



CWEA Board Meeting Minutes

November 12, 2015

9:30 AM

NASSCO

2470 Longstone Lane, Suite M
Marriottsville, Maryland 21104

Attendance:

Chein-Chi Chang

Jane Bayer

Ted DeBoda

Laura Oakes

Eric Held

Meredith Welle

Tim Wolfe

Andrew Fitzsimons

Burt Curry

Clarence Beverhoudt

Charlie Card

Bob Beringer

Pono Hanson

Ed Shea

James Shelton

Paresh Sanghavi

Aaron Hughes

Carrie DeSimone

Ellen Frketic

Cece Nguyen

Jennifer Moore

Alan Will

Cheryl Paulin

Tiffany Bain

Kraig Moodie

Phone:

Nicole Kaiser

Anna Santino

Dale Baker

Matt Roder

9:40 Call to order by CWEA President Chein-Chi Chang

SECRETARY REPORT – *Meredith Welle*

- Meredith Welle presented the September 4, 2015 meeting minutes for adoption.

- **Motion No. 110-15:** Motion made by Meredith Welle, seconded by Ted DeBoda, to approve the September 4, 2015 Minutes, as presented. Motion Carried, with Minutes to be posted to the CWEA website.

TREASURER'S REPORT – *Jane Bayer*

- PNC Checking account balance 10/31/2015 - \$ 34,574.94
- PNC Savings account balance 10/31/2015 - \$ 68,702.67
- \$43,000 Tri-Con distribution; \$40,000 budgeted income from Tri-Con.
- No budget presentation. Budget/finance not ready for board vote.

PRESIDENT'S ANNOUNCEMENT– *Chein-Chi Chang*

- Thank you to committees for increased activities.
- Gian Cossa elected Tri-Conference Committee Chair for 2016.
- Chein-Chi encouraged committees to review CWEA Bylaws. Would like to re-establish Audit Committee as established by Bylaws

COMMITTEE REPORTS/COMMITTEE CHAIRS

Delaware Trustee – James Shelton

- Public Education – Matt Roder will create a survey for public education outreach. Cheryl Paulin pointed out the MMS has survey features available. Ted pointed out that WEF has resources available for outreach and he should look to WEF for additional resources.

- Publications – Aaron Hughes Winter issue deadline January 8th. Articles and updates are welcome. Theme for upcoming issue Women in Industry.
- Mentorship Ad Hoc – Anna Santino reported that there will be a December 3rd wrap up celebration over lunch. Mayor and Director are invited to celebrate first year of program. 2016 program schedule already developed. 17 people in program, two received positions outside industry and nine within industry. Because of success program has received funding for 2016. Currently developing criteria for 2016 involvement. Include expenses in CWEA 2016 budget.
- Business Practice – Amah Binde will create job descriptions for each committee chair.
- Short Course – Wayne Reed – No report
- Technical Education – Ed Shea will focus on webinars and NASSCO’s ITCP training. Please reach out to Ed Shea or Steve Skripnik if you need ITCP training.

Ecoletter Deadlines:

Deadline for Ecoletter Submissions	Target Publication
January 8, 2016	Winter issue
March 18, 2016	Spring issue
June 17, 2016	Summer issue
September 30, 2016	Fall issue

Maryland Trustee – Laura Jo Oakes

- Stormwater – Marlou Gregory – Cheryl Paulin reported that the October 21, 2015 seminar “Management of Constructed Assets” was well attended with 150 attendees, 6 exhibitors. Presented Golden Raindrop award.
- Laboratory Practices – Clarence Beverhoudt reported that the committee is working on a spring joint seminar. Looking at Aberdeen Proving Ground on April 16th. Requested thoughts for Speakers, Vendors for seminar. The committee is working more closely with MELA because president of MELA now works under Clarence.
- MDE W/WW Board Liaison – Scott Harmon – No report
- Biosolids and Residual Management – Kelly Baxter – No report – The committee will meet soon.
- Collection Systems – Aaron Hughes reported that the next seminar is December 16th at MITAGS. The committee will begin working on the Ed Norton Golf Tournament in January. Chein-Chi would like to organize a meeting with new WSSC GM to discuss CWEA with her.
- Plant O&M – Prabhu Chandrasekeran – Chein-Chi reported about involvement of committee in future spring utility management event
- Training, Review and Evaluation (TRE) – Gary Wagner reported 34 training classes approved, two approved for CWEA. No need for a committee budget
- Water Reuse – Ellen A. Frketic reported that the November 5, 2015 seminar “Innovations and Opportunities – The Rising Tide of Water Reuse” was well attended with 50 attendees, 6 exhibitors.
- Asset Management – Gian Cossa reported the committee is working on a seminar before the end of the year at DC Water.
- Energy – Art Shapiro – Laura Oakes reported the Energy Committee is seeking an opportunity to present a short course program on Energy related topics associated with water & wastewater distribution and treatment operations. We would like to have this as a panel discussion event with technical presentations from key players invited

from several notable municipal operating agencies with interesting energy conservation projects of interest. The committee will work with the Utility Conference planning committee for the technical program for the Utility Conference.

