



CWEA Board Meeting Minutes

Thursday, November 15, 2012
Howard County DPW/Utilities, 8250 Old Montgomery Road
Columbia, MD 21045
Call-In Number: 1-800-444-2801; Code: 1085414

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

Attendance:

Bob Beringer	Tim Wolfe	Kraig Moodie
Jeff Cantwell	Cheryl Paulin	Paul Sayan
Hiram Tanner	Ellen Frketic	Jennifer Moore
Burt Curry	Neha Hridaya	Ed Mauldin
Eric Held	Anthony Rocco	John Fletcher

Called in: Scott Weikert, Sorin Schwartz, Ann Baugher, Ted DeBoda, Jane Bayer

Not in Attendance: Al Will, Chein-Chi Chang

1. **CALL TO ORDER by CWEA President Bob Beringer at 9:35 am, November 15, 2012.**
Thanked all for being a part of the 2012-2013 Board. During the short time as President, he will enjoy while respecting all the efforts of those volunteering.
2. **2012 – 2013 TIMELINE – Coordinating Meetings**
 - a) **Strategic Planning**, Mr. Curry, will report progress at next board meeting. Looking for Board input on ideas or focus. If none, will stay with those laid out last year. Looking for go-getters. Bob Beringer recommended Ted DeBoda be a part of this. Mr. DeBoda suggested consideration of membership focus as the business practices are pretty much set.
 - b) **Executive Committee** met November 5, 2012
 - c) **Media** – no update
3. **COMMITTEE and OFFICER REPORTS**
 - a) **Delaware Trustee (Jeff Cantwell) - MEDIA**
 1. **Public Education** -
 2. **Web Site** – Anthony Rocco, Webmaster – all going well on joint website. Desire to push social media via our Facebook and Twitter but unable to gain access. Anthony will contact Shelley Pitter to resolve issue.
 3. **Publications - Ecoletter** – report submitted by **Kristi Perri – Fall Ecoletter** goes to print 11-19; in mailboxes after Thanksgiving. Upcoming deadlines within these minutes. Publications budget submitted. Kristi to keep Board in loop of progress that includes recommended layout, etc. Board approved the use of advertising.

Tim Wolfe announced second profits from the **Ecoletter** just received. Both WWOA and CWEA each received \$ 84.52 from the Summer 2012 issue.

President Beringer added the quality of **Ecoletter** has increased and many thanks to those who made this possible. Mr. Beringer asked all to spend some time to work on something to enhance the **Ecoletter**. March issue will feature Stormwater and commitments by five or six to submit material for this issue. All need to work a bit harder to get wastewater treatment “out there”. Suggested a Plant O&M article to “crank up” material on membranes, filtration, energy liability. President Beringer asked the Board to lend a hand to Jasvir Grewal during this time.

Ecoletter 2013 deadlines:

Deadline for <i>Ecoletter</i> submissions	Target Publication
January 2, 2013	Winter issue
March 13, 2013	Spring issue
June 5, 2013	Summer issue
September 18, 2013	Fall 2013 issue

b) Maryland Trustee (Paul Sayan) – TRAINING

- 1. Laboratory Practices** – no report
- 2. MDE W/WW Board Liaison** – has asked for CWEA’s technical assistance. MCET is putting together a new certification booklet and has asked for CWEA support.

Motion No 71-12: Motion made by Paul Sayan, seconded by Ellen Frketic, for CWEA to donate \$1,000 to MCET to be used for the new certification booklet being developed. Motion carried

- 3. Biosolids/Residuals** – Scott Weikert – as new Committee Chair, in the rebuilding mode; previous committee roster received; unfamiliar with previous activities; looking to have quarterly meetings, formulate technical topic and plan a half-day MITAGS seminar. Will “step it up a bit” before holidays to gain 2013 momentum.
- 4. Collection Systems** – John Fletcher - Thursday, November 8, 2012, seminar, MITAGS, “It All Starts with the Laterals” had 151 attendees, and a new record of 16-17 exhibitors. Thanked Ed Mauldin for “membership” presence at this event.

Plans for April 10, 2013 seminar at Richland’s Ballroom off I-95, to include EPA’s Integrated Planning Framework – water, wastewater, stormwater – roundtable luncheon with four or five speakers talking for 10-15 minutes on very specialized area. All audience submitted concerns/feedback/suggestions cards will set the stage for the November, 2013 full-day seminar.

