



CWEA Board Meeting Minutes

Thursday, April 11, 2013

NASSCO, 11521 Cronridge Drive, Suite J, Owings Mills, MD 21117

Call-In Number: 1-800-444-2801; Code: 1085414

CWEA 2012-2013 forward – **CWEA Strategic Plan and Business Practices**

Attendance:

Bob Beringer
Jeff Cantwell
Jane Bayer
Ted DeBoda
Ann Baugher

Tim Wolfe
Paul Sayan
Ed Mauldin
Eric Held
Al Will

Kraig Moodie
John Fletcher
Ellen Frketic
Cheryl Paulin
Jasvir Grewal

Called in: Chein-Chi Chang, Burt Curry

Not in Attendance: Hiram Tanner, Wayne E. Reed

1. **CALL TO ORDER by CWEA Past President Ted DeBoda at 9:35 am, April 11, 2013.** 2013. Thanked all those calling in, those attending and conducted meeting until President Bob Beringer arrived at 9:55 am. President Bob Beringer conducted remainder of meeting beginning with DC Trustee.
2. **2012 – 2013 TIMELINE – Coordinating Meetings**
 - a) **Strategic Planning** – Ted DeBoda and Burt Curry will take off line to discuss meeting.
 - b) **Executive Committee** - Conference call meeting held April 2, 2013.
3. **COMMITTEE and OFFICER REPORTS**
 - a) **Delaware Trustee (Jeff Cantwell) - MEDIA**
 1. **Public Education** – Matt Roder and Brian Shell working on Stockholm Junior Water Prize (SJWP) and recruiting judges for state submissions, with judging in April, 2013.
 2. **Web Site** – No report, Jeff Cantwell stated Anthony Rocco always serves our needs with the web site.
 3. **Publications - Ecoletter** – Report submitted by **Kristi Perri** – Fall issue focused on TriCon; with winter issue, stormwater focus. Seminar Chairs, please submit articles after each event for Ecoletter. Summer issue deadline is June 14, 2013 with Fall issue deadline September 27, 2013. **Membership Directory** – Discussion was held regarding directory contents to add company name and address to prior motion with member survey to opt-out of the directory. The option is to opt-in the directory or completely opt-out of the directory with a response received no later than May 1, 2013.

b) Maryland Trustee (Paul Sayan) – TRAINING

1. **Laboratory Practices** – Clarence Beverhoudt - no report
2. **MDE W/WW Board Liaison** – no report
3. **Biosolids/Residuals** – Scott Weikert – Attended meeting held on February 13, 2013 regarding Maryland regulations on land applications; Networking at WSSC on April 25th at 11:30 am; 17 members are coordinating future activities with potential joint conferences utilizing Memo of Understanding (MOU).
4. **Collection Systems** – John Fletcher - Integrated Planning Framework Seminar April 10th, with Rudy Chow as Keynote Speaker. Mr. Chow was awarded the Golden Manhole Award by the Collection Systems Committee prior to the afternoon session. 60 people in attendance, lower than normal attendance due to other seminars held that day. Fall Collection System Seminar early November date not finalized. Bob Beringer praised the Collection System Committee for all their hard work and dedication.

Jeff Cantwell displayed the 2014 Collection Systems Specialty Conference poster and thanking JMT for the graphics. WEF happy with the poster, 2014 Conference goal is 750-1,000, CWEA awaiting budget. Conference social event being coordinated by Jane Bayer and committee is reviewing potential giveaway items. The Public Works Museum has volunteered to be open during the 2014 conference, but may need volunteer assistance with displays.

5. **Plant O&M** – Jasvir Grewal – “Energizing a Sustainable Future” seminar was held Thursday, March 28, 2013 at Back River WWTP. Focused on energy recovery with a plant tour. 55 people attended, awaiting final event cost. Plans for 2014 include more hands on involvement by operators.
6. **Short Course** – no report
7. **Stormwater** – Spring meeting, have 4 vendors would like to see 10, will be held May 23, 2013 at MITAGS titled “Implementation Realities”. Date set for fall seminar will be October 17, 2013.
8. **Technical Education** – no report
9. **TRE** – no report
10. **Joint Water Reuse** - Ellen Frketic – 2013 Seminar set for May 16th at MITAGS – Please share with your colleagues. Plans do not include vendor tables, although asking vendors to assist with door prizes.
11. **Safety** – Mr. Paul Sayan reported he will instruct at the Short Course for one day and noted prior minutes reflect a commitment to write a safety article for the *Ecoletter*. Mr. Sayan to follow-up with Mr. Swartz on this commitment.

