



Operations and Maintenance Committee

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# Committee Guide

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# Operations and Maintenance Committee Guidelines

## I. Mission Statement

The purpose of the Operations and Maintenance Committee (O&M Committee) is to support training and development of treatment plant and collections operational and maintenance personnel. Our membership is comprised of various industry professionals including plant superintendents, operators, engineers, and equipment manufacturer representatives. Members meet periodically to determine ways to enhance educational opportunities and knowledge sharing among all IWEA membership on the topics of treatment plant and collections O&M.

## II. Committee General Objectives

- Serve as an operations and maintenance resource to IWEA membership
- Provide collaborative support and resources in the area of wastewater operations and maintenance
- Serve as a platform for wastewater professionals
- Provide education and professional development opportunities

## III. General Functions and Responsibilities

- Arrange, coordinate, and conduct monthly committee meetings
  - Hold quarterly meetings at a facility, providing a tour and/or technical presentation with the opportunity to obtain a minimum of one (1) continuing education credit
- Solicit, coordinate, and select presentations for the IWEA Annual CORE Conference
- Moderate the O&M Sessions at the IWEA Annual CORE Conference
- Facilitate O&M focused competition events and awards for the IWEA Wastewater Challenge
- Review and award nominee submittals for annual O&M Awards
- Solicit, coordinate, and select presentations for the IWEA Annual Conference – O&M Sessions
- Moderate the O&M Sessions at the IWEA Annual Conference
- Provide quarterly articles for the IWEA Digester
  - Recently, the committee has been providing and Operator Spotlights. This entails interviewing and shining a spotlight on different operators around the State.

## IV. IWEA Staff

IWEA employs staff through an associations management firm, the Mattison Corporation. A list of IWEA staff and contact information can be found on the IWEA website.

## V. IWEA Executive Board

IWEA Executive Board members are nominated and voted on by IWEA membership each year. Current Board Members, positions held, and contact information can be found on the IWEA website. The responsibilities of the Board include:

- Approval of financial statements
- Approval of committee reports and initiatives
- Communicate with committees and associations under IWEA
- Offer support to each committee and association under IWEA

## VI. IWEA Operations and Maintenance Committee Positions

The Committee maintains three office positions. The term of each position is Two Years unless otherwise decided by Committee Members. Each term begins and ends with the conclusion of the IWEA Annual Conference.

### Committee Chair

- Serve as the liaison for the committee to the IWEA Executive Board and Staff
- Coordinate and schedule all committee meetings for the fiscal year
- Prepare and carry out all meeting agenda
- Carry out the O&M committee responsibilities for all O&M Events including but not limited to:
  - The IWEA Annual CORE Conference
  - The Wastewater Challenge
  - The IWEA Annual Conference
  - The IWEA Annual Committee Rodeo (if applicable)
  - Debut of the FLOC Mentorship Program

### Committee Vice Chair – Chair Elect

- Assist the Chair as a liaison for the committee to the IWEA Executive Board and Staff
- Assist the Chair in the coordinating and scheduling all committee meetings for the fiscal year
- Assist the Chair the preparation of meeting agenda
- Assist the Chair in the O&M committee responsibilities for all O&M Events including but not limited to:
  - The IWEA Annual CORE Conference
  - The Wastewater Challenge
  - The IWEA Annual Conference
  - The IWEA Annual Committee Rodeo (if applicable)
  - Debut of the FLOC Mentorship Program
- Fulfill the role of the Committee Chair in the absence of the Chair

### Committee Recording Secretary – Vice Chair Elect

- Keep meeting minutes of each committee meeting
- Obtain approval of meeting minutes from the Chair and Vice Chair

- Distribute approved minutes to committee members
- Maintain a record of the minutes
- Fulfill the role of Vice Chair in the absence of the Chair or Vice Chair
- Debut of the FLOC Mentorship Program

#### Committee Member

- Attend and participate in committee meetings
- Attend and participate in committee events as necessary
- Participate in subcommittees for O&M events as necessary including:
  - Wastewater Challenge O&M event Subcommittee
  - Annual Conference O&M Abstract Review Subcommittee
  - O&M Award Nomination Submittal Review Subcommittee
  - Annual Conference Committee Rodeo Subcommittee (if applicable)

## VII. Operations and Maintenance Committee Events

### CORE Conference

The CORE conference is planned and executed by the CORE Conference committee made up of the Operations and Maintenance, Resource and Residuals Recovery, and Laboratory committees. This one-day conference provides continuing education credit opportunities through technical and general presentations on the topic of wastewater. The committee is responsible for working with IWEA staff to find and contract with a venue for the event, solicit and select presentation abstracts, budget, advertise, organize, and conduct the conference. IWEA staff will track and distribute the educational credits of the attendees. The conference typically is held in the first quarter of the year.

