



# CWEA Board Meeting Minutes

April 5, 2019  
Howard University  
Washington, DC

## Attendees:

Present - Ellen Frketic, Jennifer Kaberline, Aaron Hughes, Laura Oakes, Alan Will, Gian Cossa, Scott Harmon, Eric Held, Clarence Beverhoudt, Tim Wolfe, Scott Harmon, Jegnow Essatu, Cheryl Paulin, Ed Shea, Pono Hanson, Turgay Dabak, Marlou Gregory; Prabhu Chandrasekeran

Teleconference – Jim Shelton, Gary Moore, Cece Nguyen, Kraig Moodie

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

WELCOME and OPENING REMARKS – Ellen Frketic

SECRETARY REPORT – Alan Will

- Meeting Minutes from February 7, 2019 presented. Vote requested to pass them.

*Motion: Scott Harmon*  
*Second: Clarence Beverhoudt*  
*Outcome: Passed*

TREASURER'S REPORT – Cece Nguyen

- Provided update on bank accounts.

DELEGATES' REPORTS – Tim Wolfe and Jim Shelton

- Tim shared WEF survey on Diversity information that he sent to WEF.
- Tim will call the WEF Board of Delegates Chair to make sure that CWEA has received and responded to all of the surveys that have been sent this year.
- Jim discussed the work of the Ops Workgroup.
  - WEF is revamping the Operator Award's Program
  - WEF is conducting a survey on what MAs are doing with Operators
  - WEF will be creating an on-line wastewater database.

## COMMITTEE REPORTS

**Utility Member Representative – Scott Harmon**

- MDE Board – numbers are up for operators passing lower level tests but not the case for the higher levels.
- Looking for a way to have higher level Ops training courses.
- New license renewal obligation for Collections Distribution – they will need credit hours – but first the regulation needs to be changed.

Short Course Committee – Scott Harmon

- Short Course is June 2-6
- Test on June 7<sup>th</sup> – highest pass rate is at this test due to Short Course training

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

- Lots of on-line courses are coming in – the Board will monitor the course to make sure they are adequate.
- They are starting to cull the number of unique course numbers as there are too many.

Mentorship Committee – Kraig Moodie

- YH20 Program is starting up – there are 21 participants.
- Phase 2 requires a career coach – he has been reaching out to past coaches and new people requesting to participate
- Career Fair will be the end of May or early June
- Moalie and Anna are still going to help with the committee

**DC Trustee – Gian Cossa**

Tri-Con Update

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

Asset Management Committee – Gage Muckleroy (not present)

- Webinar postponed to June 13<sup>th</sup>. They did not have the information together soon enough to adequately advertise.
- There will be no Tricon preconference workshop this year.

Collections Systems Committee – Dave Rockacy (not present)

- Thanks given to Chris Korpman to step in as Acting Chair.
- Committee met once in March to line up activities.
- This is a transition year for the committee.
- Ed Norton is schedule for June 27
- CSC Seminar is October 8 at MITAGS

Membership – Charles Poskas

- Has reached out to a number of universities
- The “free memberships” end April 4<sup>th</sup> and was not able to give them all away
- The Bay run has been postponed for 2019
- Looking into the Iron Man Run as an event to promote CWEA

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

- There will be a workshop on May 23<sup>rd</sup>; 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.
- TREs will be provided
- Flier will be sent to Rachel to distribute to WWOA members once information is provided to Marlou to create.
- Short Course is coming up in June.

- Reaching out to WWOA to work more closely together.

### **MD Trustee – Clarence Beverhoudt**

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

- Clarence learned a lot about what is happening in Canada at WEFMAX and will send contact to Hahns.
- Feels we can learn a lot from the Northwest that we can apply in the Chesapeake area.

#### 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 9<sup>th</sup> in Crofton.
- Registration is up and being managed through CS-AWWA
- Lee Curry is the Keynote and will focus on “One Water”.
- Student Design Competition
  - JHU has 2 teams
  - Needs judges
- Afternoon plant tours
- Golf Outing in afternoon
- Happy hour

#### Student Activities – Chris Overcash (not present)

- Pono updated us on the Howard Student Chapter. Meeting was being held at Howard and 3 of their student leaders and Faculty advisor were to meet with us for lunch.
- Howard was a part of the WEF In-Flow program to increase diversity – 20 Howard students attended WEFTEC 2018 as WEF’s guests.
- In-Flow is a priority program for WEF. WEF’s Board was scheduled to meet at Howard the week after our meeting.
- Discussion on how to keep students engaged after graduation. Clarence is going to get more involved (he is Howard grad) for more sustainability.
- Kenrick and Greg volunteered to become more involved with the program.
- Clarence and Jegnaw already scheduled to come back for a panel discussion.
- There is also help being given for summer internships for Student Chapter members. Both Arcadis and Stantec mentioned they might have internships available.
- Discussion continued on how to get University of Delaware more engaged and maybe start a student chapter. Gary Moore is a UD grad and Tim has some contacts. Discussion to be continued.

#### Water Reuse Committee – Zohreh Movahed (not present)

- Kelly is to send information to Marlou for the webinar when it is finalized

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

- YP Tour set up for May

### **DE Trustee – Prabhu Chandrasekeran**

PCOC – Jennifer Kaberline

- Attended 5 Science Fairs. Also had support from Turgay and Pam from the SW Committee.
- Promoted SJWP and gave out certificates and awards.
- SJWP papers are due April 16<sup>th</sup>. Requested people to help judge. There is a 2 week time period and there are 3 focus areas.
  - Tim, Laura, and Aaron volunteered to help.