Mr. Fletcher commended the Committee for their great teamwork with mention of same from WEF.

Mr. Fletcher announced to the Board the WEF 2014 Collection Systems Symposium will be held in Baltimore's Inner Harbor, March 14, 2014, with Rudy Chow, Co-Chair. Symposium "theme" names being sent for WEF consideration. Plans under way with social event being coordinated by Chris Carroll and Jane Bayer.

5. **Plant O&M** – Jasvir Grewal – reported by Jennifer Moore – Seminar set for Thursday, March 28, 2013 at Back River WWTP. Focus on energy recovery with a plant tour. Speakers being finalized. Brochure to be posted to website shortly. Event to include a membership presence.

Bob Beringer commented on the need to get more CWEA and utility involvement.

6. **Short Course** – Ted DeBoda reported - CTA Board of Directors met with Short Course Committee stressing the importance of good business practices. 2013 Short Course will eliminate membership drive tables. CWEA's representatives to the Short Course include Bill Farrell, Scott Harmon, Aaron Hughes, Noelle A. and Wayne Reed. Next meeting, December 5, 2012 at Patuxent Plant. Karl Ott, CTA Director will attend. Mr. DeBoda asked Paul Sayan to reach out to Bill Farrell or Wayne Reed.
7. **Stormwater** – Six articles lined up for next Ecoletter, and next Stormwater event set for May 23, 2013 at MITAGS – Implementation Realities.

"Forecasting Stormwater Issues" seminar, was held at the F. Scott Fitzgerald Theater, Rockville, MD on October 8, 2012 with 60 in attendance and realized a profit. Jeff Cantwell also thanked Ed Mauldin for his Membership Chair presence at this event. Very nice venue if committee looking for one. Looking to get regulatory folks involved with a January, 2013 stakeholder meeting planned.

8. **Technical Education** – no report
9. **TRE** – no report - Bob Beringer suggested attendees thank those who serve on the TRE for their tireless efforts of service
10. **Water Reuse** - Ellen Frketic – first meeting held a few weeks ago with discussion to participate with Spring Meeting or solo. Committee wishes to maintain and educational focus, looking at early May at MITAGS. Bob Beringer supported their solo efforts. Committee looking to potentially take a new direction - Groundwater Recharge – done in other states and needs to be done here. Dennis Funk will speak to CSAWWA on this possibility. Invited to team up with Stormwater on May 23, 2013.
11. **Safety** - Sorin Schwartz – nothing to report but will submit **Ecoletter** article.

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

- 1) **Charity Events** – Eric Held - focus will be on making recommendations as to where monies will go.

Ted DeBoda suggested contributions be considered to the National Public Works Museum (the only one in the nation) in Baltimore, set to re-open in 2014. Mr. DeBoda to keep Eric Held and John Fletcher in the loop when he meets with Mary Ross, from the museum.

Engineers Without Borders was suggested to Eric by Jeff Cantwell be added to the charity list.. Others to get charity suggestions to Eric in a timely fashion.

- 2) **Membership** – Ed Mauldin first thanked Scott Shipe for the transition briefing and membership supplies passed along to him. Mr. Mauldin has divided Chesapeake into manageable regions - DC, Western Maryland, Delaware and Central and Eastern Maryland. Committee goal is to contact dropped CWEA members inquiring “why”. Chair Mauldin reminded all CWEA members, if on a committee, all need to be “paid up” and in good standing to serve. Budget was submitted. Looking for suggestions and volunteers to attend events Mr. Mauldin cannot.
- 3) **Student Activities** – Jennifer Moore – looking to set a location and lock in date this week. Bob Beringer suggested a WWT facility as an alternate location to benefit students as a “hands-on”. Discussion ensued in support of alternate location to the Engineers Club.
- 4) **Young Professionals** – Neha Hridaya - offer a course on ethics, an Engineer renewal requirement in the near future and reported Salsa Dancing event went well. Planning next year an ethics seminar and a panel discussion networking event. Suggestions for topics to Neha would be appreciated.
- 5) **Spring Meeting** – reported by Ann Baugher for Joe Swaim – Tentative date of May 9th or May 10, 2012 as Rural Water Conference is May 5 – 9th. Water Reuse looking to have a separate full technical day. Joint Spring Meeting with CSAWWA. Asked for Board feedback to Ann Baugher by Tuesday, November 20, 2012 to proceed. Looking at two venues – National Zoo, Washington, DC and Washington Aqueduct. Parking limited at both as Aqueduct under construction. Looking to break even. Zoo charges \$22.00 per car parking and suggests arriving early to secure parking. Looking for 4 sponsors @ \$250 and 10 vendors at \$300.00. Suggestions for theme are welcomed. Agenda to include 3 to 4 hours technical, enjoying the zoo with potential zoo tour. \$2,500.00 room charge is tax deductible.

