



CWEA Board Meeting Minutes

September 20, 2018

12:00 PM

Hazen and Sawyer Office

Baltimore, MD

Attendees:

Ellen Frketic, Jennifer Kaberline, Laura Oakes, Alan Will, Cece Ngyuen, Gian Cossa, Prabhu Chandrasekan, Clarence Beverhoudt, Tim Wolfe, Scott Harmon, Jim Shelton, Jagnaw Essatu, Moalie Jose, Cheryl Paulin, Hahns Hairston, Turgay Dabak, Anna Santino, Marlou Gregory

Call to Order by President Ellen Frketic at 12:10 PM

WELCOME and OPENING REMARKS – Ellen Frketic

SECRETARY REPORT – Alan Will

- Meeting Minutes from Annual Meeting distributed and approved as corrected

*Motion: Scott Harmon
Second: Tim Wolfe
Outcome: Passed*

- Meeting Minutes from August Board Meeting distributed and approved as corrected

*Motion: Scott Harmon
Second: Tim Wolfe
Outcome: Passed*

- Motion to Transfer \$10,000 from Money Market Account to Checking Account

*Motion: Alan Will
Second: Scott Harmon
Outcome: Passed*

TREASURER'S REPORT – Cece Ngyuen

- Was unable to give report as there was no internet connection

DELEGATES' REPORTS – Tim Wolfe and Jim Shelton

- Tom Kunetz, WEF President-Elect, enjoyed Tri-CON and said he learned a lot to bring back and share with others.
- The House of Delegates (HOD) meeting will be held on the Saturday before WEFTEC. Time sent 3 questions for which he would like to receive input.

- There are 3 HOD Committees. Jim is on the Operators Committee. Tim is on the Membership Committee. CWEA does not have anyone on the MA Resources Committee.
- CWEA is unique because there is a separate Operators association for the area.
- There will be a CWEA Reception on Sunday night at WEFTEC.
- Discussion followed on the logistics of this year's reception. It was mentioned that a previous decision had been made to not hold this reception in future years. It was suggested that this decision should be revisited with input and decision by entire Board.

COMMITTEE REPORTS

Utility Member Representative – Scott Harmon

- Scott is a new member of the MDE Board therefore CWEA needs to assign a new liaison to MDE as he cannot do both.
- There will be a MDE meeting on September 21st.

Short Course Committee – Scott Harmon

- planning meeting will be held next week.
- Last year's course was held at St. Mary's College but will be moving to somewhere on the Eastern Shore for the next 3 years.

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

- A TRE meeting was held last week.
- They meet 4 times per year with the last one for 2018 being December 12th.

Mentorship Committee – Moalie Jose

- They are thinking about having 2 Vice Chairs
- Dennis Hassan is interested in being a Vice Chair
- YH2O Graduation will be held at the end of November
- All participants who passed last year were hired by the City this year.
- A group from Charlotte, NC came to Baltimore to learn about the program.
- WEF PCOC Award will go to the City of Baltimore this year for the YH2O program. Jen submitted the award. Kim Grove will be accepting for the City. Anna and Kraig will attend as will other from the Board if available.

DC Trustee – Gian Cossa

Tri-CON Update

- There was a 5-8% growth in attendance
- Attendees came from 15-16 different states
- The first organizational meeting for next year will be on September 21st
- Income estimate is \$75,000 for each of the 3 organizations
- They need more volunteers

Asset Management Committee – Gage Muckleroy (not present)

- New Chairman, Gage Muckleroy, announced.
- They are looking for a Vice Chair
- Assumption they will do a Webinar and something at Tri-CON but TBD

Collections Systems Committee – Dave Rockacy

- New Chairman, Dave Rockacy, announced
- They will be conducting monthly meetings
- They will be having a December Seminar

Membership – Charles Poskas

- Need members or at least a Vice Chair
- Ellen sent an email to YPs looking for a Vice Chair

Plant O&M/Safety Committee – Kenrick St. Louis

- These 2 committees are now combined – it all starts with safety!
- They will be conducting a 1-hour webinar.
- Will plan a site visit workshop for a hands on “show”.

