



## 2009-2010 GOVERNING BOARD AND OFFICERS

Hiram Tanner- President	Carrie DeSimone, DE Trustee
Craig Murray - President Elect	Laurie Perkins - MD Trustee
Ted DeBoda - Vice President	Salil Kharkar, DC Trustee
Aaron Nelson- Past-President	Jon Doane, WEF Delegate
Carlos Espinosa, Secretary	Ray Schulte, WEF Delegate
Timothy Wolfe, Treasurer	Sam Amad, PWO Representative

## **CWEA Board Meeting Minutes**

---

**Date:** March 4, 2010  
**Location:** Conference Call

1. Hiram Tanner called meeting to order at 9:39 a.m.
2. Attendance:

Hiram Tanner	Ted DeBoda	Laurie Perkins
Carlos Espinosa	Tim Wolfe	Ray Schulte
Muminu Badmus	Paresh Sanghavi	Salil Kharkar
Peter Thompson	Shelley Pitter	Eric Coates
Sorin Schwartz	Kraig Moodie	Ann Baugher
Akshay Kumar	Clarence Beverhoudt	
3. The main objectives for today's meeting were presented in the Agenda and are as follows:
  - a. Welcome – New CWEA Administrator
  - b. Awards Committee
  - c. Public Outreach update
  - d. Tri-Conference update

### **MEETING OBJECTIVES**

4. Welcome to new CWEA Administrator – President Hiram Tanner officially welcomed Ann Baugher on board as CWEA's Administrator. Carlos Espinosa wished to thank Ted DeBoda for his contribution in making this happen, along with Craig Murray who spearheaded the process. President Tanner seconded Carlos' appreciation.
5. Awards Committee – On Wednesday, March 3, 2010, Carlos Espinosa e-mailed CWEA members the need for volunteers on the Awards Committee. In response to that transmission, four or five responded to Mr. Tanner and/or Mr. Ray Schulte their willingness to serve.
  - a. President Tanner advised the Board, due to Russ Sharpe's health issues, that he would be handling the coordination of the upcoming award nominations for WEF and CWEA nominees.

- b. President Tanner asked the Board to review the nomination criteria on WEF's website noting all nominations must be submitted via letter and be received by WEF no later than April 1<sup>st</sup>.
    - i. What is "important" should be contained within letter - résumé may be attached
  - c. WEF Delegate Ray Schulte added nominations may be self-nominations but carry more weight if endorsed by the organization.
    - i. Every year WEF has awards not given out due to lack of nominations submitted. Mr. Schulte stated the process is not too difficult and takes a short time to complete. Mr. Schulte asked President Tanner to set up a meeting in the next two-to-three weeks to review submittals in order to meet the April 1, 2010 deadline.
6. Tim Wolfe, Treasurer presented the treasurer's report:
- a. Savings - \$ 51,822.26;
  - b. Checking - \$ 3,716.42; and
  - c. Investment – approximately \$22,000.00
  - d. Due to delay in receiving mail in a timely fashion, Mr. Wolfe changed the CWEA mailing address to KCI
  - e. The association's business liability insurance lapsed due to mail delay. Mr. Wolfe asked the board to consider adding additional coverage when reinstating this policy:
    - i. In addition to the typical coverage, Mr. Wolfe asked the Board if they wished to add riders for:
      - 1. D&O (Directors and Officers) liability protecting the association from financial obligation; and,
      - 2. A rider for business personal property.

Riders within the business liability insurance policy were followed by a motion, motion strike, amended motion and vote.

~~**MOTION No. 26-10 was made by Ray Schulte to drop the business personal property and add the D&O rider, seconded by Carlos Espinosa.**~~

- ii. Upon clarification from Mr. Wolfe that the business personal property would include the association's assets, Mr. Schulte asked to strike the above motion and amend his motion as follows.

