



2010-2011 GOVERNING BOARD AND OFFICERS

Craig Murray - President	Carrie DeSimone - DE Trustee
Ted DeBoda - President Elect	Laurie Perkins - MD Trustee
Bob Beringer - Vice President	Chein-Chi Chang - DC Trustee
Hiram Tanner - Past-President	Jon Doane - WEF Delegate
Carlos Espinosa - Secretary	Al Will - WEF Delegate
Timothy Wolfe - Treasurer	Sam Amad - PWO Representative

CWEA Board Meeting Minutes

Thursday, April 14, 2011, 9:30 a.m. – Noon

University of Delaware, DuPont Hall, Room 302, Newark, DE 19716

Dial-in Number: 1-888-737-5834, Conference ID: 657574#

CWEA 2010-2011 Objective: PARTICIPATION

Attendance:

Craig Murray
Al Will

Ted DeBoda
Clarence Beverhoudt

Jon Doane
Jeff Cantwell

Call-In Attendance:

Ann Baugher
Joan Fernandez

Chein-Chi Chang
Tiffany Bain

Shelley Pitter
Paresh Sanghavi

Call to Order by CWEA President Craig Murray at 9:37 am on April 14, 2011

1. *CWEA 2011 Atlantic City WEFMAX Report* – Ann Baugher

Ann Baugher represented CWEA at WEFMAX in Atlantic City, NJ and on behalf of CWEA, and presented during the Member Association “Great Ideas” sessions. Topics covered with attendees included a focus on CWEA – “An MA in Transition” – covering CWEA’s cooperative activities with other organizations within the same territory, such as our Tri-Association Conference, our advances with respect to Social Media and the establishment of Facebook and Twitter, hiring a part-time paid staff person, our newly updated and much improved website, the success of our longstanding annual “short course”, shared joint *Ecoletter*, continued support of Water For People, specialty seminars, the challenges with respect to legal, liability, insurance, the changing profile of our current membership including four generations, and finally, the success of utilizing our MA List Serve link to inquire on two (2) issues regarding event attendee distribution lists and legal MOUs for events. CWEA’s “Fast Facts” were updated by CWEA’s Administrator, and copies were distributed to 40 attendees and 6 WEF staff. Networking with attendees regarding their similar challenges and experiences in itself was well worth attending. Highlights of WEFMAX shared by Ann Baugher were: WEF dedicating time to a workable Strategic Plan, which will become MA’s “plan”; Jeff Eger, our new Executive Director, with a communications background, will focus on WEF’s mission and getting media notified well in advance of seminars, events and such; Great Ideas shared at WEFMAX worth sharing with our MA include – fundraisers for scholarships; roundtable consisting of chief operators and executives to meet and discuss challenges before them; Vendor Day annually whereby we involve YPs and

students, and having YPs walk students around exhibit hall and introduce them to the vendors and supplying their resumes for possible consideration of any job openings they may be aware of; have a YP section in the magazine; and lastly, that Pennsylvania would like to possibly join with us for a joint event; and, Federal WEA would like to have us partner with them on a luncheon once a year. Federal WEA has luncheons with utilities monthly and awards many scholarships during the year. Federal, is a small MA comprised of only 120 members.

2. Accounting Initiative – Craig Murray

- a. Executive board got together on March 15, 2011, and launched, thanking Ted DeBoda and Ann Baugher, for quickly getting QuickBooks set up and running, it became clear at this meeting, that CWEA needed some organization to better track finances. A Chart of Accounts was developed and will be shared with the entire Board after Ted DeBoda and Ann Baugher meet next week. With accurate fiscal year accountability, CWEA will consult an Accountant on a periodic review of CWEA's accounts. Additional time with the Treasurer, Tim Wolfe, will be needed to complete this process in going forth and regular reporting at Board meetings along with at fiscal year-end, to assure accuracy and ease in preparing IRS filing documents.
- b. Proposal was received from an Accounting firm to set up QuickBooks and train staff. Said proposal may not be necessary; however, a revised proposal may be in order, which will be determined and pursued by Ted DeBoda, heading up this endeavor.
 1. QuickBooks 2011 has been purchased. Ann Baugher has downloaded program, taken a one-hour tutorial from Intuit and developed a Chart of Accounts, used to code Income and Expenses. Information from September 1 through March 21, 2011, has been entered to-date. Ann Baugher is working with Tim Wolfe to complete this initiative.

