



## CWEA Board Meeting Minutes

Thursday, February 9, 2012 ~ 9:30 a.m. – 1:28 p.m.  
NASSCO, Inc. 11521 Cronridge Rd., Suite J, Owings Mills, MD 21117

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

#### Attendance:

Ted DeBoda	Bob Beringer	Tim Wolfe
Kraig Moodie	Jeff Cantwell	Chein-Chi Chang
Craig Murray	Neil Weaver	Al Will
Ann Baugher	Rob Kershner	Wayne Reed
Tiffany Bain	Scott Harmon	

**Call-In Attendance:** Burt Curry, Joan Fernandez, Hiram Tanner, Sorin Schwartz

**Not Attending:** Angela Essner, Anthony Rocco, Bob Wimmer, Clarence Beverhoudt, Gary Wagner, Jasvir Grewal, Joe Swaim, Karl Ott, Kristi Perri, Larry Jaworski, Mark Ramirez, Matt Roder, Noelle Anuszkiewicz, Paul Hlavinka, Pete Thomson, Sam Amad, Scott Shipe, Susan MacNeil, Matt Roder, Meredith Welle, Paul Sayan, Paresh Sanghavi, Burt Curry, Hiram Tanner, Neha Hridaya

#### 1. Call to Order by CWEA President Ted DeBoda at 9:30 a.m., February 9, 2012.

#### 2. 2011 – 2012 TIMELINE – Ted DeBoda

- a. Remainder of year CWEA Board Meeting dates was discussed with all meetings to begin at 9:30 a.m.
  1. **Thursday, April 12, 2012 – UMBC, Chesapeake Chapter EWB** –with EWB presentation, **NOTE: Parking is \$4.00 per vehicle**, which **[Bob Beringer]** is attempting to get waived
  2. **Thursday, June 21, 2012 – KCI Technologies, Inc.**, 936 Ridgebrook Road, Sparks, MD 21152
    - i. Approve officer nominations – Craig Murray
- b. Changes to Trustee committee assignments were provided to attendees and ***attached to these minutes***
- c. In accordance with CWEA Bylaws, Article 4 – Officers, Section 4.2 – President DeBoda named Jane Bayer as Assistant Treasurer.
- d. President DeBoda stated that he had provided a NASSCO press release to Kelman and the CWEA Editors for consideration. The release, which was also submitted to 12 other member associations and several trade magazines, announced that NASSCO has extended PACP training recertification by six (6) months. He stated, for the record

that NASSCO is a nonprofit organization, and since such an announcement is important to many members of the CWEA, it was appropriate for inclusion in the monthly **e-CWEA News** and **Ecoletter**.

- e. **Ecoletter**. Discussion followed regarding training in general, other non-profits and affiliations such as NACWA (National Association of Clean Water Agencies) Federal Water Quality Association (FWQA) and other nonprofit associations being a good way to disseminate information.
- f. Coordinating Meetings (*overview*) – Ted DeBoda
  - 1. Strategic Planning – Committee met February 2, 2012
  - 2. Media – **Ecoletter** second issue about to be mailed, *e-CWEA News*, Public Education
  - 3. Executive Committee – met January 30, 2012
  - 4. Business Practices – not yet established no meetings scheduled
  - 5. Other(s) – Tri-Con regular monthly meetings, timeline on schedule for 2012 conference

### 3. COMMITTEE REPORTS

#### a. ***Delaware Trustee (Jeff Cantwell) – MEDIA***

- 1) **Public Education – Matt Roder** – Met with Neil Weaver to discuss strategies for communicating with community newspapers and other media, obtained Stockholm JWP info from WEF, and scheduled to attend mid-February webinar on the SJWP work at the state level.

**Neil Weaver** added he will use his public media experience for local hook in small areas.

Burt Curry reminded the committee to utilize WEF's enormous volume of Public Education material available to CWEA to assist in the committee's endeavors. Discussion agreement confirmed student outreach participation is much needed in Delaware.

