



# CWEA Board Meeting Minutes

October 13, 2016

9:30 AM

NASSCO

2470 Longstone Lane, Suite M  
Marriottsville, MD 21104

## Attendees:

Jane Bayer	Alan Will	Laura Oakes	Gian Cossa
Ellen Frketic	Ted DeBoda	Aaron Hughes	Cheryl Paulin
Scott Harmon	Kraig Moodie	Jennifer Moore	Charlie Card
Maya Sathyanadhan	Noelle Anuszkiewicz	Burt Curry	Anna Santino

## Phone:

Pono Hansen	Ed Shea	Chein-Chi Chang	Marlou Gregory
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Call to Order by President Kraig Moodie at 9:35

### *President – Kraig Moodie*

- FWQA Cooperation – Kraig reported that CWEA is investigating participation with Federal Water Quality Association on their well-established scholarship program.
- Nominations Committee – Kraig announced that Jennifer Moore is the committee chair for nominations. Jennifer is currently pursuing a candidate for the open PWO position.

## SECRETARY REPORT – Alan Will

**Motion No. 145-16:** Motion made by Ellen Frketic, seconded by Gian Cossa, to approve the September 2, 2016 Minutes. Motion Carried, with Minutes to be posted to the CWEA website.

## TREASURER'S REPORT – Jane Bayer

- PNC Checking account balance 9/30/2016 - \$ 11,814.92
- PNC Savings account balance 9/30/2016 - \$ 100,071.81
- Budget Process and Deadlines – Jane requested all budget be emailed over by November 18, 2016

## COMMITTEE REPORTS

### *Delaware Trustee – James Shelton*

- Business Practice – Amah Binde – no report
- Charity – Eric Held – no report
- Collection Systems – Andy Fitzsimons – Maya Sathyanadhan reported the Collection Systems Seminar will be on December 1, 2016 at MITAGS.
- Public Education – Matt Roder – no report
- Publications – Aaron Hughes – Aaron reported that the committee is working on the fall issue currently. The Ecoletter schedule is posted on the website.

- Short Course – Wayne Reed – Scott Harmon reported that this year's Short Course will be held at St. Mary's College, but date is not yet confirmed.
- Stormwater – Rebecca Winer-Skonovd – Marlou Gregory reported that the Stormwater Seminar will be on December 14, 2016 at MITAGS. Call for speakers has been issued.
- Technical Education – Ed Shea – Ed Shea reported that the Technical Education committee will continue the webinar series in 2017. He also stated they are working on the ITCP contract with NASSCO.

*Maryland Trustee – Laura Jo Oakes*

- Biosolids and Residual Management – Kelly Baxter – no report
- Laboratory Practices – Clarence Beverhoudt – The committee is working with MELA to provide technical training for 2016-2017.
- MDE W/WW Board Liaison – Scott Harmon – Scott Harmon reported that the licensing fees are being reduced per the Governors directions.
- Spring Meeting – Anna Santino – Laura Oakes reported that the Spring Meeting Committee is working on selecting a venue location.
- Mentorship – Anna Santino – MOED and DPW met and are continuing to work with CWEA on a program for 2017. Moalie Jose will be the Vice Chair for the Committee in 2016-2017.
- Student Activities/YP's – Cece Nguyen – Pono Hansen reported that the Johns Hopkins team came in third place in the Student Design Competition. They are also working on trying to find a new venue for the Career Fair.
- Training, Review and Evaluation (TRE) – Gary Wagner – Scott Harmon reported that TRE met last month.
- Water Reuse – Zohreh Movahed – Ellen Frketic reported that the committee will be holding their annual Water Reuse Seminar on November 10, 2016 at the Elks Lodge, Edgewater Maryland.