President Beringer commented great “red line” stop. No other suggestions given.

d) President-Elect (Burt Curry)

- 1) **Awards** – WEF awards are due April 1st, 2013, Burt needs biography of nominee for the awards; will again use Dropbox to submit. Chein-Chi to assist with 2013 awards. Attendees encouraged to beginning thinking of members to submit for WEF and CWEA awards. Always “last minute” rush, and trying to keep ahead of that.

e) Vice President (Tim Wolfe)

- 1) **Government Affairs** – Nothing to report – will touch base with Scott Shipe on the Fly-In, April 17-18, 2013
- 2) **MAMWA Liaison** – Angela Essner – December 5, 2012 is next meeting

f) Past President (Ted DeBoda) – nothing to report

- 1) **Business Finance** – President Beringer advised the Board the Finance Committee would finalize the budget and email with a week to review prior to e-vote.

g) President (Bob Beringer)

- 1) **Bylaws and Directory** - Awaiting update from attorney regarding current 501(c)(6) to a 501(c)(3), a tax-exempt non-profit – Al Will not present to report.
- 2) **Scholarships** – CWEA's participation and financial support of programs – Eric Held to review potential charities to gift some monies along with the annual Kappe Scholarships
- 3) **Chesapeake Tri-Association update** – Jane Bayer will report to CWEA at each board meeting regarding C-TAC progress. Nothing to report today.
- 4) **Chesapeake Tri-Association, Incorporated** – CTA had first meeting; Mr. DeBoda asked for \$1,500.00 for 2013 as start-up money, for meetings and legal fees from CWEA with check payable to CTA, with all three associations to pay same. Legal and Accountant will be contacted to assure heading in the right direction. Mr. Ted DeBoda's term at CTA Director will end by September, 2013.

Motion No. 72-12: Burt Curry moved, and Kraig Moodie seconded, the payment by CWEA to CTA, a one time start-up payment for 2013 in the amount of \$1,500.00. Motion carried.

C-TAC and Short Course are two events of the CTA.

Of the initial \$1,500.00, WWOA and CSAWWA have reimbursed CWEA \$1,085.00; with each to send the remaining \$415.00 payable to CTA.

5) Other

- a. **WEFMAX** – attendance in 2013 – President Beringer commented on the importance of getting incoming officers up-to-speed and begin now as to what their company can provide and get the budget costs to Mr. Beringer by COB November 26, 2012, so budget can be finalized and e-voted to become effective January 1, 2013.

Attending Biloxi, Mississippi will be Burt Curry (covered by JMT) and possibly Tim Wolfe;

Attending Providence, Rhode Island will be Bob Beringer (covered by JMT)

No locations discussed for Delegate(s) noting Al Will will need \$500. In expenses, if attending

- b. **WEFTEC –Reception** tentatively Joint with PWEA. CWEA will know something by the February, 2013 board meeting. Event will be held at the headquarters host hotel in Chicago, on Sunday evening, Meet and Greet, 5 pm – 7 pm. Costs to be split equally among PWEA and CWEA.
- c. **WEFTEC - Attendees** – due to time constraints, 2013 attendees will be discussed at the February, 2013 board meeting.

4. SECRETARY REPORT (Kraig Moodie)

- a. Kraig Moodie presented the August 31, 2012 Minutes for adoption.

Motion No. 73-12: Motion made by Kraig Moodie, seconded by Tim Wolfe, to approve the August 31, 2012 Minutes, as presented. Motion carried, with minutes to be posted to the CWEA website.