- 2) **Web Site – no report** – Board agreed to have WWOA change the current website billing from monthly to annual billing to save approximately \$100.00 per year or \$50.00 per association. **Ann Baugher** to notify Mike Emery of this agreement change.
- 3) **Publications - Joan Fernandez**
  - a. Deadlines:
    - March 26, 2012 – Spring issue (early May 2012)
    - June 4, 2012 – Summer issue (early July 2012)
    - September 28, 2012 – Fall issue (early November 2012)

- b. Requesting articles written by every committee for *Ecoletter* – to include activities and to inform readers of “what we do”. Please submit articles in a simple Word document and pictures jpeg and send to co-editors
- c. Winter issue will be arriving around 3<sup>rd</sup> or 4<sup>th</sup> week of February
- d. WWOA asked for financial data over the past six (6) years of *Ecoletter* advertising costs; Karl Ott and Mike Emery of WWOA met with Ann Baugher on January 20, 2012 to review all income and expenses, an MOU was presented to Karl Ott by Ted DeBoda deducting Ann Baugher’s time to resolve this issue, \$2,806.17. WWOA was asked, under the MOU, for a debt resolution over a 5-year payback plan at 50% of the \$59,650.33 debt, or \$ 29,825.17, or not less than \$ 5,965.03 per year.
- e. Feedback - Awaiting WWOA response post their February 8, 2012 Board meeting.

**b) Maryland Trustee (Paul Sayan) – TRAINING**

Mr. Sayan sent committee reports to the *Ecoletter* co-editor, Joan Fernandez to be included in the next issue.

Mr. Sayan to send e-mail to the training committee chairs and vice chairs to explain that CWEA is an approved continuing professional credit provider with President Ted DeBoda stressing this importance. *As such, each training committee is responsible for providing a certificate of completion to event attendees.*

**1) Laboratory Practices – no report**

**2) MDE W/WW Board Liaison – no report**

**3) Biosolids and Residual Management – no report**

**4) Collections Systems – Kraig Moodie for Susan McNeil** - Committee activities - Ed Norton/Gary Wyatt Golf tournament to be held at Woodland’s Golf Course in Winters Mills – no date has been set; no spring event planned due to WEF Stormwater Symposium in Baltimore; plans for a 1- or 2-day fall event.

**5) Plant O&M – Paul Sayan for Bob Wimmer** – Planned seminar at WSSC for February 21, 2012; and noted this event is not a CWEA sponsored event. Mr. Wimmer previously checked with the Administrator who furnished non-conflicting dates and Mr. Wimmer decided that this would not be a CWEA event.

**6) Short Course - Short Course report – by Wayne Reed and Scott Harmon**

[Mr. Reed sent income and expense reports to the Board on February 7, 2012 to review and discuss at the February 9, 2012 board meeting.] As background into this report, President DeBoda briefed attendees as to what has brought us to having the Short Course representatives attend today’s board meeting and report. All associations wish to restore communications with those who have served on the Short Course for many years. The Board acknowledges appreciation to the Short Course Committee for the outstanding job they have done for the past 62 years with little attention by the supporting organizations; realizing effective communication is key. All supporting associations would like to see the Short Course’s SOP revised, incorporate succession

planning, have the Short Course Committee coordinate awards with associations to recognize and assure awards are given out at the Tri-Con. Conference Call was done with Wayne Reed and WWOA President Karl Ott, CSAWWA Chair Rachel Ellis and CWEA President, Ted DeBoda prior to the board meeting. Mr. DeBoda also checked with neighboring states on how they handle their training for better insight into our future affiliation to assure harmony between all.

