



CWEA Board Meeting Minutes

Thursday, January 19, 2023

9:30 AM – 12:00 PM

Attendance – Cece Nguyen, Justin Hall, Cheryl Paulin, Clark Howells, Clarence Beverhoudt, Dale Baker, Gian Cossa, Yvette Judge, Laura Oakes, Liz Collette, Mik Hotha, Rebecca Winer-Skonovd, Chaka, Kamran, Eric Held, Pono Hanson, Howard Thomas, Jessica Shiao, Alexis Wingfield, Gary Moore, Jegnow Essatu, Alan Will, Islam Khallaf, Dennis Hasson, Pam Rowe, Kenrick St. Louis, Ellen Frketic, Agam Singh, Hahns Hairston, Kraig Moodie, Pratik Desai, David Wildasin, Chein-Chi Chang, Savannah Steinly, Moalie Jose, Mark Ramirez, Danielle Sheahan, Traci Storm

Call to Order by President Cece Nguyen – Meeting called to order at 9:36 am

Early Report Outs:

- DE&I Workshop/Committee – Chaka Kamran - present
 - Reported on the meetings
 - One of the first action items – analysis on DE&I needs for each committee – reaching out to Trustees first, then committee chairs
 - Cece asked for Traci to send out a poll to the board to see if they had any issues with DE&I becoming an actual committee
 - Chaka mentioned that she would like to have targeted DE&I events at Tri-Con
- Publications – Chaka Kamran
 - Reported that everything will be submitted to the Ecoletter Friday
 - Reminded everyone of the deadline and encouraged timely submittals
 - Cece asked if they are looking for new committee members and Chaka replied that we could use more committee members
- MDE W/WW Board Liaison – Clark Howells - present
 - Main change – announced promotions
 - Doesn't see any big issues with the transition
- Training, Review, and Evaluation (TRE) – Clark Howells
- Pono reported out – student chapters – Present
 - Students are just coming back from winter break
 - Planning a pump station tour
 - Would like other CWEA people to attend for networking
 - Waiting to hear from administrator from Van Ness about Water Palooza
 - Pono found a replacement to mentor – introduced Agam Singh
 - Cece asked Pono to explain his responsibilities with student chapters
 - Gian suggested to get in touch with Plant O&M
- Strategic Planning – Yvette Judge - Present
 - Reported on the meeting that was held and the points that were discussed
- Government Affairs – Liz Colletti and Justin Hall - Present
 - Liz shared a presentation on what the goals are for the Government Affairs committee in the upcoming year
 - Cece gave her expectations of the committee
 - Yvette asked that DC be removed from the Federal category
 - Gian stated that we used to collaborate with CSAWWA

- Laura Jo Oakes – WEF HOD of the future – looking at what the roles are and what they should be and what should be changed
 - Encouraged others to consider the MA Grant
 - Reminded of the WEFMAXs and WEFTEC

CTA'S REPORT – Kraig Moodie - Present

- Reviewed current meetings and goals of the meetings for legal and tax expectations
- Reported on the increased revenue of Tri-Con
- Reviewing the Short Course
- Reviewing contracts for upcoming year

UNFINISHED BUSINESS -

PRESIDENT'S REPORT – Cece Nguyen – reminded everyone to consider succession planning and explained how the chain of command works. Encouraged the chairs to attend the YP Coffee Chats and speak about their committees.

NEW BUSINESS

- Upcoming Webinars
 - Stormwater – tentative for March – topic to be determined
 - Possibly Asset Management
 - Collection Systems – tentative for April – topic to be determined
- UMC – Gian Cossa
 - Gian reported on the first meeting
 - Sent out a “Call for Topics”
- Draft Budget for Approval
 - Cece – since we didn't get them all, should they be approved?
 - Cece – should they go through the Trustees first?
 - Laura explained that they should go to the Budget committee with a “CC” to the Trustee
 - Laura explained how we determine budgets when they aren't handed in
 - Laura explained our target and goals
 - Cece asked how they should go through – asked the Trustees to reach out to their committees
 - Laura stated that it needs to be voted on now
 - Alan explained that it can be amended - we should vote today and if there's an emergency, we can address it at a later time
 - Rebecca – questioned the SJWP and PCOC budget - SJWP was put in a different place
 - Alan – questioned the TEAMS and Executive Manager software and hardware needs
 - Alan is questioning the budget for other admin services - Laura explained that there is a CWEA discretionary funds, and we could add to it
 - Alan – government affairs – is there something beyond \$300 that's needed - Proposed to bump it to \$500 - Traci will change it
 - Justin spoke to the needs for the Fly-In