Publications Committee – Aaron Hughes

- Spring issue focus is Women's History and Ellen will be featured.
- Student Job Fair also included.

Stormwater Committee – Turgay Dabak

- March 7 webinar had 63 people attend and made \$280.
- They hold monthly committee calls to plan their events.
  - Ellen would like to be added to these calls
- They are developing a training for the new MS4 Communities.
  - Planning a webinar and 2 regional meetings
- They had to cancel the Annual Seminar because MDE had almost the same program offered for free.
- They are scheduling a meeting with MDE to better understand what they are trying to do and explain what we are trying to do. Look for ways to collaborate.
- Try to get someone from MDE on monthly calls.

Technical Education – Ed Shea

- We will not be doing a ITCP course this year.
- Webinars are very successful – getting lots of committee requests – no complaints on \$10 charge for non-CWEA members.
- There are only 3 trained people to manage. That was based on a plan of 4-6 webinars a year. To meet increased demand the goal is to train 6 people.
- The current demand of 1- 2 webinars is not sustainable; it takes at least 6 hours of administration by volunteer to implement plus several hours of EA's time.
- One idea might be to train people that are members of the more webinar active committees, like SW and Lab. Jegnow offered to be trained.
- Committees MUST check on date availability before they start engaging speakers and making plans.

### **President - Ellen Frketic**

Audit Committee – Kraig Moodie

- 2018 accounting needs to be completely redone.

- Audit Committee will be holding a full day work session to work on getting things on track.
- The accountant has fixed the coding for Quickbooks and it is back to where it was prior to 2018.
- For the remainder of 2019 and going forward we will have new procedures – these will be documented in SOPs.
- These are not procedures we will outsource; but we are working closely with the Accountant to make sure all is done correctly.

Awards Committee – Eric Held

- List of last time award were given was presented:
  - Bedell – 2018
  - Lab – 2018
  - Hatfield – 2015
  - Burke – 2018
- It is likely that we will have a Bedell and Lab award to present at TriCON.

Budget/Finance - Paul Sayan (not present)

- No Report
- Pointed out that final budget figures need to be updated.

Nominations – Aaron Hughes

- Call Scheduled for Monday April 8<sup>th</sup> to start the discussion.
- Board approval of slate will be at the June 6<sup>th</sup> meeting.
- Recommended Slate to members will be sent on June 10<sup>th</sup>.
- Nominations from floor will be open till July 10<sup>th</sup>.
- Voting Opens August 9<sup>th</sup>.
- Voting results announced at Annual Meeting on August 29<sup>th</sup>.

EA Report – Marlou Gregory

**Vice President – Laura Oakes**

- Laura has started looking at venues for Leadership Retreat.

MAMWA – Joe Sowinski (not present)

Sponsorship – Cheryl Paulin

- Working on bringing in Sponsors

Strategic Planning – Burt Curry (not present)

- No Report

By-Laws – Alan Will

- New by-law changes will be going to a membership vote. Main changes are:
  - Chesapeake Tri-Association Representative will be a voting Board position going forward – but this position will be appointed by the Board. This position will not start as a Board Officer until 9/1/2019 after Tricon has ended.

- Term limits for WEF Delegate will increase to 2 consecutive full terms.
- Eligibility to become a Board Officer will now include having been a member in good standing for at least 2 years.
- The term for Secretary beginning in 2019 will be 3 years instead of 2. This is a one-time occurrence so that the 2 year terms of Secretary and Treasurer will be offset.

***Special Conference Call Board Meeting: On April 9 at 3:00PM the Board held a brief meeting via conference call at which the proposed Bylaws amendments were unanimously approved for a vote by the full membership. This approval allowed compliance with Bylaws advance notification requirements. Present on the call were Ellen Frketic, Clarence Beaverhoudt, Aaron Hughes, CeCe Nguyen, Tim Wolfe, Laura Jo Oakes, Alan Will, and Marlou Gregory.***

Membership voting on the bylaws will be electronic.

Business Practice – Gary Moore (not present)

Government Affairs – Scott Shipe (not present)

- Ellen reported on the WEF Fly-In.
- The CWEA team visited several Congressional office and Scott has lots of pictures.
  - Hoyer
  - Brown
  - Ruppersberger
  - Blunt Rochester
  - Sarbanes
  - Trone
  - Carper
  - Cardin
- Send WEF talking points to Board and Committee Chairs
- Cardin photo and talking points should go into the Summer Eco-Letter.
- ACEC had a Legislative Day in Annapolis; we should look at coordinating with them and send a CWEA group.

## NEW BUSINESS

- Discussion on CWEA Annual Reception
  - Option looking at is Mustang Alley Bowling
- Discussion on CWEA only membership
  - How will we do registration and accounting
  - Set up call with Jen, Ellen, and Marlou to create a proposal
- Suggestion to Create a Utility Management Committee next year.
- Tricon Woman's Networking Session
  - Carla Reid from WSSC will be coming but as a regular attendee

## BOARD MEETING DATES 2019

- June 6, 2019 - MES
- July 25, 2019 – KCI

ADJOURN 12:15 PM

**STUDENT CHAPTER MEETING**

***Over lunch the CWEA Board meet with the Howard Student Chapter Board (Ayanna Butler – Chapter President, and two others), CWEA Student Activities Committee, and Howard Chapter Advisors, Jeseth Delgado Vela and Dr. Jones, on how we can support the student chapter. Assistance was offered to help them with getting speakers for their Earth Day Activity.***