

Policies and Procedures
for the
Nebraska Water
Environment Association
(NWEA)

November 2025

Revision 0

Approved: 11/04/2025

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PREPARED FOR: NWEA Membership

PREPARED BY: NWEA Secretary and Bylaws Committee

APPROVED BY: NWEA Executive Board **DATE:** 11/4/2025

1.0 Introduction

The Purpose of this Policies and Procedures (P&P) for the Nebraska Water Environment Association (NWEA) organization is to provide guidance to all current Board of Directors and Committee Chairs in the roles and responsibilities for execution of the Member Association (MA) business and activities. The P&P supplements the NWEA Bylaws which both further define roles and activities of the MA. The most current versions of the Constitution and Bylaws are available electronically on the [OneDrive](#) and also on the NWEA website (www.nebwea.org).

2.0 NWEA Organization

The Nebraska Water Environment Association (NWEA) is a state-level member association of the Water Environment Federation (WEF). The NWEA currently has over 600 members, 19 standing committees, 4 annual conferences, 7 recognition awards, a newsletter named *Effluent Line*, a web page and a social media presence, a Membership Directory, an Operator Training Program, and an annual golf outing. NWEA is also a contributor to the Water Environment Research Foundation (WERF), a foundation within WEF dedicated to improving and finding new technology for wastewater treatment and the protection of the world's water environment.

NWEA members can further be recognized or categorized through various groups such as the Nebraska Wastewater Operators Committee (NWOC), Quarter Century Club, Life Membership Club, the Select Society of Sanitary Sludge Shovelers (5 S Society), Golden Manhole, and/or the Wrenchers Waiting to Wreck a Wrench (4Ws). The NWEA also works in coordination with the WEF Student Chapters, which includes University of Nebraska at Omaha (UNO) and University of Nebraska at Lincoln (UNL) engineering student members.

2.1 Mission

The purpose and objectives of the association are as follows and are in harmony with the Mission, Vision, and Strategic Direction and Plan of WEF.

- Advancement of fundamental and practical knowledge within the water industry
- Career advancement for its members
- Attracting professionals to the water industry
- High quality water and public health
- Environmental leadership
- Advocate for sound water policies
- Collaboration and public outreach.

2.2 History

The NWEA was founded in 1952, originally known as the Nebraska Sewage and Industrial Wastes Association (NSIWA), in Hastings, Nebraska at the Clark Hotel. A few years earlier, federal grant

Commented [DJ1]: Update member #s and committee #s

Commented [JD2]: Secretary duty to update yearly.

funding had become available due to the Water Pollution Control Act and the fact that wastewater treatment facilities were needed and people to build and operate them. The first official membership records are dated 1954 with 46 paid members. Dues were \$8.00. Mr. Dave Hill who worked for the City of Hastings, Nebraska was elected its first President and Mr. Paul Mousel of McCook, Nebraska was its Secretary/Treasurer. Its original purpose was to improve communications between the engineering community and wastewater treatment plant operators.

In an effort to accomplish that goal the first annual meeting called the Great Plains Sewage Works Design Conference was held in 1956 by then President, William F. Rapp, Jr. of Crete, Nebraska. That same meeting is held today every spring as the Great Plains Waste Management Conference. The primary focus is to help communities, engineers and plant operator's design, build and operate wastewater treatment facilities. Today there are also 3 other annual meetings the Association sponsors or co-sponsors: the Operator's Snowball Conference, the Operator's Heartland Conference and the Fall Conference. All providing education for water environment professionals.

In the early 1960s Nebraska became part of a national group called the Water Pollution Control Federation and voted to change its name to the Nebraska Water Pollution Control Association. Several other states, groups of states and countries belong to this Federation and are called Member Associations or MAs. During that same time period, 12 standing committees were formed along with the first Annual Fall meeting.

Other historical milestones include:

- 1962 Voluntary Operator Certification Program was administered by the Association until 1991 when certification became mandatory by State law.
- In 1978 the first official newsletter, the *Effluent Line* was published.
- 1985 the first Heartland Operator's conference was held to help provide training to plant operators.
- 1989 until 1996 NWEA participated in the Federation's Operations Challenge. Nebraska formed a team by conducting an in-state challenge that then was sent to the annual Federation Challenge and competed with other States. Those competitions included Pump Maintenance, Laboratory, Safety and Collection System events.
- 1989 to Present – Children's Groundwater Festival. An annual event that the Association's Public Education Committee participates in to help promote protection of Nebraska's water environment.
- 1991 the first Snowball Conference was held in conjunction with the Nebraska League of Municipalities.
- 1992 the Federation approved a name change to the Water Environment Federation (WEF) and Nebraska became the first member association to follow its parent organization.
- 1997-98 C. Dale Jacobson, P.E.; past Nebraska Association President and longtime professional engineer became Federation President.
- 2006-07 Dr. Mohamed Dahab, Ph.D., P.E.; past Nebraska Association President and Civil Engineering Professor for the University of Nebraska- Lincoln became Federation President.
- 2011 Implementation of the Operator Training Program.
- 2011 setup first Website for NWEA.

Commented [DJ3]: Email past presidents for history items.

- 2017 Hosted WEF Collections Systems Conference
- 2024 the Wrenchers
- 2019 the Golden Manhole
- 2023 Membership voted to pass amendments to NWEA's Constitution & Bylaws. Nebraska Wastewater Operators Division (NWOD) was eliminated as a standalone membership class and Nebraska Wastewater Operators Committee (NWOC) was formed within NWEA. The Board of Directors was expanded to 13 positions.
- 2024 Membership voted to amendments to NWEA's Constitution & Bylaws. The amendments merged the Constitution & Bylaws documents into a single Bylaws document.

3.0 NWEA Board of Directors Summary

The following are the titles and term lengths for the Board of Directors.

| Title | Term Length |
|----------------------|---------------------|
| President | 1 year |
| President-Elect | 1 year |
| Vice President | 1 year |
| Secretary | 3 year |
| Treasurer | 3 year |
| Past President | 1 year |
| WEF Delegate | 3 year ¹ |
| Director-at-Large #1 | 2 year |
| Director-at-Large #2 | 2 year |
| Director-at-Large #3 | 2 year ² |
| At-Large Member #1 | 1 year |
| At-Large Member #2 | 1 year |
| At-Large Member #3 | 1 year |

¹ WEF Delegate Term Starts at WEFTEC

² NWOC Delegate is one of the three Directors-at-Large

The associated responsibilities are further defined in following sections.

3.1 President

The associated responsibilities include but are not limited to:

- Provide general supervision of the affairs of the Association.
- Preside at all meetings and conferences of the Association and Board of Directors during the year following the Annual Meeting at which elected. Serve as the Chair of the Board of Directors and the ex-officio member of all committees of the Association. Set the schedule for Board of Directors' meetings. Collaborate with the Secretary to prepare the agenda for all meetings of the Board of Directors. Attend all meetings of the Board of Directors.
- Perform such other duties as may be assigned by the Board of Directors.
- Suggested to attend WEFTEC.

- Write a President Letter for each *Effluent Line* Issue.
- Conduct Annual Conference Review for *Effluent Line*.
- Develop Annual Retreat Agenda and Conduct the Annual Retreat. Work in collaboration with the Past-President, WEF Delegate, and President-Elect.
- Provide biography and photo to the Public Communication and Outreach Committee.

3.2 President-Elect

The associated responsibilities include but are not limited to:

- Assist the President in the performance of prescribed duties.
- Perform the duties of the President in the absence of the President or in the event that the President is unable, for any reason, to carry on with such duties.
- Serve as an ex-officio member of assigned committees of the Association and shall report committee activities to the Board of Directors.
- Perform the duties of the Program Committee Chair for the Fall Conference.
- Provide biography and photo to Public Communication and Outreach Committee.
- President-Elect and Vice President shall automatically succeed to the office of President and President-Elect respectively.

3.3 Vice President

The associated responsibilities include but are not limited to:

- Assist the President and the President-Elect in the supervision of the affairs of the Association and perform the duties of the President and/or President-Elect if they are unable.
- Serve as an ex-officio member of assigned committees of the Association and report committee activities to the Board of Directors.
- Perform the duties of the Program Committee Vice-Chair.
- Coordinate with Membership Committee Chair for maintenance of membership records.
- Serve as the Association Parliamentarian.
- Provide biography and photo to Public Communication and Outreach Committee.
- President-Elect and Vice President shall automatically succeed to the office of President and President-Elect respectively.

3.4 Secretary

The associated responsibilities include but are not limited to:

- Serve as the Registered Agent of the Association, operating under the general direction of the President and the Board of Directors.
- Collaborate with the President to prepare the agenda for all meetings of the Board of Directors. Issue agendas and treasurer's report to attendees 1 week prior to meetings.

Attend all meetings of the Board of Directors. Record and distribute the proceedings of such meetings to the Board of Directors.

- Prepare and issue all notices of regular and special meetings, proposed amendments and/or modifications to Association's Bylaws, Articles of Incorporation, and other related documents and activities as directed by the President and Board of Directors.
- Manage and maintain current and historical records and files of the Association, including lists of Committees, Policies & Procedures, and Award recipients.
- Annually update and notify appropriate Federal, State, and local agencies of changes in the names of the officers of the Board of Directors.
- Present a report of the prior year's annual Association business meeting minutes at the annual Association business meeting.
- Ensure that the operations and activities of the Association and Board of Directors are conducted in accordance with established operating procedures and provisions of the Bylaws and Articles of Incorporation. Develop knowledge and understanding of such documents and ensure that all changes, modifications, and amendments to these documents are properly prepared and filed as required by applicable laws and the House of Delegates of the Federation.
- Provide biography and photo to Public Communication and Outreach Committee.
- Conduct the following activities in the recommended month:

| Month | Activity |
|----------|---|
| November | Annual Conference: Board of Directors Meeting Agendas Annual Business Meeting Agenda Previous Annual Business Meeting Minutes Previous Board of Directors Meeting Minutes Committee Member Rosters NWEA Banners Committee Membership Sign Up Book Update NWEA letterhead Send calendar appointments to Board of Directors and Committee Chairs for upcoming year's meetings. Work with PCOC to list Board of Directors meetings on the website for the upcoming year. Change of Registered Agent Form (Year 1) |
| December | Update Calendar of Events for Web Site and Effluent Line |
| January | "Snowball" Operators Conference: Board Meeting Agenda; Board Meeting Minutes; Committee Member Rosters; Banner File biennial report with Secretary of State between January 1 and April 1 in odd-numbered years. Request to remove all officers when renewing; then add all new officers. Otherwise, it just keeps adding officers.  RE_ NWEA Change of Registered Agent.msg |
| February | Complete and Distribute Minutes from "Snowball" Operators Conference Executive Board Meeting |

| Month | Activity |
|-----------|--|
| March | Great Plains Waste Management Conference: Board Meeting Agenda; "Snowball" Conference Board Meeting Minutes; Committee Member Rosters; Banner |
| April | Complete and Distribute Minutes from Great Plains Conference Board Meeting |
| May | Committee Chair and Executive Board Retreat: Previous Year Retreat Summary; Retreat Agendas; Committee Member Rosters |
| June | Complete and Distribute Summary from Retreat |
| July | Heartland Operators Conference: Executive Board Meeting Agenda Great Plains Conference Executive Board Meeting Minutes Committee Member Roster; Banner Solicit from WEF any new Quarter Century Operator or Life Member awardees from the last year with NWEA to recognize at the Fall Conference banquet. Order Past President's plaque from Rivanna to be presented at the Fall Conference.  Fwd_ R4040_Nebraska WEA |
| August | Complete and Distribute Minutes from Heartland Operators Conference Executive Board Meeting |
| September | |
| October | Solicit Safety, Lab Analyst, Scott Wilbur Award Changes, Quarter Century Operators Club, and Life Membership Applications and forward to Public Communications and Outreach Committee (prior to November Conference) Update P&P Appendix for current year award winners Prepare Materials for Annual Business Meeting. Solicit committee reports 1 month prior to the meeting. |

