

CWEA P3S Committee Meeting

August 5, 2009

Meeting Minutes

Meeting Location

City of Los Angeles Bureau of Sanitation Administration Building
2714 Media Center Drive, Los Angeles, CA 90065

Those in attendance

Michael Simpson – P3S Committee Chair, LA BOS, Bill Garrett – LACSD, Joe Petchuk – City of Santa Monica, Preeti Ghuman – LACSD, Philip Lo – LACSD, Alec Mackie* – JWC Environmental, Julie Taylor* – CWEA, Karen Ingalla – LA BOS, Jocelyn Carrillo – LA BOS, Emile Gardner – GC Tech, Inc, John Mukhar* – City of San Jose, Darren Greenwood* – CWEA President, City of Livermore, Lenise Marrero – LA BOS

*Attended via teleconferencing line

Introduction (Simpson)

Meeting called to order at 10:05 AM. All attendees present and on the phone introduced themselves. Simpson introduced the technical session speaker, Lenise Marrero.

Technical Session

“Update of the City of Los Angeles Integrated Resource Plan”. Lenise Marreo, of the City of Los Angeles Bureau of Sanitation, gave a PowerPoint presentation on the City of Los Angeles’s (City’s) Integrated Resource Plan (IRP). The IRP provides a plan to meet future wastewater needs in an integrated, timely, and efficient manner.

Ms. Marreo began the presentation with a slide showing why the IRP is needed. The slide showed that climate change, environmental, and legal issues impact 88 percent of the City’s water supplies. Currently, the City obtains 55 percent of its water from the Metropolitan Water District of Southern California, 35 percent from the Los Angeles Aqueduct, 11 percent from local groundwater, and one percent from recycled water.

The solution to the water crisis is for the City to manage all water as one water. The water components in this solution include: drinking water, rain/stormwater, groundwater, recycled water, and wastewater. The IRP is a plan for infrastructure and programs to be built and in place for wastewater, stormwater, and recycled water. It was developed through a seven year stakeholder process and approved by the City Council in November 2006. The plan requires a report back to City Council annually.

One of the recommended Alternatives was Alternative #4, Expansion of Tillman, High Water Resources. This alternative provides for increased water reclamation.

There are three focus Go Policy directions: 1) maximize recycled water use, 2) increase water conservation, and 3) improve stormwater management (wet and dry weather). Ms. Marreo then described the accomplishments in each focus area.

The IRP is the first step taken towards a more sustainable City.

BUSINESS MEETING

Meeting was called to Order at 10:35 AM

CWEA- Update

The CWEA Board Insider was passed around to provide the CWEA Update.

Old Business

Subcommittee Reports

➤ **Strategic Plan for the Committee:** Simpson reiterated that the Strategic Plan for the Committee was to have a great conference, people involvement, and provide training.

➤ **Treasurer Report:** No report. Treasurer Joe Lucia was not in attendance at the meeting today.

➤ **Awards Subcommittee:** No report. Paul Schmidbauer and Tim Potter were not in attendance at the meeting. It is not clear if either was invited to the meeting. Simpson will contact them to inform them of future meetings and add them to the listserv.

➤ **Technical Certification Update:** Taylor mentioned that it is time to sign up for the next test window. Garrett stated that he held the standard TCP ECI Grade 1-4 training class on July 15, 2009, about two weeks before the old test day. He said about 8 to 10 people attended the training class. The next review class is scheduled for January 20, 2010 in Cerritos.

New Business

➤ **Training Relevancy List:** Simpson passed out the Approved Training for CWEA Recertification Requirement List. He requested that the list be passed out to the Session Chairs. Ghuman asked which areas are applicable to the P3S Conference (Conference) attendees. The Committee discussed the issue and stated that the Environmental Compliance Inspector and Operator, Industrial categories were most relevant to the Conference.

➤ **Young Professionals:** Simpson stated that he is working to contact Amanda Schmidt, Chairperson of the CWEA Los Angeles Basin Section Young Professionals Committee.

