



CWEA Board Meeting Minutes

January 21, 2016
UMBC
Baltimore, Maryland

Attendance:

Chein-Chi Chang	Ellen Frketic	Kraig Moodie	Burt Curry
Pono Hanson	Cheryl Paulin	Gian Cossa	Tim Wolfe
Bob Beringer	Cece Nguyen	Jane Bayer	Jennifer Moore
Ted DeBoda	Laura Oakes	Alan Will	Tiffany Bain
Clarence Beverhoudt	Paresh Sanghavi	Jim Shelton	Aaron Hughes
Andrew Fitzsimons			

Phone:

Art Shapiro	Matt Roder	Nicole K	Russ Dalton
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9:35 Call to order by CWEA President Chein-Chi Chang

SECRETARY REPORT – *Alan Will*

- Alan Will presented the November 12, 2015 meeting minutes for adoption.

- **Motion No. 112-16:** Motion made by Alan Will, seconded by Ted DeBoda, to approve the November 12, 2015 Minutes, as presented. Motion Carried, with Minutes to be posted to the CWEA website.

TREASURER'S REPORT – *Jane Bayer*

- PNC Checking account balance 12/31/2015 - \$58,282.47
- PNC Savings account balance 12/31/2015 - \$68,716.67

PRESIDENT'S ANNOUNCEMENT– *Chein-Chi Chang*

- Regional Utility Management Conference – April 13 – 14, 2016 at DC Water. The Committee will have a draft of the program at the end of January and registration will open up the second week of February. Two awards will be presented at the Conference, Utility Engineer of the Year and Young Professional of the Year. Chein-Chi Chang is the Director of the Conference.
- 2016 Budget Discussion – Ted DeBoda explained to the Board and Committee Members that five years ago CWEA had a bank account and little else in financial structure and procedures. Now CWEA has QuickBooks and is working on establishing a reserve policy. Ted presented some example reserve policies for CWEA to review in 2016.
- Ted DeBoda presented the 2016 draft budget for review.

Burt Curry presented the following Motion.

- **Motion No. 113-16:** Motion made by Burt Curry, seconded by Ted DeBoda, to approve the 2016 draft budget, as presented. Budget discussion was opened to the floor.

- **Motion No. 114-16:** Motion made by Alan Will, seconded by Burt Curry, to amend line 5200.02.Awards to \$ 1,200.00 from \$ 500.00 as presented. Ten in favor, one opposed. Motion Carried.

- **Motion No. 115-16:** Motion made by Alan Will, seconded by Kraig Moodie, to amend line 5200.40.MA Communications – Website to \$ 1,500.00 from zero as presented. All in favor. Motion Carried.

- **Motion No. 116-16:** Motion made by Alan Will, seconded by Ted DeBoda, to amend line 6000.10.President to \$ 2,000.00 from \$ 4,000.00 as presented. All in favor. Motion Carried.

- **Motion No. 117-16:** Motion made by Alan Will, seconded by Ted DeBoda, to amend line 7000.20.Mileage to \$ 2,500.00 from zero as presented. All in favor. Motion Carried.

. COMMITTEE REPORTS/COMMITTEE CHAIRS

Delaware Trustee – James Shelton

- Public Education – Matt Roder – Online education surveys were emailed out and one response was received. Cheryl will send out the response again to the entire membership and to the board and committee chairs/vice chairs.
- Publications – Aaron Hughes – No report
- Mentorship Ad Hoc – Anna Santino – No report
- Business Practice – Amah Binde – No report
- Short Course – Wayne Reed – No report
- Technical Education – Ed Shea – No report

Webinar Series:

Webinars	Dates
Stormwater	February 18, 2016
March	OPEN
Asset Management – will reschedule	April 14, 2016
Water Reuse	May
Biosolids & Residuals	June

Ecoletter Deadlines:

Deadline for Ecoletter Submissions	Target Publication
January 8, 2016	Winter issue
March 18, 2016	Spring issue
June 17, 2016	Summer issue
September 30, 2016	Fall issue

Maryland Trustee – Laura Jo Oakes

- Stormwater – Marlou Gregory – February 18th – Green Infrastructure Solutions – The Right Choice for MS4 Communities