**MOTION No. 26A-10 was made by Ray Schulte to approve the riders for both D&O and business personal property upon reinstating the liability**

**insurance policy, motion was seconded by Carlos Espinosa. Motion carried.**

- f. The corporation's taxes, filed as 501(c)(6) contained a Finksburg address causing some concern/question.
  - i. Ray Schulte suggested the Resident Agent's address be used for tax filings.
- g. While the subject of Resident Agent was before the Board, Resident Agent Schulte advised Board of his upcoming term expiration. Carlos Espinosa volunteered to fill the Resident Agent position at that time.
  - i. Executive meeting will be held to complete a resolution and work out details to make this happen.
    - 1. Administrator to remind the Secretary in August/September that all necessary details have been taken care of prior to expiration of Mr. Schulte's term as Resident Agent.

**MOTION No. 27-10 was made by Ray Schulte, seconded by Ted DeBoda, and carried, to make Carlos Espinosa Resident Agent. Mr. Schulte agreed to electronically forward all necessary paperwork to accomplish.**

- ii. President Tanner congratulated Mr. Espinosa
7. Secretary – Carlos Espinosa presented the January 21, 2010 minutes for their approval, inclusive of comments and corrections received.

**MOTION No. 28-10 was proposed by Carlos Espinosa and seconded by Ray Schulte to approve the January 21, 2010 minutes, with corrections. Approved minutes will be posted to CWEA's website.**

- a. Details of 2010 New Orleans WEFTEC hotel rates were presented by Mr. Espinosa. Due to rooms selling out quickly, a block of 30 rooms in three hotels have been reserved under CWEA. The hotels and rates are ~ The Hilton New Orleans Hillside at \$229 p/n (headquarters hotel), Hampton Inn at \$ 149 p/n; and, the Embassy Suites at \$ 199 p/n. Members have until August 6, 2010, to pull from this block and put reservations in their name, if interested. Mr. Espinosa will e-mail this information to the entire Board.
  - i. Mr. Schulte reported his experience securing individual lodging reservations has been less cost than corporate rates. He suggested if a less expensive hotel is in proximity to a bus route

hotel, attendees could walk to a nearby hotel and catch the bus to the conference center.

- b. Secretary Espinosa then turned the floor over to the new Administrator asking all to be sensitive to the fact that Ann is working for two organizations when requesting her services. To monitor that workload, Mr. Espinosa asked the Board to send an e-mail of an event or task for which they wish assistance from the administrator to him for approval.
    - i. Ms. Baugher asked for the Board's indulgence during the learning curve;
    - ii. Advised Board of the following requested tasks to begin on:
      1. Prepare directory of board meeting motions;
      2. Secure from WEF an updated membership list;
      3. Update calendar of events
        - a. e-mail sent asking for event additions or corrections with a return date of March 12, 2010. Compiled list will be forwarded to Webmaster Anthony Rocco for posting to assure members are kept current on association events.
    - iii. Ms. Baugher advised the board a CWEA e-mail has been established. That address is: [cwea4u@comcast.net](mailto:cwea4u@comcast.net)
8. Tri – Con Update – Ted DeBoda
- a. Review committee chose 135 to 140 of the 181 technical papers submitted, many more than received in prior years. Plans are to trial VWEA's software in the 2011 Tri-Conference technical submittal process.

Discussion ensued regarding conference technical proceedings preservation and their availability to attendees via website or other means, problem of non-automation to accomplish, production time, potential of outside organization contracted to complete, added burden to committee, ideas shared by what other sections have done in making this happen, with Mr. DeBoda stating he will bring this issue before the Tri-Con Committee at their meeting on March 10, 2010.

9. Public Outreach update – Shelley Pitter
- a. Judges being lined up for March and April Science Fair
    - i. Have secured Delaware judges and one Virginia judge, to date.
  - b. With regard to Public Outreach's next project, asking for Web Site Committee cooperation

- i. Looking to establish a Facebook page linked through CWEA's web site.
  - 1. feels Social Media is a main outreach source
  - 2. Ms. Pitter will contact Anthony Rocco regarding new web site status since no response from contact name furnished at last meeting
- c. Ms. Pitter will get with Carrie DeSimone on content for video production of CWEA volunteers and vendors telling story of just what CWEA is about and what it does for its members

10. Schedule of Events Updates:

- a. April 7-8, 2010 - Asset Management Workshop at MITAGS
- b. May 18, 2010 - Water Reuse Conference at MITAGS
- c. June 6–11, 2010 - Short Course, Washington College, Chestertown, MD
- d. October 19, 2010 – Wet Weather Issues Seminar

