



# CWEA Board Meeting Minutes

September 4, 2015

12:00 PM

Roland Powell Convention Center  
Ocean City, Maryland

12:00 Call to order by CWEA President Chein-Chi Chang

*Secretary Report – Meredith Welle*

- Meredith Welle presented the June 18, 2015 meeting minutes for adoption.

**Motion No. 109-15:** Motion made by Meredith Welle, seconded by Burt Curry, to approve the June 18, 2015 Minutes, as presented. Motion Carried, with Minutes to be posted to the CWEA website.

- Water-Otter Program – Meredith Welle requested feedback on the Water-Otter program that VWEA currently utilizes for membership continuing education credits. Information was sent out after the previous board meeting in June. There was no feedback regarding the information that was sent out to the board. Chein-Chi indicated that the Technical Education committee should be involved. There was no further discussion.

*Treasurer's Report – Jane Bayer*

- PNC Checking account balance on 8/31/2015 - \$ 40,048.70
- PNC Savings account balance on 8/31/2015 - \$ 68,689.12

*President Report – Chein-Chi Chang*

- 2016 Member Dues Increase – WEF sent a letter to CWEA indicating that there will be a dues increase for 2015/2016 and they need to know if CWEA plans to concurrently increase dues. There was subsequent floor discussion regarding the need for an increase, and pros and cons of increased dues. Chein-Chi indicated that this topic should be tackled by the finance committee and membership committee. Long term dues increase plan should be addressed by the Strategic Planning Committee.
- Chein-Chi Chang announced that the 2016 Budget deadline for the draft – two weeks before November Board meeting.
- New Committees (Energy, Sponsorship, Advisory, Utility Management, Mentorship AD Hoc Committee) – Ted DeBoda will reach out on WEFCOM regarding any information on an Energy Committee. Cheryl Paulin will reach out to Sue Boynton from PWEA regarding guidance of development of committee descriptions.
- Reactivate several prior active committees (Business Practice, Safety, Operators Committee).
- Board Meeting Attendance – Chein-Chi will establish meeting attendance policies and will email out to the committee members.
- Committee meeting announcements – Chein-Chi requested that all committee chairs provide meeting announcements to Cheryl Paulin, which should be emailed out to the entire MA.
- Committee members recruitment
- Committees realignment

*Delaware Trustee – Jim Shelton*

- Public Education – No report
- Publications – No report
- Short Course – Short Course Committee Meeting will be on September 10, 2015

- Technical Education – No report
- Training, Review and Evaluation (TRE) – No report

Ecoletter Deadlines:

Deadline for Ecoletter Submissions	Target Publication
September 25, 2015	Fall issue
January 8, 2016	2016 Winter issue
March 18, 2016	2016 Spring issue
June 17, 2016	2016 Summer issue
September 23, 2016	2016 Fall issue

*Maryland Trustee – Laura Oakes*

- Stormwater – Laura Oakes reported that Jane McDonough is recommending Marlou Gregory as Committee Chair and Rebecca Winer-Skonovd as Vice Chair. The next seminar – Management of Constructed Assets will be held on October 21, 2015 at the Rockville Civic Center. The Committee will also host a webinar on Green Infrastructure and will host a Stormwater Lunch and Learn and/or Stormwater networking session in various parts of the region and will continue to develop throughout the year.
- Laboratory Practices – Laura Oakes reported that the Laboratory Practices Committee will join with Maryland Environmental Laboratory Association to host joint seminars and meetings. Goal is to increase CWEA, MELA membership.
- MDE W/WW Board Liaison – Laura Oakes reported that they are currently working on updating the State Certification tests. They have completed the Waste Water Operators tests and are now working on water tests. Next meeting is September 17<sup>th</sup>.
- Biosolids and Residual Management – Laura Oakes reported the Committee is interested in hosting a future webinar. Kelly Baxter will replace Scott Weikert as the committee chair.
- Collection Systems – No report.
- Plant O&M – No report.
- Water Reuse – Laura Oakes reported the Water Reuse Committee is planning a seminar on November 5, 2015. The next Committee meeting is September 24, 2015.
- Asset Management – Gian Cossa reported that the Asset Management Committee is planning a fall seminar.
- Energy – No report.
- Safety – No report.
- Operators – No report.

