



#### 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**

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**Date:** April 29, 2010

**Location:** KCI Technologies, Inc., 936 Ridgebrook Rd., Sparks Glencoe, MD 21152-9390 ~ Conference Dial-In Number: 1-877-521-8687, Conference I.D. # 2645693

1. Hiram Tanner called the meeting to order at 9:42 a.m. and asked attendees to pause to remember Dr. Dorothy Height, laid to rest, April 29, 2010. A great lady remembered for being the only woman involved in the Civil Rights movement in the 1960s. It was Dr. Height that suggested to Martin Luther King he give the "I Have a Dream" speech in place of the other Dr. King had also written.

2. Attendance:

Hiram Tanner	Ted DeBoda	Laurie Perkins
Carlos Espinosa	Tim Wolfe	Ray Schulte
Paul Sayan	Bob Wimmer	Sam Amad
Kristin Barcak	Ann Baugher	

Call-In Attendees:

Joan Fernandez	Tiffany Bain	Eric Coates
Karl Ott	Kraig Moodie	Peter Thomson
Paresh Sanghavi	Akshay Kumar	

3. The topics for the April 29, 2010 meeting agenda are as follows:
  - a. Adoption of March 4, 2010 Minutes
  - b. Current Meeting Objectives
  - c. Schedule of Events Updates
  - d. Committee Reports
  - e. Old/New Business
  - f. Adjourn

#### **CURRENT MEETING OBJECTIVES**

4. **WEF MA Awards** – Adoption of WEF Water Hero – President Tanner sitting in for Russ Sharpe - Submitted packages for five (5) awards. WEF MA awards will recognize CWEA members. President Tanner asked the Awards Committee to institute a CWEA Water Hero, mimicking WEF. If no submissions are made,

President Tanner will furnish one to be included in the Ecoletter. All were asked to note outstanding efforts in Engineering, O&M, etc. for potential future WEF awardees or CWEA Water Heroes. DCWASA Administrative Assistant was submitted by President Tanner, and she was chosen as runner-up and received \$250.

Ray Schulte, CWEA and WEF Awards Committee member added every year awards get unawarded due to lack of submissions. Qualifications for awards are attainable. One year, CWEA received three (3) WEF awards.

President Tanner introduced Ann Baugher as CWEA's Administrator.

Ms. Kristen Barcak, a legislative expert from Baltimore City was introduced by Mr. Tanner. Ms. Barcak works with Kishia Powell on Environmental Policy. Ms. Barcak is a CWEA member and has already become active on a few committees.

5. **June 10, 2010 Board Meeting** – With the majority of CWEA board members not being affected by the Short Course, the scheduled June 10, 2010 board meeting will be held at Mattawoman WWTP, Charles County, La Plata, MD as planned.
6. **O&M Activities**

Mr. Sam Amad announced he doesn't have enough time as PWO Representative, but would assist Akshay Kumar as Plant O&M Chair.
7. **Awards Committee**

Carlos Espinosa volunteered to head the Awards Committee since Administrator is now on board.
8. **Tri-Conference Update** – Ted DeBoda
  - Six (6) technical session tracks planned - water distribution, wastewater collection, wastewater and water treatment, management, and a process track. In the process of confirming all to meet brochure cutoff deadline.
  - Applications for CEUs will be made by Administrator for meeting deadline of June 1, 2010, or before.
  - Tri-Association Committee visited Ocean City, MD Conference site on April 19<sup>th</sup>. Met with hotel and conference center staff; host hotel is The Grand and other available hotels will be published in the brochure.

