



# CWEA Board Meeting Minutes

Thursday, April 16, 2020

9:30 AM – 11:00 AM

Microsoft Teams Meeting

## In Attendance:

Aaron Hughes  
Chein-Chi Chang  
Dale Baker  
Gian Cossa  
James Shelton  
Laura Oakes  
Mike Hoffmaster  
Traci Storm

Alan Will  
Cheryl Paulin  
Ellen Frketic  
Hahns Hairston  
Jegnaw Essatu  
Mark Ramirez  
Prabhu Chandrasekeran

Chaka Kamran  
Clarence Beverhoudt  
Gary Moore  
Islam Khallaf  
Kraig Moodie  
Mike Cecil  
Tim Wolfe

Quorum present

Call to Order by President Aaron Z. Hughes - 9:32am

## SECRETARY REPORT – Cheryl Paulin

- Last Meeting Minutes – Ellen Frketic moved to approve the minutes as is. Clarence Beverhoudt seconded, and motion carried.

## TREASURER'S REPORT – Alan Will

- Reported bank account statuses as of 4/15/20:
  - Checking - \$48,572.53
  - Money Market (Reserve) - \$92,654.98
  - Credit Card - (\$2,036.64)Total Available Cash on Hand - \$139,190.64
- Alan is creating a “worst case scenario” financial analysis, in the event all of CWEA’s events are cancelled for the rest of 2020.
- Cheryl’s suggested a meeting on May 15<sup>th</sup> to discuss the financials and expectations, given the current Covid cancellations. Alan agreed.

## DELEGATE'S REPORT(S)

- Tim Wolfe –
  - Mentioned WEF’s actions for the Covid issues.
  - Big Blue World – Planning to show at universities in the fall. See also, notes under TRICON.
  - EUM workshop is still tentative, and most planning is on hold due to Covid situation.
- Jim Shelton
  - Operations work group teams are making good progress, but possibly a month behind due to current affairs.
  - Asked if any calls have come in about Operator development? (Email inquiry was received and completed on 3/12/20)
  - Discussed that WEF shared direction on how to apply for assistance, if needed. Traci Storm shared the WEF webinar on the topic with Alan Will.
  - Operations/field side – daily WEF updates on Covid impact. The current SOP should provide effective protection. Encouraged referencing the WEF site.

- WEF CS conference cancelled – possibly doing a virtual, deciding on what to do with WEFTEC.

○

#### OPENING REMARKS – President Aaron Z. Hughes

- CWEA Business Luncheon Awards List (Laura Oakes)  
Laura stated TRICON asked for brochure information. There's not much to report at the moment.
- Financial Reports (Alan Will) – already discussed.
- WEF MA Opportunities for COVID-19 Assistance – Aaron talked about what they offered.
- Presidents Message – Aaron - the focus of the message will be on what is happening right now, and recognizing those that are helping us get through what's going on.
- CWEA eNewsletter – April 2020 – encouraged everyone to please read; sponsors listed, upcoming webinars, volunteer spotlight, etc.
- Work email (vs. gmail) No longer use CWEA gmail account. Use the WSSC email account to get in touch with him.

#### COMMITTEES

##### *President-Elect – Laura Oakes*

- Audit – Kraig Moodie – report submitted – Traci is working to get us caught up.
- Awards – Eric Held – report submitted - Laura mentioned that there may be a new award for the Leadership retreat. Eric may need help.
- Budget/Finance – Ellen Frketic – report submitted - working with Traci to put together a report to show everyone what we have going on. Working with Alan on possible revenue loss due to covid cancellations. Stressed why we need to build up reserves. Good news – first 3 months, we had more income than expenses. Great job with sponsorships! As of today, we're in good shape!
- Leadership Retreat – Laura Oakes/Gian Cossa Will meet within the month, to discuss current situation and ways to lower costs of the retreat. Figuring out a “drop dead” date as to how to proceed.
- Nominations – Laura Oakes – report submitted - Nominations had a call yesterday, came up with the general schedule, explained schedule and open positions, inquired about interest in openings. Let Laura know if interested in the nominations committee.
  - Chein-Chi said that he is on the MA award committee for communication and outreach award – will check the deadline. Is on the WEF website under the awards tab.

##### *Utility Member Representative – Jessica Shiao*

- Fly-in – Scott Shipe – no report – Ellen mentioned about the fly-in being virtual now, since fly-in was cancelled.
- Government Affairs – Marlou Gregory – submitted report – Report: Attending WEF webinar on Clean Water Act enforcement in the era of COVID- 19. Wrote article and provided link in E-Newsletter. Preparing a flier to send to the CWEA membership and the Stormwater contact list on how to reach out to their congressional representatives.
- MDE W/WW Board Liaison – Scott Harmon – report submitted - Cheryl shared email about his vacating chair request, and recommendation of Clark Howells taking over the committee chair.

- Short Course – Scott Harmon – report submitted – Short Course cancelled.
- Training, Review and Evaluation (TRE) – Scott Harmon – report submitted – see MDE W/WW Board Liaison comments
- Mentorship – Kraig Moodie/Dennis Hasson YH2O is still happening, moved to webinar type classes. Profiled a few past attendees on website, would like to share on CWEA website. Haven't requested coaches and mentors this year, due to covid.

