



CWEA Board Meeting Minutes

Tuesday, June 26, 2012 ~ 9:30 am - Noon
KCI Technologies, Inc. 936 Ridgebrook Road, Sparks, MD 21152

CWEA 2012 forward – **CWEA Strategic Plan and Business Practices**

Attendance:

Ted DeBoda

Jane Bayer

Hiram Tanner

Paul Hlavinka

Tim Wolfe

Kraig Moodie

Paul Sayan

Burt Curry

Susan Dunn

Jeff Cantwell

Ann Baugher

Called-In: Chein-Chi Chang, Joan Fernandez

Not in Attendance: Al Will, Craig Murray, Rob Kershner, Angela Essner, Anthony Rocco, Bob Wimmer, Clarence Beverhoudt, Gary Wagner, Jasvir Grewal, Joe Swaim, Kristi Perri, Larry Jaworski, Mark Ramirez, Noelle Anuszkiewicz, Pete Thomson, Wayne Reed, Scott Shipe, Susan MacNeil, Meredith Welle, Paresh Sanghavi, Matt Roder, Bob Beringer, Neha Hridaya

1. Call to Order by CWEA President Ted DeBoda at 9:35 a.m., June 26, 2012.

2. 2011 – 2012 Timeline

a. Coordinating Meetings –

1. **Strategic Planning** – President DeBoda will discuss need for another meeting in near future with incoming President Bob Beringer.

To refresh attendees, Mr. DeBoda read the **Strategic Planning OBJECTIVES, most of which have been started or addressed:**

- ✓ *Establish balanced budgeting procedures to exploit revenue generating initiatives and reviews of spending plans*
- ✓ *Participate in WEF Fly-In and work closer with local officials*
- ✓ *Establish a vibrant membership drive supported by the board, and new member packets*
- ✓ *Identify and develop our YP's, and provide a valuable networking opportunity with seasoned utility and consultant professionals*
- ✓ *Review general business practices of the Short Course*
- ✓ *Execute an improved Awards program for CWEA*

2. **Media - Ecoletter** Summer issue to arrive in mailboxes early July 2012, **e-CWEA News** continues to be emailed to members the 25th of each month

3. **Executive Committee** – met June 25, 2012

4. **Other(s) – Tri-Con** – Jane Bayer reported - monthly meetings continue, Opening Ceremony moved to Wednesday at 11 am, and planning is on-track, Ops Challenge teams happy to learn some booths have been sold in the lower level exhibit hall.

Board concurred supporting DC Water's presence (truck and video exhibit) in the lower level exhibit hall.

3. COMMITTEE REPORTS

a. Delaware Trustee (Jeff Cantwell) - MEDIA

1. **Public Education – Matt Roder by Jeff Cantwell** – reported Matt Roder submitted **Ecoletter** article on “Berger, Hambright Crowned State Champs by Public Education Committee” on the Stockholm Junior Water Prize paper “Water Purification”. Check out the article in the upcoming magazine.
2. **Web Site** – Anthony Rocco, sent website report of “category hits”:

What’s New	238
Western Section	88
Scholarship	52
Short Course	34
Board Meeting Minutes	27
Board & Section Meeting Minutes	24
Home	21
Job Bank	20
Presentations	17
Central Section	16

3. Publications – Joan Fernandez

- a. Jeff Cantwell commented on the fantastic job Kristi Perri and Joan Fernandez are doing as CWEA’s co-editors of the **Ecoletter**; each issue getting better and better.
- b. Joan Fernandez advised the Board that the last issue of the **Ecoletter** actually generated a bit of revenue, to be split with WWOA and Craig Kelman and Associates will send a check to each association splitting the issue profit.
- c. Comments recorded if a Membership Directory is passed, member cell phone numbers and email addresses be eliminated. Membership Directory proposal to be sent to President DeBoda with Board to vote at the August 31, 2012 Board meeting to have included in the Spring 2013 issue and in the Spring issue each year thereafter.
- d. Fall issue deadline is September 28, 2012 – with distribution in early November 2012. Co-Editors asked for articles, needed from every committee for the **Ecoletter** – to include activities, spread the word, submitted as simple Word document and pictures, in jpeg format.

b. Maryland Trustee (Paul Sayan) – TRAINING

1. **Laboratory Practices** – no update
2. **MDE W/WW Board Liaison** – no update
3. **Biosolids/Residuals** – no update
4. **Collection Systems- Committee activities:**