WRF Liaison – Paresh Sanghavi

- No Report

MD Trustee – Clarence Beverhoudt

Biosolids and Residual Management Committee – Hahns Hairston

- New Chair
- Starting to identify goals for the committee.

Laboratory Practices Committee – Jegnaw Essatu

- Will be having a joint event with MILA in October
- Working with Marlou to set up registration

Spring Meeting Committee – Vacant

- No report
- Laura Oakes agreed to continue as Vice Chair

Student Activities – Chris Overcash (not present)

- No report

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

- No report

DE Trustee – Prabhu Chandrasekeran

PCOC – Jennifer Kaberline

- The name of the committee has been changed to Public Communications and Outreach Committee (PCOC) to be the same as WEF
- The Stockholm Junior Water Prize (SJWP) will once again be under the PCOC and not a separate committee

Publications Committee – Aaron Hughes (not present)

- Magazine deadline for articles in September 28th with a drop dead date of 10/12
- Articles to be included are: Tri-CON and WEFTEC
- Looking for a Vice Chair – Ellen asked YPs for a volunteer

Stormwater Committee – Turgay Dabak

- Reported on June seminar
- Fall seminar has been dropped for this year
- Will be doing a series of webinars this year – the first one will be December 13th
- Will be doing regional training for new MS4s this year

Technical Education – Ed Shea (not present)

- MABA will be head on 10/10 -Hahns and Bill Toffey need to connect
- November webinar proposed by Matt Zelin on SW – needs to connect with the Turgay and SW Committee

President - Ellen Frketic

Audit Committee – Kraig Moody (not present)

- No report

Awards Committee

- Eric Held will be the Awards Chair; could use a Vice Chair

Budget/Finance - Paul Sayan (not present)

- Working on procedures

Nominations – Aaron Hughes (not present)

- No report

Vice President – Laura Oakes

MAMWA – Joe Sowinski (not presented)

- Laura read Joes' report from last MAMWA meeting (attached)

Sponsorship – Cheryl Paulin

- Developing a new program and options for 2019
- The role out will be at the Leadership Retreat
- Asked if anyone wanted to be a committee member

Strategic Planning – Burt Curry

- The new plan is behind schedule due to Burt's health issues
- The committee will meet again in the Oct/Nov timeframe

By-Laws – Alan Will

- The 3 Trustees are automatically on the committee
- Jim Shelton and Tim Wolfe volunteered to be on committee
- CWEA's by-laws are in alignment with WEF's

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)

- Ellen announced that Dana Cooper will be new Vice Chair

UNFINSHISED 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.

NEW BUSINESS

- Looking to consolidate some committees
- Charity committee has been sunsetted
- Budgets for 2019
 - Wants people to come to retreat with budgets completed
 - Registration rates should be adjusted to ensure that events make money
 - A copy of the original budgets from 2018 need to be sent to the Trustees
- Need to develop a process so decisions are easier for committees to make decisions
- We need to institute a “hand-off” meeting for Chairs to transfer information
- Need to create a SOP for budget development and a template
- WEF has asked us to be a co-sponsor for a Specialty Conference in 2019 on Transformative Issues – more information to come but will be mostly promotion
- Discussion about WEFTEC
 - Delegates need to be there for HOD meetings first weekend
 - Discussion about CWEA Reception at WEFTEC – request to reopen discussion for what to do next year
- Discussion on upcoming Board Meetings
- Women and Diversity Committee was raised by Anna Santino
 - Cece will talk to Anna about it
 - There will need to be a Board resolution to create new committee
 - Aaron wants to be included in discussion of if and what to do
 - Suggestion looking at this as a joint committee with CSAWWA

BOARD MEETING DATES 2018

- Leadership Retreat – October 25, 2018 -
- December 6, 2018 - WSSC
- February 7, 2019 – Anne Arundel County
- April 4, 2019 - TBD
- June 6, 2019 - TBD
- July 25, 2019 - TBD

ADJOURN 12:01 PM