- Safety and Security- Kenrick St. Louis – No report
- Operators – Wayne Reed – No report
- Utility Management – Laura Oakes reported the committee will work with the Energy Committee to plan the technical program.

DC Trustee – Tiffany Bain

- WERF Liaison – Paresch Sanghavi reported CWEA is one of largest contributors from MAs across the country.
- Charity Events – Eric Held reported that the silent auction at Tri-Con raised money for Johns Hopkins University-Engineers Without Borders. Eric looking for causes to sponsor and Carrie DeSimone suggested Delaware-Engineers Without Borders.
- Membership – Rob Koechert – reported by Carrie DeSimone that the committee currently has three members and is looking for more committee members. The committee is going to evaluate the possibility of not requiring WEF membership for CWEA membership. CWEA would create a new category.
- Student Activities – Cece Nguyen and Pono Hanson reported the Career Fair is February 12th at the Engineers Club in Baltimore. Student Design Competition will be presented at the Spring Meeting and the committee is reaching out to additional universities.
- Young Professionals – Russ Dalton – No report
- Spring Meeting – Shirley Penalzoza - Venue selected as Irvine Nature Center, Friday, May 13th. Tentative topic lessons learned.
- Website Committee – Meredith Welle reported they she is looking for YP involvement and working on shutting down the old website.

Vice President – Jennifer Moore

- Government Affairs – Scott Shipe – Tim Wolfe, Burt Curry and Kraig Moodie met with MDE Secretary Grumbles. CWEA looks forward to working with MDE moving forward. Presentation will be posted to website.
- MAMWA Liaison – Jon Doane reported MAMWA is pleased with policies in new document especially that nutrient trading must be voluntary and market based. Plans to have training symposium in near future. Let him know if any one is interested in participating. Next meeting November 19, 2015. MAMWA will be sending letter to MDE about guidelines because they are very restrictive. Possibly add CWEA weight to review of document. Work with Government Affairs to draft letter. Put notice on Website under political activities page.
- Sponsorship – John Fletcher – No report

President-Elect – Kraig Moodie

- Awards – Chein-Chi Chang requested two corporate awards requests go out in next e-blast.
- Bylaws and Directory – Alan Will reported need to make updates to the Bylaws.

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| <ul style="list-style-type: none">• Motion No. 111-15: Motion made by Kraig Moodie, seconded by Ted DeBoda, to vote for amended Bylaws at the next Annual Meeting at Tri-Con, in Ocean City, Maryland. Motion Carried. |
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- Budget/Finance – Ted DeBoda reported that he will help create a financial plan to establish a reserve policy and an investment plan.
- Strategic Planning – Ted DeBoda reported on the draft version of the CWEA Strategic Plan summary.

President – Chein-Chi Chang

- Advisory – Bob Beringer will attend budget meeting and provide guidance. Bob will also sit on the Regional Utility Conference Committee.
- Conference – Jane Bayer reported that the RFP will be published for registration services. MDE secretary will most likely key note speaker. CEO of Water for People second choice. Third choice NAQWA president.
- Nomination – Burt Curry reported he is working on forming a committee. Operate as larger committee of 3 to 5 people. Making process more public, open and transparent. According to Bylaws President appoints nomination committee and will work with Burt.

DELEGATE'S REPORT(S)

- Ted DeBoda reported that the Value of Water Coalition and the Water Environment Federation have released the new public awareness campaign and toolkit, "What's the Value of Water?" The toolkit is available for free to anyone interested in educating the public about the essential need to invest in U.S. water infrastructure and water resources. The toolkit includes billboards, outdoor advertisements, print advertisements, bill stuffers, conference banners, fact sheets, message guides, and shareable social media graphics. Download all the materials from the Value of Water Coalition website (<http://thevalueofwater.org/>), but review usage guidelines before publishing any materials.
- Burt Curry reported he is the Vice Chair of the Stormwater Committee and the Utility of the Future Committee for the House of Delegates.

UNFINISHED BUSINESS

- No unfinished business

NEW BUSINESS

1. Need to involve students and young professionals in each committee.
2. Committee form updated on the website to solicit new committee members. May need to set up notification process for committee form submission.

BOARD MEETING DATES 2016

February 11, 2016 – looking for a university location

April 21, 2016

June 16, 2016

September 2, 2016

Adjourn – Meeting adjourned at 1:30 p.m.

Respectfully Submitted,

Cheryl Paulin
CWEA Administrator

(See next page for Special Notice)

SPECIAL NOTICE:

At the request of the President the Board held an extended session subsequent to the regularly scheduled Board meeting. During that extended session the President and Board were informed that Meredith Welle had resigned the position of CWEA Secretary, effective immediately. In accordance with Article 4 Section 7. Vacancies of the Bylaws, the Nominating Committee selected Alan Will as the sole nominee for the vacated office. A quorum being present the Board of Directors voted unanimously in favor of the nomination and Alan Will was declared appointed CWEA Secretary, effective immediately, to continue through the unexpired portion of Meredith's term.

Members of the Board wish to extend their sincere gratitude and appreciation to Meredith Welle for her dedication and outstanding service to CWEA.

Respectfully submitted,

Alan Will, CWEA Secretary