Wayne Reed acknowledged a “disconnect” between the Short Course and the supporting associations and agrees it is time to build this bridge again. Steps are underway with Scott Harmon working on an MOU and SOP for the Short Course. Since the Short Course parallels operations similar to the Tri-Con, a copy of the Tri-Con MOU was furnished to Mr. Harmon by the CWEA Administrator. Information was e-mailed to attendees regarding monies spent over the past five (5) years. The Short Course faces challenges that include an aging work force within the Short Course committee, as is also the case within the industry. The Short Course committee is active and no one serves unless they have a task. This has worked very well for over 60 years. Wayne Reed will update the income and expense report from August for CWEA, as discussed. Mr. Reed advised CWEA that the Short Course plans to incorporate QuickBooks, begin using RegOnline instead of Acteva for registration, research liability insurance and Treasurer bonding and would be appreciative of any information that would assist the Short Course committee in becoming better fiduciary stewards. Plans are for one of the CWEA Short Course representatives to attend future CWEA board meetings. Bob Beringer asked that a list of those deserving recognition for CWEA awards at Tri-Con be furnished. Rob Kershner informed Mr. Reed and Mr. Harmon that CWEA through Public Education, reaches out to schools and colleges and the importance of young folk interested in a career in this industry be aware of this program. Consideration should be given for possible inclusion in Vo-Tech curriculums. Mr. Reed added a temporary license is necessary to attend the Short Course. List of items the Short Course Committee wishes to accomplish in the near future include drafting an updated SOP (Standard Operating Procedure); placing their finances onto QuickBooks; purchasing event insurance and assuring meeting notes/minutes are forwarded to all three (3) supporting associations along with exercising better communications.

- 7) Stormwater – Jeff Cantwell - July 18-20, 2012 is the first ever WEF Stormwater Symposium and anticipate 400 to 900 attendees** – Larry Jaworski is heading the steering committee and details may be found on the WEF website. Wednesday will include Pre-Conference Workshops, and 65 classes will be held on Thursday and Friday. A reception will be held, with CWEA as host, on Thursday from 5:00 p.m. – 6:30 pm. Details are being worked out for this reception. Watch the website for developing details. As the WEF Symposium 2012 gets closer, the Stormwater Committee will be getting involved in the seminar logistics. The CWEA and VWEA Committees are planning to provide session moderators and assistant moderators. The Committee is also considering various social events that CWEA can provide as the host MA for Stormwater Symposium 2012.

**8) Technical Education – no report**

**9) Training, Review and Evaluation (TRE) - Paul Sayan for Noelle Anuszkiewicz -** CWEA's TRE liaison, attended the Board of Waterworks and Waste System Operators board meeting on January 19, 2012. Noelle's contact information has been forwarded to all training committee chairs and vice chairs for future reference. In the future, Noelle will send a notification e-mail to the committee chairs and vice chairs of upcoming Board meetings and ask if there are any issues/questions that any of the committees would like Noelle to present to the Board. Next committee meeting will be in early March, 2012

**10) Water Reuse – Tiffany Bain -** Joint CWEA/CSAWWA seminar set for April 26, 2012 at MITAGS. Working on lining up speakers; Tim Wolfe sent \$1,000.00 check deposit; all expenses will be paid out of CWEA and end income split with CSAWWA. Event is offering a strong line-up including hot topics such as Water Reuse regulations.

**11) Safety – Sorin Schwartz –** Committee is hopeful that enough "safety" track papers were submitted in the Tri-Con technical "call for papers" to offer a "safety track" at the 2012 Tri-Con. Unknown at this time. Mr. Schwartz submitted some safety papers for consideration. Mr. Schwartz had nothing more to report since no WEF meetings have been held recently.

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

**1) WERF Liaison – no report**

**2) Charity Events - Water for People (WFP) –no report.**

**3) Membership – Chein-Chi for Scott Shipe –** Mr. Shipe has a 2012 membership goal to increase CWEA membership by 70. Ted DeBoda is looking to put together a YouTube video, Facebook and other media reflecting a monthly tally on new members. Mr. Shipe reported he may not need his entire budget. Board supports his membership efforts.