- a. Ed Norton/Gary Wyatt Open, June 27, 2012, Woodland's Golf Course in Windsor Mill, MD – proceeds to go to Water For People and Leukemia Society (MD Chapter)
 - b. Committee confirmed one-day fall conference set for Thursday, November 8, 2012 at MITAGS. A deposit has secured this venue, with seminar called "It All Starts with the Laterals." CSC Plans for 2013 include EPA's Integrated Planning Framework.
 - c. National WEF Committee committed - the 2014 Collection Systems Specialty Conference will be held in Baltimore.
 - d. MDE has some regulations out that would change the current operator certification to include all who have a "hand" in collection system, would need to be licensed. MAMWA has already commented. CWEA will draft a letter in support of MAMWA with Paul Sayan to prepare the first cut and President DeBoda to finalize and mail. **[Paul Sayan and Ted DeBoda]**
- 5. Plant O&M** - no update
- 6. Short Course** – Wayne Reed forwarded post-2012 Short Course Report - 222 students attended. Report did not include an update on progress of insurance, QuickBooks, financial status of accounts nor IRS filing.

Ted DeBoda advised the Board of a problem at Short Course registration where a majority of attendees are signing-up for WWOA or AWWA but not CWEA. Something is broken and needs to be addressed. President DeBoda will discuss this problem with CWEA Short Course Committee members to correct for 2013.

President DeBoda asked the Board to appoint CWEA's representatives for 2012-2013 to the Short Course Committee. Kraig Moodie to contact Aaron Hughes, Greeley & Hansen to see if he would be willing to represent CWEA on the Short Course committee in the upcoming year. Motion followed.

Motion No. 62-12: Motion by Ted DeBoda, seconded by Burt Curry, to appoint Wayne Reed, Scott Harmon, Noelle Anuszkiewicz, and Bill Farrell to the Short Course committee with authority given to President DeBoda to name a fifth representative to the Short Course Committee. Motion carried.

- 7. Stormwater** – WEF to host the first National Stormwater Symposium, July 18 - 20, 2012, Baltimore, MD. If CWEA meets WEF's attendance criteria, it is possible to realize revenue sharing. Victory Brewery to donate 10 cases of Headwater Ale for the social event. Mr. DeBoda encouraged CWEA Board attendance support at the social event.

Jeff Cantwell commended Larry Jaworski for his leadership relative to current "hot" topics, and for organizing a stormwater pre-conference workshop at Tri-Con.

Mr. Paul Hlavinka, incoming Stormwater Chair – October 25, 2012 has been identified for the next Stormwater seminar, to be held in Rockville, MD, with a focus on Integrated Planning and possibly include a plant tour. New Stormwater regulations are also a “hot topic”.

Ted DeBoda was contacted by Delegate Jon Cardin (nephew of Maryland Senator, Ben Cardin). Delegate Cardin would like to speak at the Pre-Conference held at the Tri-Con. Larry Jaworski will follow through with contact.

8. **Technical Education** – no update
9. **Training, Review and Evaluation (TRE)** – no update
10. **Water Reuse** – Joint CWEA/CSAWWA April 26, 2012 Seminar at MITAGS. 60 attended. Feedback included excellent content, full-day with 5.5 contact hours while realizing a profit of \$194.37 to each association.
11. **Safety** – Sorin Schwartz continues to be involved in the Short Course training and would like to more Safety presentations at the annual conference in 2013

c. DC Trustee (Chein-Chi Chang) - MEMBERSHIP

1. **WERF Liaison** – no update
2. **Charity Events - Water for People (WFP)** –no update
3. **Membership** – Scott Shipe submitted a Membership Report.
4. **Student Activities** – no update
 - **Student Paper Award(s)** – Meredith Welle submitted data regarding the 2012 winners – First place winner of \$500 and a plaque on “Hormone and Antibiotic Concentrations in Surface Waters of Delaware” will be presented to Rachael Vaicunas, University of Delaware, at the 2012 Tri-Association Conference; Second place winner of \$250 to Anna Kazasi, Virginia Tech; and third place, \$50. Winner to Qian Zhang, Johns Hopkins University.
5. **Young Professionals** – looking into a potential “ethics” seminar
6. **Spring Meeting** – Joint 2012 CWEA/CSAWWA Spring Meeting held May 11, 2012 at Six Flags. Successful and great venue enjoyed by 80 attendees. Presentations very well received with many enjoying the park after. Each association realized over \$700.00 profit.

d. President-Elect (Bob Beringer) – Hiram Tanner reported

1. **Awards** - WEF awards were submitted by deadline utilizing WEF’s Dropbox saving Hiram Tanner and Ted DeBoda preparation and submittal time.