➤ **Activity Fund:** Simpson mentioned that \$8,000 was left in the fund. Nothing has been spent. The money is to be used for training programs.

➤ **New E-Bulletin:** Simpson stated that leaders of CWEA received training on the new E-bulletin yesterday. Simpson will be the champion for the Committee right now. If any Committee members

have information to be posted, please contact Simpson. Taylor mentioned that Alec Mackie and Ann Heil helped out with the new E-Bulletin. Greenwood stated that the CWEA Board is really excited about this. He also mentioned that the Committee also already has a good thing going with the listserv on Yahoo Groups.

Conference Planning:

Simpson directed a session towards planning the 2010 Conference in Long Beach.

➤ **Theme for Conference and Budget, Hotel Room Cost, and Discounted Air Flights:** Simpson stated that he had contacted Jet Blue Airlines regarding discounted air flights and they had said no. The Committee then had a discussion about the hotel room cost. Taylor had contacted the hotel but they would not negotiate on the total amount guaranteed to them in the contract. The commitment in the contract is that each room night would cost \$187 and the guarantee is 80 percent of 234 room nights (188 room nights) netting the hotel a total of \$35,156 for rooms. One option considered was to reduce the room cost to \$169 per night and guarantee 208 room nights to net the hotel the same amount of revenue. The \$35,156 guaranteed to the hotel must come from room revenue and cannot be made up by food or something else. Garrett mentioned that the amount of guaranteed rooms keeps increasing every year since it is a percentage of the actual room nights from the last conference. There was a suggestion from Taylor that next time the Committee should put out a Request for Proposals before selecting a hotel to possibly get a better contract. Greenwood made a suggestion that the Committee may consider subsidizing the room rate with the conference rate. Ghuman made a motion to keep the room rate at \$187 and to try to keep the conference rate as low as possible. Garrett seconded the motion. The motion carried.

➤ **Program Chair Report:** Ghuman distributed the draft program to Committee members. She said that the people in grey are confirmed. She quickly went through the program and provided details for each session. Ann Heil has confirmed Phil Bobel, City of Palo Alto, as Moderator for the Opening Session and Tam Doduc, State Water Resources Control Board, and Tracy Egoscue, Los Angeles Regional Water Quality Control Board, as speakers. She has invited Pete Silva, Assistant Administrator for US EPA Office of Water, to attend. All three lunch programs have been confirmed: Captain Graham for Monday, Awards Lunch for Tuesday, and Alexis Strauss, Division Director for US EPA Region IX, for Wednesday. For Monday, Charles Wolf, Malcolm Pirnie and Karen Ingalla, City of LA, have been confirmed as Session Chairs and Debbie Boadway, LACSD, as a Moderator. From 4:45pm to 7pm on Monday, the conference will have the Hosted Reception for Equipment and Services Vendors and the Doing Business With the EPA Session with a \$25 admission charge. On Tuesday, Lonnie Ayers, City of LA, Bill Garrett, LACSD, and Philip Lo, LACSD have been confirmed as Session Chairs. She is still working to obtain other Session Chairs and Moderators. She has asked several people to volunteer but has not heard back from them. She stated that many people are on vacation this week and she hopes to firm up the program next week. On Tuesday, the Dueling Tall Ships program has been finalized. Garrett has confirmed with the American Pride and is working on securing a second ship. For Wednesday, Ann Heil had spoke to Keith Silva, US EPA Region IX, and he has suggested a Local Limits Training Session instead of the Pretreatment Training. Ghuman contacted Cassie Prudhel, City of South San Francisco, who is organizing a specialty local limits training for the north and south and Keith Silva to gain more information on the proposal. She had been unable to connect with either one to date. Taylor voiced concern with canceling the local limits training in the south since it was already in the CWEA budget. Ghuman mentioned that the thought was that in this economy it would be unlikely that people will be able to attend a specialty conference and that this would present a new opportunity to