- Mr. Ted DeBoda announced the Tri-Association Committee has looked at two (2) abstract systems, Omni Press and Precise. Committee will submit their recommendation in moving forward since it is getting very difficult to look at 180 submittals. Cost of an abstract system is in the neighborhood of \$4,000 - \$5,000 a year.
  - Tim Wolfe met with Baltimore City and the group is looking for a location to discuss water infrastructure focus and funding. Mr. Wolfe suggested the Tri-Con or MACO. With the Pre-Con focus on corrosion and failing infrastructure, it was suggested the Pre-Con may be a good time to have said meeting allowing directors and utility heads to attend. Discussion ensued with regard to open or closed meeting, assessments and audits, and perhaps a luncheon meeting at the conclusion of the Pre-Conference.
  - Mr. DeBoda will bring this request up at the May 5, 2010; Tri-Association Committee meeting advising the Board to keep in mind the Tri-Con program has already been set.
  - President Tanner announced three or four speakers have been lined up for the Pre-Con with EPA coming. Mr. Jimmie Jenkins, former Director of Public Works, Fairfax County, is coming but no one specifically speaking on water. A New Product showcase on products directly related to corrosion will be held at the Conference.
  - Karl Ott asked if MCET booth was approved by the Tri-Association Committee. Ted to get back to Mr. Ott regarding the outcome. Margie is again doing the brochure layout.
  - Mr. Ott advised CWEA that reconciliation of the 2008 Tri-Con and disbursement will be done in the next couple of weeks.
9. Tri-Association Newsletter update/guidance post-conference call – Bob Wimmer
- Committee came up with three (3) potential paths, approving the ***third path*** – **Wait for a Tri-Association corporation to be set up, acting as a legal entity for power and signing contracts, etc.** before jumping into a Tri-Association Newsletter since CSAWWA just signed a 2-year contract with Kelman for the “*Chesapeake*”.

- WWOA has already voted to wait until a Tri-Association entity is formed before moving forth.
- With Bob Wimmer bringing this before both boards, Ray Schulte suggested flexibility be included in the Charter and Bylaws, a common association of all three (3) organizations. Discussion commenced that this issue has been talked about for years, just how long will it take since it is believed some serious accounting and legal issues are before us under the current set-up. Other concerns include represented legal counsel versus no legal counsel; the need for a legal bank account, authorization to sign contracts, and secure insurance. Foresee a holding company. Bob Wimmer will champion moving forward in the formation of an outside entity to handle events for CWEA and Karl Ott will contact DuWayne Potter to see if he would be WWOA's representation but it remains unclear as to who would handle on CSAWWA's side. Board consensus given to move forward with the *third path* since all three organizations are on board with this endeavor, just the speed of accomplishing remains a major concern. Bob Wimmer will contact CWEA members to assist.

#### 10. E-Newsletter – Re-instate?

- Board decided to have Secretary, Carlos Espinosa and Administrator, Ann Baugher work on a standard matrix for a monthly E-Newsletter, to include CWEA's monthly Water Hero, and a simple bullet list of monthly events pointing to a website for details and decide on day of the month it will come out. Board felt reinstating the E-Newsletter of value; however, some technical glitches need to be worked out beforehand.

#### SCHEDULE OF EVENTS UPDATES

- No updates were presented.

#### COMMITTEE REPORTS

##### *Delaware Trustee (Carrie DeSimone absent)*

1. **Publications** - Spring Ecoletter in production. Deadline for copy for the summer issue is May 28, 2010. Cynthia Lane will need a copy of the Tri-Association Conference program by that date if it is to be included in the pre-conference issue of the Ecoletter.
2. **CWEA Student Activities Committee** – Student Activities Joint Career Fair reported an income of \$ 1,650.00; expenses of \$ 886.12; net profit of \$763.88; or, \$ 381.94 each to CWEA and CSAWWA.

3. **CWEA Student Paper Award** - volunteer judges are reviewing papers with 4/30/10 deadline. Janine Yieh is asked board members who volunteered as judges, Jane Bayer, Akshay Kumar and Robert Beringer, evaluations be returned by COB, Friday, April 30, 2010, in order for Janine to notify the 1<sup>st</sup> place winner ASAP; and, confirm if he or she will accept the opportunity to present at the conference before the Tri-Con brochure is printed, meeting their deadline. Nothing additional to report. *Post Hoc – Two (2) papers have been selected to present at the annual Tri-Association Conference.*
4. **Membership** – President Tanner reported that WEF will soon switch to a whole new database known as “Personify”, and WEF wants to be sure it is right before the June, 2010 rollout. Decisions still need to be made on just who will have access to the database besides the Administrator, assuring it will not be used for personal gain.

No reports received from Public Education, WEF Student Paper Competition, Water for People, and Young Professionals by Carrie DeSimone.

