



CWEA Board Meeting Minutes

Thursday, July 28, 2022

9:30 AM – 12:00 PM

Attendance: Gian Cossa, Cece Nguyen, Clarence Beverhoudt, Laura Oakes, Cheryl Paulin, Alan Will, Jegnow Essatu, Gary Moore, Rebecca Winer-Skonovd, Ellen Frketic, Tim Wolfe, Kraig Moodie, Jessica Shiao, Clark Howells, Dennis Hasson, Chaka Kamran, Islam Khallaf, Hahns Hairston, David Wildasin, Chein-Chi Chang, Alexis Wingfield, Mike Cecil, Steve Tarallo, Madeleine Driscoll, Charles Poskas,

Call to Order by President Gian Cossa – Meeting called to order at 9:32

Early Report Outs:

Utility Member Representative – Jessica Shiao- had leave early

- Government Affairs – Marlou Gregory – no report, not present
- MDE W/WW Board Liaison – Clark Howells - present
 - State board had an election – Jay Price is Chair , Ben Thompson is Vice-Chair
 - Certificates will now be sent through email
- Short Course – Scott Harmon – not present – Clark reported
 - Great success – few glitches but overall successful
 - Meter Madness event and other events were enjoyed
 - College had issues with staffing and IT due to covid restraints
 - Voted and approved rules on public attendance due to meeting disruptions
 - June testing – approximately 50% pass rate – comparable to pass years and has increased
 - Clark is now serving on the Maryland State Board for WWO
- Training, Review and Evaluation (TRE) – Clark Howells
- Mentorship – Kraig Moodie, Dennis Hasson - both present
 - Rescheduling the Career Fair to the fall – no date set yet
 - Thanked all who are mentoring the class participants
 - Stipends were distributed thanks to the EPA grant
 - Looking to have 23 graduates this year
 - Dennis stated that DPW wants to bring in more participants, which will need more mentorship. Do we know how many more?
 - Gian asked how the participants are selected. Kraig stated that 30-40% are referred by participant graduates.

SECRETARY REPORT – Cheryl Paulin

- Meeting Minutes from May Board Meeting

Motion to approve May's minutes: Gian Cossa Seconded: Laura Oakes Motion passed.

- CWEA Reference Guide & Membership Reminder
- CWEA Membership Dues Increase in FY2023 – Charles Poskas
 - Cheryl sent out the information for dues increases.
 - Charles reported that we've researched what the other MAs are charging, and we are in the bottom 1/3. Other than VA, we are lower than most of our neighbors. Suggesting a 10% increase across the board. We want to be sure we're keeping up with our operating expenses. Suggesting that we do a small bump every two to three years.

- Gian agrees that a 10% increase is justified due to inflation. Believes that a straight \$10.00 increase would be justified – understanding that the flat fee isn't built into the analysis.
- Cece questioned – how often would we increase? Does not agree with continual increases. With the Strategic Planning and the reserve account, does this coincide with building our reserve account. What is the status of the CWEA only membership?
 - Cheryl explained that WEF sends a dues inquiry every year.
 - Everything continues to increase, we need to keep up for operating costs.
 - Gian stated that membership dues does not relate to our reserve account – Tri-Con and other events will contribute to our reserve account.
 - Gian stated that we will need to increase every year if we're not keeping up with inflation. Feels that a \$10 rate increase is obtainable.
 - Gian – CWEA Only – to be discussed at a later date due to needing a bylaws change.
- Charles stated that even with the \$10.00 increase, we are still below CSAWWA.
- Gary stated that it's technically impossible to keep it separate from reserves, but it's justified so that we don't have to dip into the reserves to cover operating costs. It's about maintaining the organization and not building a "nest egg"
- Charles asked if he should re-write the proposal to include the discussion? Gian stated no. Alan asked what the status of the document is. He didn't have time to read it. If there's another purpose to the document aside from this presentation it should be rewritten. Alan does not support the perception that we have to dip into reserves to cover our operating costs. Gian stated that we will not use this document past the board meeting.

Motion to add a \$10.00 across but keep Operators and YPs the same: Gian Cossa Seconded: Cheryl Paulin Motion passed.

- Sign Holders will be placed on the tables at Tri-Con to announce events and at the CWEA table.
- 5S info will be going out.

TREASURER'S REPORT – Alan Will

- Current Financial Status of CWEA – gave overall report, would like to transfer money over to the savings account. When payments are finished, would like to move another \$10,000 over. Referred to his Treasurer's Report which is attached. Long range goal is to build up the reserves to \$200,000.
 - Cheryl reported that we will close out the PNC accounts today.
- Gian reported that the Tri-Con finances are expected to increase this year.
- Promotional Item budget amendment – we took care of this in March Board Meeting. The budget needs to reflect that.

DELEGATE'S REPORT(S)

- Tim Wolfe – not present - no report
- Ellen Frketic – present - no report

PRESIDENT'S REPORT – Gian Cossa – discussed issues under New Business

CTA'S REPORT – Kraig Moodie – present – reported out

- Everything looks great and ready to go.
- There is a wait list for the exhibitors.