3.5 Treasurer

The associated responsibilities include but are not limited to:

- Serve as the Financial Agent of the Association, operating under the general direction of the President and Board.
- The Association follows accounting practices that conform to the Generally Accepted Accounting Principles.
- Reconcile all bank accounts monthly.
- Secure Bonding for \$100,000 every three years.
- Files IRS form 990's on a timely basis.
- Manage income and expenditures along with dues collection.
- Sign or see to the signing of checks and drafts against accounts and funds of the Association, all according to procedures established or approved by the Board.
- Prepare and forward to the Board financial summaries of accrued income and expenses consistent with the annual financial statement and budget for each meeting of the Board.
- Present at the Annual Meeting of the Association an annual financial statement and audit of income and expenses and accounting records of the Association as of September 30th of the previous year, and as of the end of the month of the preceding Annual Meeting. Such records and statements shall be made available for audit annually by the Audit Committee assigned by the Board.

Commented [DJ4]: Confirm cycle. 2-yr, or 3-yr.

- Consult with the Board as to the custody and investment of funds and preparation of an annual budget. Prepare draft budget summary sheet for presentation at the Annual Meeting.
- Ensure and see that all tax and accounting forms are properly prepared and filed as required by appropriate laws. Annually update appropriate Federal, State, and local agencies of any changes in the names of the Officers of the Board or status of the Association as required by law.
- Provide budget updates to committee chairs as requested.
- Provide biography and photo to Public Communication and Outreach Committee.
- Conduct the following activities in the recommended month:

| Month | Activity |
|-----------|--|
| November | Present Financial Report and proposed budget Annual Business Meeting. Attend Audit Committee meeting and respond to inquiries from Audit Committee. |
| December | Check Bulk mailing account for availability of funds. Pay expenses related to Annual Conference. Prepare summary of Income and Expenses for Annual Conference (if lead organization). |
| January | Lead organization for distribution of proceeds. Prepare report for Board meeting at Snowball Conference. Meet with NWEA accountant to review previous year's financials. |
| February | Check bulk mailing account for availability of funds. Coordinate anticipated and pre-paid expenses with Great Plains chair. |
| March | Prepare report for Board meeting at Great Plains Pursue payment from LONM for income distribution from Snowball Conference. |
| April | Check bulk mail account for availability of funds. Pay Great Plains Conference expenses. Prepare summary of Income and Expenses for Great Plains Chair. |
| May | N/A |
| June | Check bulk mail account for availability of funds. Prepare and mail annual WERF donation if approved by Board. |
| July | Prepare report for Exec. Board meeting at Heartland Conference. Report on Great Plains Income/Expense summary. Reconcile NWEA/NWOC Income and Expenses (Heartland Conference). |
| August | Check bulk mail account for availability of funds. |
| September | Pay expenses for Scholarship Fund Golf outing. Deposit funds from outing. |
| October | Check bulk mail account for availability of funds. |

3.5.1 Treasurer Transition Plan

- Bonding and liability insurance is with The Jones Agency in Ashland. Brad Carlson is our agent. The Treasurer bond is paid to 2025. Liability is good until February 2024.
- Conference cancellation insurance is The Jones Group, Brad Carlson. This is quoted by Brad in September each year and paid in early October as a conference cost.
- Monthly accounting with Andy (Stifel/FNBO statements, add monthly receipts/expenses to account). At the end of each month, add all revenue/debits in Quickbooks, import Fullsteam items in a spreadsheet and send to Andy along with the Stifel and FNBO statements. Let Andy know the books are ready to reconcile.

- Scott Fuhrman is our investment advisor with Stifel.
- When a check is ordered in Quickbooks they debit our checking account and move to Melio who makes the transaction and sends a payment via check. If a Quickbooks check happens to get lost our First National Bank account must be reimbursed by contacting Melio who does the transactions. I emailed Melio and copied the FNBO transaction from the ledger with the name, code, total payment. It's usually a few days to get credit.
- We'll need to go to the city of Omaha Finance site and set up automatic ACH payments.
 - https://finance.cityofomaha.org/images/stories/pdfs/ACH_Enrollment_form-10-17-2017.pdf.pdf
- Change address at Stifel with Scott.
- Change address at Jones Group with Brad.
- Change name on FNBO. We'll need to do that together in person.
- Change address at Bulk Mail. Instructions on the One Drive.
- New debit card, change name and keep number?
- Change account names/payments at Yapp & Zoom with Lucas Billesbach. Quickbooks too, need to change payment method with CC change.
- Cut up debit card.

3.6 Past President

The associated responsibilities include but are not limited to:

- Organize Annual Retreat Dates and Location.
- Provide biography and photo to the Public Communication and Outreach Committee.

3.7 WEF Delegate

The associated responsibilities include but are not limited to:

- Represent the Association in the conduct of all business by the House of Delegates of the Water Environment Federation.
- Represent the Association and prepare the Annual NWEA Report for the Annual Water Environment Federation Membership Exchange (WEFMax) Meetings held between March and June each year.
- Change of Officers form to WEF.
- Provide report for each Board meeting and *Effluent Line*.
- Host the Federation Dignitary and purchase gift for presentation at the Annual Conference.
- Represent the association at WEFTEC.
- Provide biography and photo to Public Communication and Outreach Committee.
- Submit WEF Dignitary Annual Conference Travel Arrangements to WEF.

- Submit Biographical Information on WEF Awardees to WEF Dignitary and WEF Travel Coordinator.

3.8 Director(s)-At-Large (3)

The associated responsibilities include but are not limited to:

- Assist the President, President-Elect, and Vice-President in the affairs of the Association.
- Be ex-officio members of assigned committees of the Association and shall report committee activities to the Executive Board.
- Provide biography and photo to Public Communication and Outreach Committee.
- At least one Director-At-Large shall be a representative of Nebraska Wastewater Operators Committee (NWOC). The associated responsibilities include but are not limited to:
 - Represent the Association in all NWOC affairs, and represent the NWOC on the Board.
 - Provide an active communication link and ensure coordination between the Board and NWOC.
 - Provide a report of the NWOC Annual Business meeting to the Board and Public Communication and Outreach Committee.
 - Provide a report of NWOC activities at each Board Meeting.

3.9 At-Large Members (3)

The associated responsibilities include but are not limited to:

- Be ex-officio members of assigned committees of the Association and shall report committee activities to the Executive Board.
- Representation of organization constituency.
- At least one At-Large member shall be a representative of Nebraska Wastewater Operators Committee (NWOC).

4.0 NWEA General Policies and Procedures

4.1 Abstract of General Policies

- The duties of the Board of Directors include, but are not limited to, overseeing the affairs of the Association, managing Policies and Procedures of the Association, developing and overseeing the annual budget, approve the annual budget to present it to the Association for its approval, setting the Association membership dues, set and advance the Association's strategic direction, and authorize the use of funds for the operation of the Association.
- Government contracts, purchase of service agreements, and grant agreements are in writing and are reviewed by the organization to monitor compliance with all stated conditions. All contracts should be agreed to in writing and not based solely on verbal agreements.
- The Association has a policy related to investments.
- The Association has established a reserve of funds to cover unforeseen losses of income.
- The Association has suitable insurance coverage which is periodically reviewed to ensure the appropriate levels and types of coverage are in place.
- In this era of sophisticated phishing scams and other computer-related frauds it is advised that all requests for the transfer of NWEA funds or issuance of digital gift cards (for example) be independently verified prior to action (such as by phone or text message).
- As a general policy do not open attachments or click on embedded links in an email that is not recognized, and remember to look at the senders' email address (not just their name and the subject line). This includes email that may visually appear to come from legitimate financial institutions that present a "fake" login screen that is really a clone of the real screen in effort to capture your NWEA username and password.
- Many (but not all) of these General Policies are repeated in subsections below.

4.2 Board Approvals

- Items Needing Action by the Board
 - Secretary Report at each Board meeting
 - Treasurer's Report at each Board meeting
 - Recommendation of Annual Budget
 - NWEA grant approvals
 - Approve allocations of budget expenditures within the Annual Budget
 - Changes to investment accounts (recommendation by Finance Committee)
 - Creation and removal of committees (reference Bylaws)
 - Approve Agreements, Legal Documents and Memorandum of Understanding (MOUs).
 - Conferences, website, newsletter, ExpoPass, etc.
 - Approve revisions to the Policies and Procedures (recommendation by Bylaws Committee)

- Other items as necessary in accordance with the Bylaws

4.3 Branding and Communication

- Presentations
 - Presentations on behalf or representing NWEA shall use the NWEA PowerPoint template.
 - NWEA PowerPoint template
- Logo – Placeholder for future content
- Copyright Policy – Placeholder for future content
- Social Media Policy (PCOC?) – Placeholder for future content

Commented [JW5]: Can this be a filepath to location on OneDrive?

Commented [DJ6]: Placeholders. Need assignments. Copy language from RM MA (Logo & Copyright)

4.4 Code of Conduct

- Refer to Appendix for a copy of the Code of Conduct.
- The Code of Conduct shall be posted to NWEA Website and used for all events.
- Handling of complaints – Placeholder for future content

4.5 Conflict of Interest

- It is the policy of the NWEA to avoid conflicts of interest that may result by contracting for services for the Association or its committees.
- No Officer or Delegate of the Association may contract to provide services for the Association or its committees.
- No committee officer may contract with the same committee for services.
- A member of the Association may contract for services provided that the member is not part of the decision-making process for selecting the contractor.
- Any work, process, or innovative technology that has been developed or purchased exclusively for the NWEA may not be used by any other person, group or organization without the expressed permission and approval by vote of the NWEA Board.
- Distribution lists or directories comprised of NWEA member's names and organizations (both Associate and WEF) may not be released, sold, or used by any person, group or organization for marketing purposes without the expressed permission and approval of the Association's Board.
- If there is the potential for a conflict of interest by any NWEA Board member, committee chair, or other responsible member the member shall present the potential to the Board for resolution. The party in question may be present for the discussion and vote but may not vote.

