

CIPCA Monthly Board Meeting

Thu, Feb 12, 2026

Summary:

The meeting focused on board introductions, finalizing a redesigned newsletter and engagement strategy, and scheduling CIPCA training and events for 2026. After brief introductions, the board confirmed a process to circulate and approve minutes by email. Willow presented the refreshed newsletter template and a draft 2026 training agenda; members agreed the newsletter should include an engagement poll, a recurring feedback textbox, and a member-spotlight feature, and they preferred short factual poll questions plus a light "get to know your Board" item. To boost response rates the group favored small gift-card prizes and scavenger-hunt elements and decided to use a Google Docs survey during the website transition to simplify data export and avoid the legacy Wild Apricot routing.

Discussion then turned to training logistics and event timing. The proposed annual agenda includes a virtual FOG series, an in-person FOG1, and enforcement roundtables; members recommended limiting in-person enforcement roundtables to two (suggested in May and July) to avoid pre-conference overload. The board debated moving the annual conference from October to late September to reduce shutdown risk and improve attendance and reviewed May room availability, preferring Wednesday dates (May 6, 13 morning, or 27) with May 27 noted as a tentative option. The group also expressed interest in more free virtual offerings and an annual "state of CIPCA" virtual briefing to increase transparency on finances, membership trends, and training.

Chapters & Topics:

Opening and casual check-in

The meeting began with informal greetings and small talk about personal plans and weather as participants joined the call. Attendees noted the meeting room setup and participation count, and briefly referenced an AI note-taking bot as part of the meeting environment.

Administrative logistics and card PIN coordination

Participants discussed a card PIN and transfer logistics where Heather offered to send or show the PIN to Natalie, and attendees confirmed meeting readiness and agenda access links were shared.

Roll call, icebreaker, and wastewater anecdotes introduced

The formal meeting was called to order, and Ashley introduced a roll call with a light icebreaker about unusual wastewater discoveries; the group shared examples and reactions to the prompt. * The meeting purpose included member introductions and administrative planning for CIPCA activities.

- * An icebreaker about wastewater produced notable incidents such as hot-pink influent traced to a car wash.

Strange influent incidents and animal discoveries

Members recounted notable pretreatment incidents including discovery of hot-pink influent traced to a car wash and multiple instances of animals (snakes, rats) and animal remains, with one event resulting in a coroner and wildlife lab determination of cow remains.

- * Animal remains found on bar screens were investigated and identified as cow, prompting notification of authorities during the incident.

Introductions of Dominic and Nico and role descriptions

Dominic introduced his role with the City and County of Broomfield as an IP technician and explained his experience in utilities and collections. Nico introduced himself as a Respec consultant working on stormwater, master drainage plans, and pretreatment/FOG tasks primarily for Highlands Ranch.

- * Dominic is an IP technician with a collections and distribution background and has been in pretreatment for nearly three years.

- * Nico (Nicolas Flesche) works for Respec on stormwater and pretreatment, with Highlands Ranch as a primary client.

Minutes process and agenda management

The board agreed to approve previous meeting minutes by email; Dominic will send draft minutes and members can edit and push unresolved items to subsequent agendas. Ashley described flexibility in agenda flow and instructed members to move missed items to future meetings.

- * Minutes will be circulated and approved by email, with Dominic responsible for distributing draft minutes.

Newsletter redesign and 2026 training agenda development

Willow presented the redesigned newsletter template and branding, described planned newsletter sections and a quarterly board-feature, and outlined the developing 2026 training agenda including FOG modules and enforcement training decisions that still need scheduling and edits before uploading to the drive.

- * Willow presented a refreshed newsletter and is developing the 2026 training agenda and will finalize content before uploading.

- * Enforcement training scheduling requires decisions on the number and timing of sessions.

Newsletter content, poll design, and incentives

The team confirmed timeline expectations for finalizing the newsletter and discussed adding an engagement poll and spotlight feature. They explored poll formats—factual questions tied to newsletter content, a feedback textbox, and a fun Board-related question—and proposed small gift-card incentives and scavenger-hunt or riddle elements to drive participation.

- * The newsletter will be sent early next week and will include a poll and spotlight content

Poll platform and recurring feedback

Participants agreed using a Google Docs survey for the poll during the website transition to avoid routing data through the old Wild Apricot site and to enable easy spreadsheet exports for tracking responses over time. They recommended making the feedback textbox a recurring element to gather ongoing member input and framed feedback prompts to solicit opinions on events, branding, and newsletter design.