Awards Ceremony - Recipients of the following awards will be given out at the Tri-Association Conference Awards Ceremony, Thursday, August 30, 2012 - Public Official Award, Fuhrman Medal Award, Water Quality Improvement Award, Schlenz Public Education Award, Collection Innovation Award, Bedell Award, Hatfield Award, Stormwater Award, Golden Manhole award and 5S Society recognition.

Awards at Business Luncheon – During the 2012 CWSEA Business Luncheon, August 30, 2012, the following awards, recognitions and letters of appreciation will

be given out: Past Delegate plaque to Mr. Jon Doane, Past President plaque to Mr. Ted DeBoda, Student Paper Winner announced along with the 2nd and 3rd place winners, 5S Society presentation; and, Stormwater Letters of Appreciation.

MA Awards – Ray Schulte was recommended for the Bedell award, Board concurred. Hatfield award will be awarded to Bill Farrell.

WEF Awards – notification from WEF by mid-July to CWEA on awardees, who will be recognized at the Tri-Con.

2. **Develop Historical “Awards” database** - As suggested by the Board, *[Hiram]* CWEA to develop a list of past awardees and place in the Dropbox with assistance from the *[Administrator]*. Ann Baugher is to contact Dianne Crilley, Russ Sharpe, and Ray Schulte for any historical data relative to this mission and share findings with Hiram Tanner.
 3. **Early Award applications appreciated** - Mr. Tanner suggested for 2013, early award nomination submittals are welcome for both MA and WEF categories.
 4. **Kappe Scholarship** – one (1) 2012 Short Course scholarship was awarded. Plans are to get the word out for 2013 to obtain more submittals from which to select recipient(s).
- e. Vice President (Burt Curry)**
1. **Government Affairs (GA)** – 2013 WEF/AWWA Fly-In set for April 17-18, 2013, in Washington, DC.
 2. **MAMWA Liaison** – no update
- f. President (Ted DeBoda)**
1. **Bylaws and Directory** –Awaiting status and notification from attorney Sandra Pfau Englund, regarding filed IRS papers to change CWEA from a 501(c)(6) to a 501(c)(3), a tax-exempt non-profit. Forms 1023 and 2848 forms were signed by President DeBoda on June 25, 2012. These executed forms, along with a check for \$850.00 to cover the filing fees were sent to the attorney. Burt Curry explained the value of CWEA, as an example, could give more proceeds to charities avoiding the 6% taxes no longer being an issue once tax-exempt status is granted.
 2. **Budget/Finance** – During WEFMAX, CWEA learned other MAs have reserves set aside suggesting CWEA develop an annual target goal to accumulate ultimately, half a year’s reserves. Clarification by Burt Curry and discussion followed so the Board could understand. *Issue tabled until the August 31, 2012 board meeting to have time to formulate a motion and act upon said motion.*
 3. **CWEA’s participation & program financial support**
 - a. **Tri-Association entity briefing** – Ted DeBoda. President DeBoda briefed the Board on the progress of forming this entity. (Board agreed, at the April 12, 2012 Board meeting, President DeBoda, representing CWEA, proceed in these

negotiations). On June 13th, 2012, Ted DeBoda and Al Will met with Rachel Ellis, Gary Geck, Karl Ott, and Morgan O'Dell. All three associations agreed that it is in the best interest to incorporate a separate Tri-Association entity, which would be represented by all three associations. We agree that there would be three directors, and each association would be responsible for appointing that individual. The main function will be to facilitate finances involved in the Tri-Association Conference and the Short Course. The corporation will have no authority over the three associations, serving only to facilitate appropriate business practices. We agreed to retain Sandra Pfau to help with the filing for incorporation, to include drafting Articles of Incorporation, Bylaws, filing fees, etc. A face-to-face meeting to be held in DC, July 13, 2012 to answer questions like how often the board needs to meet, and administrative responsibilities. Each association agreed to share the \$3,000.00 fee to develop the Tri-Association entity, at \$1,000.00 each. An additional \$500 was authorized to pay for the July 13th meeting and any other miscellaneous expenses. Each of the three associations agreed to budget \$1,500 to share in these expenses. The new entity name will be, **Chesapeake Tri-Association, Incorporated**. When incorporation is complete, a new checking account will be set up, taken out from under the CSAWWA umbrella.

b. Federal WEA - Hiram attended the scholarship luncheon where \$2,000.00 in scholarships given and discussion in support of this effort held. Federal would like our help in acknowledging Science Fair winners to water-based projects. Jeff Cantwell will contact Eric Coates to get own Board involved.