3. Ecoletter volunteers needed - Craig Murray

- a. A startling discovery was made during a budget review and the realization of CWEA reserves eroding slowly. The Ecoletter advertisers have not been invoiced for the past three (3) years, an absence of revenue in excess of \$80,000. Since then, a cover letter and invoice were put together and Ann Baugher mailed to Ecoletter advertisers on April 1, 2011. Jeff Cantwell inquired if a statute of limitations applies. Upon discussion, the response was that it is up to us as a board, as we owe it to our members, to collect these outstanding dollars due to CWEA/WWOA. Ann Baugher advised payments are beginning to come in.
- b. Craig Murray brought up the need for Ecoletter volunteers. Ted DeBoda and Ann Baugher volunteered to investigate on this Ad Hoc. Trustee Chein-Chi Chang volunteered. Discussion ensued, with Jeff Cantwell bringing up valid concerns Pennsylvania has encountered in their research - magazine editorial content and boost in advertising rates.
- c. Plans are to include WWOA on this Ad Hoc committee:
 1. Ann Baugher to send out a call for Ecoletter volunteers with a particular emphasis on an editor, described with the help of Cynthia Lane, current Ecoletter editor.
 2. Use MA Link Serve regarding as to who other MAs use as publishers

3. Through MA Link Serve, inquire of MAs if they have joint publications with other organizations, i.e. AWWA; or, with sister MAs.

- d. **Ad Hoc to report on their recommendation** going forth on the following:
 - 1. Continue as is
 - 2. Investigate outside publishers, i.e. the Utah-based one with zero upfront outlay;
 - 3. Kelman in Canada for a proposal as MRWA, VA, CSAWWA do and PA is looking into;
 - 4. Resurrect discussions with WWOA and CSAWWA, looking to the future for a joint or tri-newsletter.
 - 5. **Reach out to Pearl D. Laufer, Beccy Kugel, Floyd Johnson, and set up a meeting or conference call in the near future.**

e. WEFMAX Attendees

WEFMAX Meetings			
2011 DATES	MA HOST	LOCATION	CWEA ATTENDEE(S)
March 17-18	New Jersey WEA	Atlantic City	Ann Baugher attended
April 14-16	Kentucky-Tennessee WEA	Louisville	No representation
April 28-29	Iowa WEA	Davenport	No representation
May 19-20	British Columbia WWA	Vancouver	Al Will, Ted DeBoda with \$1,500 covered by his employer and CWEA to cover remaining \$500

- a. Attendees to WEFMAX have been revised as listed above.
- b. Al Will and Craig Murray put together a “great ideas” presentation to be given at 2011 WEFMAXes.

4. Awards (April) – deadline March 15, 2011

- a. No submissions were received to submit to WEF by deadline. A late submittal was declined due to the late hour and insufficient time to put the package together.
- b. Craig Murray to follow-up with Hiram Tanner on what had been done on behalf of CWEA with regard to national awards and to clarify prior discussions and intentions.
- c. **No update on request by Al Will for Carlos Espinosa at the February 10, 2011 board meeting for the Nominations Committee to put together a procedure for Awards.**

5. Nominations (June) – to Craig Murray, new Nominations Chair

- a. Since the Bylaws are specific as to who can be nominated, Craig Murray will step into Nominations Chair to allow a likely candidate to be on the slate.
- b. Slate of Officers’ due 60 days before vote, which would be July 2, 2011, for vote on September 1, 2011 at the Tri-Association Conference. If possible, include slate within the Tri-Con brochure with a deadline of June 1, 2011.

- c. **CWEA Board vacancies** (*slate will be presented by committee for vote*). Goal is to have the slate of officers complete by June 1, 2011, the deadline to be included in the Tri-Con brochure.
- d. **2011 Slate of Officers to include:**
 - 1. Delegate – Jon Doane’s term ends October 1, 201 at WEFTEC
 - 2. Vice President -
 - 3. Delaware Trustee – Carrie DeSimone’s spot
 - 4. Maryland Trustee –
 - 5. Possible Delegate-at-Large submittal -
 - 6. Secretary –

COMMITTEE REPORTS

1. Delaware Trustee (Carrie DeSimone)

Committee	Chair	2010-2011 Interaction	Attend?
Publications	Cynthia Lane		
Public Education	Shelley Pitter	Launched Twitter & facebook	
Student Activities	Janine Yieh	Career Fair, Student Paper Competition	
Water for People	Carrie DeSimone		
Young Professionals	Beth Blair	YP Tech Presentation and Happy Hour affiliated with Student Career Day 2/18/11 jointly with CSAWWA YP Chair	
Membership	Muminu Badmus		

- a. Student Activities – remaining event checks sent to Ann Baugher on April 14, 2011; student paper entries and results will be issued by May 1, 2011. Have enough volunteers for judging.