- Laboratory Practices – Clarence Beverhoudt - The LPC is working with MELA to conduct a spring seminar and workshop at the Aberdeen proving grounds for April 16, 2016. They plan on contacting Eric Held regarding sponsorships/exhibitors.
- MDE W/WW Board Liaison – Scott Harmon – No report
- Biosolids and Residual Management – Kelly Baxter – The Committee met on January 19th and discussed updates to the Phosphorus Management Tool regulations, and are planning to host a Biosolids Webinar in June. They brainstormed ideas for the webinar and hope to have the topic and speakers finalized by the end of next month.
- Collection Systems – Aaron Hughes – The Collection Systems Committee will hold a seminar in April and will also participate in the Regional Utility Management Conference. The Committee is also finalizing the contract for the ITCP training with NASSCO.
- Plant O&M – Prabhu Chandrasekeran – No report
- Training, Review and Evaluation (TRE) – Gary Wagner – No report
- Water Reuse – Ellen A. Frketic – The committee is planning to host a webinar in May.
- Asset Management – Gian Cossa - Workshop held at DC Water on 12/9/15 was a success and attracted 59-60 attendees. Possibly changing date for webinar as April 14 corresponds to day #2 of the Regional Conference. Planning for 8 hour pre-conference workshop at Tri-Con. Confirmed establishing an annual CWEA Asset Management Committee Service Award.
- 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 – Paresh reported that if a committee is looking for a speaker from WERF, he can assist with the right speaker for the event. Link provided: <http://www.werf.org/i/News/a/d/News.aspx?hkey=05f289ca-ec1e-4133-9ce7-44de2b3d6fbb>
- Charity Events – Eric Held – No report
- Membership – Rob Koechert – (Report attached) The Committee is currently focusing on evaluating the MA-only membership. The Committee is reaching out to the following MA's with a list of questions to help determine the next step in the process. (Indiana, Iowa, Michigan, Mississippi, New York, Pennsylvania, South Carolina, Texas) Current Members: Rob Koechert, Carrie DeSimone and Gian Cossa. Looking for additional committee members.
- Student Activities – Cece Nguyen – Reported the Student Activities Committee is working on the 2016 Career Fair February 12. Asked all attendees to spread the word to students to register for interviews and to firms to sponsor and/or register to interview. The Committee is also working on the 2016 Student Design Competition and is actively involved right now in the Regional Utility Conference in April.
- Young Professionals – Russ Dalton – No report
- Spring Meeting – Shirley Penaloza – Spring Meeting will be held on May 13th at the Irvine Nature Center

Vice President – Jennifer Moore

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

President-Elect – Kraig Moodie

- Awards – Chein-Chi Chang reported that he submitted the WEF/MA Award details and dates to the Ecoletter.
- By-Laws and Directory – Alan Will – No report
- Budget/Finance – Ted DeBoda – Reported under President's Announcement.
- Strategic Planning – Ted DeBoda reported that the Strategic Planning Committee held a meeting on December 16th, at MES. CWEA contracted an independent contractor, Jack Bovaird, to help facilitate the strategic process for the Committee. Jack Bovaird will be contacted again in 2016.

President – Chein-Chi Chang

- Advisory – Bob Beringer – No report
- Conference – Jane Bayer – Gian Cossa is the Conference Committee Chair and reported. Created Committee SOPs, Risk Register, and co/vice chairs for all committees. Extending VODA contract for Event Management through the 2016 conference. Completing and issuing RFPs for 2017 Event Management Services and Registration Services. Imminent three year contract with the Convention Center. Abstracts extended until January 25, 2016. Jeff Cantwell to organize the moderators/monitors. CWEA/CSAWWA AM Committees to moderate/monitor all AM presentations. Gian asked for a volunteer to direct Tri-con Opening Ceremonies (with Keynote). Kraig Moodie said he might have someone in mind
- Nomination – Burt Curry – No report
- Ad Hoc MDE Cooperation Committee – Tim Wolfe- Tim followed up with Secretary Grumbles at the Nutrient Trading Symposium on January 9, 2016 about establishing a collaboration group between MDE & CWEA. At his suggestion, Tim contacted Mr. Jeffrey Fretwell, Director, Legislative & Intergovernmental Relations, to assist with this effort. The Secretary is also interested in collaborating with CWEA about energy conservation and noted that the Maryland Energy Administration just relocated to Montgomery Park in December 2015. Tim to follow up with CWEA after feedback from Mr. Fretwell.

Chein-Chi Chang reported to the Board the concern over the Administrator's contract. Chein-Chi stated his intent to retain an attorney to review the Bylaws to clarify who should supervise the affairs of the association.

Burt Curry presented the following: I applaud efforts of our President to increase involvement of students and young professionals in the Association and the President's desire to strengthen the Association's volunteer base. Our Association's strength is in its committees, and we must be sure the Committees remain confident they have all the support they need from this Board. A lot of the support of Committees and their activities now comes through our contract Administrator. That contract was executed by the Secretary. There has been a contentious and confusing email exchange regarding authority to execute and administer that contract, and I move for the Board to confirm the authority of the Secretary under the Bylaws, to execute and administer that contract.

Motion No. 118-16: Motion made by Burt Curry, seconded by Ted DeBoda, for the CWEA Board to confirm the authority of the Secretary under the Bylaws, to execute and administer the Administrator's contract. Ten in favor, one opposed. Motion Carried.

DELEGATE'S REPORT(S)

- Ted DeBoda reported no updates for House of Delegates.
- Burt Curry reported that the House of Delegates work groups are now just starting to meet.

STUDENT ACTIVITIES PRESENTATION – *Cece Nguyen & Pono Hanson* – Professor Lee Blaney and five students from UMBC joined the meeting for lunch and an informative presentation by Pono Hanson. A good discussion followed concerning how to help CWEA connect to students and facilitate their involvement.

UNFINISHED BUSINESS – None

NEW BUSINESS

- WEFMAX 2016 – Not discussed, follow-up email will be sent.

BOARD MEETING DATES 2016

- April 21, 2016 – Howard County
- June 16, 2016 – Artesian Water
- September 2, 2016 – Roland E. Powell Convention Center, Ocean City, MD

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

Respectfully Submitted,

Cheryl Paulin
CWEA Administrator

Alan Will
CWEA Secretary