**4) Student Activities – Chein-Chi for Meredith Welle –** Attendees were given forms to consider sponsoring this event. Many students have signed up but would like to see more firms participate and interview. Joint event with CSAWWA, Career Fair, to be held February 17, 2012, at Engineers Club in Baltimore. Committee to narrow down ideas these wish to complete in 2012 and report those to the Board at the next board meeting.  
**[Meredith Welle]**

Mr. Kraig Moodie asked if there would be a Membership presence at the Career Fair to promote our 2012 Membership Campaign and stressed the need for this at every event in 2012 to reach set goal.

**5) Young Professionals –** Neha Hridaya, new YP Chair attended the YP Summit in Miami, FL, January 30, 2012. Joan Fernandez and Meredith Welle were unable to attend. A report was prepared by Neha and will be included in the *Ecoletter*, per Joan Fernandez. The Board thanked Ms. Hridaya for attending and furnishing a timely report to the Board and for inclusion in our newsletter publication.

**6) Spring Meeting – Joan Fernandez for Joe Swaim –** Spring Meeting 2012 will be held on Friday, May 11, 2012 at Six Flags America. Will include light breakfast, 2.0 contact hours of credited technical presentations (4 half-hour sessions featuring Rob Kershner and Tim Comas of KET; Tiffany Bain of Geiger and Scott Cooper from Uni-Bell) in the

morning, lunch with Water Taste Test award presentations and afternoon technical tours (1.0 contact hour). Committee working on joint event with CSAWWA and anticipate 13 to 20 vendors. Set up will be from 8 – 9:30 am and will conclude with networking from 4 pm – 6 pm. The Board suggested we involve the Federal Water Quality Association, possibly during lunch and Ms. Fernandez agreed to take to the Spring Meeting committee for consideration.

**d. President-Elect (Bob Beringer)**

- 1) **Awards –Hiram Tanner** – Advised Board of WEF’s April 1, 2012 deadline and nomination forms were distributed to all. Committee to meet soon with intent of increasing nominations. Mr. Tanner thanked Ray Schulte and Chein-Chi for serving on his committee.
- 2) **Tri-Con Conference** –Call for Papers ended February 2, 2012, now program will be put together. Nothing other than abstract call has closed. Committee has concern over raising registration fee and will take a harder look at that in upcoming meetings remaining cautious about raising rates and getting those there who need renewal license credits and/or PDHs. Exhibitor, Sponsorships and Golf registration to open mid-to-late February, 2012 with attendee registration to open June first or before. Talks continue on the need for the Tri-Association to become a separate entity and become incorporated.
- 3) **Strategic Planning** –Committee met on February 2, 2012 with active initiatives on several parts of the Plan and champions for them. Some objectives have already been met, including increase vitality of the Spring Meeting, Membership campaign, Finance Chair, Ted DeBoda working with Treasurer Tim Wolfe, to name three. Mr. Beringer reported that each “objectivity” has an Action Plan concluding his pleasure in the progress of this committee and its mission.
- 4) **Other** –
  - a. **Kappe Fund** – Research is being done by **Administrator** as to just how this Endowment by the Estate of Mr. Stanley Kappe should be carried out. Former active member, Karl Brink, has contacted the Attorney who settled Mr. Kappe’s estate to request a copy of the page from his Will to carry out the Endowment terms. This is a stumbling block to CWEA, along with CSAWWA, in awarding this scholarship as no one has a copy of this document with files being shuffled along as board members change, most times, annually.

Bob Beringer [**Bob Beringer**] will pursue information from CSAWWA on their use of the Kappe Funds and report back to the Board at the April 12, 2012 meeting.

- b. **PWO** – Mr. Wayne Reed has agreed to serve as Mr. Sam Amad’s term has been fulfilled.

**e. Vice President (Burt Curry) - absent**

- 1) **Government Affairs (GA) – Joint WEF/AWWA Fly-In** – CWEA representatives will participate in the WEF/AWWA Fly-In – March 7-8, 2012 in Washington, DC. Scott

Shipe has been instrumental in “educating” CWEA, as Mr. Shipe has been coordinating this Fly-In for many years for CSAWWA. Mr. Shipe has given Ted DeBoda a contact for CWEA to get CWEA started in laying some groundwork and getting involved. Mr. DeBoda said the more involved the better and if anyone has connections to those in office to advise him at their earliest convenience.

