

CWEA Board Meeting Minutes

Thursday, March 17, 2022

9:30 AM – 12:00 PM



In Attendance: Gian Cossa, Laura Jo Oakes, Ellen Frketic, Gary Moore, Kraig Moodie, Jegnow Essatu, Clarence Beverhoudt, Cheryl Paulin, Cece Nguyen, Rebecca Winer-Skonovd, Alan Will, Traci Storm, David Wildasin, Chein-Chi Chang, Pam Rowe, Claire Husselbee, Hahns Hairston, Chaka Kamran, Andrew Kreider, Dr. Azam Hossain, Islam Khallaf, Clark Howells, Pono Hanson, Steve Tarallo, Mark Ramirez, Madeleine Driscoll, Peter Bozick, Alexi Sanchez de Boado

Call to Order by President Gian Cossa – Meeting called to order at 9:35 – Quorum met

Student/YP Spotlight: Pono explained the purpose of the YP Spotlight and introduced Claire Husselbee. Claire gave her background and shared her plans for future endeavors with CWEA. Gian welcomed her to become involved.

Discussion: Gian suggested placing a YP on the board and recognized that a bylaws change would need to be made. He asked for feedback. Laura Oakes stated that this topic was taken into consideration during the last bylaw revisions, and it was decided that the position would be better served if they would be available for board nominations instead. Ellen Frketic stated that she attended yesterday's YP coffee chat session and encouraged committee chair involvement during the coffee chat. Gian stated that other MAs have a YP on their board. Chein-Chi Chang stated that if we have a YP board position we need to look at how large our YP membership is and how to best represent it. He stated that if we see a need then we can approach a bylaws revision. Cece Nguyen feels that we should have discussions at the board level and then present it. Gian asked who would like to look further into it. Cheryl Paulin stated that Traci Storm will note it in the minutes, and we can talk with the Bylaws Committee. Dr. Azam Hossain asked that the distinction between students and YPs be kept separate. He thanked the board for their support of the student chapters.

Early Report Outs:

- MDE W/WW Board Liaison – Clark Howells reported that expiring board members will continue to serve until reappointed by the governor. There are USPS issues with addresses and returned mail. If you haven't received your license, please check the website. House Bill 533 – not signed into law, yet, but the board has been advised that they need to create a financial impact report. Topic of multi-lingual exams is being raised.
- Training, Review, and Evaluation (TRE) – Clark Howells

SECRETARY REPORT – Cheryl Paulin

- Meeting Minutes from January Board Meeting were presented. Motion to approve: Ellen Frketic Seconded: Kraig Moodie Motion carried.
- Social Networks – explained the purpose and encouraged use of CWEA socials.
- Vieth Consulting Price Increase – reported on price increase – we will be educating people on what's available on the website. If you need to set-up a sign-on, let Traci know.
- GoTo Webinar Plan Reduction – reported on price decrease. Saving about \$800 a year. Suggesting that we raise our webinar pricing, even for members. The Executive Committee will create the pricing scale and Cheryl asked if

anyone has any input. Laura is concerned about people getting approval to pay for the webinars. She agrees with charging non-members but is on the fence about charging members. Other member associations are charging \$10-\$15 for members. We can look at data to see what the attendees are charged webinars. Gian agrees that we should continue the conversation.

- CWEA Reference Guide (sent with board agenda and minutes) reviewed the reference guide. Gian encouraged everyone to refer to the Reference Guide when planning an event. Kraig Moodie added that it's been 8 years in the making.

TREASURER'S REPORT – Alan Will – present – report attached

- Current financial status of CWEA reported – Treasurer's report attached to minutes. Alan asked if there were any comments about transferring \$20,000.00 from checking to savings. No comments.
- Tax Exempt Certificate Address Change – A resolution was presented to change the current Resident Agent address for CWEA to Laura Jo Oakes's address.

Motion to approve: Alan Will Seconded: Ellen Frketic Motion carried.

- Budget Revision for promotional items order – add to Membership Committee. Alan mentioned that we should order larger quantities of reordered items to take advantage of the price breaks. Promotional items were not added to the original budget.

Motion to approve: Gian Cossa Seconded: Ellen Frketic Motion carried.

DELEGATE'S REPORT(S)

- Tim Wolfe – no report
- Ellen Frketic – Ellen reported on the HOD Emerging Leaders. She will send me notes to add to the minutes.

PRESIDENT'S REPORT – Gian Cossa

- WEFMAX Report – Gian reported
 - Hawaii – Topic of Communications – Gary Moore is attending
 - South Carolina – Topic of Emerging Leaders - Rebecca Winer-Skonovd, Pono Hanson, and Traci Storm will be
 - Fargo, ND –Topic of DEI - Chaka Kamran will be attending
- Gian reported that he has named Chaka Kamran as CWEA's DEI Champion, and she will be reporting from that standpoint. Chaka spoke on her goals with DEI education efforts within CWEA.