President Bob Beringer conducted the remainder of the meeting from this point forward at 9:55.

c) DC Trustee (Chein-Chi Chang) - MEMBERSHIP

1. **Charity Events** – Eric Held – \$ 300.00 was donated to the Boy Scouts of America for the National Scout Jamboree. Further discussion held on potential charity donations to be reported at next board meeting including Blue Water and set dollar amount recommendations.

2. **Membership** – Ed Mauldin – Ed reported that he has been in communication with WEF regarding displays; desire to increase to 1,000 members from the current 800 members and begin utilizing an event sign in sheet for contact outreach to members and non-members alike.
3. **Student Activities** – Jennifer Moore for Meredith Welle – 2013 Joint Career Fair a success, with early determination anticipating a profit; however, before final income and expenses are determined, this could prove inaccurate. President Bob Beringer and Trustee Chein-Chi thanked Jennifer Moore and the Student Activities Committee for all their hard work for making this a successful day. SJWP papers will be accepted until the end of April.
4. **Young Professionals** – Neha Hridaya – attended the 2013 YP Summit. Awaiting report, photos and *Ecoletter* article from Neha Hridaya.
5. **Spring Meeting** – Joe Swaim – May 10th joint CSAWWA/CWEA Spring Meeting at Washington Aqueduct to include Dalecarlia WTP tour, Water Taste Test and judges to adhere to rules in fairness to all entries. Day's events included 3 contact hours, anticipate registration to pick up.

d) President-Elect (Burt Curry)

1. **Awards** – April 1st deadline met for awards. Preparation plans for Tri-Con to be handled by Burt Curry and Cheryl Paulin well before August with Bob Beringer presenting the Life Award to Chip Wood.

WEF Awards (sent to WEF by April 1, 2013) for the following:

- Public Education – Cat Shrier
- Charles Emerson Distinguished Service - Bill Farrell
- Outstanding Contributions to Water Environment for Non-Members - Ken Ulman
- Outstanding Young Water Environment Professional – Joan Fernandez
- Fair Distinguished Engineering Educator – William Ball, JHU
- Water Quality Improvement – Dr. Charles Glass, Howard University
- Outstanding Member Association Award – CWEA
- George Bradley Gascoigne Medal – Sudhir Murthy
- Outstanding contribution to Wastewater Collection Systems – Wayne H. Ludwig, Jr.

MA Awards

- MA 5S Society
- Burke Award
- Hatfield Award – Noelle Anuszkiewicz
- Laboratory Analyst Award

Bob Beringer and Paul Sayan to review potential candidates for Laboratory Practices MA Award.

Discussion held and tabled for CWEA paying for non-consulting engineers registration to the Tri-Con for Life Member's in good standing. Al Will to bring recommendations before May

15th to CWEA officers to act upon prior to 2013 registration opening. (Tentative date June 1, 2013 or before).

2. Strategic Planning – Ted DeBoda – Ted presented the six original objectives to the Board.

1. Establish balanced budgeting procedures to exploit revenue and generating initiative and reviews of spending plans
2. Participate in WEF Fly-in and work closer with local officials
3. Establish a vibrant membership drive supported by the board, and new member packets
4. Execute a spring meeting to identify and develop YP's, and provide a valuable networking opportunity with seasoned utility and consultant professionals
5. Review business practices of the Short Course and make necessary corrections
6. Execute an improved Awards program for CWEA

Since some of these objectives have been met the goal moving forward is to re-set their goals and objectives. Discussion followed with suggestions for potential objectives.