4.6 Contracts

- Any contract for services shall include written proposals with price and scope of work delineated, unless otherwise direct by the NWEA Board.

- All contracts shall be reviewed and approved by the NWEA Board.
 - NWEA President has signatory authority. If the President is unavailable, the Treasurer has signatory authority.
- On behalf of the Board, the following have been delegated authority to sign contracts (within approved budget):
 - Individual Committee authorization for expenses less than \$1,000.
 - Contracts with expenses less than \$5,000.
 - Heartland – NWOOC Committee Chair
 - Great Plains Committee Chair
 - Fall Conference – Program Committee Chair

4.7 Digital Security

- For digital security reasons, some of which is addressed in other subsections, the contact information (email, phone, or address) for Board members, committee chairs, and volunteers is not embedded in this document (or any document posted for general public access). To access this information, log into the NWEA website as a member or send an email to the office address on the homepage of the website with your request.

4.8 Expenses and Reimbursements – General

- The purpose of the meal reimbursements policy is to provide recommended guidance for NWEA officers, committee members, and invited guests who attend Association meals. This document is to ensure the proper management and use of Association funds as it may pertain to the purchase of meals and alcoholic beverages.
- For reimbursement, all receipts and reimbursement forms must be submitted to the NWEA Treasurer. The NWEA will not reimburse costs without adequate justification. **A copy of the reimbursement form can be found on the NWEA website under the "Treasurer's Corner".**
- In the event of lost receipts or receipts for small amounts an attestation of expenses may be accepted in lieu of the receipt, at the discretion of the Treasurer.
- All receipts shall be submitted to the Treasurer no later than 30 days after the expenditure occurs or by December 31 of the year in which the expense occurred, whichever is sooner. Receipts not submitted in a timely manner may not be reimbursed, at the Treasurer's sole discretion.
- One dinner is typically provided at the Annual Conference the proceeding evening for NWEA Board members and the Water Environment Federation representative and his/her spouse or guest. The NWEA President or a chosen designee is responsible for making the NWEA Annual Conference meal arrangements.
- Retreat lunch.
- The Association may pay for up to two (2) alcoholic beverages for attendees at any Association meal. This can be managed on a drink ticket basis. Dinner attendees are responsible to pay for any additional alcoholic beverages.

4.9 Travel Expense Policy

- The purpose of this policy is to provide guidance to the NWEA Board for maintaining the association's Travel budget and reimbursing the travel expenses for attendees of WEFMAX, WEFTEC (including Leadership Day), and other WEF Sponsored conferences/events. NWEA will maintain a Travel budget for attendance at WEF conferences/events which directly benefit the Member Association at large. NWEA's Travel budget will be determined on an annual basis.
- NWEA committees are responsible for maintaining budgets for any travel expenses attributed to the function of the respective committee(s). These expenses are subject to the terms herein where applicable. Such expenses may include, but are not limited to the following:
 - Government Affairs – National Water Policy Fly-In, 4 States EPA Meeting
 - Public Education – Stockholm Junior Water Prize state winner
 - Scott Wilber Award – Facility visits
 - Young Professionals – WEF YP Summit
- Any committee requesting budget for travel expenses is responsible for managing that budget and selecting who will utilize those funds. Refer to the respective committee policies and procedures for additional details.
- Reimbursement for expenses to attend other events, technical conferences, etc. may be requested via an NWEA Grant Application and will be considered on an individual basis. Refer to the Finance and Audit Committee P&P for details.
- Compensation for attendance is based solely on allowable expenses. No compensation for time or salary will be provided. Allowable expenses may include conference registration, hotel, airfare/transportation to the conference, meals, transportation at the conference, etc. No compensation for entertainment, alcohol, hotel phone or in-room movies, or any personal items will be permitted. Receipts are required to be submitted to the Treasurer to receive reimbursement. The receipt should show all items purchased and a cost per item or service. In the event an attendee cannot participate in the event and pre-paid costs are non-refundable, attendee shall reimburse NWEA for the costs unless an exception is approved by the Board due to extenuating circumstances. Trip insurance should be utilized for flights when NWEA is paying for them (not other travel expenses). Reimbursement requests should be submitted within 30 days of conclusion of event.
- The following includes the priority list of attendees to receive funding for WEF events. Funding will be offered to those in the order listed for each event. If a person does not require funding to attend an event, the funding can be funneled downward through each list. If funding is not utilized by those on the list, the money reverts back to the Travel budget. If the funding funnels down to committee chairs or other association representatives, the Board will select attendees at its discretion.
- Anyone receiving NWEA funds to attend a conference/event is expected to provide a report to the NWEA Board and Public Communications and Outreach Committee which outlines the material covered during the event and ideas for potential implementation by NWEA.

4.9.1 WEFTEC

- Benefits of WEFTEC attendance to NWEA are primarily WEF House of Delegates meetings and Leadership Day. If members request reimbursement to attend WEFTEC, they must attend activities that provide benefit for NWEA.
- Funding for WEFTEC includes:
 - Conference registration
 - Up to (3) nights lodging
 - Up to \$60 for meals each day
 - Travel (current Federal mileage rate)
 - Other expenses which are pre-approved by the Board
- Priority for WEFTEC funding:
 - WEF Delegate (current and incoming)
 - President
 - President-Elect
 - Vice President
 - Secretary
 - Treasurer
 - Directors-At-Large
 - At-Large Members
 - Committee chairs
 - Other association representatives (including Past President)

4.9.2 WEFMAX

- WEFMAX is a forum to share successes and lessons learned to strengthen MAs and WEF. All board members are encouraged to attend up to one WEFMAX conference each year. If NWEA is funding multiple attendees, consideration for attending WEFMAX at more than one location should be given. Funding for WEFMAX attendance should be directed towards the WEFMAX that has the lowest cost for participation.
- Funding for WEFMAX includes:
 - (2) nights lodging
 - Up to \$30 for meals each day
 - Travel (current Federal mileage rate)
 - Other expenses which are pre-approved by the Board
- Priority List for WEFMAX funding:
 - WEF Delegate (current and incoming)
 - President

- President-Elect
- Vice President
- Secretary
- Treasurer
- Directors-At-Large
- At-Large Members
- Committee chairs
- Past President
- Other association representatives

4.10 Insurance

- NWEA shall obtain General Liability Insurance. General liability insurance provides for coverage for bodily injury and property damage for which the Association is deemed to be responsible. This policy provides for legal defense costs as well as for damages.
- Additional coverage options shall be acquired as necessary such as:
 - Board of Director's liability coverage;
 - Fidelity bond (protection for loss due to an embezzlement of Association funds);
 - Convention cancellation insurance;
 - The Board shall be responsible for determining whether any such coverages are to be secured.
- The Association uses third parties to conduct day-to-day financial transactions. When using third parties it is the responsibility of the Treasurer to ensure the entity is safe, uses current internet security protocol, and has identity protection insurance.

4.11 MA Grants

- MA Grant program is established by the Board and subject to continuation by the Board. MA Grant policies are responsibility of the Finance and Audit Committee.

4.12 Meetings and Events

- It is expected that Board Members make every effort to attend Board and Committee meetings. Participation by telephone in case of emergency or illness is acceptable. The following expectations are noted for meetings:
- Executive Board Meetings
 - In-person Meetings:
 - Fall Conference #1
 - Fall Conference #2
 - Annual Business Meeting

- Snowball Conference
- Great Plains Conference
- Heartland Conference
- Three to four virtual meetings may be held throughout the year.
- Attendance policy
 - At a minimum, the President and Secretary are to be in attendance as in-person.
 - It is highly encouraged for board members to attend executive board meetings in person.
 - If in-person attendance is not possible, the board member is expected to attend virtually.
- Absences: Refer to the Bylaws.
- Event Cancellation Policy
 - As a general rule advertised events will not be cancelled except due to extreme weather or other emergencies.
 - More than one-weeks' notice should be given for event cancellations.
 - Notify registrants through the online registration system, not personal emails.
 - Provide a notice of cancellation on the website, and in the member eBlast.

4.13 Operating Fund

- The operating fund is a savings/checking account for the Association to pay for day-to-day expenses and events such as conferences.
- An adequate percentage of Association funds shall be maintained in liquid short-term funds that can be withdrawn, if necessary, to meet the disbursement requirements. Investments shall be in FDIC-issued certificates of deposit and money market savings accounts.
- No common stock, preferred stock, or real estate will be purchased.
- Any and all interest income earned from investments may be used as current fiscal year operating funds. The budget will reflect such anticipated revenues.
- Upon the approval of the Board, any investment portfolio shall be diversified to avoid incurring unreasonable and avoidable risk.
- Due to FDIC limitations, monies greater than \$250,000 (or the maximum FDIC insured amount) invested in one financial institution shall be reviewed by the Treasurer.
- The Addendum to Certificate of Authority shall be updated to include the incoming Treasurer in September.

4.14 Parliamentary Procedure

- Robert's Rules of Order shall be utilized except where prohibited by the Bylaws. The parliamentary procedures in this section provide clarity for frequently asked questions at meetings and are based on Robert's Rules of Order and established NWEA practices.

- All motions require a second in order to proceed and may be approved by voice vote, recorded voice vote (upon request), or by approval without objection. There is nothing wrong with requesting a recorded vote, or requesting that just your vote be recorded (which happens when one person feels strongly about an issue). A motion without a second dies. The minutes note if there was a motion and a second along with who made the motion and seconded it.
- Both the Minutes and Financial Reports are voted on (this demonstrates compliance with legal duties). Once the minutes are approved, they may not be changed without a new vote of the Board (other than to add the date approved to the document).
- Once the minutes are approved the supporting notes and recordings (if any) are destroyed (for legal reasons). This is consistent with the Document Retention Schedule. Of course, the supporting material for the Financial Report is retained. That is part of the reason why minutes are “approved” and financial reports are “accepted”.
- Minutes are a record of what was done at a board meeting (action items). The key elements are when it occurred, where it was held, who was there, and what was done (think of the “who, what, where, when” of a news article, the “why and how” are self-evident in minutes). They are not a transcript of what was said, for legal reasons such transcript-like minutes are generally discouraged.
- The President can ask for a motion but cannot make a motion. The President can vote on motions.
- For insurance and administrative reasons (such as negotiating a contract), if the Association retains an Executive Director (or similar staff) such person shall be considered an ex-officio non-voting member of the Board.
- Once a quorum of the Board is established by rollcall it remains in effect until a motion for a new rollcall passes. Generally, this keeps the business of the organization going if someone steps out of the room and it is not a contentious issue under consideration. Most decisions of the Board are unanimous. In the event of a contested decision it is the duty of the President to ask for a motion for a new rollcall before allowing the vote if there is any question as to losing a quorum. Yes, this allows for the minority to walk out of the room and stall all issues, but that is the way it works.
- If a vote occurs and there is a motion to reconsider the vote, it is up to the President to decide if the motion is in order or not (this keeps members from forcing repeated votes on “decided issues”).
- Be careful with a “motion to table”. In some cases that kills the motion (and all subsequent discussion of that issue). If the intent is to merely postpone action to a future meeting make a motion to postpone to a date certain (name the date such as “next meeting”).
- There is some confusion over whether or not a sitting board can bind a future board. Generally, they can, that is the purpose of board-approved contracts. Of course, future boards can take a different course of action, and even cancel existing contracts, but they are subject to cancellation penalties.
- Only the Board can take action on business items. That is why the meeting of the Board is recorded as “minutes”, and the meeting/reports of the Committee Spotlight is recorded as a “summary”. Often the committee reports are shortened and highlighted in the summary, this occurs when the verbal reports are lengthy or the written report is lengthy. It is not the

purpose of the “summary” of the Committee Spotlight to record every word. That is why it is a summary.