*DC Trustee – Gary Moore*

- Asset Management – Gage Muckleroy – no report
- Collection Systems – Chris Korpman – Mike Hoffmaster, vice chair –golf tournament on schedule, if at all possible. Alternate date on file, if need be. Fall Seminar Dec. 3. Having meetings to keep the seminar moving forward. Kraig talked to NASSCO, bottom line – they've made some changes and we could contact the trainers directly and not go through NASSCO. That's a possibility.
- Membership – Charles Poskas – no report – on hold until after covid.
- Plant O&M and Safety – Kenrick St. Louis – no report.

*Maryland Trustee – Clarence Beverhoudt* – reporting first. Needs 5 volunteers to help score the Student Design Competition.

- Biosolids and Residual Management – Hahns Hairston – webinar on 4/23.
- Laboratory Practices – Jegnow Essatu - report submitted - Finalized MOU document b/n CWEA and MELA, Finalizing presentation with MDE to prepare May webinar. Lab Practice planning to have two webinar and One joint sessions with MELA b/c COVID-19. One webinar is in May date not confirmed second one is late September.
- Spring Meeting – Chein-Chi Chang – Spring meeting 2020 cancelled, will do Spring Meeting in 2021 at the same location.
- Student Activities – Chris Overcash/Jessica Shiao – report submitted - due to Covid 19, Student Design competition reduced to 2 teams (JHU and UDC) Design competition will be held online (via Teams or Zoom) May 7, May 13 or May 14. Need 5 volunteers to judge and score. Planning 2021 Career Fair.
- Student Activities Liaison - Pono Hanson – report submitted - WEA Board agreed to financially support student memberships for the Board/officers of the HUWEA and UDC Student Chapters. Reviewed UDC Bylaws and Constitution. CWEA provided comments to UDC, awaiting revised version. CWEA and WEF to submit formal approval and acknowledgement before it is official. CWEA/HUWEA Check-In Call held on 04/03
  - Howard Student Chapter
  - UDC Student Chapter
- YP's – Alicia Grant/Carolyn Wagner – no report
- Water Reuse – Peter Buehlmann – report submitted – Webinar/Seminar planned for May.

*Delaware Trustee – Prabhu Chandrasekeran*

- Public Communications – Jennifer Kaberline – no report

- Publications – Aaron Hughes – talked about the Ecoletter, Women in Industry – next editing and proof on 4/22, mailing on 5/11, reminded everyone to take photos and write up reports at events for the Ecoletter.
- Stormwater – Jessica Seipp – report submitted - Planning the 2020 seminar, postponed until December. Held first planning call for hands-on training. Conducted monthly committee calls (January, February, March, and April) to provide updates and plan for activities.
- Technical Education – Matt Zelin – no report – Webinars being held monthly.

*Vice President – Gian Cossa -*

- Sponsorship – Mike Cecil - report submitted - Good news. Gian explained how to support our sponsors more virtually, since a lot of events were cancelled.
- Strategic Planning – Burt Curry – no report
- By-Laws – Alan Will – report submitted - talked about changing voting formats due to increased virtual meetings and how to vote in those formats. Will check the by-laws on how they can be applied. Asked for suggestions.
- Business Practices – Gary Moore – report submitted - Once the treasurer job description DRAFT is approved, additional meetings will be held to start working on subsequent descriptions
- Gian updated about TRICON – looking at ways to reduce costs, cutting back on the brochure, looking at the last possible date to submit. Looking at a “drop dead” date to make a cancellation decision. Tim asked if the BBW was discussed at any of the meetings. Gian mentioned that it was not brought up due to all the changes that have been going on. Tim would like to show the whole movie at TRICON. Gian suggested showing the promo, and then guiding people to the showing area. Need to look at financial impact. Tim will ask Rachel about the approach. Cheryl will send Stephanie’s email at MDE to Tim and Gian to ask if it falls within the guidelines of credits.

*President – Aaron Z. Hughes*

- Closing Remarks – Highlights: recommendations from WEF, reassessing the financials, BBW and credits, two project teams, will take care of email address. Two links in the chat – staying healthy at home, reduce risk to wastewater workers.

**UNFINISHED BUSINESS**

- Member Reception Update – Laura Oakes – since last board meeting – 2 pieces: annual WEFTEC reception – in touch with PWEA to potentially have something at WEFTEC, but is on hold due to covid. Member’s reception in December is up in the air, will decide after TRICON decision and our financial status for that.

**NEW BUSINESS**

- Leadership Retreat – is there money in the budget for this? Laura explained that we would try to do the WEFTEC and the member reception.....but everything is up in the air. Gian and Laura are looking at ways to reduce costs and still have the Leadership Retreat. Gian has some ideas.

- Board Meeting Times and Locations – location will be a TEAMS Meeting. Aaron does not want to have a meeting too soon.

#### BOARD MEETING DATES

- June 18, 2020 – TEAMS MEETING – not sure if the covid will be over by then. Will discuss, at this meeting, whether or not to have another meeting before TRICON.
- September 3, 2020 – Annual Meeting at Tri-Con
- September 4, 2020 – Ocean City, MD

#### ADJOURN

Aaron adjourned at 10:46.