- * The team prefers using a Google Docs survey during the website transition to capture responses and export data easily
- * The poll will combine factual newsletter questions, a feedback textbox, and a lightboard "get to know you" question with small prizes as incentives

Training schedule, enforcement roundtables, and conference timing

The group reviewed the training and development agenda covering FOG training modules, enforcement training options, and TUs, and discussed which sessions should be in person versus virtual. Members leaned toward two to three in-person enforcement roundtables (favoring May and July), proposed leaving September open to avoid conference conflict, and considered moving the annual conference to late September to mitigate government-shutdown attendance risks; venue outreach to Westminster and South Platte Renew was proposed.

- * The proposed training agenda includes virtual FOG modules, one in-person FOG1, and enforcement roundtables
- * Members recommended reducing in-person enforcement roundtables to two (May and July) or three to avoid conflict with the annual conference
- * The team is considering moving the annual conference from October to late September to avoid government-shutdown scheduling risks
- * Westminster and South Platte Renew are potential central locations for enforcement roundtables; availability checks are pending

Room availability and initial scheduling

The meeting began with updates on room availability and Heather indicating she would notify the group when she finds open slots. Participants asked whether the event location would move and began considering timing options.

- * The team is prioritizing moving the conference to late September to avoid weather issues and incremental earlier shifts observed previously

Preferred dates and weekday considerations for May

The group discussed preferred weekdays and durations for the May in-person roundtable, recommending Wednesdays and an approximate 8:30 AM start to allow travel time. Specific May dates were reviewed: May 6, 13 (partially booked), 20 (booked), and 27 (open).

- * Wednesdays are the preferred weekday for May in-person events, with an earliest suggested start time of 8:30 AM to accommodate travelers

Conference conflicts and selection rationale

Participants raised concerns that May 6 and 13 overlap with professional conferences (NACWA and regional events), reducing attendance likelihood and making the 27th more attractive

despite proximity to Memorial Day. Regional conference dates were cited as unavoidable conflicts.

- * May 6 and May 13 present potential conflicts with pretreatment professionals' conferences, making May 27 the preferred in-person date at present

June virtual event and timing logistics

The group confirmed a FOG virtual event in June (FOG 101 on June 4) and agreed that back-to-back scheduling with an in-person event is acceptable because the June session is virtual and free versus paid trainings. Proposed in-person schedule details included an 8:30–12:30 training slot with an optional lunch hour.

Heather - Room booking and finalizing May date and offered to preemptively book the room and attendees agreed to plan for May 27 while remaining flexible if member availability required adjustments.

Roundtable content and Westminster July outreach

The team agreed to open the May roundtable with a focused enforcement topic (e.g., enforcement response plans) and then move to open conversation. Ashley volunteered to contact Tara in Westminster about July hosting and availability.

- * The May roundtable will include a short focused enforcement topic at the start, followed by open discussion

- * Ashley will reach out to Westminster (Tara) to confirm July venue and availability

Virtual offerings and "state of CIPCA" proposal

Attendees noted a lack of free virtual member options and proposed creating periodic virtual touchpoints, including a suggested annual "state of CIPCA" presentation to cover finances, membership trends, and upcoming events. Timing options included late March, next year, or a December "CIPCA wrap" to summarize accomplishments and introduce new board members.

- * The group identified a gap in free virtual offerings and proposed an annual "state of CIPCA" virtual meeting to improve member communication and engagement

- * Verbal Judo in-person training requires a minimum of 35 attendees, making it a potential future CIPCA-sponsored event if sufficient interest is gathered

Action Items:

- * Heather will send or share the credit card PIN/photo to Natalie to complete the card setup.

- * Dominic will send the draft meeting minutes by email for review and approval.

- * Willow will finalize the 2026 training agenda, complete edits, and upload the newsletter and training materials to the drive or Wild Apricot email service.

- * Ashley/ Willow will create the member engagement poll using a Google Docs survey

- * Heather will provide her spotlight information to Willow by Monday

- * Willow will send the finalized newsletter and training agenda to Ashley for final review and distribution
- * Heather will check South Platte Renew availability and calendar options for potential in-person enforcement training dates and report back
- * Ashley will follow up with Westminster to confirm their availability to host an enforcement roundtable
- * Heather will notify the group when she confirms room availability
- * Plan for May 27 as the tentative in-person date and communicate the plan to members; ownership: Meeting participant (coordinated by Heather)
- * Ashley will contact Tara (Westminster) to confirm July venue availability and options

Key Questions:

- * Where is the agenda for this meeting?
- * What kind of customers do you work with on FOG or pretreatment projects?
- * Should the poll be engagement-focused (newsletter content questions) or general feedback/icebreaker style?
- * How many in-person enforcement trainings/roundtables should CIPCA schedule this year?
- * Should the annual conference be moved from October to late September to avoid government-shutdown conflicts?
- * Are we going to move the conference to September?
- * For the May in-person, which weekday and hours should we aim for?
- * Is June scheduled with any events that would conflict?

Notepad:

- * No notes