



# CWEA Board Meeting Minutes

Thursday, November 17, 2022

9:30 AM – 12:00 PM

**Attendance:** Cece Nguyen, Clarence Beverhoudt, Gian Cossa, Gary Moore, Cheryl Paulin, Alan Will, Rebecca Winer-Skonovd, Jegnow Essatu, Jessica Shiao, Yvette Judge, Kraig Moodie, Traci Storm, Mike Cecil, Aaron Mann, Carlos Mejia, Clark Howells, Andrew Kreider, Chein-Chi Chang, Pam Rowe, Chaka Kamran, Islam Khallaf, Pratik Desai, Alexi Sanchez de Boado, Beth Forbes, Hahns Hairston, David Wildasin, Alexis Wingfield, Danielle Sheahan, Liz Colletti, Dennis Hasson, Moalie Jose, Bhaumik Hotha, Bryant Welch, Charles Poskas,

**Call to Order by President Cece Nguyen** – meeting called to order at 9:40

## Early Report Outs:

- MDE W/WW Board Liaison – Clark Howells
  - Gave updates on the Short Course
- Training, Review, and Evaluation (TRE) – Clark Howells

## YP Spotlight – Aaron Mann, Carlos Mejia

- Aaron Mann – gave overview of how he became a CWEA member
- Carlos Mejia – gave overview of how he became a CWEA member

## SECRETARY REPORT – Cheryl Paulin

- Meeting Minutes from September Board Meeting
  - Late minutes – table until the next board meeting
- Pictures from events, seminars, etc.
  - Reminded everyone to take pictures, etc.
  - We will be creating an area to post those pictures

## TREASURER'S REPORT – Alan Will

- Current Financial Status of CWEA
  - Gave overview of financial status
  - Reported that we are in good financial shape
  - Will be working to increase the reserves – one year's operating expenses
  - Tri-Con funds will be arriving shortly
  - Cece asked what will happen when we hit our reserve
    - Alan - haven't planned for that, yet
    - Alan stated that we will look to the Strategic Plan
    - Gian commented on the Strategic Plan and a reserve situation
  - Alan gave a shout-out to sponsorships to carry us to this point
- Budget Submission Instructions
  - Will be sent out this afternoon to each chair

## DELEGATE'S REPORT(S)

- Ellen Frketic – Clarence reported out
  - Attended House of Delegates Quarterly Meeting September 29<sup>th</sup> – discussion was mainly on WEFTEC and activities for the delegates. I was not able to attend WEFTEC this year.

- Signed up for WEF's new strategic plan rollout workgroup, which was limited to 15 members
- Attended new delegate orientation October 27<sup>th</sup>; discussion was on the new work groups for this year
- First workgroup meeting is November 28<sup>th</sup>
- Laura Jo Oakes
  - The dates and times for our quarterly meetings have been set as follows: December 8<sup>th</sup>, March 8<sup>th</sup>, May 31<sup>st</sup>, August 23<sup>rd</sup>, and September 20<sup>th</sup>; each meeting will take place from 1-3pm Eastern time.
  - Please join your colleagues at WEFMAX this year. Here are the details:
    - St. Louis, Missouri – April 12<sup>th</sup>-14<sup>th</sup> (Hosted by Missouri WEA)
    - Denver, Colorado – May 3<sup>rd</sup>-5<sup>th</sup> (Hosted by Rocky Mountain WEA)
    - Charlottetown, Prince Edward Island, Canada – May 24<sup>th</sup>-26<sup>th</sup> (Hosted by Atlantic Canada W&WA)
    - Charlottetown, Prince Edward Island, Canada – May 24<sup>th</sup>-26<sup>th</sup> (Hosted by Atlantic Canada W&WA)
  - Applications for round 1 of the MA Grant Program are now being accepted. The first deadline is January 20<sup>th</sup>, 2023
    - Cece asked about the MA Grant and what the parameters are
    - Cece asked Clarence to look into that and Clarence will talk to Traci
  - To view the recording of the HOD New Delegate Orientation, [click here](#)

#### **CTA'S REPORT – Kraig Moodie**

- Kraig reported that Tri-Con was a successful year.
  - Distribution will be right around \$99,000.00
  - OPS Challenge raised about \$3,000 in sponsorships
  - Next CTA meeting is the first week of December to review the event and the distribution of funds
  - Cece encouraged others to get involved. Gian offered to get involved with Kraig

