



CWEA Board Meeting Minutes

Thursday, May 20, 2021

9:30 AM – 12:00 PM

MS-TEAMS

Attendance: Laura Oakes, Gian Cossa, Cece Nguyen, Cheryl Paulin, Clarence Beverhoudt, Gary Moore, Jessica Shiao, Kraig Moodie, Rebecca Winer-Skonovd, Tim Wolfe, Burt Curry, Clark Howells, Gregory Stephens, Hahns Hairston, Islam Khallaf, Jegnow, Essatu, Madeleine Driscoll, Mike Cecil, Mike Hoffmaster, Peter Buchlmann, Pono Hanson, Traci Storm

**Board Members underlined – 10 in attendance – Quorum is met.

Absent: Aaron Hughes, Ellen Frketic, Alan Will

Action items in red.

Call to Order by President Laura Jo Oakes

Called meeting to order at 9:32.

Board Meeting attendees introduced themselves.

SECRETARY REPORT – Cheryl Paulin

- Cheryl presented the March 2021 Meeting Minutes.
 - Motion to approve: Laura Oakes Seconded: Kraig Moodie
Motion carried.
- Other items presented by Cheryl Paulin
 - Cheryl and Charles Poskas attended a meeting on membership with a WEF representative.
 - Cheryl will forward notes from WEF Membership meeting.
 - Cheryl will take questions back to WEF for responses.
 - Burt – is there a way to engage larger organizations to garner membership support?
 - Gian – is there a survey that we can send to dropped members to find out why they dropped?
 - Kraig Moodie would like to see the dropped data.
 - Gregory Stephens inquired about federal Covid relief and possible membership dues reductions.
 - Tim Wolfe gave a brief report on the membership topic from the Pacific WEFMAX.
 - Cheryl presented the CWEA bank transfer from PNC to M&T.
 - Executive Committee has reviewed contract.
 - There will be a reduction in merchant fees.
 - There are sponsorship opportunities available.
 - A relationship between our two organizations has been established.
 - All new account fees have been waived for CWEA.
 - Motion to approve bank transfer: Seconded:
Motion carried.
 - Cheryl explained that per M&T bylaws a board vote is needed for the CWEA Executive Administrator, Traci Storm, to be issued a credit card.
 - CWEA credit card is used for supply purchases, venue deposits, and misc. purchases that need to be made.

- The EA obtains approval before using the credit card.
- Motion to approve issuance of credit card to CWEA EA:
Seconded: Motion Carried.

TREASURER'S REPORT – Alan Will

- Laura presented the Treasurer's report.
 - Checking - \$44,678.99
 - Reserve - \$92,979.27
 - Credit card balance - \$1,900.00 (CS seminar MITAGS deposit)Total - \$137,658.26

DELEGATE'S REPORT(S)

- Tim Wolfe
 - Discussed EUM Workshop.
 - There were 50 attendees.
 - \$1,750.00 was revenue for CWEA.
 - An additional \$250.00 allocated to Short Course for scholarships.
 - Attended House of Delegates meeting.
 - WEFTEC will be in-person.
 - Tim is working on WEF's DEI committee.
 - Financial Diversity is a topic that WEF is addressing.
 - WEFMAX survey – planning to move to in-person next year.
- Ellen Frketic
 - Unable to attend.

PRESIDENT'S REPORT – Laura Jo Oakes

- CWEA Covid restrictions: In-person restrictions to be lifted June 1, 2021, with everyone practicing safety and follows the mandates in their area.

CTA'S REPORT – Kraig Moodie

- Committee is working hard to pull together a great in-person event.
- Requested that everyone respond to registration and sponsorship emails.
- There will not be a virtual attendance option for attendees.
- Speakers may present virtually if they are unable to attend.
- The 45% required to register to break even is a lower percentage than originally expected.

UNFINISHED BUSINESS

- Committee SOPs – Gary Moore
 - Committee is still in need of SOPs to be submitted by today's deadline.
 - Chairs could submit notes, the committee can place them into the SOP format.
 - Laura suggested planning an SOP workshop to assist chairs with task.
 - Send out SOP prompts to committee chairs prior to workshops.
- EUM Workshop – April 2021
 - See above.

NEW BUSINESS

- COVID Update/In-Person Events
 - See above.

- Stockholm Junior Water Prize
 - Junzhi Xie is the Maryland Winner for CWEA.
 - Details will be listed in the next newsletter.
- YH2O Mentors
 - The program needs mentors.
 - Cece asked if stream clean-up is allowed, and Kraig will find out.
- Nominations
 - Slate is:
 - Clarence Beverhoudt- Vice President
 - Al Will – Treasurer
 - Jegnow Essatu – Maryland Trustee
 - Jessica Shiao – Utility Member Representative
 - Motion to approve: Laura Oakes Seconded: Tim Wolfe Motion Carried.
- Upcoming Webinars: Water Reuse (today)

COMMITTEES

Vice President – Cece Nguyen

- Sponsorship – Mike Cecil
 - Kraig reminded that OPS challenge sponsorships needed.
- Strategic Planning – Burt Curry
 - Committee is inactive and does not have a report.
 - Burt is receptive to reactivating the committee and accepting new members.
 - Laura asked anyone interested to let Laura, Gian, or Burt know.
 - In the bylaws, there is a 5-year plan to refresh.
 - Gary Moore offered to help once SOP project is finished.
- By-Laws – Alan Will
 - There is nothing to report.
- Business Practices – Gary Moore
 - See Above.

Side conversation: Email issues

- Board meeting info will only be emailed to board members.
- Board members are asked to forward info to their respective committee chairs.
- Cece warned of phishing emails.