### Wastewater Challenge

The Wastewater Challenge is a day of hands-on events designed to test knowledge in the wastewater industry. Challenges are created by the Laboratory, Operations & Maintenance, Residuals & Resource Recovery, Collection Systems, Pretreatment, and Safety committees. Competitive Teams are scored in each event, and non-competitive Teams participate to enhance education and skills. The winning team has the opportunity to represent Indiana in the WEFTEC national competition.

The Operations and Maintenance committee is responsible for working with the Wastewater Challenge committee to plan, facilitate, score and award the O&M portion of the Challenge. Events in the past have included a hands-on and written portion. A second hands-on portion can be provided in place of a written portion. The committee challenge events must be presented through an abstract to the Wastewater Challenge committee for approval. Once approved the committee must coordinate their portion of the event, including any materials and judges necessary. This in-person competition is held at a treatment facility and the location rotates each year.

### Annual Conference and Committee Rodeo

The IWEA Annual Conference is planned and executed by the Annual Conference Planning Committee. An Operations and Maintenance committee member may be invited to the Planning Committee. The

IWEA Annual Conference is a three-day conference which provides continuing education credit opportunities through technical and general presentations on industry topics. Various events outside of presentations may occur, including luncheons, vendor booths, evening activities, and the Committee Rodeo.

The Operations and Maintenance committee is responsible for received abstract review, selection, and additional solicitation for the O&M tracks of the Conference. The committee will also track and rank preferred presentations for the O&M track. Then one O&M committee representative will attend a meeting with other committees responsible for abstracts for final selection for the conference technical presentation tracks. The committee is also responsible for providing attendance tracking scanners and presentation moderators for all O&M track presentations. IWEA staff will track and distribute the educational credits of the attendees. The conference is typically held in August of each year.

The Operations and Maintenance committee is also responsible for planning and attending the Committee Rodeo held during the Annual Conference, as needed. Responsibilities for the rodeo should be coordinated with the Annual Conference Planning Committee. The Annual Conference Planning Committee has not held a Committee Rodeo for the last couple of years.

#### Monthly Meetings

The Operations and Maintenance committee should hold monthly meetings. These meetings should be scheduled in advance by the committee chair. An agenda of the meeting should be presented to members, and at a minimum should include review of old business, discussion of new business, updates from the IWEA Executive Board meetings as needed, a status update on upcoming events, and committee member assignments. Access to meetings shall be provided to all committee members and may be held virtually or in-person. Meeting minutes shall be taken by the committee recording secretary and distributed within a week from the meeting date following the approval from the chair and vice chair.

In-person meetings and facility tours are encouraged on a quarterly basis to provide a deeper connection within the committee and serve as an educational opportunity. Facility coordination and any educational credit offered for the meeting is the responsibility of the chair.

## VIII. Operations and Maintenance Committee Awards

The Operations and Maintenance committee has three (3) award categories presented at the Annual Conference. Below is a description of the awards, process, and committee responsibilities. More information on each award can be found on the IWEA website.

#### Excellence in O&M Annual Award

This Award is intended to recognize those WRRFs which exhibit excellence in operations and maintenance by incurring zero violations of its NPDES Permit, reflecting exemplary performance by its operations and maintenance staff. By basing the award on each WRRF's individual NPDES Permit and Class category, it provides a more even playing field for receiving the award. Submissions are due March 31<sup>st</sup>.

The committee should review received nominations and provided yearly MRO data and NPDES permit as required. One award per facility Class size may be awarded. Coordinate the nominee submittals and award selection with IWEA staff.

#### Operator of the Year Award

The Award will be presented to an individual operator of a municipal public, semi-public, or private Water Resource Recovery Facility (WRRF). The award will be presented to an individual in each of 4 categories based on WRRF Class size (1, 2, 3, 4). Submissions due May 1<sup>st</sup>.

The committee should review received nominations. One award per facility Class size may be awarded. Coordinate the nominee submittals and award selection with IWEA staff.

#### Creation of an Outstanding Device

The award for the creation of an outstanding device may be granted annually to the individual or plant that has developed an outstanding and original device or application of a device which facilitates plant operation. Submissions are due May 1<sup>st</sup>.

The recommendation of the Operations and Maintenance Committee shall be based on the originality and thoroughness of the presentation of the device. Such nomination shall be forwarded to the Awards Committee for approval. When deemed advisable by the Committee, more than one award per year may be made.

### *IX. FLOC Program – Content to Follow 2025 Debut*