UNFINISHED BUSINESS

NEW BUSINESS

- FWQA – Clean Rivers Tour
 - Gian presented that he spoke with Christian about having a luncheon between the two boards along with a tour Blue Plains about how we could coordinate more. Some of our fundraising from Tri-Con goes to FQWA for a scholarship. We maintain a \$2,000.00 scholarship for a student heading into the environmental science field. Would like to propose raising that but will have that discussion at a later date.
- Tri-Con -
 - Residuals and Biosolids Beauty Contest submissions needed
 - Gian is attempting to promote within DC Water. He asked Mike Cecil who to talk to at DC Water about submissions.
 - Hahns will also have some from WSSC.
 - Kraig reported that there will be a table and chairs in the hall for the submissions to be placed.
- CWEA UMC 2023
 - Gian gave an overview of the status of the CWEA UMC conference.
 - Explained that CSAWWA reached out about collaborating on the 2023 conference.
 - Gian will report out as the details become available.
- WEFTEC Travel
 - We do not have a transparent process for selecting who goes.
 - Gian wants to create an ADHOC committee as far as traveling is concerned.
 - Early Bird Registration is July 29th but Laura believes that certain board members can extend the Early Bird Registration.
 - Alan is speaking directly to WEFTEC - need to send Executive Administrator. What is the CWEA benefit to sending someone? Delegates would be expected to go. Alan's suggested that executive members should be in the discussion in deciding who should go.
 - Cece wants to see SOP created.
 - Clarence and Jegnow will be going, being financially supported by WSSC.
 - Alan, Clarence, Cece, Gary – short range, long range decisions and SOPs
 - Alan suggested any requests be sent by next week – August 5th.
 - Alan would like to see the ADHOC committee have the deciding factor on who goes. – no vote needed. Alan wanted to be clear that it is the intent to send Cece to WEFTEC.
- Commitment from Committee Chairs – Cece Nguyen
 - Reported on the process of contacting the committee chairs to see what the commitment will be going into the 2022-2023 year.
 - Will meet with Gian about the list and process.

COMMITTEES

Delaware Trustee – Rebecca Winer-Skonovd - present

- Public Outreach – Pamela Rowe – not present
 - Rebecca will get an update on the science fairs that took place
- Publications – Chaka Kamran, Islam Khallaf – both present
 - Islam reported that there is a new committee newsletter.
 - Publications will be taking over the CWEA newsletters.
 - Will be meeting to cover Tri-Con.
 - Gian asked if there was a photo sharing spot that everyone could share their photos? Islam said that there was.
 - Chaka requested that we have a link for everyone to upload to
 - Alan stated that we will have a professional photographer this year and will have access to those photos, but they will not be covering the outside events.
 - Gian stated that specifically the CWEA business luncheon should be covered by us due to the photographer being spread out.
 - Chaka asked Alan to let her know which events the photographer will be at so we can cover the other events.
 - Cheryl thanked the Publications Committee for taking on the monthly newsletter. Reported that Anthony Rocco will take over posting to the job posting board.
- Stormwater – Jessica Seipp – not present
 - Rebecca reported on the SW Conference – was a success but want to work on how to get more exhibitors.
 - Jessica will be stepping down and Pratik will be stepping into Chair.
 - Cece asked how the “co-chair, co-vice-chair” process worked – it’s not in the bylaws, it’s up to the committee.
- Technical Education – Matt Zelin – not present
 - Upcoming Webinars
 - No August Webinar Scheduled.
 - September – Stormwater Committee – topics not yet released.
 - Rebecca reported that Matt would like to encourage more local speakers.

Maryland Trustee – Jegnaw Essatu- present

- Residual and Biosolids Management – Hahns Hairston - present
 - Hahns reported on the RBS event in November - Biosolids 2022 – Navigating a Changing Landscape – Keynote – Maile Lono-Batura.
 - Held subcommittee meetings and quarterly committee meetings.
 - Next event – RBC Beauty Contest at Tri-Con.
 - Requested submissions.
 - Heard from Washington Aqueduct about Residuals.
- Laboratory Practices – David Wildasin – present
 - Had meeting in June and would like to grow the committee.
 - Actively looking for webinar speaker.
 - Participated in a great workshop recently.
 - Working on getting MDE and MELA involved – making progress.
 - Working with WEF’s Lab Practices – Vice-Chair is on the committee.
- Spring Meeting – Chein-Chi Chang – present
 - Reported on the Spring Meeting and the finances.
 - There was revenue and will be split between CSAWWA and CWEA.
 - Laura reported that there will be an article in the Ecoletter.
 - Laura asked for interested parties to consider the Vice-Chair position.