CTA'S REPORT – Kraig Moodie

- Reported that Tri-Con is moving along. There was a need to look at the insurance for the Short Course, but it is being kept the same.
- Gian Cossa reported that DC Water is having meetings to form OPS Challenge teams.

UNFINISHED BUSINESS

NEW BUSINESS

- Upcoming Webinars – Gian encouraged everyone to share the social media links for CWEA webinars and events.
 - March 24th at noon – Stormwater
 - April 21st at noon – Collection Systems w/Student Attendance

- May 19th at noon – Asset Management
- Water Palooza – volunteers and donations – Gian reviewed the event.
- WEF Award Deadline is April 1st –
Chein-Chi is trying to promote communications award and stated that the criteria has changed – he encouraged people to apply for the awards.

COMMITTEES

Delaware Trustee – Rebecca Winer-Skonovd - present

- Public Outreach – Pamela Rowe – attended
 - Reported that Nichole Forney has signed on the committee.
 - Working on Science Fair judging. Pam stated that she is good with judges for the science fairs.
 - Trying to get plugged back in with SJWP judging – MD coordinator's email bounced back. Will reach out to YPs and ask for assistance with judging. Chein-Chi Chang is on the WEF SJWP committee – it will be an in-person event in Colorado in June. CWEA didn't budget for this. We can add this to an Executive Committee agenda to discuss and invite Rebecca and Pam Rowe to that meeting. Chein-Chi stated that we only cover airfare. WEF covers the rest. Alan stated that we need an actual number and short of a board meeting, we can call a virtual board meeting – Alan stated that it should be visually virtual and not an email vote. Need the forum to discuss it. Cheryl gave insight to the history – we usually only provide one airfare per participant – so we could create a budget request for 3 airfares regardless of whether or not it gets used.
 - Pam asked if we needed the watershed model for Water Palooza and can train YPs on how to use it.
- There may be ways to reach out to local employers to retain YPs and get involved in CWEA. Gian suggests that we use letterhead and send out to YP employers thanking them for supporting their YPs in their involvement with CWEA.
- Publications – Chaka Kamran and Islam Khallaf – both present
 - Chaka gave overview of upcoming deadline.
 - Encouraged committee highlight submissions.
- Stormwater – Jessica Seipp - not present
 - Rebecca reported on March webinar and the Call for Abstracts for the June conference.
- Technical Education – Matt Zelin – not present
 - Webinars scheduled and being facilitated

Maryland Trustee – Jegnaw Essatu – present

Jegnaw reported on his committee oversight responsibilities and meetings that he's having with his Committee Chairs.

- Residual and Biosolids Management – Hahns Hairston – present
 - Reported that the quarterly meeting is scheduled for April 8th.
 - Working on finalizing SOPs.
 - WEF RBC is coming up in Ohio – asking if we can advertise for WEF, May 24th – 27th.
 - The Biosolids Beauty Contest AND Residuals Contest will be at Tri-Con.
- Laboratory Practices – David Wildasin – present
 - Quarterly meeting next week – will have new members in attendance.

- Have good ideas and hoping to get some things moving.
- Working with the WEF LPC.
- Gian asked if they would report on DC Water's engagement with LPC.
- Spring Meeting – Chein-Chi Chang - present
 - Reported on committee meetings – in-person event – May 5th.
 - The Save the Date has been sent.
 - Laura stated the option to golf was available.
 - Jegnaw asked if they could work with the RBC about having speakers for next year.
 - Chein-Chi asked if there were any travel restrictions with anyone.
- Student Activities
 - Career Fair – Alexis Wingfield – not present
 - Student Chapters – Pono Hanson – present
 - Chapters are planning in-person and virtual events.
 - They would like to have a utility plant tour.
 - Gian will ask for DC Water.
 - Chein-Chi offered Howard County.
 - Design Competition – Chris Overcash – not present
- YP's – Sanyukta Gokhale/ Alana Gildner - not present
- Water Reuse – Andrew Kreider – present
 - Reported that there have been monthly meetings.
 - Webinar is scheduled for July.
 - Focusing on the Reuse Seminar in the fall – reported on what is being plan – looking at the week of November 7th-11th.
 - Chein Chi reported that there is a Water Reuse section with the Utility Conference.
 - Hahns is planning a seminar around that time. Jegnaw doesn't see the conflict.
 - Gian would like to talk to Andrew offline about topics.

Utility Member Representative – Jessica Shiao – no present

Gian reported on her job change and their discussion on what exactly this position is responsible for. Alan gave perspective that it was created because CWEA was very heavily represented by the consultants but not by the utilities – want utilities to have a good seat at the table and we're representing our utility membership well. Alan encourages looking into what else could we be doing to better utilize this position.

- Government Affairs – Marlou Gregory – not present – no report
- ~~MDE/WWW Board Liaison – Clark Howells – Early Report Out~~
- Short Course – Scott Harmon – not present – no report
 - Gian attended last meeting and is impressed with what they put together.
 - Hahns reported that the Short Course will be June 5th – 10th
- ~~Training, Review and Evaluation (TRE) – Clark Howells – Early Report Out~~
- Mentorship – Kraig Moodie, Dennis Hasson – Kraig - present, Dennis – not present
 - Kraig reported that they have started their class. There should be between 25-30.
 - There is now board representation from Howard, Anne Arundel, and Baltimore.
 - The participants are only from Baltimore County right now.
 - We'll be reaching out for coaches soon and if anyone can offer facility tours.