2. Maryland Trustee (vacant)

Committee	Chair	2010-2011 Interaction	Attend?
Biosolids/Residuals	Peter Thomson		
Collection Systems	Kraig Moodie	April 7, 2011 Seminar held	
Stormwater	Jeff Cantwell	October 2010 Seminar May 17, 2011 Seminar	
Website	Anthony Rocco	New website launched.	
Water Reuse	Tiffany Bain	Joint event at Spring Meeting	
Technical Education	Eric Coates	October 2010 Seminar	

- a. Collection System (Kraig Moodie) – April 7th Asset Management luncheon went great even though registration was lighter than at previous events with attendees spanning the entire membership both geographically and professionally. Waiting on final

- registration numbers and financial data to finalize - predict a \$100 - \$200 profit from the event.
- b. The Gary Wyatt/Ed Norton Open is set for June 23, 2011, at the Woodlands Golf Course. Tee time is 9:00 am, with sponsorships still available but filling up fast! Contact Kraig Moodie or Tara Hatcher at the URS Baltimore office for additional details.
 - c. Ops Challenge is moving along and set for Ocean City.
 - d. Stormwater (Jeff Cantwell) – May 17, 2011 seminar at MITAGS, registrations coming in on topic - “Water Quality & Remediation Issues Around the Bay”; contact hours issued, joint session in the am; two (2) tracks in the pm; registration to-date is 82 and growing
 - e. Website (Anthony Rocco) – HIT, host of our recent new site has gone bankrupt; Fibernet Corporation will be the web host

3. DC Trustee (Chein-Chi Chang)

Committee	Chair	2010-2011 Interaction	Attend?
Plant O&M	Akshay Kumar	October 2010 FOG Seminar	
Safety	Sorin Schwartz		
Laboratory	Clarence Beverhoudt	Planning joint meeting w/MELA in 2011	
Spring Meeting	Joan Fernandez	Scheduled 5-12-11, joint w/CSAWWA/Water Reuse	
Short Course	Wayne Reed	June 5 – 10, 2011	

4. President-Elect (Ted DeBoda)

Committee	Chair	2010-2011 Interaction	Attend?
Awards	Carlos Espinosa	Schedule & nomination process sent to members requesting potential nominees	
Conference (Tri-Assoc.)	Four (4) CWEA reps	Tech papers submittal online through Precis	
TRE	Gary Wagner		

- a. Conference (Tri-Association) (Ted DeBoda) – papers under review, will notify presenters and have all bios and abstracts to Ann Baugher for contact hour submittal to MDE by mid-May
- b. CWEA will be 2012 WEFMAX hosts – WEF has been provided potential dates, and we await response; dates include two in April, one in May in 2012; **April 19-21, 2012 – is first choice.** Kristi Perri, Bob Beringer, Ted DeBoda, and Jane Bayer, serving on WEFMAX host committee.

c.

5. Vice President (Bob Beringer)

Committee	Chair	2010-2011 Interaction	Attend?
WERF Liaison	Paresh Sanghavi		
Government Affairs	Paul Sayan	Planning two 2011 seminars	
MAMWA Liaison	Angela Essner		

6. President (Craig Murray)

Committee	Chair	2010-2011 Interaction	Attend?
Bylaws and Directory			
Nominations	Hiram Tanner	2011 nominations being collected	
Strategic Planning			
Budget/Finance	Karl Ott		

- a. WEF in the process of developing a workable Strategic Plan which will become MA's plan

7. Secretary Report (Carlos Espinosa) - absent

- a. Comments to minutes incorporated and vote to adopt the February 10, 2011 taken.