4. Other - PWO – no report

4. SECRETARY REPORT (Kraig Moodie)

1. Kraig Moodie presented the April 12, 2012 Minutes for adoption.

Motion No. 63-12: Motion made by Jeff Cantwell, seconded by Hiram Tanner, to approve the April 12, 2012 Minutes, as presented with comments incorporated. Motion carried with minutes to be posted to the CWEA website.

2. Dropbox contains CWEA's "Executive Handbook" – important documents in safekeeping, retain for historical reasons and for Executive Committee's use. Additional important items to be added periodically. SOP to be developed for Dropbox **[Ann]**.

5. TREASURER'S REPORT (Tim Wolfe)

1. Checking Account balance \$ 41,822.08
2. Savings Account balance \$ 68,622.97; includes \$21,809.29 of Kappe Fund monies Board was asked to promptly submit all receipts for reimbursement immediately after an event and cash checks promptly.

3. Awaiting documentation on full account activity regarding the \$19,000.00 joint meeting proceeds of several years ago.
4. Board to give thought to set aside the \$10,000.00 Kappe endowment to obtain higher rate of return and send Treasurer suggestions.

6. DELEGATE'S REPORT(S) –

1. **Hiram Tanner** – Hiram represented CWEA at the Indianapolis WEFMAX, not having to present, as Jeff Cantwell did in Baltimore. Also included preview of the Water's Worth It campaign. Delegates, working with Collection Systems and Operator Outreach program to increase training and interaction in support of operators. Regarding the other Delegate group with respect to rags in equipment, along with other debris causing problems, delegates hope to go to State legislatures to spell out the effects of these items placed into the waste stream. Plans are to develop a strategy and incorporate into next year's Fly-In.
2. **Al Will** – on vacation

SCHEDULE OF EVENTS			
June 27, 2012	Ed Norton/Gary Wyatt Open – Windsor, MD	CWEA	Kraig Moodie or Jane Bayer
July 18-20, 2012	Stormwater Symposium, Sheraton Baltimore City Center, Baltimore, MD	WEF/CWEA	WEF/Jeff Cantwell
August 28 – August 31, 2012	2012 Tri- Association Conference, Ocean City, MD	CWEA/CSAWWA/WWOA	DuWayne Potter
September 29 – October 3, 2012	New Orleans, LA	2012 WEFTEC	wef.org
October 25, 2012	Stormwater Seminar, Rockville, MD	CWEA Stormwater Committee	Paul Hlavinka
November 8, 2012	MITAGS	Collection Systems Committee Seminar	John Fletcher
April 17-18, 2013	Joint WEF/AWWA Fly-In	Gov't Affairs	GA Committee Chair

UNFINISHED BUSINESS

Signature rights – discussion began 4/14/11 – per AI Will, authority needs to be defined for all to be aware of policy. AI Will to draft something for distribution regarding signature rights. **[AI Will]** Need copy of policy. - CWEA President, Vice President and Treasurer can sign. Board has fiduciary responsibility with respect to contract obligations. AI Will to track down current signature policy and forward to the Board. **[AI Will]**

NEW BUSINESS

- A. **WEFTEC attendees** – by order, as budget allows: AI Will, Hiram Tanner, Bob Beringer, Kraig Moodie, and, possibly a Young Professional.
Formal letters to go out to those so prospective WEFTEC attendees may contact their employer to see what they will pay and report back to CWEA Officer as early as possible.
- B. **CWEA Tri-Association Committee representatives for 2013:** Rob Kershner, Joan Fernandez, Kristi Perri, Jane Bayer to serve as Chair; and, AI Will (non-voting) as Assistant Registrar

ANNOUNCEMENTS

Next meeting, Friday, August 31, 2012, at the Roland Powell Convention Center, 4001 Coastal Highway, Ocean City, Maryland, immediately follows the close of the 2012 Tri-Association Conference. Room location to be included within the Tri-Con 2012 brochure.

ADJOURN – Motion to adjourn meeting.

Motion No. 64-12: Motion to adjourn meeting was made by Kraig Moodie, seconded by Hiram Tanner. Meeting adjourned at 12:35 pm. Motion carried.

Respectfully submitted,

Ann Baugher
CWEA Administrator

Submitted to the President and Secretary for Review and Comment: 7/4/12
Submitted to the Board for adoption review: 7/12/12
Edited and Printed: 7/12/12

NOTE: Follow-up action needed – names can be found “in brackets, bolded and italicized” within these minutes that require attention by next Board meeting.

#####