



CWEA Board Meeting Minutes

April 21, 2016

9:30 AM

NASSCO

2470 Longstone Lane, Suite M
Marriottsville, MD 21104

Attendance:

Tiffany Bain	Ellen Frketic	Charlie Card	John Fletcher
Clearance Beverhoudt	Jennifer Moore	Anna Santino	Kraig Moodie
Laura Oakes	Amah Binde	Bob Beringer	Alan Will
Cheryl Paulin	Burt Curry	Jane Bayer	Ted DeBoda
Aaron Hughes	Maya Sathyanadhan	Chein-Chi Chang	
Prabhu Chandrasekeran			

Phone:

Pono Hanson	Scott Shipe	Shirley Penaloza
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Special Guest:

Calvin Ball – Howard County Council Chairperson – Mr. Ball welcomed the board and committee chairs to Howard County. He expressed how the environment and water quality is a top priority for now and the future.

9:30 Call to order by CWEA President Chein-Chi Chang

SECRETARY REPORT – *Alan Will*

- Alan Will presented the January 21, 2016 meeting minutes for adoption

Motion No. 119-16: Motion made by Alan Will, seconded by Ted DeBoda, to approve the January 21, 2016 Minutes, as presented. Motion Carried, with Minutes to be posted to the CWEA website.

TREASURER'S REPORT – *Jane Bayer*

- PNC Checking account balance 3/31/2016\$ 73,947.76
- PNC Savings account balance 3/31/2016 - \$ 68,737.18

PRESIDENT'S ANNOUNCEMENTS– *Chein-Chi Chang*

- Chein-Chi presented Ellen Frketic with an award for assisting with the Chesapeake Utility Conference.

BOARD BRIEFINGS:

- SPONSORSHIPS 2016 – *John Fletcher* – John explained the 2016 sponsorship program and answered general questions regarding the rollout of the program. Amah Binde will help create the S.O.P. procedure with John Fletcher on the program.

Motion No. 120-16: Motion made by Kraig Moodie, seconded by Alan Will, to approve the sponsorship program, as presented by John Fletcher. Motion Carried. There will be a rollout of the sponsorship program to the entire Member Association.

- REPORT ON FLY-IN – *Jennifer Moore* – Jennifer shared the packet with the board and committee chairs that they created and presented at the Fly-In. Scott Shipe, Jennifer Moore and Tim Wolfe attended 2016 WEF Fly-In. Videos posted on website under Action Center. – *Scott Shipe* – *Scott reported on the conduct and outcome of the Fly-In.*
- REPORT ON UTILITY CONFERENCE – *Chein-Chi Chang* – Chein-Chi discussed the Chesapeake Utility Conference that was at DC Water on April 13 & 14. He stated that there were 36 sponsors and they raised \$ 19,250.00 in sponsorship funds. He also stated the need for an exploratory committee for the 2017 Conference.
- REPORT ON NASSCO TRAINING – *Ed Shea, Kraig Moodie* – Kraig reported that the committee drafted the agreement with NASSCO. The feedback from training was positive with 25 MR attendees and 15 CIPP attendees. The committee is discussing additional training in Baltimore in the fall.
- WEFMAX UPDATE – *Ted DeBoda, Orlando* – Ted discussed at the WEFMAX in Orlando one of the presentations was regarding the importance a fee structure for setting up events at the Member Association level. Ted also discussed the focus on colleges and the need to ask professors what they need from us as Member Associations. *Burt Curry, Philadelphia* – CWEA is one of 72 Member Associations, Burt reviewed the Philadelphia schedule and explained how the WEFMAX process works each year.
- NOMINATIONS – *Burt Curry* – Burt reviewed his nomination procedure/process for the 2016-2017 nominations. He is requesting an email blast go out on April 20th with a nominations deadline by April 29th. Slate of nominations will not announced at the Spring Meeting this year. Shirley will remove the announcement information from the meeting agenda. Ted DeBoda asked to be on the nominating committee and to be able to attend the meeting. Chein-Chi stated that was fine, but he is not a voting member.
- TRI-CON UPDATE – *Jane Bayer* – Jane reported that Tri-Con is ahead of schedule for sponsorships this year. The Tri-Con committee is meeting with Keynote Speaker Maryland Secretary of the Environment Ben Grumbles at the end of the month to interview him for a promotional video that will assist in marketing the Conference.
- BYLAWS – *Alan Will* – Alan reported that Laura Oakes, Tiffany Bain, Jim Shelton and he have been working on updating the Bylaws. There will a Member vote at the Annual Meeting on September 1, 2016. Deadline to notify the members is August 2, 2016. The Bylaws Committee will have the recommended changes for the June 16 Board meeting.