2) **MAMWA Liaison** – no report

f. **President (Ted DeBoda)**

1) **Bylaws and Directory –Change from 501(c)(3) Corporation to a 501(c)(6) to enable CWEA to apply for a Maryland Tax Exempt statute - [AI Will]** to write out a specific motion having the Articles of Incorporation amended, to include changing the current slate of officers and submit to legal counsel for review. Then proceed to filing updated Articles and ask the IRS to change the status to proceed in application of tax exempt status.

2) **Nominations – Craig Murray** – The CWEA Officer nominations slate for 2013, will be developed, published and presented for vote to comply with Bylaws Article 4, Section 3.

3) **Committee/Trustee chart** – revised chart was circulated at meeting and a copy attached to the Minutes. Chart was sent out in February and March **e-CWEA News** as well.

4) **Budget/Finance – Tim Wolfe** – Treasurer Tim Wolfe announced the Board has approved the 2012 budget. Copies were given to attendees for reference during the year and are attached to these minutes. Mr. DeBoda thanked those involved in this process.

i. **Potential MA dues increase** - Mr. DeBoda brought before the Board neighboring MAs dues structure, attached, and asked the Board to consider raising our dues from the current \$15.00 rate being in effect since 1995, to \$20, \$25, \$30, or \$35.00. Discussion on why we should increase our MA dues followed and increase would:

- Afford CWEA the opportunity to add value that we wanted to include in our 2012 budget that we were unable to add.
- Grant opportunity to lock-in a fixed amount of income in our revenue stream.
- Enable a focus on membership and becoming a larger association
- Deliver more to our Membership, that we did not before

Mr. AI Will stated “CWEA has increased its mission and its product and a moderate increase in dues is a responsible move”.

Mr. Will volunteered to draft the facts to facilitate discussion at the April 12, 2012 Board Meeting. **[AI Will]** Plans are to act on a motion with WEF’s deadline is rapidly approaching to being the increase January 1, 2013.

5) **Other**

a. **WEFMAX** – Mr. DeBoda suggested attending, if haven’t before, since right in Baltimore and CWEA are hosting, April 19-20, 2012. It is an opportunity to see what other MAs are doing and come back energized and with a notebook full of things

learned. Registration is complimentary. Jane Bayer looking to put together a local flare “handout goodie bag” to attendees. Four WEFMAX’s are held each year and CWEA usually attempts to have representation at each one. In 2012, CWEA was not represented at Sedona, AZ. Al Will is to attend the Fayetteville, Arkansas WEFMAC while Hiram Tanner will travel to Indianapolis, Indiana. Plans are for all to attend the Baltimore WEFMAX. Mr. DeBoda will get back to Officers on where else besides Baltimore he will attend. Mr. DeBoda asked those attending to ask for funding backup from employer first before having CWEA pay.

- b. **Business Practices** – Rob Kershner, Chair. President DeBoda had nothing new to add and indicated he is responsible for this grassroots mission not yet getting off the ground. Ted DeBoda will work with Rob Kershner to establish. **[Ted DeBoda, Rob Kershner]**. Customize committee roles/mission and committee duties to lead CWEA. **[Rob Kershner along with Strategic Planning Committee]**

#### 4. **SECRETARY REPORT (Kraig Moodie)**

- a. Kraig Moodie presented the December 15, 2012 Minutes for adoption.

**Motion No. 54-12: Motion made by Kraig Moodie, seconded by Chein-Chi Chang, to approve the December 15, 2011 Minutes, as presented with comments incorporated. Motion carried with minutes to be posted to the CWEA website.**

- b. Drop Box for Executive Handbook – Mr. Moodie briefed the Board on the value of setting up a CWEA “drop box”. Being the Board’s intent to place all documents continually referenced and enables access to them during our meetings. Other ideas were reviewed, such as a binder and the challenges in keeping a hard copy “current. Whereby a drop box could be set up and updated, as necessary with Officer access 24/7. Google Docs was also mentioned as a consideration. No cost, up to 2 GBs, which should be sufficient for CWEA needs. Administrator **[Ann Baugher]** to proceed with a list of potential contents and review with Board at next meeting in order to begin dropping documents into a drop box for convenience and availability.

