



BOARD MEETING MINUTES

**3:00 p.m. on April 29, 2014
Brown & Caldwell's Davis Office**

Attendees:

Anne Prudhel (Phone)	At-Large Representative	aprudhel@carollo.com
Bill Chavez	Treasurer	chavezb@sacsewer.com
Brian Avon	At-Large Representative	brian_avon@golder.com
Cindy Preuss	Chairman	cpreuss@hydroscience.com
Deanna Tanner (Phone)	Administrator	dtanner@brwncald.com
Jimmy Dang	Secretary	jdang@oroloma.org
Roberts McMullin	Vice-Chairman	rmcmulli@ebmud.com
Sasha Mestetsky	At-Large Representative	smestets@centralsan.dst.ca.us

Items Discussed:

1. Administrator Contract
 - a. Deanna to add more detail on contact information and dates to send out notices for the "Seminar Planning Services" scope of services. Items include "call for papers" and date changes. Due May 15th to Cindy Preuss.
 - b. Deanna offered to be at next year's seminar to help the transition if needed.
 - c. Irasema (Iris) Urestifrom Brown and Caldwell, Davis, is a candidate for Deanna's replacement.
 - d. Include Administrator time for reviewing emails.
 - e. Scope of services for "Various Office Administration Services" will be divided into two contracts.
 - i. One contract for new admin.
 - ii. Second contract for monthly office meetings and limited assistance with new admin.
 1. PUG meetings will be changed from 9 meetings to 10 meetings.
 - f. Starting hourly rate will be \$60/hour.
2. Final Numbers and feedback on 2014 Seminar
 - a. Attendees – 150 people.
 - b. Bill Chavez handed out the Financial Report for the 22nd Annual Seminar and the group reviewed it.
 - c. Final balance of seminar is \$2,421.04. This is in line with the previous years' accounting.
 - d. Brian to receive feedback forms and compile them from Deanna.
 - e. Wireless microphones seem to be a problem.
 - i. Sasha to look into pricing for amplifiers and also wireless hand held microphones in order to be completely autonomous.
 - f. Rates for the food at Hs Lordships are increasing.
3. Accounting
 - a. We have 62 current members for fiscal year 2013-14.

Minutes by: Jimmy Dang, Oro Loma Sanitary District
Secretary, Nor Cal PUG

Page 1 of 3

- b. Current bank account balance is \$38,340.30.
 - c. PUG Board Members Cindy Preuss, Roberts McMullin, Bill Chavez, and Sasha Mestetsky will coordinate with Mechanics Bank to remove Cindy Preuss from and add Jimmy Dang to the PUG bank account. The following PUG Board Members will have access to the Mechanics Bank account for the FY2015 & FY2016 terms: Roberts McMullin, Bill Chavez, Jimmy Dang, and Sasha Mestetsky.
4. Raffles
- a. There are only hats and shirts leftover.
 - b. There are no big prizes in inventory.
 - c. New purchases for prizes from the No-Dig Conference in March of 2014.
 - i. (2) iPads. One is a 32gb silver and the other is a 16gb silver.
 - 1. Board consensus is to keep the 32gb for Board use.
 - ii. "Trenchless" Magic 8 Ball.
 - iii. Polaroid HD Professional Action Camera.
5. Elections
- a. Changes
 - i. Website management responsibilities will shift from the Secretary to an At-Large Representative.
 - b. Cindy will update Ballot form and the Nominations form.
 - i. Ballot will include current position held by nominated individuals, if any.
 - c. Cindy Preuss to receive all nomination forms, with a due date of May 30. Contact will be changed to Cindy.
 - d. Transitions
 - i. Bank signatories need to be changed. Cindy to be removed, and Jimmy to be added. Bill to find out who needs to be in attendance.
6. Field Trip and Presenter Follow-Up
- a. Reviewed PUG 2014 Speaker calendar.
 - b. BOD will commit to have presentations confirmed in a month.
 - c. EBMUD field trip will probably be around August/September. Rob will provide more information once details of trip are confirmed.
7. Training Course
- a. Rob to send out Survey on NASTT topic for August. Brian will do contract with Michelle. May 14th deadline for the survey results.
 - b. Sasha to check room availability for Training Course in August.
8. Website
- a. Anne will update website with photos within a week.
 - b. Membership list is updated by Bill then forwarded to Anne/Deanna for website update. For future membership updates, Bill will forward directly to Anne for immediate inclusion in the website.
 - c. Cindy to transition contact to Rob for NuRelm on contract.
 - d. Currently both Jimmy and Anne interact with Nu-Relm.
9. Misc.
- a. Gift for Jonathan – card and really nice bottle of wine. Brian will get the wine and Sasha will get the card. Cindy will call him and try to get him to the next PUG meeting. Maximum price for bottle of wine including tax is \$200.
 - b. No-Dig meeting presentations
 - i. Bill – May
 - ii. Brian – June
 - iii. Cindy – July
 - c. Non-profit seminar discussion
 - i. May 12, 2014, 9am-1pm in San Francisco. Cindy to scan and send to BODs.
 - d. Social Event
 - i. Brian to look into a wine tour of Testarossa Winery located in Los Gatos. More information to follow.

e. Business Plan

- i. A suggestion was made to prepare a business plan or set goals for saving/spending our funds. PUG is comfortable and holding steady each year on income and debt; we should investigate spending surplus funds without compromise to the health or longevity of the group. (Item tabled.)
- ii. Cindy to ask PUG tax consultant about limits on surplus, income, etc.