Motion to approve the amended budget: Laura Oakes

Seconded: Kraig Moodie

Motion Carried.

COMMITTEES

Delaware Trustee – Rebecca Winer-Skonovd - Present

- Public Outreach – VACANT
 - Looking for a chair, Pam is happy to work with a new chair
 - Currently, the committee commitments are the SJWP and the Science Fairs
 - Good timing for someone else to jump in
 - Good timing to review the scope and make adjustments
 - Encouraged everyone to reach out and get back to Rebecca
 - Cece asked if there was an immediate need and Rebecca stated that we could use people in place for the science fairs
- ~~Publications – Chaka Kamran – Early Report Out~~
- Stormwater – Pratik Desai - Present
 - Reviewed committee happenings. June 1st for Stormwater Seminar
- Technical Education – Matt Zelin – not present
 - March is the first webinar of 2023

Maryland Trustee – Jegnaw Essatu - Present

- Residual and Biosolids Management – Hahns Hairston - Present
 - Hahns - Reviewed that there is an upcoming committee meeting
- Laboratory Practices – David Wildasin - Present
 - David reported on the November webinar
 - Met in December – increased committee membership by 2
- Spring Meeting – Chein-Chi Chang - Present
 - Chein-Chi reported that they've had their kick-off meeting
 - Spring Meeting is scheduled for May 4th at WSSC at Brighton Dam
 - Laura stated that they're looking for presenters and to reach out if you're interested
 - Jegnaw asked for an update on chair replacements – Laura reported that Chrissie Swan might be a possibility, Charles Poskas may be interested for 2024 – will keep working on that
- Student Activities
 - Career Fair – Alexis Wingfield - Present
 - Planned for February 10th in Bowie, MD
 - Announced the speaker – Rizwan Siddiq
 - Has been talking with Rebecca about including Stormwater in the Career Fair
 - Has talked to Danielle with YP about her replacement
 - Jegnaw has talked with some from EPA
 - ~~Student Chapters – Pono Hanson – Early Report Out~~
 - Design Competition – Thomas Howard
- YP's – Danielle Sheahan, Thomas Howard – Not Present
 - Jegnaw reported on YP Summit
 - Traci reported on the TopGolf
- Water Reuse – Andrew Kreider - Present
 - Reported on how to mix-up the speakers for the next seminar
 - Encouraged others to reach out if they're interested in speaking at the next seminar
 - Reported that Nicole organized a Reuse session at the UMC and would like to coordinate for this year

Utility Member Representative – Yvette Judge - Present

- ~~Government Affairs – Liz Colletti – Early Report Out~~
- ~~MDE WAAW Board Liaison – Clark Howells – Early Report Out~~

- Short Course – Scott Harmon – Not Present
- ~~Training, Review and Evaluation (TRE) – Clark Howells – Early Report Out~~
- ~~Mentorship – Dennis Haddon/Moalie Josee – Early Report Out~~

Vice President – Gary Moore - Present

- Sponsorship – Mike Cecil - Present
 - We're at \$31,000 currently
- ~~Strategic Planning – Yvette Judge – Early Report Out~~
- By-Laws – Alan Will – no report
- Business Practices – Gary Moore – no report