*Maryland Trustee (Laurie Perkins)*

1. **Pretreatment and Industrial Practices** – committee sunsetted, will be removed from list and agenda.
2. **Biosolids and Residuals Management** – Peter Thomson - Beauty contest at Tri-Con, hope to get more participation, will work with WWOA and Utility-based members on the committee to get a Class A line as well as a Class B line. Committee discussing to have another seminar now, or wait until fall. Decision will be made within the week. Mr. Tanner suggested to the committee, since Biosolids land application is being challenged here and in VA, Supreme Court was petitioned. This could be an interesting seminar topic for staying current on this issue. Mr. Thomson agreed to consult with his committee and consider the request. President Tanner suggested a status update be considered for placing in the Ecoletter if committee decides against a full-blown seminar. Sam Amad and Pete Thomson will chat offline regarding NACWA (National Association of Clean Water Agencies), and the effect of pharmaceuticals on our water.
3. **WERF** – Parish Sanghavi advised WERF would be willing to talk on what they have going on.
4. **Collection Systems** – Kraig Moodie reported the Asset Management Seminar had approximately 48 attendees from VA, DE, DC, and MD and profited a couple hundred dollars. Two-day event proved difficult for attendees to commit. Lots of information supplied; and, committee is considering a half-day or luncheon as a follow-up to this event in the fall of 2010 or the spring of 2011. Excellent conference.

- Mr. Ted DeBoda stated the seminar received good reviews.
  - Good number of WSSC folks attended. They are working on their Asset Management following these guidelines.
  - Ms. Laurie Perkins said getting lobbyists and politicians to see Asset Management is critical.
  - Must figure out way to consolidate the two days worth of information.
  - Follow-up event should focus its audience on the decision-makers.
  - Ms. Barcak, City of Baltimore stated the City would be interested in a follow-up since they are beginning their own Asset Management.
5. **Ops Challenge** – First Ops Challenge subcommittee meeting will be held in June, 2010. Save the date sent out; four (4) teams committed, six (6) or seven (7) on the fence, which may add an additional three (3) or four (4) additional teams.
  6. **Ed Norton/Gary Wyatt Golf Open** - June 25<sup>th</sup> at Turf Valley – in the process of securing sponsorships and circulating the team flyer.
  7. **Web Site** - Anthony Rocco’s request for Joomla books for maintaining website was approved. Books will assist Mr. Rocco in updating and linking, including moving items to new site. Contract only covers set up of eight (8) pages. Ms. Perkins questioned if someone in our membership who would possibly volunteer to back up Anthony.
  8. **Water Reuse** – Annual Seminar to be held at MITAGS on May 18<sup>th</sup>; registration online through Acteva with Cynthia Lane as the contact person. Checks to be made payable to CWEA.
  9. **Technical Education** – Seminar to be held on October 19<sup>th</sup>. Agreed to get Ms. Barcak’s input on the 75-80 technical slots. Mr. Tim Wolfe to double check if this contract signed\* and security deposit were sent.
- \*those authorized to sign contracts are Mr. Hiram Tanner, Mr. Tim Wolfe, and Mr. Carlos Espinosa*

10. **Collection Systems Committee** will be instructing a full day at the Short Course. Schedule changed from last year but brochure is showing the same.

Ed Carpenetti will be attending WEF’s Collection Systems 2010 Conference in Arizona. Cost paid by CWEA. Mr. Carpenetti will prepare a report and share with the Board upon his return.

***DC Trustee (Salil Kharkar)***

1. **Plant O&M** – Akshay Kumar – Committee wants to do a luncheon or half day seminar on FOG (Fats, Oils & Greases). Mr. Carlos Espinosa suggested Akshay put together a “request for presenters” and have Ann Baugher send to CWEA members for presenting in the September-October timeframe.

2. **Safety** – no report
3. **Laboratory Practices** – from Clarence Beverhoudt – The CWEA Lab Practice Committee and MELP (Maryland Environmental Lab Practices) are planning a joint meeting either June 3<sup>rd</sup> or June 10<sup>th</sup>; presently in the planning stages. Details to follow upon Mr. Beverhoudt's return to the states.
4. **Spring Meeting** – Joan Fernandez - last day for discount registration, 4/29/10. Five (5) presentations scheduled in the morning with Jerry Johnson as the Keynote speaker kicking off the event at 9:00 a.m. Roundtable discussion to follow lunch. Afternoon Small Systems Session with EPA and concluding the day with an optional Camden Yards tour. Mr. Ted DeBoda to represent CWEA and give an introduction in President Tanner's stead.