Delaware Trustee – Rebecca Winer-Skonovd

- Public Outreach – Pamela Rowe
 - Rebecca will check-in with her.
- Publications – Chaka Kamran, Islam Khallaf
 - Reported on Ecoletter.
 - Gian asked to have the yearly printing schedule emailed to him.
- Stormwater – Jessica Seipp
 - Rebecca reported for Jessica.
 - Named a vice-chair and possibly a co-chair.
 - Attendance was low for webinar.
 - Annual in-person seminar being planned for 12/15/2021 at MITAGS.
- Technical Education – Matt Zelin

- There was no report.

Maryland Trustee – Clarence Beverhoudt

- Residual and Biosolids Management – Hahns Hairston
 - Congrats to Hahns for promotion.
 - A committee meeting was held on April 16th.
 - Discussed getting content in the Ecoletter for every issue.
 - Want to build a reputation that the Eco can be a R&B resource.
- Laboratory Practices – Jegnow Essatu
 - Gave report.
 - LPC is participating on EPA UCMR 5 proposal and public meeting.
 - Lab Practice is planning to have two webinars in 2021.
 - Planning second webinar for June 2021.
 - Joint sessions with MELA are possibly canceled b/c COVID-19.
 - There are challenges due to the lab work force shortage.
- Spring Meeting – Chein-Chi Chang
 - Laura Oakes gave Spring Meeting report.
 - Attendance was low.
 - 2022 will be in-person.
 - Meeting went well considering virtual challenges.
- Student Activities
 - Career Fair – Jessica Shiao
 - The Career Fair is currently in their “off-season.”
 - There will be a successor to take Jessica’s place as Committee Chair.
 - All new committee chair names should be submitted to Gian at the September board meeting.
 - NOT being held at Tri-Con.
 - Meeting information to be sent out later.
 - Successors should attend board meetings prior to taking over their perspective committee.
 - Student Chapters – Pono Hanson
 - Report submitted.
 - YP/Student Chapter mixer was held virtually.
 - 8-10 students logged in.
 - Committee is planning another in the fall.
 - A post-event survey was distributed, and committee involvement was encouraged.
 - Design Competition – Chris Overcash
 - There was no report.
 - YP’s – Sanyukta Gokhale/ Alana Gildner
 - Submitted report on mixer and chats.
 - Traci to send out YP Committee Interest Chart.
 - Water Reuse – Peter Buehlmann
 - Water Reuse webinar being held today.

Utility Member Representative – Jessica Shiao

- Government Affairs – Marlou Gregory
 - There was no report.
- MDE W/WW Board Liaison – Clark Howells

- MDE has a new access database which should increase efficiency for renewals and reporting certifications.
- MDE is working on a new renewal form which should be available soon.
- MDE is creating a system for on-line payments allowing operators to download their own certifications and should be ready next year.
- There will be 6 state exams given post-Short Course this year, providing approximately 200 slots.
- Currently, there are over 228 registrants for this year's short course.
- Short Course – Scott Harmon
 - There was no report.
 - Only 1 application for a Short Course scholarship was submitted but incomplete.
- Training, Review and Evaluation (TRE) – Clark Howells
 - See above.
- Mentorship – Kraig Moodie, Dennis Hasson
 - See above.

DC Trustee – Gary Moore

- Asset Management – Ed Shea
 - David Zweig stepped down as chair due to job change.
 - Ed Shea will fill-in as chair until a replacement is found.
- Collection Systems – Mike Hoffmaster
 - Madeleine gave CS report.
 - Explained that committee members are highlighted at each committee meeting.
 - CS hosted a CWEA monthly webinar on April 15, 2021 and had 37 registrants.
 - The Ed Norton Golf Tournament is being planned for October 5, 2021 at the same golf course.
- Membership – Charles Poskas
 - See notes above from Cheryl Paulin.
- Plant O&M and Safety – Kenrick St. Louis
 - There was no report.

President-Elect – Gian Cossa

- Audit – Kraig Moodie
 - Gave report.
 - Committee will have final report on internal audit at July board meeting.
- Awards – Eric Held
 - There was no report.
 - **We need to submit an awards list to the Tri-Con committee by June 1st.**
- Budget/Finance – Ellen Frketic
 - There was no report.
- Leadership Retreat – Gian Cossa
 - Cece will be planning this year's retreat.
 - She was considering keeping it virtual but plan a fun leadership outing and asked for options.
 - **Laura suggested looking at the budget to see what was budgeted before anything is planned.**
- Nominations – Gian Cossa
 - See above.

Other notes:

- Tri-Con registration opens June 1st.
- Laura reminded board meeting attendees to use the CWEA website as a resource for dates, contact info, etc.

BOARD MEETING DATES 2020-2021

- Next board meeting scheduled for July 15th (9:30am–12pm). A hybrid option is being considered.

ECOLETTER EDITORIAL DEADLINES – PLEASE NOTE THAT THESE DATES ARE DIFFERENT THAN ORIGINAL

2021 Summer issue (conference) – *Tri-Con dates: August 30 – September 3, 2021*

1. Deadline to Editors	Thursday, June 17, 2021
2. Editors submit to CK (editorial deadline & advertising sales close)	Wednesday, June 23, 2021
3. Page proofs to CWEA & WWOA for review	Wednesday, July 7, 2021
4. Edited proofs returned to CK	Wednesday, July 14, 2021
5. Final art to print	Wednesday, July 26, 2021
6. Finish printing	Friday, August 03, 2021

ADJOURN – Laura adjourned the meeting at 11:39am.