



BOARD MEETING MINUTES

March 24, 2010

Attendees:

Cara Ingebrigtsen	Brown & Caldwell	cingebrigtsen@brwncald.com
Cindy Preuss	Harris & Associates	cpreuss@harris-assoc.com
Deanna Tanner	Brown & Caldwell	dtanner@brwncald.com
Jonathan Lee	WVSD	jlee@westvalleysan.org
Roberts McMullin	URS Corporation	rob_mcmullin@urscorp.com
Sasha Mestetsky	CCCSD	smestets@centralsan.dst.ca.us
Stan Shogren	Kennedy Jenks	StanShogren@KennedyJenks.com

General: The following items were discussed during the March 24, 2010 Board Meeting:

Annual Seminar:

1. PUG to contact Janet at Hs. Lordship and confirm date for the 2011 PUG Sharing Technologies Seminar. PUG will inquire if other food options are available.
2. PUG to review the possibility of a No-Host reception to follow the seminar with Hs. Lordships.
3. PUG will see if it's possible to commit to 150 people again for the 2011 seminar, while being able to add on to that as the date approaches if more sign up. The 2010 seminar had 150 people in attendance.
4. PUG reviewed the seminar feedback forms.
5. Consideration was given to asking for volunteers to serve on a paper/presentation review committee for subsequent seminars. Past experience with this was that the bulk of the work ultimately fell into the hands of the seminar organizer vs. the committee. Instead, PUG decided the seminar organizer will alert the presenters that PUG will review individual papers/presentations if submitted within three weeks of the seminar.
6. In effort to be green, PUG will post presentation slides (if submitted by presenter in time) on the website and inform members to print their own copies, if they wish.
7. PUG will post the accepted abstracts on the website before the seminar to provide more information on each presenter. In addition, PUG will provide abstract submittal forms for 2011 conference to help with consistent submittals.
8. PUG will provide presentation guidelines to accepted presenters for 2011 seminar. Guidelines will help ensure quality presentation.
9. PUG will provide a list of agencies in attendance for the 2011 seminar.
10. PUG to try and promote more of the following topics for the 2011 seminar:
 - a. Contractor perspective
 - b. Operations and maintenance perspective
 - c. Urban constraints and solutions
 - d. Asset Management
 - e. Trenchless rehabilitation both large and small
 - f. Pipe material comparison

Minutes by: Roberts McMullin, URS
Secretary, Nor Cal PUG

Replacement PUG Administrator:

1. The contract for Cara Ingebrigtsen, the current PUG Administrator, ends May 28, 2010. As a result, PUG is hiring a replacement administrator, Deanna Tanner of Brown and Caldwell, who will take over her duties.
2. Cara provided a list of deadlines for Deanna to use during the 2010/2011 year.
3. Cara and Deanna will coordinate with PUG to develop 2011/2012 contracts for general administrative duties as well as PUG seminar organization/administration.
4. PUG Secretary will submit all correspondence regarding membership registration. Treasurer to receive all payments.

2010 Calendar of Events:

1. The tentative schedule for the 2010 year includes the following events:
 - a. **April:** T-liners for the Wilhelmina Project in Hawaii by Veolia ES. Speaker confirmed.
 - b. **May:** Gladding McBean VCP Manufacturing Plant Site Tour. Tour confirmed.
 - c. **June:** EBAA Seismic Expansion Joints. Roberts to confirm. OR New NPDES Construction Permit Requirements applied to Linear Projects. Cindy to confirm.
 - d. **July:** Saertex MultiCom internal Pipe Liners. Cindy to confirm.
 - e. **August:** TT Technologies Pilot Tube for Pipe Ramming. Jonathan to confirm.
 - f. **September:** LMK Lateral T-liners by LMK Enterprises, Inc. Cindy to confirm.
 - g. **October:** NASTT Lateral Lining Training Course at CCCSD. Cindy to confirm.
 - h. **November:** SFPUC Water System Improvement Plan (WSIP). Roberts to confirm.
 - i. **December:** Pure Technologies follow up to the Smart Ball Presentation. Jonathan to confirm.
2. Roberts to provide the Field Trip Form to Patrick Symons for the VCP Manufacturing Plant Site Tour.
3. The May field trip to the Gladding McBean VCP Manufacturing Plant is tentatively scheduled for Tuesday, May 18, 2010. PUG will provide transportation for the first 60 members. A commuter bus will leave the Brown and Caldwell in Walnut Creek at 7:30 a.m. and return at 2:30 p.m. in the afternoon. The tour will start at 9 a.m. and conclude around 1 p.m. Lunch will be provided by Gladding McBean.

2010/2011 Membership:

1. The PUG Board agreed to maintain the membership dues for the 2010/2011 year at \$350 per entity.

2010/2011 Elections:

1. Nominations for the 2011 PUG Elections will be sent out in May 2010 and Ballots to follow. Any member can provide nominations for a PUG officer position. All officer positions open for election.
2. The current PUG Administrator and Successor will collect the nominations and ballots.
3. Officer description of duties will be taken from the new By-Laws for the election forms.

Financial Status:

1. PUG currently has an account statement of approximately \$37,000.
2. November 15, 2010 is the deadline for taxes.

- Jonathan noted that PUG will receive a letter in January 2011 from the IRS to reconfirm the organization status of Non- Profit. Jonathan to provide more information to the Board.

Website:

- PUG Secretary to contact NuRealm to discuss errors and improvements for the website.
- PUG Secretary to review the option of online payment with NuRealm as a possible addition to the website. This will allow members the option of using a credit card to pay for membership, seminar, and more.

Membership:

- Two districts (water, sanitation, other) may be considered as one PUG member if governed by the same board. Two divisions of a company may be considered as one PUG member if under one management.