- Jegnaw asked if there was any progress working with Water Reuse and Laura stated that it hasn't happened, yet but anticipates something in the future.
- Student Activities
 - Career Fair – Alexis Wingfield – present
 - Reported on upcoming plans – will hold the career fair at the same place to see if it's successful for the students.
 - Reported on having Career Fair "info sessions" at local universities.
 - Reported on ways to get more students at the career fair and recent career fair hires to participate on the committee.
 - Alan reminded Alexis that we have two student chapters.
 - Student Chapters – Pono Hanson – not present, submitted report
 - Design Competition – Chris Overcash – not present
 - Sending winning team to WEFTEC.
 - Thomas Howard will be taking the Committee Chair position.
 - Chris will be taking the vice-chair position.
- YP's – Sanyukta Gokhale/ Alana Gildner – neither present – no report
- Water Reuse – Andrew Kreider – not present
 - Jegnaw reported on the webinar
 - Conference being planned for November 8th

Vice President – Clarence Beverhoudt - present

- Sponsorship – Mike Cecil - present
 - Reported that his work is done for the year. November – February
 - Alan added that due to the success of the sponsorship drive, we were able to add to our reserve account.
- Strategic Planning – Ted DeBoda – not present
 - Clarence reported that we are on track for completing our plan.
 - Had a meeting yesterday and will have one next week.
 - Gian stated that he will be working with Cece, Yvette, and Ted with creating deliverables for Tri-Con. We still need to work on the details.
- By-Laws – Alan Will – present
 - Nothing to report.
 - On hold to move forward with the CWEA Only membership.
 - Requested that if anyone had anything they wanted to address, please reach out to him.
 - He is expecting WEF to reach out with suggestions to our current bylaws.
- Business Practices – Gary Moore - present
 - Reported that we haven't been able to get the group together due to many other projects.

DC Trustee – Gary Moore - present

- Asset Management – Steve Tarallo – had to leave early – report submitted
 - Gian reported that the committee is growing, and subcommittees are being formed.
 - Gian will be looking into promoting committee involvement at Tri-Con.
- Collection Systems – Madeleine Driscoll – present
 - Reported on committee activities.
 - Upcoming fall seminar will be advertised at Tri-Con.
 - Reported on Ed Norton – feels that we need to look at our rate model to better accommodate our platinum sponsors.

- Membership – Charles Poskas – present, had to leave early
 - Been working on dues report.
 - Haven't had meetings but will start soon.
 - Fun Run will be held – need sponsors for tshirts.
 - Charles will be talking with JMT today about getting the YPs more engaged.
- Plant O&M and Safety – Kenrick St. Louis – not present – no report

President-Elect – Cece Nguyen - present

- Audit – Kraig Moodie - present
 - Will have meeting prior to Tri-Con.
- Awards – Eric Held - not present
 - ◊ Winners have been selected and awards were ordered.
- Budget/Finance – Ellen Frketic - present
 - Reports are up to date.
- Leadership Retreat – Cece Nguyen
 - Planning is in process.
 - Will still plan to divide the retreat into 3-part day pieces and an in-person for the last day.
- Nominations – Cece Nguyen
 - Slate selection is complete, and voting will take place August 1st – 12th .

BOARD MEETING DATES 2021-2022 – ALL MEETINGS START AT 9:30AM

- ANNUAL BUSINESS MEETING AT TRI-CON, SEPTEMBER 1, 2022
- SEPTEMBER 15, 2022

ECOLETTER EDITORIAL DEADLINES FOR 2022 SUMMER ISSUE

Please think of technical articles and event articles that could be submitted for Ecoletter content!

Refer to the [CWEA Reference Guide for submission guidelines](#).

2022 Fall issue

1. Deadline to Editors	Friday, September 23, 2022
2. Editors submit to CK (editorial deadline & advertising sales close)	Friday, October 7, 2022
3. Page proofs to CWEA & WWOA for review	Tuesday, October 18, 2022
4. Edited proofs returned to CK	Wednesday, October 26, 2022
5. Final art to print	Friday, November 4, 2022
6. Finish printing	Monday, November 14, 2022

ADJOURN – adjourned at 11:34

CWEA Treasurer's Report

Board of Directors Meeting July 28, 2022

CWEA is continuing the transition from PNC Bank to M&T Bank for financial transactions. All payment activity and receipts are being handled through the M&T checking account, although the PNC checking has not yet been closed out. A new savings account has been opened at M&T but large CWEA Reserves are still held in PNC savings. As of July 27, 2022, at 3:00 PM account balances were:

Checking

M&T \$31,919.29

PNC \$139.36

Total checking - \$32,058.65

Savings (Reserves)

M&T \$66,210.84

PNC \$57,143.38

Total Reserves - \$123,354.22

Credit Card Debt

M&T \$0.00

PNC \$0.00

Total cash on hand less credit card balance - \$155,412.87

Both PNC accounts remain inactive with the exception of transfers Traci is making from PNC Savings to M&T Checking, which she then transfers to M&T Savings. These transfers are limited in size and frequency. The PNC accounts should be closed out and all funds transferred to M&T.

The Association is in good shape financially and intends to build Reserve funds against future emergencies. Since the last report in May 2022, I transferred \$10,000 from M&T Checking to M&T Savings (in addition to the funds from PNC) to increase total reserves. I will monitor checking account balances for future transfer opportunities. My long-range goal is to accumulate \$200,000 in reserves to exceed one year's budgeted expenses.

Respectfully submitted,

Alan L. Will, CWEA Treasurer