4.15 Physical Property

- Physical property shall include such items as computers, software, printers, cameras, projectors, camcorders, clothes, banners, display boards, etc. purchased by the Association or donated to the Association for the purpose of conducting the activities of the Association.
- The Board shall approve the use, location, and person responsible for each physical property item.
- All physical property purchased shall be paid in full and not in partial payments with interest charges.
- The Treasurer will maintain an inventory of all Association property.
- During the annual audit of the Association’s finances by the Finance and Audit Committee, the Treasurer will submit an updated inventory for review.
- Disposition of property shall be determined by the Treasurer with the approval of the President. Every effort shall be made to attain a reasonable return on all property to its owner.
- Requests for new physical property shall be approved by the Board.
- The Treasurer shall be responsible for carrying out this policy.
- The Board shall review and authorize disposal.

4.16 Records Management and Schedule

- The Treasurer shall assist the NWEA Secretary in matters pertaining to file management, record retention, and the preservation of Association documents.
- [Placeholder for future content.](#)

4.17 Reserve Fund

- [Placeholder for future content.](#)

4.18 Digital Storage, Materials and Documents

- File Storage
 - Cloud storage – separate Microsoft OneDrive ~~[- business license.~~
 - Single license.
 - Access
 - ~~Managed by Secretary.~~
 - Read-write
 - Specific folders for committees (Chairs have access)
 - Backup

Commented [DJ7]: Shawn testing out. Will report back.

Commented [JW8R7]: Seems this is working. May need to get language from Shawn.

Commented [DJ9]: Put in the Secretary Duties list

- Annual backup. Secretary duty.
 - Archive digital newsletter
 - PCOC duty.
 - Contact email
 - President
 - Vice President
 - President Elect
 - Secretary
- Conference Banner & Materials
 - Event Signs
 - Swag

5.0 NWEA Committees

NWEA members, which include but are not limited to Executive Board members, can further be recognized or categorized through various volunteer committees. Note that all committees are subjected to the following conditions, which include but are not limited to:

- All committees shall be appointed annually by the President, with approval of the Executive Board, except as provided otherwise in this document.
- Each committee's charge and need for continuation shall be reviewed by the Executive Board once every four years.
- Each committee's charge shall be developed by the committee with direction from the Executive Board and revised from time to time as appropriate. The committee charge will take effect with the advice and consent of the Executive Board.
- Each committee shall have a Chair and a Vice Chair, each of whom shall be an Active Member (member who is current with their membership dues) of NWEA.
- Each committee member shall be an Active Member (member who is current with their membership dues) of NWEA.
- Committee roster management and "participation" requirements. (Membership committee?)
- In addition to the Committees provided for in Article 6 of the Bylaws, the President is empowered to appoint such additional committees as may be required to advance the best interest of the Association and to enable it to fulfill its objective.
- Liaison serves as the connection between the committee and the Executive Board.

The following table identifies the Committees, Chair Designation (if stipulated), Vice Chair Designation (if stipulated), and the Executive Board Member Liaison for each Committee. This information is also included in the detailed committee descriptions that follow in this section.

| Committee | Chair Designation | Vice Chair Designation | Executive Board Member Liaison |
|--|---|---|--|
| Committee Assignments | | | |
| Arthur Sidney Bedell Award | Past Award Winner | | Secretary |
| Awards | | | Secretary |
| Audit | Past President (currently on Executive Board) | | Treasurer & Past Delegate (not currently on Executive Board) |
| Collections Systems | | | Director-At-Large |
| Bylaws | Secretary | | President |
| Governmental Affairs | | | Federation Delegate |
| Great Plains Waste Management Conference | | | Treasurer |
| Industrial/Hazardous Waste | | | Director-At-Large |
| Membership | Vice President | | Secretary |
| Nominating | Past President (not currently on Executive Board) | Past President (not currently on Executive Board) | Past President (currently on Executive Board) |
| NWOC/Training | | | NWOD Delegate |
| Program | President Elect | Vice President | Vice President |

| Committee | Chair Designation | Vice Chair Designation | Executive Board Member Liaison |
|---|--------------------------|-------------------------------|---|
| Public Education | | | Federation Delegate |
| Public Communication and Outreach Committee | | | President |
| Safety | | | Director-At-Large |
| Scholarship | | | Past President (currently on Executive Board) |
| Scott Wilbur Award | | | Secretary |
| Young Professionals | | | Secretary |

The definitions of the various committees within NWEA and expectations of volunteer members as well as their associated responsibilities are further defined in the following sections.

5.1 General Committee Responsibilities

- Committee Chairs shall be active members of NWEA and WEF.
- It is recommended that Committee Chairs are members of the respective WEF committee.
- Committee Chairs are recommended to a 3-year term limit to encourage participation by the members.

5.2 General Committee Financial Responsibilities

- The NWEA operating budget is subject to approval at the December meeting of the Executive Committee, or as soon thereafter as practicable. In order for total revenues and expenditures to be adequately evaluated, each committee is provided a budget based on the actual income and expense from prior year(s).
- Committees are expected to develop realistic budgets that take into account the necessary program funding.
- It is expected that committee budgets be developed which foresee most income and expenses such as venue rental, printing, postage, speaker fees, copying, travel, and advertising.
- NWEA committees must remain fiscally sound and stay within their approved budgetary constraints. Expenditures of NWEA funds shall not be made without first having determined that funds have been budgeted and are available to cover expected expenditures.
- Committees shall only expend funds for those items and in those amounts that are included in its approved budget. The specific prior approval of the Executive Committee is required in order to expend funds for unbudgeted items or in excess of the approved budget. Requests for amendments to NWEA Committee budgets shall be made to the Executive Committee. If a Committee budget shortfall is foreseen and/or an unplanned activity is proposed, the request shall be prepared and submitted to the Executive Committee for review and consideration in advance of the expenditure. Requests may be submitted to the Treasurer or in person to the Executive Committee.

- It is the policy of the NWEA Executive Committee that all committee finances shall be handled through the Association account and budget. Individual committees are not authorized to have separate accounts, including checking accounts.
- Committees are required to follow and enforce the financial policies and procedures of the Association.
- The NWEA Executive Committee reserves the right to request documentation and backup information from each committee as necessary.
- Committees may develop standing rules subject to approval by the Executive Committee.
- Questions pertaining to the Association's budget should be directed to the Treasurer.

5.3 Arthur Sidney Bedell Award

The award is named for Arthur Sidney Bedell, WEF's second president for his long devotion and service to the New York Sewage and Industrial Wastes Association, now the New York Water Environment Association. He was Chief of the Bureau of Sewage and Waste Disposal of the New York State Department of Health.

The award is presented by a WEF representative at the WEF Member Association Annual Meeting.

The associated responsibilities include but are not limited to:

- Membership Requirements
 - Shall include the past three winners.
 - The Secretary, WEF Delegate, and Awards Committee Chair are also involved to support the process moving along once a candidate is selected.
- Committee will meet...
- Criteria for Bedell Award
 - Member of the Water Environment Federation.
 - Organizational leadership, administrative service, membership activity, stimulation of technical functions, or similar participation.
- Report to the Awards Committee...
- Work with the family of the award recipient...

5.4 Audit

The X Committee is ...

The associated responsibilities include but are not limited to:

- Membership Requirements
 - Shall include the Treasurer, one Past President that is not currently serving as a member of the Executive Board, and one past Treasurer that is not currently serving as a member of the Executive Board. The Past President shall serve as Chair.
- Audit the financial records of the Association

- Report to the Executive Board at the annual meeting of the Association on the Association's financial status

5.5 Awards Committees

The mission of the Awards Committee is to recognize and celebrate excellence by honoring individuals and organizations that demonstrate outstanding achievement, dedication, and impact in their field. Through a fair, transparent, and inclusive selection process, we strive to uphold the highest standards of integrity and professionalism while fostering a culture of appreciation and inspiration. Our goal is to highlight and reward contributions that make a meaningful difference, ensuring that excellence is acknowledged and encouraged for the benefit of our organization.

The associated responsibilities include but are not limited to:

- NWEA and WEF Awards; Dignitary Biographical Information
- Award Winner Biographical Information
- Membership Requirements
 - Current Secretary shall serve as Executive Liaison for all Award Committees
- Arthur Sidney Bedell Award
 - Every 2 out of 3 years as defined by WEF can be every year if committee sees fit
 - Orders plaque for annual conference
- William Hatfield Award
 - Every 2 out of 3 years as defined by WEF can be every year if committee sees fit
 - Orders plaque for annual conference
- Quarter Century Operator \ Life Member \ Laboratory Analyst Excellence Award
 - Assist in determining eligible Life Member award nominees and actively pursue nominees to attend Annual Conference Banquet.
 - Quarter Century and Life Member – As Eligible, with same requirements as WEF.
 - Self nominating, either Secretary or Membership Chair determines or figures out if someone is eligible, then Awards Chair contacts WEF for the plaque.
 - Laboratory Analyst - Every 2 out of 3 years as defined by WEF can be every year if committee sees fit

5.6 Bylaws

As per the WEF Bylaws, the Bylaws Committee shall (i) recommend proposed amendments to the WEF Bylaws to the Board; and (ii) examine the Bylaws and revisions thereof of Member Associations to see that they are consistent with WEF objectives and are not in conflict with the Bylaws of WEF, the Board, and HOD, policies,

The associated responsibilities include but are not limited to:

- Members of Committee shall include, at a minimum, the WEF Delegate, Past President, President and Secretary. Current Secretary shall serve as Chair. Current President shall serve as Executive Liaison.