DC Trustee – Jessica Shiao - Present

- ~~Asset Management – Bhaumik Hotha – Early Report Out~~
- Collection Systems – Cheryl Paulin - Present
 - Reported on the December seminar – was very successful
 - Will hold next seminar in January 2024
 - Moving the Ed Norton to May
- Membership – Charles Poskas - Present
 - Will send Jessica the committee budget
 - Will start planning the bus tour
 - Asking for help with recruitment events at different organizations
 - Laura stated that EA has a pretty decent sized conference room
 - It's conveniently located to many in the industry
 - Laura can also use the Engineer Society for free
 - Cheryl encouraged that we record "data" from events
 - Laura stated that we have "metrics" from the Strategic Planning Committee
 - Charles request is for those anyone interested to reach out to him
- Plant O&M and Safety – Joe Wright/Tyrus Hunter – no report, Not Present

President-Elect – Clarence Beverhoudt - Present

- Audit – Kraig Moodie - Present
 - Kraig reported on the Audit Committee
- Awards – Eric Held - Present
 - Eric reported about the WEF awards and reminded of the deadline
 - Will meet with Clarence and Gian
- Budget/Finance – Ellen Frketic and Laura Oakes - Present
 - Gian will catch up with Laura after the meeting with his budget questions
- Leadership Retreat – Clarence Beverhoudt - Present
 - No report
- Nominations – Clarence Beverhoudt - Present
 - Requested that the Trustees review the bylaws on the nominations
 - Alan reminded that there is a schedule, counting backwards, on the nominations process - Traci send Clarence the schedule
 - Alan stated that we can appoint someone as an assistant treasurer so that Alan can mentor them
 - Clarence thanked everyone for their patience while he was away.

BOARD MEETING DATES 2022-2023 – ALL MEETINGS START AT 9:30AM

- March 16, 2023 (virtual)
- May 18, 2023
- July 20, 2023

ECOLETTER EDITORIAL DEADLINES FOR 2023 WINTER 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.

2023 Spring issue

1. Deadline to Editors	Friday, March 17, 2023
2. Editors submit to CK (editorial deadline & advertising sales close)	Friday, March 31, 2023
3. Page proofs to CWEA & WWOA for review	Tuesday, April 11, 2023
4. Edited proofs returned to CK	Wednesday, April 19, 2023
5. Final art to print	Friday, April 28, 2023
6. Finish printing	Monday, May 8, 2023

Cece encouraged those having meetings to send her invites if they would like her to attend.

ADJOURN - Cece adjourned meeting at 11:57

CWEA Treasurer's Report

Board of Directors Meeting January 19, 2023

All financial holdings and transactions are now being handled through the M&T accounts. As of November 16, 2022, at 5:00 PM account balances were:

Checking \$80,120.26

Savings (Reserves) \$166,546.76

Credit Card Debt \$259.04

Total cash on hand less credit card balance - \$246,407.98

The Association is in good shape financially and intends to further build Reserve funds against future emergencies. Currently the level of funds in Checking and Savings above and beyond normal cash flow requirements exceeds a year's anticipated expenses.

Pending approval of a resolution at the January 19, 2023, Board Meeting, I will enroll CWEA in M&T's Automated Investment Sweep service. In brief, at the close of each business day all funds above \$10,000 in our checking account will be swept into the Wilmington U.S. Treasury Money Market Fund 0420 where it will earn interest based upon the daily Federal rate. The balance including interest gained will be swept back into the checking account prior to start of the next business day. I will monitor the performance of this service and report regularly to the Finance and Audit Committees. I can turn off the sweep service at any time if the level or trend of interest gains is not satisfactory. The net effect will be to earn higher interest on our reserves and liquid cash than is available through the savings account.

We received a distribution from the 2022 Tri-Association Conference proceeds in excess of \$100,000, which significantly exceeded the \$55,000 shown in the 2022 budget. Similarly high returns from the 2023 conference are anticipated. This anticipated increase in income should be carefully reflected in preparation of the 2023 budget. Additionally, I recommend charging the Strategic Planning Committee with development of recommendations for future funding allocations to charitable donations, scholarships, etc. We are stewards of the membership's money and must take this responsibility very seriously.

Respectfully submitted,

Alan L. Will, CWEA Treasurer