*DC Trustee – Tiffany Bain*

- WERF Liaison - Jane will mail the donation to WERF.
- Charity Events – No report.
- Membership – No report.
- Student Activities – CeCe Nguyen attended the meeting as the new committee chair, but did not provide a report.
- Young Professionals – No report.
- Spring Meeting – No report.

*Vice President – Jennifer Moore*

- Government Affairs – There was discussion about the need for a co-chair of the Government Affairs committee to assist with Non-Fly-In committee obligations, including: CWEA website government affairs update information.
- MAMWA Liaison – No report
- Environmental Policy – No report.

- Sponsorship – No report.

*President-Elect – Kraig Moodie*

- Kraig reported there were ten teams that competed in the Operations Challenge at the 2015 Tri-Association Conference. Maryland Environmental Services (MES) won overall and CWEA will fund MES to go to WEFTEC.
- Awards – No report. Chein-Chi was waiting for Tim's decision to be the Tri-Con committee member or not, Then Chein-Chi would make the decision for the Award Committee Chair.
- Strategic Planning – Ted DeBoda reported that he will set-up a follow-up meeting at the end of October. Jennifer Moore, Kraig Moodie, Alan Will, Jim Shelton, Tim Wolfe, Chein-Chi Chang and CeCe Nguyen will assist Ted DeBoda in finalizing the process.
- Business Practice – Alan Will reported he will work on finalizing the proposed changes that the committee has worked on.

*President – Chein-Chi Chang*

- Tri-Con – Chein-Chi Chang requested that one CWEA Tri-Association Conference Committee Member create a report for the board meetings. There was discussion related to Tri-Con committee representatives.
- Advisory – This committee will consist of past presidents.
- Budget/Finance – No report.

*WEF Delegate Reports: Ted DeBoda & Burt Curry*

- Burt Curry: Burt reported that Member Associations like CWEA are represented in WEF by Delegates you elect at Tri-Con every three years. Based on CWEA's membership, we send two delegates to the House of Delegates (HOD). The HOD is the deliberative and representational body of the Federation. We connect the Board of Directors to the views, visions, and needs of the MAs, on issues of strategic direction and public policy development. The HOD has 4 standing Committees, each with an array of task forces. Also, each year at WEFTEC, the Board assigns Delegates to Workgroups, to investigate and set direction on the prioritized issues. This year I worked on the Website Redesign Task Force under the Steering Committee, and on the Operator of the Future Workgroup. The Website Re-design Task Force worked with staff and consultants to improve the usability of the WEF Website, to make the enormous body of knowledge at WEF more easily available to members and MAs.

The Operator of the Future Workgroup explored both:

- Training and certification issues related to “where will we get the new generation of qualified, motivated operators who will run the advanced plants that are coming in the next few years?”
- What training materials can we develop, that will equip trainers at all levels to meet the ongoing learning and updating needs of current operators? We pushed these questions out to MAs through the 4 WEFMAX events, and developed a template for an ambitious new set of training documents that will be developed and vetted through the technical committees.

*Unfinished Business* – No report

*New Business* - SAVE THE DATE – WEFTEC Member Reception with PWEA

Sunday, September 27<sup>th</sup>, 4:30 p.m. – 6:00 p.m. at the Hilton Chicago

BOARD MEETING DATES 2015-2016

- November 12, 2015
- February 11, 2016
- April 21, 2016
- June 16, 2016
- September 2, 2016 – Ocean City, Maryland

*Adjourn* – Meeting adjourned at 2:40 p.m.

*Respectfully Submitted,*

*Cheryl Paulin*  
*CWEA Administrator*

*Attendance:*

*Chein-Chi Chang*  
*Kraig Moodie*  
*Jane Bayer*  
*Meredith Welle*  
*Tim Wolfe*  
*Ted DeBoda*  
*Burt Curry*  
*Jennifer Moore*  
*Alan Will*  
*Kelly Baxter*  
*Tiffany Bain*  
*CeCe Nguyen*  
*Gian Cossa*  
*Cheryl Paulin*

*No phone*