- Shall review, and if needed, prepare, all proposed amendments to the Association Constitution and Bylaws for consideration by the Executive Board.
- Submit report to Executive Board at the Annual Business Meeting.
- Submit any modifications to Constitution or By-laws to the Executive Board by the Heartland Conference.
- Communicate with NWOD Delegate and Student Chapter to coordinate changes to NWEA by-laws.
- Bylaws shall be reviewed every two years.

5.7 Collection Systems

The mission of the Collection Systems Committee is to develop, recommend, support, and conduct continuing assessments of technologies and techniques to promote comprehensive solutions for water quality improvement with a focus on collection systems. The committee provides a platform for those involved in the design and operation of collection systems to connect, share experiences, and to promote continuing education and best practices in collection systems issues, including those issues related to combined sewer overflows (CSOs), sanitary system overflows (SSOs), inflow and infiltration (I/I), Condition, Management, Operation, and Maintenance (CMOM) evaluation, system rehabilitation, operation and maintenance (O&M), and hydraulic modeling.

The associated responsibilities include but are not limited to:

- Membership Requirements
 - A current Director-at-Large shall serve as Executive Liaison.
 - Committee members shall be current members of NWEA.
- Deliverables
 - Submit an annual report to the Executive Board at the Annual Business Meeting.
 - Submit one committee update to the Communications and Relations Committee annually
 - Submit an article for inclusion in the NWEA Effluent Line newsletter, target one per year
 - Provide NWEA Website Coordinator with information as needed to keep NWEA website up to date.
- Golden Manhole Society
 - CS Committee is responsible for the solicitation of nominations, managing the nomination review process, and selection of annual recipients of the Golden Manhole Society award
- Typical Committee activities
 - Committee members will meet regularly throughout the year on a schedule established by the committee chair (quarterly is common)
 - Committee members will set goals for the upcoming year that are in line with the committee's mission as stated above.

- Committee may form smaller groups or task forces to advance the goals set by the committee
- Committee members are encouraged to participate in the WEF Collection Systems Community
- Committee members are encouraged to identify speakers and topics for annual NWEA conferences on the topic of collection systems

5.8 Construction

The vision of the Construction Committee is to create a collaborative environment where Owners, Engineers, and Contractors can come together to address construction-related issues on water projects.

The mission of the Construction Committee is to raise awareness and develop lessons learned/best practices for water and wastewater construction projects. This includes focusing on owner operability and maintenance, funding requirements, permitting requirements, contract requirements, project delivery methods, and the overall construction experience

The associated responsibilities include but are not limited to:

- Membership Requirements
 - The Chair and Vice-Chair of the committee must be current WEF/NWEA members.
 - Current ROLE will serve as the Executive Liaison. (NEED to determine who the Executive Liaison should be)
- Submit 1 or more articles to the Effluent Line yearly.
- Assist in generating and selecting presentations for the Construction Track at the Great Plains Conference.
- Assist in generating and selecting presentations for the Construction Track at the Joint Fall Conference.
- Conduct monthly committee planning meetings.
- Conduct bi-yearly networking and training events related to Construction in Water and Wastewater.

5.9 Diversity, Equity and Inclusion

The DE&I committee works within the water sector of Nebraska to represent the communities in which we serve. By doing so, the Association will be better equipped to connect our members internally and build the diverse water workforce we are trying to attract.

3 sub-committees are defined each with their associated roles and responsibilities

1. The "Article Sub-committee" creates, edits, and submits articles for the NWEA Effluent Line
2. The "Conference Sub-committee" recruits presenters and creates presentations for NWEA conferences.
3. "Women in Water Sub-committee" provides work-related events to connect other women in engineering and provide education on underrepresented groups.

Goals of the committee are:

1. To promote diversity, equity, and inclusion in the Nebraska water industry.
2. To remove barriers to involvement for underrepresented/underserved professionals.
3. To assist members from underrepresented groups in advancing their careers within the water sector.
4. Ensure content, programming, and events featuring and catering to the unique needs of underrepresented sectors and demographics are offered by the association.
5. Develop environments of inclusion and belonging for members to share ideas and experiences.
6. Work with NWEA board and other committees to ensure the DE&I lens is being applied to other facets of our organization.

5.10 Finance and Audit

- The Finance and Audit Committee is responsible for assisting and providing guidance to the Treasurer.
- The Finance and Audit Committee shall consist of the Treasurer, Vice President (the previous year's Treasurer), Secretary, and at least one Past President or Delegate. The Past President or Delegate shall serve as the Committee Chair.
- The Finance and Audit Committee shall assist the Executive Committee during the preparation and review of the annual fiscal budget.
- The Finance and Audit Committee shall review and update the Risk Registry annually.
- The Finance and Audit Committee shall be responsible to perform an annual financial audit. This audit shall occur as soon as practicable after all the bills for the calendar year being audited have been paid. The report shall be presented to the Executive Committee at its next meeting following the completion of the audit.
- At a minimum the internal audit procedure shall involve a statistically valid random sample of 10% of all of the financial transactions for the year being audited.
- The Finance and Audit Committee shall review all investments and any identified investment opportunities on an annual basis.
- The Finance and Audit Committee, in consultation with the Executive Committee, will select a tax professional experienced in working with not-for-profit organizations. The tax professional shall prepare all required tax forms for the Association.

5.11 Governmental Affairs

The Governmental Affairs Committee provides direction and leadership on the formation of government environmental policies and communicates policy changes and formation to the Executive Board.

The associated responsibilities include but are not limited to:

- Coordinate activities with the League of Nebraska Municipalities, yearly meetings with EPA Region 7 constituents, as well as meetings with NDEE.

- Membership Requirements
- Current Federation Delegate shall serve as Executive Liaison.
- Submit Article in *Effluent Line* as Warranted
- Report to Executive Board at Annual Business Meeting
- Sponsorship of League functions

5.12 Great Plains Waste Management

The Great Plains Waste Management Committee is responsible for planning the Great Plains Conference typically held each spring in La Vista, NE. This is a joint conference with APWA and SWANA, is typically 2-days in length held around mid-April. Has historically been handled almost entirely by the Chair and Vice Chair with help from HDR administrative staff (Jamie Bausback, Miranda Mullinix, Justin Schillerberg) but could definitely use the help of some committee members for some of the tasks.

The associated responsibilities include but are not limited to:

- Organize contracts and speakers for the Great Plains Conference
- Coordinate efforts of NWEA Great Plains Committee, APWA committee chair and SWANA committee chair.
- Coordinate with YP committee for the Icebreaker social event.
- Coordinate with DEI committee for Women in Water lunch event typically on the first day of the conference as well as a potential DEI presentation.
- Membership Requirements
- Current Treasurer shall serve as Executive Liaison.
- Submit Article – Program submitted to *Effluent Line*
- Conference Review
- Submit Budget to cover Deposit for Facility, Food Costs, Icebreaker, Breaks, Lunch, Remaining Facility Costs, Division of Proceeds between NWEA, APWA and SWANA
- Conduct the following activities in the recommended month:

| Month | Activity |
|----------|---|
| November | Deliver committee report at Fall Conference. Plan for First Program Meeting, |
| December | First Program Meeting with APWA and SWANA chairs, YP Committee Brainstorm topics/themes. Prepare Agenda Distribute Minutes |
| January | Second Program Meeting, Identify Speakers and Make Assignments for Contacting Speakers Develop List of Keynote Lunch Speakers Request Nebraska APWA, SWANA and WEF mailing labels |
| February | Third and Final Program Meeting, Finalize program Receive Program from APWA and SWANA Prepare and Print Conference Brochure Mail Conference Brochure |

| Month | Activity |
|-----------|--|
| March | Conference (?Late in Month) |
| April | Conference (?Early in Month) Begin Process of Collecting outstanding Registration Fees (Work with Treasurer) Pay Conference Bills (Treasurer) Secure event venue for next year's conference |
| May | Summarize Income and Expenses Distribute Profit to APWA and SWANA Prepare Conference Report |
| June | |
| July | |
| August | |
| September | |
| October | |

5.13 Industrial/Hazardous Waste

The Industrial/Hazardous Waste Committee recommends, develops, and conducts programs addressing industrial and hazardous waste treatment, disposal, prevention, remediation, and minimization.

The associated responsibilities include but are not limited to:

- Membership Requirements
- A current Director-at-Large shall serve as Executive Liaison.
- Develop Agenda for Industrial Speakers at the Great Plains Conference
- Prepare Industrial Track for Annual Conference Program

Provide as resource to the Great Plains Committee

5.14 Membership

The Membership Committee develops programs to promote membership in WEF and NWEA.

The membership of the Association shall consist of persons and organizations interested in the advancement of knowledge relating to the mission and critical objectives of the Association and WEF. Members may join one or multiple Member Associations under one WEF membership.

Membership Classes - shall include all classes of membership designated by WEF. Refer to the NWEA Bylaws for additional details

The associated responsibilities include but are not limited to:

- Track membership numbers in NWEA and NWOD.
- Membership Requirements
- Current Vice President shall serve as the Committee Chair.
- Current Secretary shall serve as the Executive Liaison.
- Submit Report to Executive Board at Annual Business Meeting.
- Submit membership database to Public Communication and Outreach Committee biannually.
- Printing and mailing of Membership Directory every three to four years as directed.
- Actively recruit members. Develop strategies to attract and sustain members.

5.15 Nominating

The Nominating Committee meets annually to nominate candidates for the offices of President, President-Elect, Vice President, Treasurer, Secretary, and two Directors-at-Large. In addition, the Nominating Committee nominates a Past President to serve on the Audit Committee. Nominations for Federation Delegate occur every three years, as determined by the Annual Meetings of the Federation, which is currently held at WEFTEC. Nominations for NWOD are a separate process with the NWOD Committee responsible for implementation.

Committee Membership Requirements:

- Committee members shall include the three most recent living Past Presidents, the current President of the Association, and the Federation Delegate. The most senior Past President shall be Chair of the committee. The next most senior Past President shall be Vice Chair/Executive Liaison.

Responsibilities Include:

- Committee Chair shall maintain the Executive Board officer positions/progression spreadsheet, which can be used to inform the Nominations Committee on progression of individuals through the different officer positions on the board.
- Committee Chair shall schedule a meeting for the Nominating Committee to occur at, or around the time, of the Heartland Conference in July of each year to identify candidates for the Executive Board. Following this meeting, committee members will then reach out and confirm with the perspective nominees their commitment to serve on the Executive Board.
- Submit nominations to the President and Secretary by October 1st.
- Submit Report to Executive Board at the Annual Business Meeting, identifying the proposed officers for consideration and subsequent approval by the membership.
- Submit Report to the Executive Board at the Annual Business Meeting identifying the proposed Past President to serve on the Audit Committee.