**COMMITTEE REPORTS**

11. Delaware Trustee

- a. Public Education – Shelley Pitter
- b. CWEA Student Paper Competition – Shelly Pitter
  - i. Currently being worked on
- c. Membership – Muminu Badmus
  - i. Membership committee presence at all events
    - a. Committee visibility via identification t-shirts
      - i. Sign up new members supplying them with new membership packets
    - b. Focus on member involvement – new and existing
  - ii. Recruit new
    - 1. Keep new members in loop via e-mail, committee invitation, welcome packet, phone call to retain
  - iii. Retain existing
    - 1. Improve web site and information contained there
    - 2. Make sure all seminars are on web site
    - 3. Access to membership list of Membership Committee to obtain list for monitoring
      - a. who drops; and
      - b. current members

12. Maryland Trustee – Laurie Perkins

- a. Biosolids and Residuals Management – Peter Thompson

- i. Committee meeting next week, will have more to report next month
  - 1. Planning beauty contest;
  - 2. Spring seminar a possibility
- b. Collection Systems – Kraig Moodie
  - i. Upcoming Asset Management Workshop – Ted DeBoda has done legwork
    - 1. Brochures are out – estimating 80-100 attendees; four (4) exhibitors and a 2-hour “wine and cheese”
    - 2. Focus on additional publicity for event
    - 3. Registration through Acteva
      - a. To date, 12 have registered
      - b. Venue deposit sent to MITAGS
    - 4. Government Affairs covering event
  - ii. Ed Norton/Gary Wyatt Open Golf Tournament - June 25<sup>th</sup>
    - 1. Moved to Turf Valley
      - a. Estimate an additional \$2K available for donation to Water for People with the move to Turf Valley
  - iii. Working with Technical Education Committee on Wet Weather Issues Seminar (*event details under Technical Education below*)
  - iv. Travel form will be sent to President Hiram Tanner for approved Specialty Collections Systems Committees Conference in Phoenix, AZ. Ms. Perkins stated attendee will attend conference meetings representing CWEA
    - 1. Monies will be taken from Committee’s \$1,600.00 budget
    - 2. Conference attendee will be identified at April 8<sup>th</sup> board meeting
- c. Water Reuse - Laurie Perkins
  - 1. Committee’s main focus right now is the Water Reuse Seminar scheduled for May 18<sup>th</sup>, at MITAGS. Registration is \$75. And the committee is working on lining up speakers
  - 2. They are gearing up for the Student Paper Contest, updating the entry form.
  - 3. Board inquired on status of working with U.S. Green Building data for a Sustainability Seminar yet this year
- d. Technical Education - Eric Coates
  - i. Technical Education, along with the Collection Systems Committee, is in the process of getting the Wet Weather Issues Seminar together. It will be Part I of a 2-part session. *Plans are to have Part II in January or February, 2011*

1. Part I is set for October 19, 2010, 8:30 a.m. – 5:00 p.m. at MITAGS, planning on 80-100 attendees
  - a. Finalizing agenda and lining up speakers
  - b. Commitment deadline is end of March, 2010. Have commitments from Pennsylvania CEQ, Virginia, Prince George County, Delaware, and the District of Columbia
  - c. Need to get information out to membership
  - d. All arrangements should be complete by the next meeting
- ii. Question on who signs contracts, i.e. Workshops/Tri-Conference
  1. Per Ray Schulte, signing for CWEA will be Hiram Tanner, President, Tim Wolfe, Treasurer and Carlos Espinosa, Secretary
- iii. Will be submitting three or four articles for the Ecoletter
- iv. Will be staffing at the short course including a full day of presenters/educators
- v. Top Ops subcommittee will meet in June, 2010, in preparation of the Tri-Con
- vi. Mr. Eric Coates to send out e-mails on “meeting of the minds” regarding operators dealing with upcoming regulations raised by President Tanner.

Board members asked for clarification on who has the lead on Government Affairs for contacting and inviting to various events.

