



**M I N U T E S**  
***PUG Board of Directors Meeting***

**Date:** January 17, 2024  
**Time:** 3:30 p.m. to 5:00 p.m.  
**Location:** MS Teams Meeting

Participants:

Bob Allen, Past Chair  
 Nancy McWilliams, Chair  
 Dustin La Vallee, Vice Chair  
 Alexandra Watson, Treasurer  
 Adam Brown, Secretary  
 James Kohne, Communications  
 Iris Uresti, Admin Assistant

***Bold/italics*** = minutes

**Discussion Items:**

**1. Seminar Schedule - Reviewer**

<b>Presenter No.</b>	<b>Title</b>	<b>Presenter(s)</b>	<b>Reviewer</b>	<b>Review Complete</b>
1 (Keynote)	The Role of Emerging Technologies in Realizing Smart Infrastructure	Kenichi Soga	Nancy	<b><i>Nancy needs to follow-up</i></b>
2	Richmond Sanitary Sewer Line Trenchless Rehabilitation via Design-Build (Doing More in less Time)	Fidel Salamanca, Jayne Lopez, William Tobin	Bob	<b><i>1<sup>st</sup> check complete; need resubmittal</i></b>
Break				
3	A Sewer Runs Through It: Navigating Aging Creek Crossings – Can They Stay? Should They Go?	Rob Natoli, Linda Peters, Ashley Poole	Dustin	<b><i>Has not seen a first draft yet</i></b>
4	Method of Evaluating Spray-Applied Pipe Liners and Cured-In-Place Pipe for Use in the	Nick Frank and Mike Figlio	Adam	<b><i>Waiting on 2<sup>nd</sup> draft</i></b>

	Rehabilitation of Sewer Systems			
Lunch				
5	Seismic Design for Water Systems	Douglas De Vries, Sarah Merrill	Alexandra	<i>Waiting on 2<sup>nd</sup> draft</i>
6	Avoid That Siphon! Use an Aerial Pipe Bridge Instead	Glenn Hermanson	James	<i>Waiting on 1<sup>st</sup> draft</i>
Break				
7	Bay Area WWTP CFRP Rehabilitation	Atilana Bolton	Adam	<i>Waiting on 2<sup>nd</sup> draft</i>
8	Sewer Rehabilitation at the Eleventh Hour	John Law, Brian Dunstan, Rachel Weber, John Kenny	Nancy	<i>1<sup>st</sup> draft on Google drive, Nancy to review</i>

- *Final presentations are due to the Board on February 2<sup>nd</sup>.*
- *The Board voted unanimously to remove the requirement for writing papers for the seminar.*
- *Board members to follow up directly with presenters to get draft and final presentations and bios. Store all on Google Drive*

**2. Moderators:**

- Morning Session Moderator: Landon Lochrie, Castro Valley Sanitary District
- Afternoon Session Moderator: Glen Hungerbuhler, Mission Clay Products

**3. Registration/Ticketing Platform - As of this morning:**

Expected # of Attendees	150
# of Members	28
# of Non-Members	6
# of Vendors	17
# Vendors additional	5
Total:	56 <i>(now 61)</i>
Income:	\$16,725 <i>(now \$17,975)</i>

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- *Vendor list was reviewed, will need 18 vendor tables.*
  - *Adam to follow up with vendor who registered as "Vendor Additional" to get them registered as a vendor. This website loophole now closed*
  - *Nancy to mark-up Hilton table layout when we get closer to event*
  - *Adam sent invite to Iris for access to ticketing platform*

#### 4. Email Blasts:

- Tues 1/23
- Tues 1/30
- *Email should go out once a week and the final Thursday before the event.*

#### 5. Hilton

- Payment January 25<sup>th</sup> – anticipate \$15k with remainder after event. Anticipated total event cost: ~39k (last year \$34,262) – *Alexandra to hand deliver check after we receive updated banquet event order.*
- Catering and AV order sent in, waiting for info back from hotel
- *Hors D'oeuvres number/order was revised*
- *Banquet event order was reviewed*

#### 6. Raffle:

- \$800 Budget
- What raffle prizes do we have?
  - *Alexandra planning to go to Best Buy to take advantage of current deals (Apple Watch, Bluetooth headphones, wireless speaker, \$50 gift cards)*
  - *We have about 20 hats that we can also give away*
- Nancy to rent tumbler

#### 7. Before Seminar:

- Collect presentations, presenter and moderator bios –**due by February 2nd – each review to remind presenter of due date.**
- Invite speakers and moderators to dinner – Nancy to confirm if dinner reservation is for 6 or 6:30

- Ensure that website and flyer is up to date with membership
- Any changes to Agenda need to send to Iris by Monday.
- Iris to print agenda, vendor page, meal tickets and name badges.
- ***Adam to provide excel file of information by Tuesday, 2/6 (include name, title, company, meal)***
- Obtain Green, Yellow and Red Card Stock for notifying presenter on time remaining – Iris will check if she has these at home.
- Anticipated head/menu count to Hilton ***Friday February 2nd, final by Monday Feb 5th.***

## 8. Day of the Seminar

- Board to arrive at Hilton Concord at 7 am to set up
- Bob to bring banners day of seminar.
- ***Nancy to bring retractable banner with directional arrow***
- James to notify all registrants Monday based on sample email from Iris.  
***Email should include basic logistics and reminders re: parking, etc.***
- **Parking** is included in the conference package: the gates will be opened at the beginning and conclusion of the event so guests do not need to worry about anything. If for some reason the gates are down at the beginning of the event, attendees will need to pull a ticket to enter through the gates but at the end of the event, the gates are opened
- **Check-in:** Folders, printed flyer, name badges, lunch tickets – Iris, Alexandra to help
- **Drink Tickets:** Iris to bring 20 per board member
- **Vendor Tables:** Vendors will be allowed to select available space when they arrive.

***Board members to spread the word about upcoming Board elections***

## 9. Additional Items?

- ***Flyer updated to include PUG email for questions.***
- ***Iris to order new folders after this year's event***