5.16 Nebraska Wastewater Operators Committee (NWOC)

The Nebraska Wastewater Operators Committee (NWOC) is dedicated to protecting Nebraska's water quality by providing wastewater professionals training and encouraging general operation and maintenance (O&M) improvements for facilities and raising the status of operators throughout Nebraska.

The committee shall include at a minimum the NWOC Chair, NWOC Vice Chair, NWOC secretary, and the Delegate to the Executive Board of Directors. The rest of the committee is comprised of various members with the intention of organizing the Heartland Operators Conference in Kearney every July.

The associated responsibilities include but are not limited to:

- Three annual meetings of the NWOC Advisory Committee are to be conducted. The meetings are to be held in January with the Snowball Conference, July with the Heartland Conference, and November with the Joint Fall Conference.
- Every two years, elections will be held for new leadership roles. Each role shall serve a two-year term with the intention of moving into the next role in line. After the chair position has been held, they will move into Delegate to the NWEA Executive Board.
- The Chair position will be responsible for organizing hotel contracts, food itineraries, and compiling the raffle prizes for the Heartland Conference.
- The Vice chair position will be responsible for organizing the bi-weekly Heartland Conference preparation meetings, getting the conference agenda set, and getting speaker forms filled out.
- The secretary will be responsible for taking meeting notes, scheduling in-person meetings, getting meeting rooms set up, sending out meeting agendas ahead of in-person meetings, and meeting minutes afterwards.
- Starting in March a bi-weekly meeting should be held in preparation for organizing the Heartland Conference.
- Develop Conference Agenda including Ice breaker, one-day operator certification exam refresher course followed by a NDEE proctored exam, golf outing, and raffle prizes to be handed out to conference attendees.
- Submit Report to the NWEA Executive Board at the Annual Business Meeting during the Joint Fall Conference.
- Present Bates Award as needed.

5.17 Program

The X Committee is ...

The associated responsibilities include but are not limited to:

- Host an Annual Conference and Annual Meeting of the Association to be held at the time and place selected by the Executive Board.

- Each person attending the Annual Conference shall pay a registration fee of such amount as may be determined by the Executive Board.
 - An Annual Meeting of the Association shall be held during the Annual Conference to receive reports of officers and committees, to elect officers, and carry on other business of the Association.
- Coordinate with AWWA and APWA for conference program and activities.
 - Coordinate with Vendors/Sponsors.
 - Membership Requirements
 - Committee Chair – President Elect
 - Vice Chair/Exec Liaison - Vice President
 - Submit Program Agenda and Review to Public Communication and Outreach Committee.
 - Submit report to Exec Board at Annual Business Meeting.
 - Host first meeting of the committee held at Great Plains Conference.
 - Submit budget to include Hotel Contract, Food/Drinks, Rooms, Division of Proceeds, Remaining Facility Costs, Division of Proceeds between NWEA and SWANA
 - Conduct the following activities in the recommended month:

| Month | Program Committee Chair Duties | Additional Activities for Lead Organization |
|----------|---|--|
| November | Perform Conference Duties. Help with registration. Provide Committee report at Annual Business Meeting. | Finalize meal counts. Sign contract for following year. Review conference invoices and forward to Treasurer for payment. |
| December | Submit Conference Review for Effluent Line. | |
| January | | |
| February | | |
| March | Organize first committee meeting at the Great Plains Conference Prepare and distribute meeting minutes to committee members. Purpose of first meeting is to get initial thoughts on talks and speakers, initial planning, task assignments and establish schedule for remaining meetings. | |
| April | Organize second committee meeting. Prepare meeting agenda and minutes. Confirm presentation topics and speakers. Have Federation Delegate provide list of potential topics to be presented by the WEF dignitary. | |

| Month | Program Committee Chair Duties | Additional Activities for Lead Organization |
|-----------|--|---|
| May | Organize third committee meeting. Prepare meeting agenda and minutes. Confirm presentation topics and speakers. Assign moderators. Obtain biographical information sheets from all speakers. | |
| June | Organize fourth committee meeting. Prepare meeting agenda and minutes. | |
| July | Provide completed program to Public Communication and Outreach Committee for the Fall Edition of the Effluent Line. Provide update of progress to Executive Board at Heartland Conference. | Prepare conference program/registration for printing by July 15th. |
| August | | By August 15th, have initial program printed. Bulk mail program/registration by August 20th. |
| September | Update Program, chair and Awards winners list for program book. | Prepare/update program book for printing by September 30th. Finalize contract details with hotel including room assignments, meal counts etc. |
| October | Make sure AV equipment is lined up, laptops, projectors, overheads etc for NWEA presentations. Verify speakers have registered or are attending conference to make presentation. | Obtain preliminary meal counts. Prepare conference packets (name badges, meal tickets, drink tickets, etc.) Have program book printed by October 15th. |

5.18 Public Education

The Public Education Committee recommends, develops, and assists in conducting public education programs designed to enhance the public's understanding of water environment issues.

The associated responsibilities include but are not limited to:

- Membership Requirements
- Current Federation Delegate shall serve as Executive Liaison.
- Present at the Groundwater Festivals.
- Submit Report to Exec Board at Annual Business Meeting.
- WEF submission – Stockholm Jr. Water Prize State Winner for participation in national competition.
- Articles to *Effluent Line*.
- Conduct the following activities in the recommended month:

| Month | Activity |
|----------|--|
| November | Write Executive Board Public Education's year in review for the Annual Fall Conference Setup NWEA display and material to Annual Fall Conference Establish budget with NWEA Executive Board for Public Ed Include monetary awards for SJWP and science fairs Teachers and kids handouts at groundwater festivals |

| Month | Activity |
|----------|---|
| | <p>Public Ed material for fellow NWEA members to use in their towns</p> <p>SJWP travel to National Competition (\$500-NWEA, \$500 NAWWA) - \$1,000 total</p> <p>Contact Nebraska AWWA for their contribution (\$500) towards sending the State SJWP Winner to the National Competition</p> <p>Contact the Regional Science Fairs to indicate that we would like to judge specifically the Stockholm Junior Water Prize.</p> <p>Contact by email Public Ed Members for ideas (brainstorm) for next year's Groundwater Festivals. If needed, have meeting with fellow members.</p> |
| December | <p>Usually, Grand Island Groundwater Festival wants to know:</p> <p style="padding-left: 40px;">What we're planning to do</p> <p style="padding-left: 40px;">What we need: tv, vcr, ect...</p> <p>Usually receive material from WEF for the Stockholm Junior Water Prize (SJWP)</p> |
| January | <p>Contact Norfolk H2O Daze contact person to let them know what we can present this year</p> <p>Contact Nebraska City Science Fair Director to let them know we'll be there to judge for the Stockholm Junior Water Prize (SJWP) and special awards</p> <p>Contact Wilcox (Central Nebraska) Science Fair Director to let them know we'll be there to judge for the Stockholm Junior Water Prize and special awards</p> <p>Contact Metro Nebraska Science Fair Director to let them know we'll be there to judge special awards</p> <p>Contact fellow Public Ed Members by email to get an idea who can help with what activities this year.</p> <p>Contact NWEA's Public Communication and Outreach Committee Chair with dates on upcoming science fairs and groundwater festivals.</p> <p>Review and order supplies and handouts (pens, markers, ect...) for kids from 4Imprint. Usually order 1,000 items</p> <p>Review and order supplies and handouts (brochures, Aquaventurer CD's ect...) for kids and teachers from WEF</p> <p>Setup NWEA display and material to Annual Snowball Conference</p> |
| February | <p>Give presentation and help at Norfolk for Elkhorn H2O Daze</p> <p>Handout kid's items to kids you give presentation to. including material for teachers</p> <p>Judge the Central Nebraska Science and Engineering Fair in Wilcox usually. Specifically for the SJWP (Monetary award is given to the SJWP winner at this Fair)</p> |
| March | <p>Judge the Greater Nebraska Science and Engineering Fair in Nebraska City usually. Specifically for the SJWP. (Monetary award is given to the SJWP winner at this Fair)</p> <p>Judge the Metro Nebraska Science and Engineering Fair in Omaha usually. (Give monetary award for winner and runner-up in each Senior and Junior Division).</p> <p>Order T-shirts for the Children's Groundwater Festival from Children's Groundwater Festival Director. (Enough for members willing to attend)</p> <p>Give presentation and help at Grand Island for the Children's Groundwater Festival</p> <p>Handout kids items to kids you give presentation to, including material for teachers</p> <p>Setup NWEA display and material to Annual Great Plains Conference</p> <p>Write article for <i>Effluent Line</i>, if haven't already about the Grand Island Children's Groundwater Festival</p> <p>Follow SJWP Prize's guideline for submittal of Regional Winners. (Winners that were judged at the Central and Greater Nebraska Science and Engineering Fairs)</p> |
| April | <p>Usually, Western Groundwater Festival (South Platte Natural Resource District) wants to know:</p> <p style="padding-left: 40px;">What we're planning to do</p> <p style="padding-left: 40px;">What we need: tv, vcr, ect...</p> <p>Give presentation and help at Sidney for the Western Children's Groundwater Festival</p> <p>Handout kids items to kids you give presentation to, including material for teachers</p> |

| Month | Activity |
|-----------|---|
| | Submit State Winner for the SJWP to WEF and start making arrangements for student and teacher travel to the National Competition. Write article for <i>Effluent Line</i> , if haven't already about the Western Nebraska Children's Groundwater Festival |
| May | Follow through with SJWP to ensure State Winner and Teacher has what they need for the National Competition. |
| June | SJWP State Winner and Teacher usually attend the national Competition Write article for <i>Effluent Line</i> , if haven't already about the SJWP |
| July | Setup NWEA display and material to Annual Heartland Conference |
| August | Contact WEF to order Display and materials for the Annual Conference in November Submit Budget to include Handouts for Festival participants, Monetary awards for festival and fair winners, Jr. Stockholm Water Prize National competition participant travel expenses, Materials and Information for NWEA Members and teachers |
| September | |
| October | |

5.19 Public Communications and Outreach

The Public Communication and Outreach Committee is entitled to produce publications of the Federation, as authorized by its House of Delegates, and publications of the Association, as authorized by its Executive Board for the Active membership class, as defined per Association Bylaws.