people attending the Conference. Taylor said that she would consult with other CWEA folks and contact Ghuman at the end of next week for more discussion on the proposal. John Shaffer has confirmed for FOG Control Program Training for Wednesday. There was discussion on the fee the Committee pays for his program and if the Committee should charge attendees an extra fee for this session. Ghuman asked what commitments the Committee has made to date for speakers. The FOG Control Program Training typically costs \$3,000, the Captain Graham program costs \$1,000, the CHP program Garrett has scheduled for the Inspector Training requires payment of two hotel nights and travel expenses, and the Doing Business with the EPA program requires travel expenses from San Francisco. Simpson offered to try to negotiate a better rate for the FOG Control Program Training. The Committee tabled the decision to charge attendees an additional fee for this program until next meeting. A suggestion to consider at next meeting is to make the program free for attendees, but require registration. The first allocated number of attendees that register would be allowed to participate in the hands-on demonstrations via classroom style seating, with the overflow in seating in the back of the room. Volunteers at the door could collect tickets designating the seating area for each attendee.

➤ **Vendor Chair Report:** Mackie stated that Marci and he were having trouble making the vendor exhibits profitable. He said that they would offer one ticket for each vendor for the Dueling Tall Ships event. Lunch tickets would be offered for a price of \$40 per day and additional tickets to the Dueling Tall Ships event could be purchased for \$70 per person. Garrett asked if electrical would be provided to each vendor booth and Mackie confirmed that it would be. Mackie is attempting to fill 35 booths in the vendor area. In addition, he is working to obtain company sponsorship for sessions and breaks. So far Tetra Tech and Malcolm Pirnie have committed to sponsoring. He will be in contact with RMC, DCM, Black and Veatch, MWH, and others. Ghuman asked for clarification on what sponsorship and partnership offers companies. For sponsorship, each company is pledging \$500. Partners provide no money. It is a marketing opportunity for them. The partners would be listed on a sign in the registration area. The sponsors would be listed on the sign in front of the session room. Mackie requested that the logos of the sponsors be printed in the brochure estimating that it could be accomplished on 1/3 of a page. He also would like the names of the sponsors listed in the brochure in the block above the session they are sponsoring. The Committee discussed if there was area to print the logos in the brochure. Ghuman requested the Mackie look at the brochure from two years ago and present suggestions on where the logos could be placed to Petchuk. It is not clear that there is room in the brochure for the logos without adding another page.

➤ **Conference Brochure Graphic:** Petchuk presented the Committee several versions of the graphic. The Committee stated that they looked good and they would prefer the graphic with the blue background. The Committee also made a couple comments regarding removing the hotel website address and listing the hotel's name as Hilton Long Beach. The Committee discussed who would be getting electronic brochures and how many hard copy brochures to print. Simpson proposed printing 300 hard copy brochures, so every attendee can get one at the Conference, plus the number that will be mailed to people that do not have email. The Save-the-Date announcement will only be sent electronically. Ghuman mentioned that it might be possible for an agency to print the Save-the-Date cards for people that do not have email. Simpson said that he would ask Simon Watson, OCSD, about that possibility.

➤ **Signature Event:** Garrett already provided the Signature Event update in the Program Chair Report.

➤ **Saturday Event:** Simpson mentioned the possibility of a social event for the Conference on Saturday. The Committee thought that it would be better to have the social event on Sunday night because many of the Conference attendees would be in town. The Committee decided on a social event to LA Live for Sunday, February 28, 2010. The plan is to meet in the Hilton Long Beach lobby at 5pm. The group would walk to the Blue Line station and take the light rail to LA Live. The group would walk around LA Live and eat dinner. It is estimated that the group would be back to the hotel by about 10pm. A couple Committee Members committed to attending the event with Simpson.

Next Meeting (Simpson)

The next meeting is scheduled for Wednesday, September 23 at 10:00am at the Los Angeles County Sanitation District's Joint Administration Office in Whittier.

MEETING ADJOURNED

Respectfully Submitted,

Preeti Ghuman

2010 Conference Program Chair, CWEA P₃S Committee