



**MEETING MINUTES**  
**April 26, 2011**

**Attendees:**

Bill Chavez	Treasurer	chavezb@sacsewer.com
Brian Chan	At-Large Representative	bchan@fostercity.org
Cindy Preuss	Chairman	cpreuss@harris-assoc.com
Jimmy Dang	At-Large Representative	jdang@oroloma.org
Roberts McMullin	Secretary	rmcmulli@ebmud.com
Sandie Dudley	At-Large Representative	dudleysl@cdm.com
Sasha Mestetsky	Vice-Chairman	smestets@centralsan.dst.ca.us

**Items Discussed:**

1. Contract Renewals
  - a. Board discussed PUG Administrator contact renewals. Board agreed to conduct a performance review with current PUG Administrator.
2. Membership Renewals
  - a. Board decided to consider online application for payment, so members can pay for member fees, annual seminars, and training using a credit card. Dang to coordinate with NuRelm and obtain proposal/quote to update the PUG website with credit card payment options. Dang to review option for multiple payments to identify multiple people for one event, such as for the annual seminar.
  - b. Board agreed to not mention the option for online payment in the upcoming PUG membership forms for fiscal year 2011/2012. McMullin to submit email to PUG distribution list as soon as website has been updated.
  - c. Board discussed options for collecting information from its members on outreach, social events planning, peer review of papers/presentations, field trips, etc. McMullin to review and post an online survey for PUG members using Survey Monkey at [www.surveymonkey.com](http://www.surveymonkey.com).
  - d. Board agreed to only send the upcoming fiscal year 2011/2012 membership forms via email in effort to reduce paper use and promote green non-profit business practices.
  - e. Board agreed to maintain membership fees at \$350 per membership agency for fiscal year 2011/2012. McMullin to update the invitation to join and membership application forms for the upcoming year.

- f. Chavez provided financial reports on the overall PUG bank account balance and 2011 annual seminar. See financial totals below:
  - i. Current PUG Balance as of April 28, 2010: \$34,538.97
  - ii. 2011 Annual Seminar Balance: \$1,762.04
- g. Board agreed to keep the cocktail hour for next year's annual seminar for 2012. Board discussed the option of eliminating the cocktail hour because the 2011 seminar attendance was satisfactory.

### 3. Board Activities and Member Participation

- a. Board to set up subcommittees that will focus on academic and social outreach. Dudley will act as the academic outreach chair and Mestetsky will act as the social outreach chair. Each chair will work with PUG members to develop outreach events.
- b. Board discussed current level of activities offered to PUG members and agreed that amount is acceptable. This will be confirmed in upcoming survey provided to PUG members.
- c. Board discussed upcoming GoKart event in Burlingame. McMullin to produce flyer by early next week (May 2) for Board review and membership submittal.
- d. Board decided to have 2011 Holiday dinner in San Francisco. Tentative restaurant is Gordon Biersch. Mestetsky to coordinate date closer to event.
- e. Board discussed the possibility of shared activities with other local organizations and determined that if solicited then PUG will review event. For now, no major effort will be put into coordinating with other organizations. The Board wants to focus on the subcommittee groups.
- f. Dudley discussed academic outreach goals for PUG. Dudley wants to distribute a "college friendly" flyer for local universities in an attempt to get attendance from students. Sandie will initiate the PUG Facebook page.

### 4. Webinars/Webcasting of Meetings

- a. Jacquie Jaques previously provided some suggestions to start a Southern California PUG. Jacquie noted that there would be many people interested in a Southern Californian Chapter. The PUG Board agreed to not pursue the idea of a Southern Californian Chapter.
- b. In addition, Jacquie previously mentioned that an online webcast of the monthly meetings would be another great idea for PUG to consider. The PUG Board agreed to not pursue the idea of an online webcast.

### 5. Monthly Meetings

- a. Dang asked if the monthly meeting date could be changed from the third Tuesday of the month to a different day. Dang has a conflicting department meeting that he cannot miss on the same day.
- b. Chavez and Chan will assist Preuss with the meeting announcements.

- c. McMullin will only discuss presentation and projects during future monthly meetings. McMullin to revise agenda to include news, projects, questions, or issues for discussion during meeting.

#### 6. Speaker Schedule

- a. The NASTT training will occur in September. Preuss to confirm date and send to the Board.
- b. Preuss to provide McMullin with Aqua-Pipe contact for July's monthly meeting.
- c. Mestetsky to coordinate with Rocky Capehart for October's monthly meeting.
- d. Dudley to coordinate the Napa Recycled Water Presentation for November's meeting.
- e. Current standby presenters include:
  - i. Bonneau Dickson – Wastewater Pump Stations
  - ii. Beryl Clark – JM Eagle
  - iii. Mike Garcia – HOBAS Pipe
- f. Preuss noted that speakers must try to relate presentations to local projects, especially for vendors.

#### 7. PUG Gear

- a. Board agreed to raffle and sell hats and shirts only at the monthly meetings.
- b. Prices will be set at \$5 and \$10 for hats and shirts, respectively.

#### 8. JM Eagle Plant Tour

- a. McMullin to coordinate bus price with Cara and Deanna.
- b. McMullin to follow up with Board on Charter Bus price.
- c. McMullin to send final flyer to Board and JM Eagle for review.

#### 9. Website

- a. Dang to work with NuRelm to create a PayPal option for online payment using a credit card. PUG members have asked in the past for a credit card payment option to pay for membership fees, training courses, and annual seminar.
- b. Board to review website to find any bugs in the current layout.

#### 10. Conferences/Exhibitions

- a. Board agreed that all Board members can attend the San Jose WESTT conference in October 2011.

- b. Board agreed that the ASCE Pipelines 2011 conference is an acceptable conference for Board members to attend. The 2011 conference is located in Seattle, Washington in July.

11. Other notes

- a. Brian Chan, the PUG Representative-at-Large noted that he will be retiring at the end of June. The PUG Board will work to find a replacement.