The associated responsibilities include but are not limited to:

- Maintain information posted on NWEA website and social media accounts.
- Maintain, reproduce, and distribute Lab Practices Manual as requested.
- Acquire advertising for *Effluent Line*.
- Review and maintain website policies statement.
- Manage and maintain social media such as Facebook, Twitter and LinkedIn.
- Membership Requirements
- Current President shall serve as Executive Liaison.
- Publish four (4) quarterly issues of *Effluent Line* to be distributed to all NWEA and NWOD members.
- Submit report to Executive Board at the Annual Business Meeting.
- Submit Budget, \$8,000 to include Printing and Mailing of four *Effluent Line* Issues, Printing and Mailing for any Special Publications, and Website Hosting Fee and Domain Registration.
- Conduct the following activities in the recommended month:

| Month | Activity |
|----------|--|
| November | Ensure pictures are taken of conference, award winners (with award winners names), and newly elected Executive Board and 5S inductees Present report at Annual Business meeting; give copy to Secretary at meeting. |

| Month | Activity |
|----------|--|
| | <p>Remind chair of program committee when summary article is due.</p> <p>Remind chair of Snowball Conference when Snowball agenda/info is due.</p> <p>Remind President that his/her article is due.</p> <p>Remind Federation Delegate that his/her article is due.</p> <p>Hold committee meeting to discuss Winter Issue assignments.</p> <p>Provide updated info to webmaster for website update (updated at least once monthly)</p> <p>Following Fall Conference send press releases to local media promoting awards given at Fall Conference.</p> <p>Following Fall Conference send thank you notes to employers who allowed their staff to attend Fall Conference.</p> |
| December | <p>Vice-chair to review advertising list/cost of ads.</p> <p>Gather articles and submit to graphic artist for winter issue layout.</p> <p>Review winter issue, both Chair and Vice-Chair and provide comments to graphic artist.</p> <p>Authorize issue is ready for printing and mailing.</p> <p>Provide updated info to webmaster for website update.</p> <p>Send conference calls and articles due date invitations to committee members for upcoming year.</p> |
| January | <p>Ensure pictures are taken at conference.</p> <p>Remind chair of Snowball Conference when Snowball summary is due.</p> <p>Remind public education committee chair to get dates of festivals to publications.</p> <p>Vice-chair to send out advertising letters.</p> <p>Provide updated info to webmaster for website update.</p> <p>Hold committee meeting to discuss Spring Issue assignments.</p> |
| February | <p>Remind chairs of Great Plains/IHW when agenda/info is due.</p> <p>Remind chair of committees that hand out awards that their applications are due.</p> <p>Remind President that his/her article is due.</p> <p>Remind Federation Delegate that his/her article is due.</p> <p>Follow-up phone calls to advertisers.</p> <p>Gather articles and submit to graphic artist for spring issue layout.</p> <p>Provide updated info to webmaster for website update.</p> |
| March | <p>Review spring issue, both Chair and Vice-Chair and provide comments to graphic artist.</p> <p>Authorize issue is ready for printing and mailing.</p> <p>Ensure pictures are taken of Great Plains conference.</p> <p>Remind chairs of Great Plains/IHW when summary article is due.</p> <p>Provide updated info to webmaster for website update.</p> |
| April | <p>Remind chairs of Great Plains/IHW when summary article is due.</p> <p>Remind chair of Heartland Conference when agenda/info is due for Summer Issue.</p> <p>Provide updated info to webmaster for website update.</p> |
| May | <p>Hold committee meeting to discuss Summer Issue assignments.</p> <p>Remind President his/her article is due.</p> <p>Remind Federation Delegate that his/her article is due.</p> <p>Remind Scholarship Application chair to submit application for publishing.</p> |
| June | <p>Gather articles and submit to graphic artist for layout.</p> <p>Review summer issue, both Chair and Vice-Chair and provide comments to graphic artist.</p> <p>Authorize issue is ready for printing and mailing.</p> |
| July | <p>Ensure pictures are taken of Heartland conference.</p> <p>Remind chair of Heartland Conference when summary article is due.</p> |

| Month | Activity |
|-----------|--|
| | Provide updated info to webmaster for website update. Obtain updated membership directory for posting on website. |
| August | Provide updated info to webmaster for website update. Remind President his/her article is due. Remind Federation Delegate that his/her article is due. Remind Program Committee Chair when agenda/info is due. Hold committee meeting to discuss Fall Issue assignments. |
| September | Gather articles and submit to graphic artist for layout. |
| October | Review fall issue, both Chair and Vice-Chair and provide comments to graphic artist. Authorize issue is ready for printing and mailing. |

5.20 Resource Recovery

The Resource Recovery and Biosolids Committee is responsible for compiling abstracts and presenters for the NWEA Fall Conference Track. This track shows how resources can be used in wastewater treatment to help the facility recover funds and use the byproducts of the treatment processes for the good of the surrounding community and region.

The committee also looks into opportunities through WEF recognition programs that provides opportunities for municipalities and their partners to gain local and national recognition for their organizational efforts towards beneficial biosolids reuse, community partnership & engagement, energy efficiency in generation & recovery, nutrient & materials recovery, water reuse, and watershed stewardship.

The committee also requests NWEA sponsorship and funding for its members to participate in the Annual WEF Residuals and Biosolids Conference which provides training and information related to the latest wastewater technology and regulations.

5.21 Safety

The Safety Committee is comprised of a Chair (3-year term), Vice-Chair, Executive Board Liaison (current Director-at-Large), and any current NWEA member. The committee is tasked with promoting safety at Nebraska's water resource recovery facilities. This is achieved through the presentation of awards during the NWEA Banquet at the annual Fall Conference, where facilities are recognized in the presence of their peers, for their dedication to a comprehensive safety program and maintaining a strong safety record. Facilities do not need to be accident-free in order to submit an application. The only requirements are to show that safety is a high priority at the facility, and that applicants have at least one NWEA/WEF member.

The committee chair will help compose an article promoting the Safety Award application in the Spring issue of Effluent Line. All currently licensed Nebraska operators will also receive a reminder to apply via e-blast on the last Friday in May each year, with applications due by the final Friday in June. Safety Award applications can be found under the Awards tab on the NWEA website. These applications are completed electronically on the website. Once submitted, a PDF copy is automatically emailed to the current Safety Committee chair.

The committee chair is responsible for tracking all applications and coordinating the scoring process with other committee members. Scoring is conducted at an agreed-upon time and place during the Heartland Conference each July. Each committee member independently evaluates the individual applications, assessing the completeness and effectiveness of the facility's safety program. Each

application is then discussed by the committee as a whole, and a decision is made to grant a Bronze, Silver, or Gold Award.

Safety Award applications are categorized into five distinct groups based on the size of the WRRF: facilities with 1-4 (certified) operators, those with 5-9 (certified) operators, facilities with 10 or more (certified) operators, lagoons, and industrial facilities. Though categories are separated, there is no limit to the number of each type of award. For example, the 5-9 operator category can have more than one Gold Award. Unless a facility has an incomplete application or does not demonstrate that safety is a priority at their facility, all applicants will receive an award plaque.

After the completion of scoring, the committee chair is responsible for ordering the award plaques. These are typically ordered by the end of August to ensure they are completed in time for the Fall Conference. As of 2025, Rixstine Recognition, located at 2350 O Street in Lincoln) has the template used each year to order the plaques. The committee chair only needs to email Rixstine a list of each facility and the corresponding Gold, Silver, or Bronze award for each. It is important that the facility name on the plaque matches the facility name on the application exactly. The cost of the plaques is included in the committee's annual budget. Typically, the safety committee chair pays for the plaques and then requests reimbursement from the NWEA treasurer.

The list of each applicant and the level of the award they receive should not be announced prior to the awards presentations at the Fall Conference NWEA Banquet. At that time, the Safety Committee chair will give a short speech about the purpose of the Safety Awards, and then read the name of each recipient and the type of award they've won. As the winners are called, a representative from the facility should come to the front of the banquet hall to be presented with their award by the NWEA president.

Along with Safety Awards presented by NWEA, facilities that have submitted an application for three consecutive years, including the current year, are eligible for a WEF Burke Award. Only one Burke Award per year can be presented by each MA, though it is not a requirement that a Burke Award be given out each year. If a deserving facility is selected, the Safety Committee chair will notify the Awards Committee chair, who is responsible for notifying WEF of the selection. The Safety Chair will communicate the Burke Awardee to the Awards Chair to order the plaque from WEF. WEF requires an 8-week leadtime for the plaques ahead of the Annual Conference. WEF will ship the Burke Award plaque to the NWEA for presentation at the Fall Conference. The WEF delegate attending the conference will present this award.

Within a few days after the Fall Conference, the Public Communications and Outreach Committee will issue a press release with the names of all individuals and facilities receiving awards at the NWEA Banquet. The Safety Committee chair should send a list of the safety awards to PCOC prior to the Fall Conference to be included in the press release.

The final task for the Safety Committee chair is to submit and present a report of the committee's activities and budget status during the Annual Business Meeting at the Fall Conference. As this typically takes place prior to the banquet, only the number of awards that will be presented should be revealed during the update.

Copies of the running awards spreadsheet, along with templates for the presentation speeches and press release are all saved on the NWEA One Drive.

5.22 Scholarship and Student Activities

The Executive Board has established the NWEA Student Scholarship Fund as a restricted fund, for the purpose of endowing Scholarships. Donor designated contributions accepted for this fund shall

be used consistent with the restrictions placed on this fund by the Executive Board in establishing the fund and by the corporation's (Association's) tax exempt purposes.

The corporation (Association) may accept on its behalf, in accordance with policies and procedures set by the Executive Board, any designated contribution, grant, bequest or devise consistent with its tax-exempt purposes, as set forth in the articles of incorporation.

The associated responsibilities include but are not limited to:

- Membership Requirements
- Current Past President shall serve as Executive Liaison.
- Select of Scholarship Winners.
- Submit Report to Executive Board at Annual Business Meeting.
- Submit Scholarship applications to Public Communication and Outreach Committee.
- Receive, evaluate and select Scholarship Winners prior to Annual Conference.
- Submit Budget - Dependent on Fundraising Activities
- Distribute Number and Value of scholarships based on amount of funds available.

Student Chapters are defined in the NWEA Bylaws. NWEA has established a Mentor group program. **Additional...**

The associated responsibilities include but are not limited to:

- Provide presentations for the Annual Conference Student Paper Competition.
- Provide poster presentations at the Great Plains Conference.
- The Student Chapter shall submit an annual report to the Student Activities Committee of the Association at the Annual Meeting of the Association.
- Assist in Scholarship fundraising activities.
- Submit changes to their constitution and by-laws to WEF and the Executive Board.
- Submit list of officers to Executive Board and Public Communication and Outreach Committee annually.
- Submit report summarizing semester activities to the Public Communication and Outreach Committee.

5.23 Scott Wilber Award

Any member of the Nebraska Water Environment Association is eligible to apply or nominate a fellow member as a possible recipient of the Scott Wilber Award. All applicants will be evaluated by the Scott Wilber Award Committee. Award categories include Best in Class for each of the four facility size classes, Innovation, Outstanding Facility, as well as potential submission at a national WEF level. Those selected to receive an award will be notified and presented the award at the Annual Fall Conference.

The associated responsibilities include but are not limited to:

- Select impartial subcommittee to judge facilities.
- Notify either by Effluent Line or email blast notification of applications due date.