3. Business Practices – Patricia Jones provided Jeff Cantwell with Standard Operating Procedure (SOP) templates for future development. Who should sign contracts and approve expenses. Etc.

e) Vice President (Tim Wolfe)

1. **Government Affairs –** Scott Shipe sent a report regarding Fly-In, April 17-18, 2013 with 14 attending, record number from CSAWWA and CWEA. Issues of importance include funding with WIFIA (Water Infrastructure Financing Innovations Authority) infrastructure (Utilities low 30-year 2.5% loan paid back) whereby key bill introduced two years ago. EPA budgeted \$ 20 million +/- for future projects.
2. **MAMWA Liaison –** no report

i. Past President (Ted DeBoda)

1. **Business Finance –** Ted DeBoda asked Ann Baugher to work with him on the 2014 budget as there is a need for guidance due to CWEA growth.
2. **Chesapeake Tri-Association, Inc. (CTA) update –** Ted DeBoda thanked Al Will for his assistance during the formation of the CTA. CTA facilitates all activities conducted, such as Tri-Con, Short Course including associations of CWEA/CSAWWA/WWOA. Al Will negotiates with the insurance broker for all event coverage under CTA's umbrella.

CTA membership will be funded by membership dues from the three Associations. Annual dues have not been determined.

Gary Geck assumed the role of TRI-CON Treasurer, April 1, 2013 while Ted DeBoda retains Treasurer Position of CTA. CTA has retained the services of Katz & Associates, Ann Cybulski, CPA as their accountant of record. If any association position under CTA becomes too demanding for volunteers, the

CTA Board will develop an MOU or contract for obtaining a contractor(s) as has been established with the TRI-CON.

CTA Board voted on stipends presently being given to Short Course committee and volunteers, Ted DeBoda voted against said stipends.

ii. President (Bob Beringer)

1. **Bylaws and Directory** – Al Will to touch base with Attorney Sandra Englund on status of current 501(c)(6) filing to obtain 501(c)(3), a tax-exempt non-profit status
2. **Joint retreat with CSAWWA** – Date was chosen of October 25th. The joint event will be held at WSSC with Ted DeBoda coordinating this all-day retreat on behalf of CWEA along with Rachel Ellis, CSAWWA. Plains are to have a break out board meeting session by each association.
3. **Chesapeake Tri-Association update** – Jane Bayer – Exhibitor Hall layout changed increasing booth availability to 135. Kraig Moodie reported teams signing up for 2013 Ops Challenge. Technical Program being finalized with potential of Pre-Con topic on Sewer Shed Rehabilitation with Al Will coordinating with the Tri Con Technical Program.
4. **Other**
 - a. **WEFTEC** –Joint Reception with PWEA - Cheryl Paulin coordinating. Due to Chicago Hotel room minimums this reception will cost over \$ 14,000. Discussion followed stressing the need for sponsorships to defray costs as our budget is set for \$ 3,000.00. It has been decided to move forward on joint venture with PA. Request for sponsorship and invitations will be sent by Cheryl Paulin
 - b. **YP at WEFTEC - Attendees** – Discussed subsidizing a YP to WEFTEC. Some Board Members stated that WEFMAX would have greater benefit to the YP and CWEA. The final consensus was the YP would go to WEFTEC this year and in future years when more time was available to discuss we would send a YP to WEFMAX. Next step for WEFTEC: Chein-Chi and Ann Baugher need to work together to submit the candidates to the executive committee for approval. Ann Baugher made a recommendation of Jennifer Moore.
 - c. **Slate of Officers** – In accordance with CWEA Bylaws, to serve on the nomination committee, members must be on the board or a standing committee chair in DE, DC and MD. No one on the committee can be nominated. Slate of officers need to be complete by May 25, 2013. According to CWEA By-Laws the membership must be given a 90 notification on the said election. Offices up for election:
 - Vice President
 - DC Trustee (Chein-Chi's term will expire)
 - WEF Delegate – (Al Will's term will expire)
 - Assistant Treasurer

4. SECRETARY REPORT (Kraig Moodie)

Kraig Moodie presented the February 14, 2013 Minutes for adoption.

Motion No. 80-13: Motion made by Kraig Moodie, seconded by Alan Will, to approve the February 14, 2013 Minutes, as presented. Motion carried, with Minutes to be posted to the CWEA website.