***President-Elect (Craig Murray absent)*** - no reports on Awards Conference, Training, and Review and Evaluation

***Vice President (Ted DeBoda)***

1. **WERF Liaison** – Paresh Sanghavi - Interest in pre-conference due to the ten million dollar grant - RFPs out and doing interesting work on Asset Management, trace organics, odor control, land application and continued interest shown. May present on Biosolids at seminar. Topic verified. Mr. Sanghavi will check with Mr. Tanner.
2. **Government Affairs** – Paul Sayan - Joining Water Reuse in May 18<sup>th</sup> event, National Government Affairs Chair presenting. Al Will is also presenting. Funding is available and how to obtain for small utilities. Possible November event or the first quarter of next year. President Tanner would like to see GA committee get involved in the Water Alliance and all water under one agency – clean, dirty, reuse. Formed out of NACWA to take on this role. Business Advisory Council – Clean Water America. Concern was raised that lobbyists use caution to not overstep our Charter.
3. **MAMWA Liaison** – no report received by Ted DeBoda

***President (Hiram Tanner)***

1. **Bylaws and Directory** – No report
2. **Nominations** – Karl Ott has agreed to take over this Chair spot. Contact Mr. Ott with nominations to fill vacant roles.
  - R. Schulte volunteered to brief candidates on the Delegate role.

- Mr. Ott, who cannot attend the Tri-Con, will turn over the “election” process to possibly, Aaron Nelson, Past-President.
- Administrator to send out a CWEA member mailing asking for nominations to be submitted to Karl Ott for board vote at their June 10th board meeting. If more than one nominee, vote will be held at the Tri-Conference.
- Ray Schulte nominated Paresh Sanghavi for Vice President and he accepted.
- Open positions include: WEF delegate, Vice President, Trustee – DC, and Treasurer and Secretary vote.

**3. Strategic Planning and Implementation** – no report

**4. Budget/Finance** – (Treasurer’s report below)

***Secretary Report (Carlos Espinosa)***

- CWEA WEFTEC room block includes three (3) hotels. Details to be forwarded to the entire board via e-mail. Room rates range from \$149.00 to \$249.00 per night. Carlos Espinosa must be contacted by July 26, 2010, for sending a list of names to the Hotel Coordinator. Reservations must be changed over to the attendee’s name and their credit card by **August 6, 2010**.
- Attending WEFTEC will be Mr. Ray Schulte and Mr. Jon Doane.
- Bob Wimmer inquired as to who is coordinating the Ops Challenge and suggested beginning early. Duane McCoy, WWOA, wishes to begin coordinating this event soon.

**MOTION No. 30-10 to approve the March 4, 2010 Conference Call Board Meeting minutes with incorporated comments as presented, was made by Carlos Espinosa; seconded by Ray Schulte. Motion carried. Adopted minutes to be posted on CWEA’s website.**

- Polling on CWEA Short Course involvement, to date:
  - a. Tiffany Bain – teaches one to two courses a year, usually on pump hydraulics and fundamentals
  - b. CWEA Collection Systems Committee has worked, for approximately 10 years with the Short Course Collection System Track, currently run by Tom Newquist, to provide a full day, and sometimes more, training. The 2010 June 7, 2010 schedule includes sessions by:
    - i. Carlos Espinosa
    - ii. Ted DeBoda/Andrew Fitzsimmons
    - iii. Al Thompson
    - iv. Jeopardy(review) session

- v. Susan Mac Neil/Jeff Nold/Kraig Moody
  - vi. Glen Diaz
  - vii. Paul Sayan
  - viii. Dick Eubank
- c. Sets up Short Course information on the website and works with Don Sprinkle who teaches a class every year – Anthony Rocco
  - d. Membership presence during registration –???
  - e. Wayne Reed – on Short Course Committee
    - i. Has invited folks from all three (3) organizations to be guests of the Short Course Committee; spend the night, attend sessions, talk to instructors and attendees, take photos and then write an article for their respective newsletter/magazine.
    - ii. With compiled information on those involved from CWEA, arrangements can be made for those to gather for pictures to post on the WWOA/CWEA web site
    - iii. Cynthia Lane will forward questions to Wayne Reed to be included in article writing -
      - (a) Kraig Moodie to talk to Daniel Cooper or Susan MacNeil to take photos at Short Course and prepare article to forward to Cynthia Lane for the Ecoletter
  - f. Sorin Schwartz – conducting Safety Committee course on lockout/tagout and MSDSs on Wednesday, June 9, from 1 to 3 p.m.