- Inspect applicants for proper operation, maintenance, and aesthetic value.
- Develop plan for increasing participation.
- Membership Requirements
- Current Secretary shall serve as Executive Liaison.
- Confirm application receipt with letter.
- Submit Award Application to Public Communication and Outreach Committee.
- Submit Report to Executive Board at Annual Business Meeting.
- Set up times for inspection of WWTP either late summer, early fall well ahead of the Annual Business Meeting to ensure ordering of the plaques.
- Budget Plaques and certificates for awards

5.24 Training

The Training Committee is dedicated to fostering a culture of continuous learning and professional growth of our members. Our mission is to identify training needs, develop and deliver high-quality educational programs, and support members in acquiring the skills and knowledge necessary for personal and organizational success. We strive to create engaging, inclusive, and accessible learning opportunities that enhance performance, encourage innovation, and align with the strategic goals of our organization.

The associated responsibilities include but are not limited to:

- Three day certification training for grades 1-4
- Certification training for grade 4
- Participate in Lab training with Southeast Community College in Minden
- Provide WEF Fundamental training books that are budgeted
- One or two sessions of one-day training at various cities in conjunction with vendors (not promoting products, but how to use and perform tasks).

5.25 Young Professionals

The Young Professional Committee promotes and encourages the participation of young professionals (including students) within NWEA.

The associated responsibilities include but are not limited to:

- Membership Requirements
- Current Secretary shall serve as Executive Liaison.
- Coordinate student presentations for the Student Paper Competition at the Annual Conference.
- Provide Judges for the Student Paper Competition at the Annual Conference.
- Select a paper winner and present awards at the combined lunch.
- Provide poster presentations for the Great Plains Conference.

- Provide summary of poster or paper to the Public Communication and Outreach Committee either before or after the conference.
- Budget Cash for Awards

5.26 Website

The Website Committee oversees the ongoing updates and maintenance of the website and coordination with Kelman and Associates. This includes integration of Mail Chimp in the website and the ongoing maintenance and development of Mail Chimp and coordination with the Committees and Board

5.27 William D. Hatfield Award

The William D. Hatfield Award is presented by the Water Environment Federation (WEF) to recognize outstanding performance and professionalism in the operation of water pollution control facilities. The award is named after George W. Hatfield, a leader in water quality management.

It is typically awarded to individuals who have demonstrated excellence in facility operations, regulatory compliance, and environmental stewardship. Each WEF Member Association (MA) selects a recipient annually based on criteria such as leadership, knowledge, and contributions to the industry.

The associated responsibilities include but are not limited to:

- Membership Requirements
- Shall include the past three winners
- The Secretary, WEF Delegate, and Awards Committee Chair are also involved to support the process moving along once a candidate is selected.
- The committee will meet

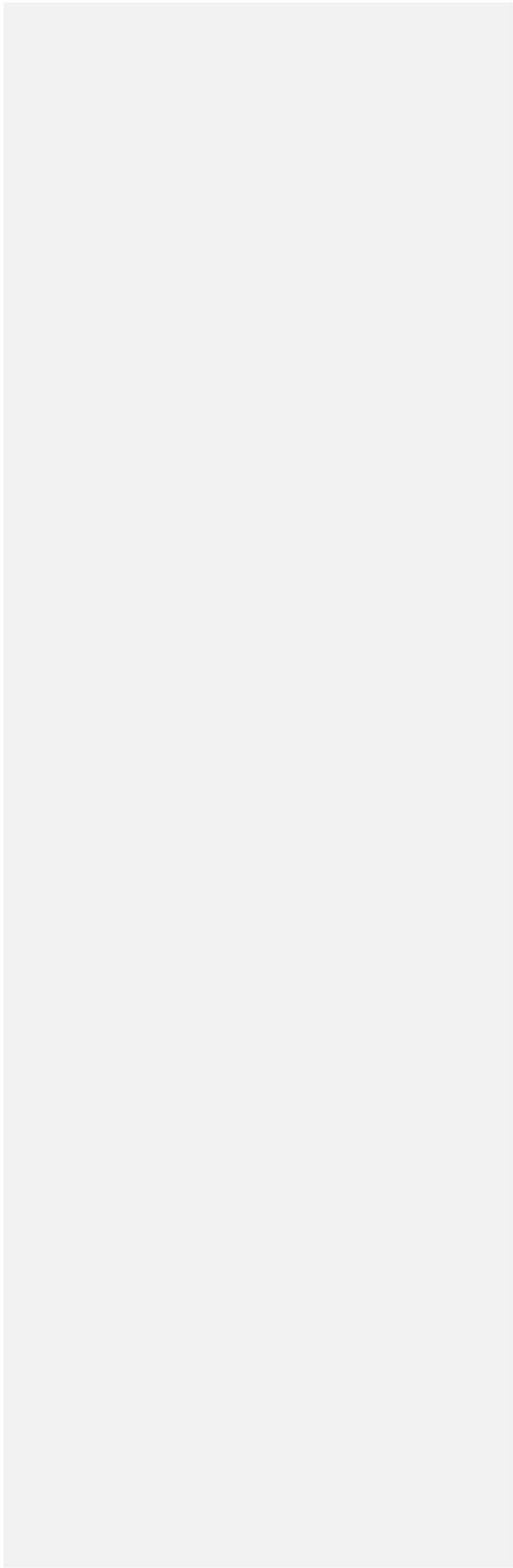
Appendix A. Past Presidents

| Name | Year | Name | Year |
|------|------|------|------|
| | | | |
| | | | |
| | | | |
| | | | |

Appendix B. 5S

| Name | Year |
|-----------------------|------|
| Bates, Bruce | 1998 |
| Condon, Jim | 1998 |
| Crisler, Steve | 1998 |
| Dabbs, Joe | 1998 |
| Dobscha, Dave | 1998 |
| Dostal, Glen | 1998 |
| Ford, John | 1998 |
| Hirschbrunner, Dennis | 1998 |
| Jacobson, Dale | 1998 |
| Leigh, Deb | 1998 |
| Meisinger, Dave | 1998 |
| Ringenberg, Jay | 1998 |
| Sell, Jim | 1998 |
| Dahab, Mohamed | 1999 |
| Eggert, John | 1999 |
| Franklin, Pat | 1999 |
| Hillrichs, Don | 1999 |
| Kottwitz, Daryl | 1999 |
| Paulsen, Lori | 1999 |
| Alexander, Kathleen | 2000 |
| Helgoth, Roger | 2000 |
| Plummer, Chuck | 2000 |
| Bilek, Tony | 2001 |
| Sibert, Rick | 2001 |
| Sova, Ron | 2001 |
| Sprague, Scott | 2001 |
| Badger, Ralph | 2002 |
| Boling, Todd | 2002 |
| Gidley, Bill | 2002 |
| Jackman, Norm | 2002 |
| Trout, Paul | 2003 |
| Arends, Mike | 2004 |

| | |
|-------------------|------|
| Pierce, Rob | 2004 |
| Christensen, Lyle | 2005 |
| Pfeffer, Kirk | 2005 |
| Miller, Tom | 2006 |
| Thomerson, Chuck | 2006 |
| Bakke, Brian | 2007 |
| Berggren, Eric | 2007 |
| Garton, Lynn | 2007 |
| Johnson, Chris | 2007 |
| Scarpello, Fred | 2008 |
| Sukup, Todd | 2008 |
| Brandt, Gary | 2010 |
| Stejskal, Jim | 2010 |
| Milius, Mike | 2010 |
| Winkler, Roger | 2010 |
| Kontor, Keith | 2011 |
| Mahony, Jim | 2011 |
| Aurit, Scott | 2012 |
| Bottorff, Ron | 2013 |
| Protzman, Roger | 2014 |
| Harger, Jon | 2015 |
| Sykora, David | 2016 |
| Rosso, Marc | 2017 |
| Satchell, Tom | 2017 |
| Tiemann, Jeff | 2017 |
| Billesbach, Lucas | 2018 |
| Hurst, Ryan | 2018 |
| Birkel, Blake | 2022 |
| Dressel, Aaron | 2022 |
| Ovenden, Shawn | 2022 |
| Shrivastava, Amit | 2022 |
| Travers, Brittany | 2022 |
| Gardels, Derek | 2024 |
| Jack Darren | 2024 |
| Walker, Jeremy | 2024 |



Appendix C. Hatfield Award Past Winners

| Name | Year | Name | Year |
|---------------------|------|---------------|------|
| Loren Brannen | 1958 | Todd Boling | 2013 |
| Elijah Coffman | 1961 | Keith Kontor | 2014 |
| Otto W. Kuck | 1964 | Brad Barber | 2015 |
| Joseph L. Noble | 1968 | Steve Crisler | 2016 |
| Eldor Schuerman | 1971 | Jim Condon | 2018 |
| Earle W. Schweiger | 1974 | Aaron Dressel | 2021 |
| Donald Hilrichs | 1977 | Jeff Tiemann | 2022 |
| Orville Klien | 1980 | Ryan Hurst | 2023 |
| James O. Sell | 1983 | Todd Sukup | 2024 |
| William R. Coffman | 1984 | | |
| Karl Wlaschin | 1986 | | |
| Gary C. Lund | 1987 | | |
| Patrick J. Franklin | 1989 | | |
| Steven C. Lamborn | 1990 | | |
| Paul Dammann | 1992 | | |
| David Meisinger | 1993 | | |
| John Ford | 1995 | | |
| Bruce Bates | 1997 | | |
| Joe Dabbs | 1998 | | |
| Robert Gray | 1999 | | |
| Richard McClemons | 2001 | | |
| Jim Swan | 2002 | | |
| Bill Terry | 2003 | | |
| Larry Beavers | 2005 | | |
| Russ Irwin | 2007 | | |
| Tom Singkofer | 2008 | | |
| Jerry Clark | 2009 | | |
| Michael Arends | 2010 | | |
| Randy Wilson | 2011 | | |

Appendix D. Golden Manhole Award List

| Name | Year | Name | Year |
|------------------|------|------|------|
| Lynn Garton | 2019 | | |
| Jerry Hasley | 2019 | | |
| Lyle Christensen | 2019 | | |
| Scott Aurit | 2019 | | |
| Jim Theiler | 2019 | | |
| Lonnie Tucker | 2021 | | |
| Brian Kramer | 2021 | | |
| Mike Adair | 2021 | | |
| Jorge Rivero | 2022 | | |
| Jennifer Morales | 2022 | | |
| Fred Tustin | 2023 | | |
| Mike Mertz | 2023 | | |
| Chris Koenig | 2024 | | |
| Emily Holtzclaw | 2024 | | |

Appendix E. 4Ws

| Name | Year | Name | Year |
|---------------|------|------|------|
| Charlie Kraus | 2024 | | |
| Randy Johner | 2024 | | |
| Ryan Kinsella | 2024 | | |
| John May | 2024 | | |

Appendix F.