### 13. DC Trustee – Salil Kharkar

- a. Plant O&M – Akshay Kumar
  - i. A seminar/luncheon is being planned for late spring/early summer.
- b. Lining up speakers for the Joint Water Reuse event on May 18<sup>th</sup>
  - i. Still need speakers and time running out
- c. Safety
  - i. Still seeking applications for Burke Safety Award and need applicants. If you know any plant interested in applying, let Mr. Kharkar know. Criteria in available on WEF website with 4/1/10 WEF deadline. Quick conference call will be set up to have nominees approved.
  - ii. Mr. Kharkar is preparing for instructing a Safety Class at the Short Course
- d. Laboratory
  - i. Mr. Clarence Beverhoudt inquired on eligibility of lab awards

1. CWEA needs award information 4 to 6 weeks prior to Tri-Con allowing sufficient lead time for plaque engraving
- e. Spring Meeting - In Joan Fernandez's absence, President Tanner reported:
  - i. Set for May 6, 2010, at Johns Hopkins University, with the time appropriate topic "Managing a Utility in a Difficult Economy", optional tour of Camden Yards afterwards. CWEA is working together with CSAWWA to attract and serve the membership for this joint event.
  - ii. Keynote Speaker confirmation
    1. Paresh awaiting confirmation from WSSC's Jerry Johnson
    2. In this does not pan out, President Tanner suggested DC WASA's new general manager
- f. Short Course – Mr. Schulte suggested consideration, if applicant can meet the utility wastewater treatment size criteria to apply for the Short Course Kappe fund sponsorship
  - i. Details on criteria can be obtained from Russ Sharpe
  - ii. Notice to be placed on Ecoletter and web site for potential sponsorship

Discussion followed on CWEA needing to get a handle on their involvement in the Short Course. President Tanner asked Ann to work with Carlos in canvassing the membership of just who is involved annually in the Short Course. Ann to compile information so once event occurs, all CWEA involved can gather for pictures for web site and Ecoletter recognition

14. Vice President – Ted DeBoda.

- a. WERF Liaison –
  - i. Will reach out to Chair Tiffany Bain to see if they can get WERF to attend the May 18<sup>th</sup> Water Reuse event.
    1. Voluntary contribution made annually to WERF so maybe they will attend
  - ii. Paresh advised board the WERF got a ten million dollar grant from EPA to evaluate different technologies for aging infrastructure. Keep in mind if you know of any area or system in need of an evaluation
- b. Government Affairs presence at May 18<sup>th</sup> Water Reuse event
- c. Opportunity to participate through the end of this year information on sustainable water works practices and challenges on stormwater and their solutions for compilation into a 500 page publication.



- i. President Tanner's recollection was that Water Reuse was taking this on

15. President – Hiram Tanner

- a. Personal involvement with CWEA and WEF
  - i. Washington Week invitation
  - ii. Alexandria meeting with WEF officials
  - iii. Rayburn Building Congress luncheon on the 16<sup>th</sup>
  - iv. National Association of Corrosion Advisory Board invitation to serve at 2010 Conference in San Antonio, TX on the 18<sup>th</sup>
  - v. Tri-Conference participation is on "corrosion"
    1. If you know of any prospective speakers on this topic, contact President Tanner outside meeting
    2. Potential "new product forum" at Tri-Con
- b. Nominations
  - i. Vice President Nominations – four-year commitment; keep in mind those who have served association well in making that nomination. (by normal progression of Ted DeBoda to Present Elect)

16. The next Board meeting scheduled for April 8, 2010, at KCI, Sparks, MD.

- ~~Oct 1 meeting at WSSC; November 5 meeting at Back River WWTP; December 3 meeting at Bryant Street PS, in Washington, DC. Can take the Metro to Howard University stop on Green Line Metro; parking is available at the pump station; January 21 conference call; March 4 conference call;~~
- April 8 meeting at KCI; changed to April 29 at KCI
- June 10 meeting at Charles County Mattawoman WWTP.
- July 15 meeting at WSSC.
- Sept 3 meeting at the tri-conference.

**MOTION No. 29-10 to adjourn meeting made by Ray Schulte, seconded by Laurie Perkins. Motion carried.**

17. Meeting adjourned at 11:25 a.m.

Respectfully submitted, \_\_\_\_\_  
Ann L. Baugher, CWEA Administrator