#### 5. **TREASURER’S REPORT (Tim Wolfe)**

1. Checking Account balance \$ 37,518.82
2. Savings Account balance \$ 49,612.62
3. Kappe Fund balance \$.21,808.61

#### 6. **DELEGATE’S REPORT(S) –**

1. Hiram Tanner – no report
2. Al Will – Both Hiram and Al Will have discussed who will attend a particular 2012 WEFMAX.

### **SCHEDULE OF EVENTS**



February 17, 2012	Joint Career Fair – Student Activities/YPs	CWEA & CSAWWA	Meredith Welle
March 7-8, 2012	Joint Fly-In, Washington, DC	WEF/AWWA	WEF/AWWA
March 26-28, 2012	Raleigh Convention Center, Raleigh, NC	Residuals and Biosolids 2012	WEF.org
April 12, 2012	UMBC, w/Chesapeake Chapter EWB	CWEA	Kraig Moodie
April 19-20, 2012	Fells Point, The Admiral Inn	WEFMAX	CWEA Host
April 26, 2012	Joint Water Reuse Seminar MITAGS	CWEA & CSAWWA	Tiffany Bain
May 11, 2012	Six Flags	Joint Spring Meeting w/CSAWWA	Joe Swain
June 3 – 8, 2012	Mount St. Mary's Emmitsburg, MD	Short Course Committee	Wayne Reed
June 21, 2012	CWEA Board Meeting - TBD	CWEA	Kraig Moodie
July 19-20, 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	<a href="http://wef.org">wef.org</a>

### UNFINISHED BUSINESS – look at agenda

- a. **Partner with Federal WEA for a joint luncheon** – Ted DeBoda will again contact Federal WEA for securing a date **[Ted DeBoda] Spoke with Adam Krantz**. They have a Federal Scholarship fund and would like us to consider participating and being included in this. DC Metropolitan area and we would contribute. Mr. DeBoda **[Ted DeBoda]** to obtain more information and share at the April 12, 2012 board meeting.
- b. **Signature rights** – not discussed 2-9-12; a carry-over from April 14, 2011 adopted Minutes - per Al Will, authority needs to be defined for all to be aware of policy. Al Will to draft something for distribution regarding signature rights. **[Al 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 signature policy that exists today and distribute to Board attaching said policy to future minutes. **[AI Will]**

## **NEW BUSINESS**

- a. Move Kappe Fund from Investment Account to CD(s) and review procedures for use of funds when received. **Tabled due to time constraints.**
- b. **WEFTEC** attendee list – AI Will suggested thought be given as to why someone is sent to WEFTEC.

### **2012 Attendees**

- AI Will
- Hiram Tanner
- Ted DeBoda will ask for one day and half of his airfare
- Bob Beringer will go with no reimbursement by CWEA
- Burt Curry - ?
- Jeff Cantwell going - not sure if reimbursement needed by CWEA at this time
  
- Kraig Moodie – from Ops Challenge budget

## **ANNOUNCEMENTS**

Next meeting will be held at UMBC on Thursday, April 12, 2012, with Engineers without Borders reporting on their University of Maryland EWB Chapter.

**ADJOURN** – Motion to adjourn meeting.

**Motion No. 55-12: Motion to adjourn meeting was made by Chein-Chi Chang, seconded by Tim Wolfe. Meeting adjourned at 1:28 pm. Motion carried.**

Respectfully submitted,

Ann Baugher  
CWEA Administrator

Submitted to the President and Secretary for Review and Comment: 2/29/12  
Submitted to the Board for adoption review: 3/14/12  
Edited and Printed:

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

**#####**