the meeting, sent out Treasurer Report via email:
  - \$4,173.65 checking account balance
  - \$2,161.98 PayPal balance
  - 51 paid memberships thus far

**VII. Secretary Report: Amy**

- 2 membership checks were in the P.O. Box. These were deposited in the checking account prior to the meeting.
- Membership forms and Wells Fargo deposit receipts were given to TR to give to Patrick for the files.

**VIII. Education/Issues Editor Report:** Vacant

- This position has been vacant since Dave Lewis stepped down. We need to find a replacement to fill this position ASAP.
- Jack will reach out to John Bridges at South Platte (formerly Littleton/Englewood) to see if they have anyone willing to serve on the Board and fill this position.

**IX. Technology and Communications Report:** Alex

- Nothing to report at this time.

**X. Newsletter Editor Report:** Cassie

- Not present
- Via email, requested 2<sup>nd</sup> Quarter Newsletter articles by June 15, 2018.

**XI. Next meeting:**

- July 19, 2018 at 11:00 a.m.
- Plum Creek
- Conference Call scheduled for June 7, 2018 at 2:00 p.m. Jack will email a reminder.

**XII. Motion to adjourn:**

- Made by: Jack
- Seconded by: Alex