



CWEA Board Meeting Minutes

Friday, October 25, 2013 9:30 – Room 4037
 WSSC, 14501 Sweitzer Lane, Laurel, MD 20707-5902

Attendance:

Burt Curry	Cheryl Paulin	Hiram Tanner
Tim Wolfe	Kraig Moodie	Alan Will
Manish Bhandari	Jasvir Grewal	Paul Sayan
Jeff Cantwell	Ted DeBoda	Meredith Welle
Ellen Frketic	Gian Cossa	Fred Pfeifer
Eric Held	Scott Shipe	Ed Mauldin
Clarence Beverhoudt	Jane McDonough	

Call In:
Kristin Waller

1. CALL TO ORDER by CWEA President Burt Curry at 9:35 a.m. Thanked all those attending; Introduction of attendees in the room and the phone.

2. SCHEDULE OF EVENTS/TIMELINE

DATE	EVENT/LOCATION	ORGANIZATION	CONTACT
October 25, 2013	Board Meeting at WSSC	CWEA	Kraig Moodie
November 12, 2013	Stormwater Implementation – Taking it Forward	CWEA	Stormwater Committee Jane McDonough
December 11, 2013	Asset Management Workshop at Blue Plains	CWEA/CSAWWA	Asset Management Committee Gian Cossa
January 9, 2014	Board Meeting at KCI	CWEA	Kraig Moodie
February 14, 2014	Joint Career Fair Engineers Club	CSAWWA/CWEA	Student Activities Committee
March 6, 2014	Board Meeting at NASSCO	CWEA	Kraig Moodie
March 11-14, 2014	WEF Collection Systems – Collection on the Chesapeake	Baltimore Convention Center Baltimore, MD	Collection Systems Committee Local Planning Committee John Fletcher/Rudy Chow
March 26 – 28, 2014	Weehawken, New Jersey, Sheraton	WEFMAX	WEF

April 1-2, 2014	Washington, DC	WEF Fly-In	Scott Shipe
April 7-9, 2014	Washington, DC	WEF Fly-In	Scott Shipe
April 9 – 11, 2014	Montana, Location TBA	WEFMAX	WEF
April 17, 2014	TBA	CWEA	Water Reuse Committee Ellen Frketic
April 24, 2014	TBA	CWEA	Plant O&M Committee Water Reuse Committee Jasvir Grewal/Ellen Frketic
April 30 – May 2, 2014	Grand Rapids, MI Amyway Grand Plaza	WEFMAX	WEF
May 1, 2014	Board Meeting at WSSC	CWEA	Kraig Moodie
May 9, 2014	Joint Spring Meeting	CWEA/CSAWWA	Spring Meeting Committee Joe Swaim/Laura Jo Oakes
May 21 – 23, 2014	Charleston, SC The Francis Marion	WEFMAX	WEF
June 1 – 6, 2014	2014 65 th Short Course/Washington College	CWEA/CSAWWA/WWOA	Short Course Committee Wayne Reed
June	Gary Wyatt Golf Memorial/Ed Norton Open TBA	CWEA	Collection Systems Committee
August 26 – 29, 2014	Chesapeake Tri-Association Conference/Ocean City, MD	Chesapeake Tri-Association Committee	Chesapeake Tri-Association Committee
September 27- October 1, 2014	New Orleans, Louisiana	WEFTEC 2014	WEF
November, 2014	TBA	CWEA Seminar	Collection Systems Committee Ed Carpenetti

3. COMMITTEE REPORTS/COMMITTEE CHAIRS

a) Delaware Trustee (Jeff Cantwell) - MEDIA

- 1) Public Education – Kristin Waller introduced herself to the group. Matthew Roder and Kristin working on potential new ideas for public education. The need to educate the public regarding wastewater plants thru articles in local newspapers and public tours. President Burt Curry suggested public education work with media to help create a plan.
- 2) Media – Jeff Cantwell discussed how important social media is and can be for CWEA. Manish provided a brief overview of how social media works and how it could possibly be used during the Tri-Association Conference for CWEA exposure. Ted DeBoda recommended putting on our strategic plan as an objective. Media will create an Ad Hoc Committee: Joan Fernandez, Jennifer Moore, Kristin Waller, Manish Bhandari, Cheryl Paulin, Ellen Frketic and Jeff Cantwell. This committee will come up with an overall media plan to present at the January 9, 2014 Board meeting.
- 3) Web Site – Anthony Rocco – reported by Jeff Cantwell – *What's New*, and *Scholarship* section receive the most hits on our website.
- 4) Publications – Kristi Perry – reported by Jeff Cantwell – 2014 Membership Directory: Should it be in a magazine or a separate directory. Will be put on the January 9, 2014 Board meeting agenda. Kristi is requesting if those who are planning events or have held events prepare a brief announcement or article for the Ecoletter.