COMMITTEES

COMMITTEE REPORTS/COMMITTEE CHAIRS

Delaware Trustee – James Shelton

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- Public Education – Matt Roder – No report
- Publications – Aaron Hughes – Aaron is working on next Ecoletter which will focus on Women in Water ~ Inspiring Others
- Mentorship Ad Hoc – Anna Santino – No report
- Business Practice – Amah Binde – Amah will recirculate the draft description of the Business Committee for the Board to review and submit any edits or changes. The Business Committee description will be reviewed and voted on at the June 16, 2016 Board Meeting. Cheryl and Amah will work on establishing a time line
- Short Course – Wayne Reed – No report
- Technical Education – Ed Shea – Report above
- Asset Management – Charlie Card – No report

Ecoletter Deadlines:

Deadline for Ecoletter Submissions	Target Publication
June 17, 2016	Summer issue
September 30, 2016	Fall issue

Maryland Trustee – Laura Jo Oakes

- Stormwater – Marlou Gregory – Stormwater Seminar – June 8, 2016 at MITAGS
- Laboratory Practices – Clarence Beverhoudt – Clarence reported the MELA/CWEA Joint Spring Meeting was held at WSSC and well attended.
- MDE W/WW Board Liaison – Scott Harmon – No report
- Biosolids and Residual Management – Kelly Baxter – No report
- Collection Systems – Aaron Hughes – Aaron reported the Spring Seminar will be on June 1, 2016 at Dutch’s Daughter in Frederick, Maryland and the 11th Annual Ed Norton Golf Tournament will be on June 21, 2016 in Windsor, Maryland.
- Plant O&M – Prabhu Chandrasekeran – Prabhu reported that the committee presented one session at the Chesapeake Utility Conference.
- Training, Review and Evaluation (TRE) – Gary Wagner – No report
- Water Reuse – Ellen A. Frketic – Ellen reported that the Joint Water Reuse Committee will have a webinar May 19th.
- Energy – Art Shapiro – No report
- Safety and Security- Kenrick St. Louis – No report
- Operators – Wayne Reed – No report

DC Trustee – Tiffany Bain

- WERF Liaison – Paresh Sanghavi – No report
- Charity Events – Eric Held – No report
- Membership – Rob Koechert – Tiffany Bain reported the Committee is focusing on MA-only membership. The membership committee has contacted Pennsylvania, Indiana, Iowa, South Carolina and Mississippi and is reviewing the information. The committee is looking for additional members.
- Student Activities – Cece Nguyen – Pono Hanson reported that the 2016 Career Fair was successful with 70 students, 24 interviewing firms and 6 municipalities/utilities attending.

- Young Professionals – Russ Dalton – Maya Sathyanadhan reported the Happy Hour was successful with 20 YP's in attendance. More information regarding a baseball outing and the Cambi visit to follow.
- Spring Meeting – Shirley Penalosa – Shirley reported that the Spring Meeting is open for registration, early bird rate until April 22, 2016. The Spring Meeting is May 13, 2016 at the Irvine Nature Center in Owings Mills, Maryland.

Vice President – Jennifer Moore

- Government Affairs – Scott Shipe – Report above
- MAMWA Liaison – Jon Doane – No report
- Sponsorship – John Fletcher – Report above

President-Elect – Kraig Moodie

- Awards – Chein-Chi Chang – No report
- By-Laws and Directory – Alan Will – Report above
- Budget/Finance – Ted DeBoda – Ted requested to set-up an official reserve account for CWEA. Ted requested the PNC Money Market account act as the reserve account for CWEA, until a S.O.P. is established. Ted also requested in order to withdraw money from the PNC Money Market account; CWEA would need a Board vote. \$31,300.00 is to be transferred from the PNC checking account to the PNC Money Market account. The new PNC Money Market reserve account will have an account starting balance of \$ 100,000.

Motion No. 121-16: Motion made by Ted DeBoda, seconded by Burt Curry, to set-up a reserve account. The amount of \$ 31,300.00 will be transferred from the PNC checking account into the PNC money market account. A Board vote is necessary in order to withdraw money from the PNC Money Market account. Motion Carried.

- MOED – Anna Santino – Anna reported that this year's program has 14 participating students. She is assisting in with the program and coordinating the coaches for the program.
- Strategic Planning – Ted DeBoda – No report

President – Chein-Chi Chang

- Advisory – Bob Beringer – No report
- Conference – Jane Bayer – Report above
- Nomination – Burt Curry- Report above
- Ad Hoc MDE Cooperation Committee – Tim Wolf – No report

DELEGATE'S REPORT(S)

- Ted DeBoda – No report
- Burt Curry – No report

NEW BUSINESS

- Webinar – PDH processing fee for Non-CWEA Members – The Technical Education Committee will review the process/procedure.

- Establish Audit Committee – General discussion from the floor, per Bylaws there needs to an audit committee to review CWEA financials. Jennifer Moore and Kraig Moodie were appointed to co-chair the committee.

Motion No. 122-16: Motion made by Burt Curry, seconded by Kraig Moodie, to establish an audit committee. Jennifer Moore and Kraig Moodie will act as committee chairs. Motion Carried.

- Alan Will – 5s Shovels

Motion No. 123-16: Motion made by Burt Curry, seconded by Tiffany Bain, to approve a budget of \$ 500.00 for Alan Will to purchase 5s shovels. Motion Carried.

BOARD MEETING DATES 2016

- June 16, 2016
- September 2, 2016

Adjourn – Meeting adjourned at 1:30 p.m.

Respectfully Submitted,

Cheryl Paulin
CWEA Administrator

Alan Will
CWEA Secretary