5. TREASURER’S REPORT (Jane Bayer) - Balance - Checking Account \$36,190.02;
 Savings Account \$ 68,631.71

6. DELEGATE’S REPORT(S)

AI Will –.501c3 report to be presented at the February, 2013 Board Meeting
Hiram Tanner – WEFTEC – attended three meetings where strategic plan adoption was discussed, operator outreach and Mr. Tanner reported he serves on the Rags and Pumps WEF Committee. – discussed strategic plan adoption, operator outreach, Chair of Rags and Pumps. Mr. Beringer commended Mr. Tanner on the great job he did in 2012 of getting a full slate of nominees for WEF and CWEA awards. President Beringer stressed the importance of the Board doing their part in submitting nominations to Mr. Tanner in a timely fashion and not too early as deadline is April 1, 2013, a few short months away!

7. SCHEDULE OF EVENTS:

January 2, 2013	Winter 2013 issue	<i>Ecoletter</i> deadline	Kristi Perri and Joan Fernandez
February 14, 2013	CWEA Board Meeting – NASSCO	CWEA	Kraig Moodie
March 10-13, 2013	YP Summit, Glendale Arizona	YP	CWEA Board
March 13, 2013	Spring issue	<i>Ecoletter</i> deadline	Kristi Perri & Joan Fernandez
March 28, 2013	Plant O&M		Jasvir Grewal
March 28, 2013 – 29, 2013	Biloxi, Mississippi WEFMAX	WEFMAX	WEF
April 10, 2013	Collection Systems Committee	CWEA CSC	John Fletcher
April 11-12, 2013	Hawaii WEFMAX	WEFMAX	WEF

April 11, 2013	CWEA Board Meeting - KCI	CWEA	Kraig Moodie
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 16-17, 2013	Niagara Falls, Ontario WEFMAX	WEFMAX	WEF
May 23, 2013	Spring Stormwater event	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 5, 2013	Summer issue	<i>Ecoletter</i> deadline	Kristi Perri & Joan Fernandez
July 11, 2013	CWEA Board Meeting – Howard County Utilities	CWEA	Kraig Moodie
August 27-30, 2013	Chesapeake Tri-Association Conference/Ocean City, MD	Chesapeake Tri-Association Committee	Chesapeake Tri-Association Committee
August 30, 2013	CWEA Board Meeting/Roland Powell Convention Center, Room 213, Ocean City, MD	CWEA	Kraig Moodie
September 18, 2013	Fall 2013 issue	<i>Ecoletter</i> deadline	Kristi Perri & Joan Fernandez

8. UNFINISHED BUSINESS

- a. **501(c)3 status – AI Will** – to be addressed at the February 7, 2013 board meeting

- b. **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 - **due to time constraints, not covered at 11-15-12 board meeting**

9. NEW BUSINESS

- a. **Desire for CSI to join in an event** – per contact from Sam Grant – **due to time constraints, not covered at 11-15-12 board meeting**
- b. **SUNSETTING of Committees** - Bob Beringer - any concerns and to bring them to next board meeting on input for consolidating or sunsetting committees
- c. **Kappe Fund** – Bob Beringer, the Board has not made a formal approval on the recommendation of the Accountant that we are no longer bound to use monies for small system operators.

President Beringer asked Jane Bayer, as Treasurer, to take a look at this and to work with Matt Roder, Public Education Chair. All in keeping Kappe name on scholarships in Stanley Kappe's honor. Tim Wolfe volunteered to assist.

- d. **SOP for "succession planning"** – John Fletcher feels this effort would be helpful to all incoming Chairs, not to mention consistency. Mr. Beringer suggested Mr. Fletcher reach out to Mr. Curry, as part of CWEA's Strategic Plan. Discussion followed with information furnished on potential templates available on which to build upon.

10. ANNOUNCEMENTS

- Next board meeting - Thursday, February 14, 2013, KCI, 936 Ridgebrook Rd., Sparks, MD 21152
- *Per CWEA's Accountant, please submit reimbursements, receipts, deposits or be sure to cash CWEA checks prior to 12-31-12, our fiscal year end.*

11. ADJOURN – Meeting adjourned at 12:32 pm.

Respectfully submitted,

Ann Baugher
Administrator

Submitted by Administrator to Secretary and Asst. Administrator for Review and
Comment: 11/19/12
Submitted to President for Review and Comment: 11/25/12
Submitted to the Board for adoption review: 1/14/13
Edited and Printed: 1/29/13

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