Ecoletter Deadlines:

Deadline for Ecoletter submissions	Target Publication
January 10, 2014	Winter issue
March 7, 2014	Spring issue
May 30, 2014	Summer issue
September 26, 2014	Fall issue

b) Maryland Trustee (Paul Sayan)- WEBSITE

- 1) Stormwater – Jane McDonough – 2013-2014 will focus on the following objectives. Make CWEA the go-to professional organization and technical resource for the MS4 community through consistent delivery of relevant and timely information. Increase committee member participation through face-to-face meeting and greater distribution of committee workload.
- 2) Laboratory Practices – Clarence Beverhoudt – no report
- 3) MDE W/WW Board Liaison – Scott Harmon – no report
- 4) Biosolids and Residual Management – Scott Weikert – Planning a 2014 event and a planning conference call will be held in Nov/Dec.
- 5) Collection Systems – Ed Carpenetti – reported by Ted DeBoda – Collection Systems and Asset Management need to coordinate for a spring luncheon/seminar. The topic of ethics training was brought up. Burt Curry will reach out Chein-Chi Chang and Eric Coates regarding a plan of action on ethics training as part of the Technical Education Committee.

Kraig Moodie provided an update on the 2014 Specialty Conference. John Fletcher and Rudy Chow have coordinated the outreach for the conference which is moving forward. Technical papers have been picked by a group of 16 professionals from all around the country.

- 6) Plant O&M – Jasvir Grewal – Working on a seminar for spring. Jasvir would like to provide a theory session and a “hand’s on session” for the seminar.
- 7) Short Course – Wayne Reed – no report
- 8) Technical Education – Eric Coates – no report
- 9) Training, Review and Evaluation (TRE) – Gary Wagner – no report
- 10) Water Reuse – Ellen Frketic – October 31, 2014 meeting at MES. Ellen and Jasvir Grewal will work together on creating a seminar in the spring.
- 11) Safety – Sorin Schwartz – no report
- 12) Asset Management – Gian Cossa – Establish and serve as a network of utility Asset Managers. Create an environment by which ideas, principles, and best practices can be readily shared to the benefit of all participants. Establish relationships and synergies with cross-trade group counterparts such as CSAWWA and WWOA. Provide a forum and support network for the free exchange of knowledge, experiences and information among participants. The East Coast Asset Management Forum is an ad hoc gathering of asset managers who collectively wanted to establish a network of colleagues to support their respective asset management activities. The principal founders of this group include folks who are now serving on both the CWEA and CSAWWA Asset and Utility Management committees. This continuity in leadership will serve our committees well as there is already an established “momentum” leading into our upcoming Asset and Utility Management Forum on December 11, 2013 at DC Water. In essence, this group has been brought into the folds of CWEA and CSAWWA. Since most WEF and AWWA East Coast chapters do not particularly support asset management at the committee level, they would like to be able to extend our network and services to asset and utility managers beyond our tri-state area.

c) DC Trustee (Tiffany Bain) - MEMBERSHIP

- 1) WERF Liaison – Paresh Sanghavi – no report
- 2) Charity Events – Eric Held – He recommended that we start to focus on local charities. Eric asked to email him any charities that you would like CWEA to contribute to.
- 3) Membership – Ed Mauldin – 880 members and the membership goal is 1,000 members by January 1, 2015. Ed will verify that all Board Members are current with dues.
- 4) Student Activities – Meredith Welle – Working on three main events. 1. Student Career Fair with the request of membership having a table at the event. 2. First Annual Design Competition. 3. Student Paper Competition begins in March and will announce in May.

- 5) Young Professionals – Manish Bhandari – Emphasized the need for social media to engage YP's.
- 6) Spring Meeting – Joe Swaim – no report

d) President-Elect (Tim Wolfe)

- 1) Awards – Hiram Tanner made the following motion.

Motion No. 88-13: Motion made by Hiram Tanner, seconded by Kraig Moodie, to nominate Dave Hofer for the WEF Fellows Award. Motion approved.