***Treasurer's Report (Tim Wolfe)***

1. Savings - \$ 25,126.51;
2. Checking - \$ 9,581.56; and
3. Investment – \$ 21,870.66.
4. Taxes filed, with Bob Wimmer's help.
5. In the process of adding riders onto insurance policy approved at the last board meeting, including D&O insurance, to protect officers' and personal property.
6. Question was raised if WWOA has settled on their Ecoletter obligation, which has not been reconciled in six (6) years; response was no.

***Delegate's Report***

**Ray Schulte** – WEF House of Delegates hosted 2010-2011 slate. It was voted on during House of Delegates meeting.

WEF Membership outreach – Action Plan developed addresses for services will be provided to Member Associations by WEF.

WEF and AWWA are moving forward on Work for Water campaign. Ray has information, if interested.

Details on WEF House of Delegates work group – Bob Wimmer – Operator outreach from involvement in associations and a survey link will be sent out. Mr. Wimmer will send to Administrator to distribute, closes on June 1<sup>st</sup>. General consensus is WEF needs to provide more materials, i.e. training in a box, and give to MAs for application on the local level.

Due to limited travel budgets WEF recognizes that front line operators may not be able to attend national or regional conferences and that training and continuing education is best served by the MAs and other local organizations. WEF will use the survey results to identify types of training, delivery methods and topics that they can provide to MAs and other organizations to assist with providing operators with the information that they need.

ACTEVA account – Anthony Rocco and Ann Baugher have “access rights”. Acteva credits are available not tied to the Tri-Association. Kristi Perri will split out into separate Acteva accounts in January, 2011.

Retirement Party for John Martin, a Past-Chair, to be held at Backwater WWTP, on Friday, May 7<sup>th</sup> at noon. Please contact the Secretary at plant, if interested in attending.

**Jon Doane** – no report

***Public Outreach update*** – no report

## **NEXT MEETINGS**

The next Board meeting scheduled for June 10, 2010, at Charles County Mattawoman WWTP, 5310 Hawthorne Road, La Plata, MD 20646. Karl Ott will set up the call-in number.

- ~~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, 5310 Hawthorne Road, La Plata, MD 20646.~~
- July 15<sup>th</sup> meeting will be held at WSSC.
- Sept 3<sup>rd</sup> meeting will be held at the Tri-Association Conference in Ocean City, MD.

## **OLD/NEW BUSINESS**

- A. Karl Ott suggested resurrecting the Business Practices Committee, as an Ad Hoc. Mr. Ott will head it up and get it rolling with Mr. Carlos Espinosa and Ms. Ann Baugher to be a part, for their input and going to 501(c)(3). Will work with Sandy Pfauenglund, Esquire. Mr. Karl Ott to send information he has to the Administrator and Secretary. Since Mr. Ray Schulte sent files to Mr. Ott, he will contact him.

## **ANNOUNCEMENTS**

- A. Short Course, June 6-11, 2010, Washington College, Chestertown, MD. Spread the word and encourage attendance and ask employers to send people. Details may be found on [wwoa-cwea.org](http://wwoa-cwea.org) website.
- B. On-line registration for Annual Spring Seminar, Joint CWEA/CSAWWA Water Reuse and Government Affairs, Tuesday, May 18, 2010, at MITAGS, 8:00 a.m. – 3:00 p.m. Questions may be directed to Cynthia Lane at 202-326-6122 or [clane@awwa.org](mailto:clane@awwa.org).

**ADJOURN – Meeting adjourned at 12:00 noon.**

Respectfully submitted,

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Ann L. Baugher, CWEA Administrator

*Following the Board Meeting, a few attendees toured KCI's Gold LEED certified "green building". At President Tanner's request, Ms. Claire Graham, KCI, furnished data to the Administrator to be included in the next issue of the Ecoletter.*