#### **UNFINISHED BUSINESS**

- 2023 Utility Management Conference MOU – Gian Cossa
  - Gian overviewed the in-person meeting that took place to create the MOU
  - Gary asked about the percentages – Gian explained that CSAWWA didn't want to split 50/50 with us the first year so we conceded to get our foot in the door and then work up as we work together in future years
  - We are not looking to make a huge profit and it looks like this past event will bring a very small revenue for CSAWWA
  - Alan gave a brief overview of the UMC history – this MOU is only for the first year with the expectation that we'll have more involvement in the future - we will reevaluate the MOU in the future years
  - Alan asked about us having equal voting members
  - Yvette agreed to what Alan stated and gave details about the 75/25 split
  - Kraig asked about the committees that were stated on the MOU
    - Planning committee – responsible for organizing the event
    - Steering committee is the voting members
    - Executive committee – tiebreaker voting group

- Alan doesn't feel the document explains certain details very well and will gauge how CWEA is treated this year as to whether we'll participate next year or will hold our own event
- Alan explained that this MOU is only for 2023
- Gary gave his view on the MOU point #11 – Gian explained what our intentions are for future events
- Chein-Chi stated that the UMC doesn't have voting members
- Cece stated that we need to table it and move forward and asked Gian to plan a separate meeting

## **NEW BUSINESS**

- Upcoming Webinars
  - TODAY at noon – Lab Practices Webinar
  - Stormwater Webinar – December 8<sup>th</sup>
- Collection Systems Seminar at MITAGS– December 13<sup>th</sup>

## **COMMITTEES**

*Delaware Trustee – Rebecca Winer-Skonovd present (but had to leave)*

- Public Outreach – Pam Rowe - present
  - Science Fairs will be starting soon (asked Pam to share dates via email)
  - Mainly recruit judging from the Stormwater Committee but could use more help
  - Judges – someone who can take the time to review the project ahead of time
    - There's a very detailed judging matrix available
    - Helps to have 2 judges to review each project
    - Time commitment varies to how many projects are submitted – just need to be a subject matter expert
    - Need volunteers to attend
    - Will meet with Cece and Traci to go over committee responsibilities
- Publications – Chaka Kamran, Islam Khallaf – both present
  - Chaka reported update – great fall issue
  - January 4<sup>th</sup> deadline for next issue
  - Welcoming new members
- DEI Workgroup
  - Chaka reported that there was a good group of attendees
  - We have toolkits from WEF and are looking at other resources
  - Will be working with other CWEA committees to implement DEI
  - Cece gave comments from attending the meeting
- Stormwater – Pratik Desai – present
  - Identified Beth Forbes as a Co-Vice-Chair with Alexi (both present)
  - Held committee meetings monthly
  - Holding December 8<sup>th</sup> webinar
- Technical Education – Matt Zelin – not present

*Maryland Trustee – Jegnaw Essatu - present*

Gave overview of his committee meeting.

- Residual and Biosolids Management – Hahns Hairston - present
  - Symposium overview – very successful with 58 attendees
- Laboratory Practices – David Wildasin - present
  - Held quarterly meeting
  - Added another member

- Webinar today at noon
- Spring Meeting – Chein-Chi Chang - present
  - Jesse Langley is the new chair
  - Cece requested new chairs
    - Jegnaw reported that there are 3 candidates, possibly more, and they will make a decision in December
- Student Activities
  - Career Fair – Alexis Wingfield - present
    - Alexis reported that we are meeting every two weeks
    - Date is already planned and we are currently marketing
    - Looking for a keynote speaker
    - Attempting to make the interview sign-up process virtual in place of manually
  - Student Chapters – Pono Hanson – not present, no report
  - Design Competition – Thomas Howard – not present
- YP's – Danielle Sheahan, Thomas Howard – Danielle present/Thomas not present
  - Aaron spearheaded the YP Happy Hour – had 22 registered
  - Planning the 2023 Coffee Chats
  - Next event will be at Top Golf in Baltimore after the holidays
  - Attempting to get representatives for certain areas in the committee
  - Cece asked Danielle to reach out to Darcy Maile from Tri-Con's Women's Marketing group
- Water Reuse – Andrew Kreider - present
  - Had seminar last week – highest attendance with 66
  - Looking to add resources to the CWEA website