- 2) Strategic Planning – Ted DeBoda – no report

e) Vice President (Chein-Chi Chang)

- 1) Government Affairs – Scott Shipe – Scott discussed the dates of the Fly-In in Washington, DC. CWEA will participate with CSAWWA on April 1-2nd. Scott will be scheduling appointments, and we encourage CWEA to attend during these dates. Scott will not schedule any appointments during the WEF Fly-In, April 7-9th.
- 2) MAMWA Liaison – Jon Doane – Report handed out by Tim Wolfe, he asked that all please review the attached information.

f) President (Burt Curry)

- 1) Budget/Finance – Burt reviewed the expenses and revenue YTD 9/30/2013. Requested any budgets for 2014 that have not been submitted, please submit. The budget will be established and voted on before the end of 2013 via e-vote.
Ted DeBoda, Kraig Moodie and Cheryl Paulin will review the financial reports to establish where we spend our money to make every Board member of CWEA financial responsible.
- 2) WEFTEC Expenses: See attached
- 3) WEFTEC 2014 Reception – CWEA had a well-attended reception with PWEA. Next year we will display a poster board with papers presented at WEF.
- 4) WEFMAX 2014 – Will review at the January 9, 2014 Board meeting.

4. SECRETARY REPORT (Kraig Moodie)

- 1) Kraig Moodie presented the August 29, 2013 CWEA Business Luncheon Minutes for adoption.

Motion No. 89-13: Motion made by Jeff Cantwell, seconded by Ellen Frketic, to approve the August 29, 2013 Minutes, as presented. Motion carried, with Minutes to be posted to the CWEA website.

- 2) Kraig Moodie presented the August 30, 2013 Board Meeting Minutes for adoption.

Motion No. 90-13: Motion made by Ted DeBoda, seconded by Paul Sayan, to approve the August 30, 2013 Minutes, as presented. Motion carried, with Minutes to be posted to the CWEA website.

5. TREASURER'S REPORT (Jane Bayer) reported by Cheryl Paulin

- a. Checking Account balance \$ 50,411.01
- b. Savings Account balance \$ 68,645.42
- c. Timely reimbursement request submittals, and promptly cashing checks
- d. Bank Of America – Kraig Moodie made the following motion.

Motion No. 91-13: Motion made by Kraig Moodie, seconded by Ted DeBoda, to authorize Jane Bayer to immediately take action to move CWEA accounts from Bank of America to PNC Bank. The authorized signers on the PNC Bank account will be Jane Bayer, Ted DeBoda and Cheryl Paulin. Motion approved.

6. DELEGATE'S REPORT(S)

- Hiram Tanner – House of Delegates met at WEF and will meet in January in New Orleans.
- Ted DeBoda – Ted received at WEFTEC a strategic planning best practices document which he provided to the group. Ted proposed a new committee to work on the plan during Burt Curry's 2013-2014 term. The committee Ted proposed is Alan Will, Kristin Waller, Cheryl Paulin, Kraig Moodie, Jeff Cantwell, Tim Wolfe, Burt Curry, Ellen Frketic and Ted DeBoda.

UNFINISHED BUSINESS

- Ted DeBoda – Reported that NASSCO and the Arizona MA were in discussions to transfer the Sewer History exhibit to NASSCO on a permanent basis. NASSCO is a non-profit organization. Discussion regarding the fact that the WEF CSC was in Baltimore next year it would make sense for CWEA to sponsor the exhibit. There was discussion on partial or full sponsorship for the shipping costs for the exhibit. Kraig Moodie made the following motion.

Motion No. 92-13: Motion made by Kraig Moodie, seconded by Ellen Frketic, to reimburse the cost up-to \$ 5,000. for the expense of bringing the Sewer History Exhibit to Baltimore with the understanding that we would be the only sponsor for the exhibit at the 2014 Specialty Conference. Motion approved. One Board Member abstained.

NEW BUSINESS

- CWEA Membership dues was introduced and tabled until March 6, 2014 Board Meeting

2013-2014 BOARD MEETING DATES

- A. Thursday, January 9, 2014 – KCI
- B. Thursday, March 6, 2014 – NASSCO
- C. Thursday, May 1, 2014 - WSSC

ADJOURN – Meeting adjourned at 1:25 p.m.

Respectfully submitted,

Cheryl Paulin
Administrator

Submitted by Administrator to Secretary and Asst. Administrator for Review and Comment: 11/1/2013 Submitted to President for Review and Comment: 11/1/2013 Submitted to the Board for adoption review: 11/6/2013 Edited and Printed: 1/9/2014
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