



CWEA Board Meeting Minutes

February 7, 2019
Maryland Environmental Service
Millersville, MD

DRAFT

Attendees:

Present - Ellen Frketic, Jennifer Kaberline, Aaron Hughes, Laura Oakes, Alan Will, Gian Cossa, Prabhu Chandrasekan, Clarence Beverhoudt, Tim Wolfe, Scott Harmon, Jim Shelton, Jegnaw Essatu, Cheryl Paulin, Charles Poskas, Eric Held, Burt Curry, Hahns Hairston, Jessica Seipp, Marlou Gregory

Teleconference – Cece Ngyuen, Gary Baker, Dale Baker

Call to Order by President Ellen Frketic at 9:44 AM

WELCOME and OPENING REMARKS – Ellen Frketic

SECRETARY REPORT – Alan Will

- Explained that due to lack of quorum at December Board Meeting it was a Budget workshop and there were no minutes.
- Without a quorum September Board Meeting Minutes could not be officially approved at December meeting.
- Meeting minutes from September Board Meeting distributed and approved as corrected.

*Motion: Gian Cossa
Second: Tim Wolfe
Outcome: Passed*

- There were no Minutes from December Workshop

TREASURER'S REPORT – Cece Ngyuen

- Provided update on bank accounts.
- Discussion as to whether funds that had been transferred from saving to checking should be returned. It was decided that we would wait to see what income we had from Sponsorship before making the decision. Does not make sense to put back in if we have to take back out again this Board year. Money can be transferred to savings without a vote at Treasurer's discretion should we determine there is surplus.

DELEGATES' REPORTS – Tim Wolfe and Jim Shelton

- Tim shared WEF survey for areas that each MA could give presentation if asked.
- Jim was at WEF Mid-Year meeting

COMMITTEE REPORTS

Utility Member Representative – Scott Harmon

Short Course Committee – Scott Harmon

- No update

Training, Review and Evaluation Committee (TRE) – Marshall Phillips (not present)

- No update.

Mentorship Committee – Kraig Moodie

- Moalie has been appointed to the Baltimore County School Board and needs to step down as co-chair.
- We need to recruit new committee members from CWEA, majority of program budget comes from CWEA so we should have more presence.
- There are 15 slots for 2019 – 77 applications have been received and there have been 50 interviews.
- Effort being made to have more participants with driver's license.
- Drug screening tests and background screening will be conducted before program begins.
- Treatment Plant Operator's magazine (TPO) and WEF's WE&T both recently had articles about YH20 Program.

DC Trustee – Gian Cossa

Tri-Con Update

- Gian gave an update on the planning for Tri-Con.

Asset Management Committee – Gage Muckleroy (not present)

- They are looking for a Vice Chair; announcement will be put in e-newsletter.
- They will be having a Pre-Conference workshop at Tri-Con.

Collections Systems Committee – Dave Rockacy (not present)

- No update.

Membership – Charles Poskas

- Will write an article on the Bay Run for e-newsletter.
- Provided a suggested list on to whom the "free" one-year WEF memberships should be given.
- Ellen gave the go ahead to the list to contact and get signed up.
- Will create an SOP on how these are to be given out for future reference.

Plant O&M/Safety Committee – Kenrick St. Louis (not present) Gian Cossa reported

- There will be a workshop on May 23rd; it will be interactive/hands on and will serve lunch.
- Goal is for this to be for Operators and Maintenance Personnel to attend not consultants; will work through WWOA to promote. If there are open spots then it can be opened to others.

WRF Liaison (Sunsetted)

- It was decided to Sunset this committee. Paresh has moved out of the area and there have been no reports for a long time.
- The donation to the Foundation was approved for another year as Laura usually gets them to speak at Spring Meeting.

MD Trustee – Clarence Beverhoudt

Biosolids and Residual Management Committee – Hahns Hairston (not present)

- An article has been posted to the web,

Laboratory Practices Committee – Jegnaw Essatu

- Reported that there are 3 key topics needing to be addressed
 - Data validation
 - Methods update and understanding the effects of these changes
 - For drinking/surface water there are new toxins that need to be analyzed – practitioners need to know how to do this.
- Planning on 2 webinars in conjunction with MELA – April and October – to address these issues.

Spring Meeting Committee – Laura Oakes

- Date and location set – May 9th in Crofton.
- Lee Curry is the Keynote and will focus on “One Water”.
- In need of Cyber Security speaker – suggestions given.
- Student Design Competition.
- Golf Outing in afternoon.

Student Activities – Chris Overcash (not present)

- Marlou Gregory provided update on planning for Student Job Fair.

Water Reuse Committee – Zohreh Movahed (not present)

- Dates are set for both the seminar and the webinar

Young Professional Committee – Alicia Grant and Carolyn Wagner (not present)

- No report
- Alan Will mentioned that he is trying to get some WEF staff to Tri-Con and wants them to meet with the YP Committee.