5. TREASURER'S REPORT (Jane Bayer) – Balance - Checking Account \$55,294.94; Savings Account \$ 68,638.52 as of 3/31/2013

6. DELEGATE'S REPORT(S) - Hiram Tanner – Al Will reported that Hiram went Biloxi WEFMAX and Al Will and Tim Wolfe will be going to Rhode Island. John will provide information on the Integrated Planning Framework Seminar for Al and Tim to report to other MA's. Fact Sheet will be updated and sent to Al Will

7. SCHEDULE OF EVENTS:

April 17-18, 2013	Joint WEF/AWWA Fly-In	Gov't Affairs	GA Committee Chair
May 2-3, 2013	Providence, Rhode Island WEFMAX	WEFMAX	WEF
May 10, 2013	Joint Spring Meeting	CWEA/CSAWWA	Joe Swaim
May 16, 2013	Joint Water Reuse Seminar	Water Reuse	Ellen Frketic
May 16-17, 2013	Niagara Falls, Ontario WEFMAX	WEFMAX	WEF
May 23, 2013	Stormwater Seminar	CWEA SW Committee	Paul Hlavinka
June 2-7, 2013	2013 64 th Short Course/Mt. St. Mary's	Short Course Committee	CWEA Short Course Representatives
June 14, 2013	Summer issue	<i>Ecoletter</i> deadline	Kristi Perri & Joan Fernandez
June 26, 2013	8 th Annual Ed Norton Open	Collection System Committee	
August 27-30, 2013	Chesapeake Tri-Association Conference/Ocean City, MD	Chesapeake Tri-Association Committee	Chesapeake Tri-Association Committee
August 29, 2013	CWEA annual Business Luncheon	CWEA	Kraig Moodie/Cheryl Paulin
August 30, 2013	CWEA Board Meeting, post	CWEA	Kraig Moodie

	conference		
September 27, 2013	Fall 2013 issue	<i>Ecoletter</i> deadline	Kristi Perri & Joan Fernandez
October 25, 2013	Joint Retreat w/ CSAWWA at WSSC	CWEA/CSAWWA	Ted DeBoda
January, 9 2014	Board Meeting-KCI	CWEA	Kraig Moodie
March 11-14 2014	WEF Collection Systems Symposium	Baltimore, MD	CWEA Symposium Committee
March 6, 2014	Board Meeting, NASSCO	CWEA	Kraig Moodie
May 1, 2014	Board Meeting WSSC	CWEA	Kraig Moodie

8. UNFINISHED BUSINESS

- a. **Status on partnering with Federal WEA for a joint luncheon/event** - Charles Glass has taken over for Adam Krantz with Federal WEA request CWEA's support of a scholarship program. Bob Beringer to reach out to Charles Glass
- b. **Kappe Fund** – Tim Wolfe brought up the discussion on the Kappe Fund and Eric Held agreed to champion this endeavor. We have fulfilled our obligation per our accountant. Eric Held will coordinate with Maryland Rural Water a possible road show to reach out to small municipalities that cannot get to Tri-Con.
- c. **SOP for “succession planning”** – In progress.
- d. **Desire for CSI to join in an event** – per contact from Sam Grant – Construction Standards Institute. Al Will and Ted DeBoda will attend next meeting to find out what the interest is for the group. Ann to email Sam Grant as to see CWEA intentions.
- e. **Sunsetting of Committees** – Need to reach out to Chairs to see what certain committee is working on. Paul Sayan will reach out to lab practices and technical education. Bob Beringer will talk with John regarding MAMWA. Bob states there is a need, although Government Affairs could possibly handle.
- f. **Event planner guidelines** – Ann has developed an event planner to help chairs in collecting relative information and ensure seamless coordination of activities.

9. NEW BUSINESS

CWEA Conference Line was discussed. This service was purchased for the sole purpose of Board meetings. No SOP has been established. This will be placed on the executive committee's agenda.

10. ANNOUNCEMENTS

Next board meeting - Friday, August 30, 2013 after close of the 2013 Tri-Association Conference beginning with lunch. Room location to be determined.

11. ADJOURN – Meeting adjourned at 1:05 pm.

Respectfully submitted,

Cheryl Paulin
Administrator

Submitted by Administrator to Secretary and Asst. Administrator for Review and Comment: 5/6/2013 Submitted to President for Review and Comment: 5/6/2013 Submitted to the Board for adoption review: 8/30/13 Edited and Printed: 8/29/13