- Moalie Jose has reached out to Baltimore County schools with STEM programs, etc.
- With the EPA grant there is accountability with reporting and such.

Vice President – Clarence Beverhoudt - present

- Sponsorship – Mike Cecil – present
 - Mike reported that we've received \$49, 750 in sponsorship commitments.
- Strategic Planning – Ted DeBoda – not present
 - Gian reported on the progress of the committee.
 - Gian urged leadership to complete the survey within the next 2 weeks.
 - Reported that a separate survey for membership will go out at a later time.
- By-Laws – Alan Will – present
 - WEF is overiewing our bylaws currently and may offer suggestions.
- Business Practices – Gary Moore - present
 - Reported that we will attempt to wrap up the SOP project before Tri-Con.

DC Trustee – Gary Moore - present

- Asset Management – Steve Tarallo – not present – no report
- Collection Systems – Madeleine Driscoll – present
 - Reported on the April Webinar, Ed Norton, and fall seminar.
 - CS shirts will be for sale.
- Membership – Charles Poskas - not present
 - Gary reported on the CWEA only membership.
- Plant O&M and Safety – Kenrick St. Louis – not present – no report

President-Elect – Cece Nguyen - present

- Audit – Kraig Moodie - present
 - Reported that the final reports have been reviewed and line items will be reviewed in the near future.
- Awards – Eric Held - WEF Awards Deadline – not present
 - Gian explained the restructuring of the Awards Committee.
 - President Elect and Vice-President will be the co-chairs of the committee due to being better able to submit nominations and the positions would flow each year. It will start this year.
 - Chein-Chi suggested that the President Elect could sign submission sponsorship instead of getting the President to sign. Cece asked what sponsorship means regarding awards. Chein-Chi explained.
 - Eric will continue as Vice-Chair
- Budget/Finance – Ellen Frketic - present
 - Gave report for CWEA according to the end of February reports.
 - She offered the report to anyone that requested to see it.
- Leadership Retreat – Cece Nguyen – present
 - Clarence is the “leader” of the retreat this year.
 - No specific date has been set but looking at October.
- Nominations – Cece Nguyen - present
 - Reported that the committee is working on nominations.
 - Reminded those in attendance that if you're running, you can't be on the nominations committee.
 - Chein-Chi asked if the Slate could be announced at Spring Meeting and was answered that it won't be ready by then.

- Gian closed the meeting asking Chein-Chi Chang when the Utility Management Conference is and was told 10/25 – 26.
- Gian expressed interest in having CWEA involved with the conference and wanted to open the conversation.
- Chein-Chi was not interested in pursuing the conversation.

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

- MAY 19, 2022
- JULY 21, 2022
- ANNUAL MEETING AT TRI-CON, SEPTEMBER 1, 2022

ECOLETTER EDITORIAL DEADLINES FOR 2022 SPRING ISSUE

1. Deadline to Editors	Friday, March 18, 2022
2. Editors submit to CK (editorial deadline & advertising sales close)	Friday, April 1, 2022
3. Page proofs to CWEA & WWOA for review	Tuesday, April 12, 2022
4. Edited proofs returned to CK	Wednesday, April 20, 2022
5. Final art to print	Thursday, April 28, 2022
6. Finish printing	Monday, May 9, 2022

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 Summer issue (conference) – *Tri-Con dates: August 30 – September 2, 2022*

1. Deadline to Editors	Friday, June 17, 2022
2. Editors submit to CK (editorial deadline & advertising sales close)	Tuesday, June 28, 2022
3. Page proofs to CWEA & WWOA for review	Tuesday, July 12, 2022
4. Edited proofs returned to CK	Tuesday, July 19, 2022
5. Final art to print	Tuesday, July 26, 2022
6. Finish printing	Thursday, August 4, 2022

ADJOURN – meeting adjourned at 11:57

CWEA Treasurer's Report

Board of Directors Meeting March 17, 2022

CWEA is transitioning 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 the majority of CWEA Reserves is still held in PNC savings. As of March 16, 2022, at 3:30 PM account balances were:

Checking

M&T \$77,233.75

PNC \$541.27

Total checking - \$77,775.02

Savings (Reserves)

PNC \$77,141.96

M&T \$15,816.85

Total Reserves - \$92,958.81

Credit Card Debt

M&T \$0.00

PNC \$0.00

Total cash on hand less credit card balance - \$170,733.83

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 to \$5,000 per week and will continue until all savings are held at M&T.

The Association is in good shape financially and intends to build Reserve funds against future emergencies. Unless objection is heard from the Board my intent is to transfer \$20,000 from M&T Checking to M&T Savings (in addition to the funds from PNC).

Respectfully submitted,

Alan L. Will, CWEA Treasurer