Motion No. 37-11 to approve the February 10, 2011 Minutes, as proposed with comments incorporated, was made by Ted DeBoda, seconded by Jon Doane. Motion carried.

- b. 2011 WEFTEC – Rooms have again been blocked. Even though only a few rooms chosen by CWEA in 2010, please move reservations to your individual name and credit card. Deadline is early-to-mid August.

8. Treasurer's Report (Tim Wolfe) – absent, no report

9. Delegate's Report(s) - Delegate Al Will

- a. Al Will advised the Board a WEF survey sent out regarding representation with levels based on membership per MA. Scenarios were presented by Al Will. Al Will to send this one-page survey to membership to collectively vote and represent CWEA on this matter.
- b. Global membership and involvement was discussed briefly by attendees.

SCHEDULE OF EVENTS

Date	Event/Location	Organization	Contact
May 12, 2011	Spring Meeting – date set at MITAGS	CSAWWA/CWEA	Joan Fernandez
May 17, 2011	Water Quality & Remediation Issues Around the Bay Seminar at MITAGS	Stormwater Committee	Jeff Cantwell
June 5-10, 2011	62 nd Annual Short Course Mt. St. Mary's, Emmitsburg, MD	CWEA/CSAWWA/WWOA	Wayne Reed

June 16, 2011	WSSC Parkway WWTP	CWEA Board Meeting	Craig Murray
August 30, 2011 – September 2, 2011	Tri-Association Conference, Ocean City, MD	Tri-Con	Angela Perry-Borders, Tri-Association Chair

NEW BUSINESS

1. Credit Card machine – Ann Baugher to investigate options with a focus on QuickBooks rather than the use of a Bank of America credit card machine being purchased or rented for future CWEA events.
2. Potential Maryland Association of Floodplain & Stormwater Managers Joint Conference – Jeff Cantwell asked attendees if this has ever been done.
3. Al Will noted that Committee Chairs do not have signature rights. Authority needs to be defined for all to be aware of policy. Al Will to draft something for distribution. Ann Baugher asked that a turnaround time be kept in mind for signing and returning to venues for securing sites under a defined timeline and the ability to meet said deadline.
4. Jeff Cantwell asked the Board to consider hosting the 2014 WEF National Collection Systems specialty conference in Baltimore, MD. The Board supported this endeavor and Jeff Cantwell volunteered to coordinate this effort, which would bring approximately 400-500 people into Baltimore for this 3-day period. Jeff Cantwell will provide updates as they develop.

11:00 a.m. ~ Presentation by University of Delaware “Engineers Without Borders”(EWB) students:

President Craig Murray welcomed the UD EWB students and the facility advisor introduced the two students. Currently, EWB, a student organization has two (2) working projects, one in Guatemala and one in Cameron, South Africa. The UD Chapter includes approximately 100 students when projects begin but only 20 to 30 see all of the projects through to completion.

The Guatemala project developed when interest became known to build a concrete bridge. The first trip was in 2009 where some water tests were performed. MOUs were signed for the work to begin. Studies were done of surrounding bridges and samples were brought back to America to test the types of materials they were dealing with. January, 2011 was their most recent trip to Guatemala where they discovered hydrologic studies were needed prior to bridge plan submittal. They also looked at wells in lower elevations and found low levels of contaminants but nothing significant to hold up the project. EWB students travel twice yearly to these project sites until project is completed.

The South Africa project is a supply and water distribution system. EWB met with the community to determine exactly what their actual needs were and observed first-hand the poor water quality. They surveyed users, installed bio-sand filters during the first phase of the project. The distribution system is the second phase of the project. Pump handles and a lift system and gravity flow distribution will complete this project.

In response to a few questions by the EWB, the Board learned that ASAE is the only formal agreement EWB has, having no formal WEF agreement.

President Murray thanked UD EWB students for briefing the CWEA board.

BOARD MEETING SCHEDULE FOR REMAINDER OF YEAR

Date	Tentative Location
6/16/11 (Thurs)	Parkway Wastewater Treatment Plant, 10100 Canadian Way, Laurel, MD 20708-3128

ADJOURN – Meeting adjourned at 11:34 am

Respectfully submitted,

Ann Baugher
CWEA Administrator

Submitted to the Board for Review and Comment: 4/24/11

Edited and Printed: 6/01/11

NOTE:

Items **“highlighted”** within these minutes require action by the next board meeting