*DC Trustee – Gian Cossa*

- Asset Management – Charlie Card – Charlie Card reported that the Asset Management Committee plans on providing one webinar and one mid-year workshop for 2016-2017. They will also continue to work on Tri-Con Pre Conference Workshops.
- Government Affairs – Scott Shipe – Gian Cossa reported that he will reach out to Scott regarding the budget and activities for 2016-2017. Rudy Chow is now the WEF Governments Affairs Committee Chair. Tim Wolfe would like to become part of the Committee.
- Membership – Rob Koechert – Gian Cossa reported that he is working with Rob Koechert on a 2017 plan.
- Plant O&M – Prabhu Chandrasekeran – Gian Cossa reported that Plant O&M Committee will work with Safety in 2017 to plan a seminar.
- Safety – Kenrick St. Louis – see Plant O&M above
- WERF Liaison – Paresh Sanghavi – Gian Cossa reported that he will coordinate with Paresh the information coming out of WE&RF for 2016-2017.

*President-Elect – Jennifer Moore*

- Audit – Kraig Moodie – Nothing to report, but will work on finalizing a plan with Jennifer Moore.
- Awards – Hiram Tanner – no report
- Bylaws – Alan Will – Alan Will reported that there was not a vote at the Annual Meeting. Working on updating the bylaws with the current committee.
- Budget/Finance – Paul Sayan Committee budget due date – November 18th

*Vice President – Ellen Frketic*

- MAMWA Liaison – Jon Doane – no report
- Sponsorship – John Fletcher – Ellen reported that John Fletcher and the Sponsorship Committee will present the sponsorship program at the Fall Leadership Retreat.
- Strategic Planning – Ted DeBoda – Ted DeBoda reported that he needs to schedule another meeting for the committee.

DELEGATE'S REPORT(S)

- Burt Curry – Burt Curry requested that the following resolution be presented and voted on: *“Resolved, that no person, whether or not a member of CWEA or the Board, is authorized to conduct any event or publish any publication or to represent it as an event or publication of CWEA, except as authorized by specific approval of this Board.”* There was no action taken on the resolution at the board meeting. Alan Will will have the attorney review and provide a recommendation on how CWEA should proceed.
- Tim Wolfe – no report

UNFINISHED BUSINESS

NEW BUSINESS

- Leadership Retreat Update
- 2017 WEFMAX Schedule -
  - Puerto Rico: March 29 – 31 in San Juan
  - Ohio: April 26 – 28 in Cincinnati
  - Western Canada: May 10 – 12 in Winnipeg
  - Texas: May 31 – June 2 in Austin
- 2017 WEF Dues Letter – There will be no increase in 2017. Burt Curry proposed that we have the Budget Committee review and create a 3-5 year plan for Membership Dues.
- Budget Requests – Alan Will

**Motion No. 146-16:** Motion made by Alan Will, seconded by Kraig Moodie, to increase line item 7000 Administrative Subcontractor on the 2016 budget for \$10,000. Motion Carried.

**Motion No. 147-16:** Motion made by Alan Will, seconded by Kraig Moodie, to increase line item 7600 Professional Services on the 2016 budget for \$ 1,500. Motion Carried.

- Credit Card - PNC Borrowers Resolution – Alan Will – CWEA wants to obtain credit cards in place of the current PNC debit cards. The cards will be held by the Treasurer and the Administrator. The advantage will be a 1.5% cash back reward on all purchases using the cards. The cardholders will be responsible for timely monthly payments on the account to avoid any interest payments. PNC requires a formal resolution by the Board authorizing Jane Bayer and Cheryl Paulin to receive the cards. A copy of the resolution is attached to these minutes.

**Motion No. 148-16:** Motion made by Alan Will, seconded by Gian Cossa, to accept the PNC credit card resolution. Motion Carried.

#### BOARD MEETING DATES 2016-2017

- January 18, 2017 – WSSC
- March 16, 2017 – New Castle County Government
- May 18, 2017 – Baltimore County Department of Public Works
- July 20, 2017 – Maryland Environmental Service
- August 31, 2017 Annual Meeting
- September 1, 2017 Ocean City, MD

Adjourn at 12:00

*Respectfully Submitted,*

*Cheryl Paulin*  
*CWEA Administrator*

*Alan L. Will, P.E.*  
*CWEA Secretary*