DE Trustee – Prabhu Chandrasekeran (not present)

PCOC – Jennifer Kaberline

- Presentation given at the Maryland STEM Festival in SJWP – resulting in a couple of students wanting to apply.
- Science Fairs are lined up and looking for people to attend and serve as judges.
- Has funds to purchase gift cards as prizes.
- Suggested working through the Watershed Network to promote a YP Clean-Up event.

Publications Committee – Aaron Hughes

- 1st draft of the Ecoletter is ready and will go to print next week.

Stormwater Committee – Turgay Dabak (not present) Jessica Seipp (Vice-Chair) reported

- Webinar in December was the test for charging – received positive feedback – raised \$1000.
- Next webinar is February 28th.
- Will be holding a pre-conference workshop at Tri-Con.
- Looking at putting on a MS4 workshop focused on new permittees – but don't really know where to begin.
- It was suggested that the SW STEPP meeting work with the PCOC committee to join forces in outreach to students.

Technical Education – Ed Shea (not present) Marlou Gregory reported

- The test on charging for webinars was a success. We will now charge all non-CWEA (and non-partner members if a joint webinar) \$10 – this will be another way to provide member benefits.

President - Ellen Frketic

Audit Committee – Kraig Moody

- Will be convening the Audit Committee to review last years income and expenses.

Awards Committee – Eric Held

- Candidates for WEF Awards must be submitted by April 1 to WEF.
- Would like to have a conversation about what other internal awards we might create
- Tri-Con wants to pare back awards given at awards ceremony.
- Tri-Con awards will be given during Opening Ceremony.
- Ops Challenge winner needs to be announced somewhere.

Budget/Finance - Paul Sayan (not present) Alan Will reported

- 2019 Budget reviewed, discussed, and put to vote.
- Motion to pass budget with a change to the amount of donations to \$1000.00

Motion: Laura Oakes
Second: Alan Will
Outcome: Passed

- Alan proposes hiring Katz to do Quickbooks and reconcile bank statement; the money to do so is in the budget.
- Discussion on how the hard part of the reporting is gathering the information not the accounting; and the EA will still need to do that background work.
- Question raised if we need to send this out to bid if we do hire a firm.
- Appears that there is some miscoding or missed coding for some of the costs.
- Cheryl will be meeting with Katz to reinstall the missing codes – back to the format they originally created.
- Finance Committee will recodify last year's entries to the correct codes.
- A code for reimbursements needs to be added to the reimbursement form.

- We will use the website more to store all income and expenses so all who should have access will be able to do so. Files will be stored by month received.

Nominations – Aaron Hughes

- Alan sent Aaron the how-to details for nominations in an e-mail
- Need to create an timeline working backward from date elections need to completed
- The President and each of the Trustees need to appoint a Nominations Committee Member, which can be themselves.

EA Report – Marlou Gregory

- New form created and distributed for Chairs to standardize their reports to the Board.
- Discussion on supporting the Student Chapter at Howard
- Motion made to cover the Membership Costs for Student Chapter Officers and the 2 Student Design Competitors – with clarification that they need to fill out a form requesting sponsorship.

*Motion: Laura Oakes
Second: Gian Cossa
Outcome: Passed*

- Discussion on future of Annual Reception at WEFTEC. There were a series of 3 questions:
- Do we want another joint Annual Reception at WEFTEC with PWEA?

*Motion: Gian Cossa
Second: Jennifer Kabeline
Outcome: Failed*

- Do we want a reception at WEFTEC – No
- Do we want a local event to thank our volunteers – YES
 - Laura (as VP) will be responsible for leading the effort in creating this new event with the help of EA; Cheryl Paulin volunteered to work on this.

Vice President – Laura Oakes

- Laura will handle the planning for the Leadership Retreat for next year

MAMWA – Joe Sowinski (not present)

Sponsorship – Cheryl Paulin

- Handed out new Sponsorship Form and asked people to consider signing up.

Strategic Planning – Burt Curry

- They are behind on planning but will get back on track now that Burt is better.

By-Laws – Alan Will

- Committee members have been contacted.
- The priority is to revisit term limits, especially for WEF Delegate – if this is going to change needs to be done before the nominations process begins.
- Also need to look at staggering the 2-year term positions to help with transitions.
- It was suggested that the Elections process could use review.
- Recommendations for any changes will be made by the April Board Meeting.

Business Practice – Gary Moore (not present)

- Ellen announced that we will be restarting the SOP process for each CWEA committee

Government Affairs – Scott Shipe (not present)

- No Report

UNFINISHED AGENDA ITEMS/BUSINESS

- Discussion on CWEA only membership
- Creation of a Master Calendar to identify dates of 2019 activities to encourage spreading them out over the months/year.

BOARD MEETING DATES 2019

- April 5, 2019 - Howard
- June 6, 2019 - MES
- July 25, 2019 – KCI

ADJOURN 12:28 PM