*Utility Member Representative – Yvette Judge - present*

- Government Affairs – Liz Colletti - present
  - Liz reported that she and Justin met to discuss what the committee will do
  - They will meet with Burt and Cece to discuss the Fly-In, etc.
- ~~MDE WAWW 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 Hasson/Moalie Jose both present
  - Moalie reported that they had the YH2O board meeting last week
  - Graduation is expected to be January 12<sup>th</sup> at the War Memorial in Baltimore
  - Career Fair is scheduled sometime in the spring
  - City was asked by the California WEA to meet so they can emulate the program
  - Cece stated that we need to be more involved in the program, have more engaged mentors – requested more mentors to volunteer
  - Chairs will meet and create more accountability with the mentors and increase the number of mentors

*Vice President – Gary Moore - present*

- Sponsorship – Mike Cecil – present
  - \$12,000 brought in, so far
  - Andrew and Mike will start the effort next week
- Strategic Planning – Yvette Judge – present
  - Started with the Implementation part of the plan
  - Chose the responsible people for each category
- By-Laws – Alan Will – present
  - No activity to report
  - Reminded the Trustees that they are on the By-Laws Committee

- Business Practices – Gary Moore – present
  - No activity to report
  - If a committee doesn't have an SOP send it to Traci
  - Cece asked Gary to find his replacement

*DC Trustee – Jessica Shiao - present*

- Asset Management – Bhaumik Hotha – present
  - Working on webinar for February or March
  - Want to collaborate with CSAWWA on preconference workshop at Tri-Con
- Collection Systems – Cheryl Paulin – present (Bryant – present)
  - Upcoming seminar on December 13<sup>th</sup> at MITAGS
  - Will be holding a webinar in April
  - Looking to change the date for the Ed Norton
- Membership – Charles Poskas – present
  - Bryan Bokey had to step down as Vice-Chair
  - Next meeting is December 2<sup>nd</sup> and will have the budget submitted December 5<sup>th</sup>
  - Bay Bridge shirts will be ordered shortly – wants event added to the sponsorship brochure
- Plant O&M and Safety – Joe Wright, Tyrus Hunter (neither present – no report)

*President-Elect – Clarence Beverhoudt - present*

- Audit – Kraig Moodie – present
  - Monthly financial overview
- Awards – Eric Held – not present
- Budget/Finance – Ellen Frketic – not present
  - Clarence requested committees to submit budgets as soon as possible
- Leadership Retreat – Clarence Beverhoudt
  - Working with Gary and will begin in January putting it together
- Nominations – Clarence Beverhoudt
  - Already working on this so that we're prepared for the nomination's season

Cece encouraged board reports to meet with their committees on a regular basis. Be aware of changes that are happening and be prepared to fill any slots that are open.

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

- January 19<sup>th</sup> (virtual)

**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 Winter issue	2023 Deadlines
1. Deadline to Editors	Wednesday, January 4, 2023
2. <a href="#">Editors submit to CK (editorial deadline &amp; advertising sales close)</a>	Friday, January 13, 2023
3. Page proofs to CWEA & WWOA for review	Friday, January 27, 2023
4. Edited proofs returned to CK	Friday, February 3, 2023
5. Final art to print	Friday, February 10, 2023
6. Finish printing	Monday, February 20, 2023

**ADJOURN** at noon.

## **CWEA Treasurer's Report**

### **Board of Directors Meeting November 17, 2022**

CWEA has completed the transition from PNC Bank to M&T Bank for financial transactions. 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**        \$33,657.86

**Savings (Reserves)**    \$126,430.78

**Credit Card Debt**        \$203.03

**Total cash on hand less credit card balance - \$159,885.61**

The Association is in good shape financially and intends to further build Reserve funds against future emergencies. I will continue to monitor checking account balances and anticipated expenses for future transfer opportunities. My long-range goal is to accumulate at least \$200,000 in Reserves to exceed one year's budgeted expenses.

We are anticipating a distribution from the 2022 Tri-Association Conference proceeds which significantly exceeds the \$55,000 shown in the 2022 budget. We are also entering the process of developing the 2023 budget in which I plan to propose some increases for additional administrative and other professional services as well as some new equipment for the Executive Manager/Administrator and software licensing for an online collaboration package such as Microsoft Teams. Even accounting for these and other possible budget increases, I anticipate substantial further transfers to Reserves, perhaps on the order of \$30,000.

Respectfully submitted,

Alan L. Will, CWEA Treasurer