



Attended: Madeleine Driscoll, Gian Cossa, Pamela Rowe, Kraig Moodie, David Wildasin, Mike Cecil, Chaka Kamran, Alan Will, Eric Held, Gary Moore, Andrew Kreider, Cece Nguyen, Pono Hanson, Clarence Beverhoudt, Hahns Hairston, Clark Howells, Chein-Chi Chang, Jegnaw Essatu, Cheryl Paulin, Sanyukta Gokhale, Laura Jo Oakes, Jessica Shiao, Alexis Wingfield, Traci Storm, 914-217-7038

Call to Order by President Gian Cossa - hit the gavel at 9:34 am

- Gian reminded committee chairs to submit their budgets.

SECRETARY REPORT – Cheryl Paulin

- Cheryl presented minutes from the July, Annual Meeting, and September Board Meetings

Motion to approve: Gary Moore Seconded: Kraig Moodie Motion carried to approve all three.

TREASURER'S REPORT – Alan Will

- Alan reported that we are currently transitioning from PNC to M&T Bank.
- Balances as of the morning of 11/18/21 are:
 - Checking - PNC \$3,101.60, M&T \$50,069.01 for a total of \$53,170.61
 - Savings (Reserve) - PNC \$92,342.25, M&T \$490.05 for a total of \$92,730.70
 - Total cash on hand = \$145,901.31
- 2020 tax return Form 990 was filed on 11/15/21.
- Gian Cossa and Alan Will both agreed that we need to look at building our reserves
- Alan reported that we received a partial payment from the Tri-Association Conference

DELEGATE'S REPORT(S)

- Tim Wolfe – no report
- Ellen Frketic – no report

PRESIDENT'S REPORT – Gian Cossa

- Gian reported that Strategic Planning has started and mentioned our goals
- Gian gave an overview of the Water Palooza event that Pono is organizing
- Gian stated that he will address more as we move through the agenda

CTA'S REPORT – Kraig Moodie

- Kraig reported on the Tri-Con money distribution process and stated that the conference was a success

UNFINISHED BUSINESS - none

NEW BUSINESS

- Upcoming Webinars
 - November 18th at noon – Plant O/M & Safety
 - December 9th at noon – Stormwater

- December 16th at noon – Residuals and Biosolids
- Live In-Person Board Meetings – Gian Cossa
 - Locations – would like to poll board members and committee chairs to see what our opportunities are for in-person board meetings, while keeping the virtual component and requested a list of available locations
 - Laura Oakes offered EA
 - Chein-Chi mentioned the Howard County location
 - Clarence Beverhoudt mentioned that the lab area, although great for a board meeting, is not available at this time
 - Hahns also mentioned that WSSC's main building is not currently available but offered his plant's conference room, stating that attendees would need to wear masks and show vaccine proof
 - Hahns would need to know how many attendees if that option is chosen
 - Gian Cossa will look into what works best. Alan Will suggested that we check the audio capabilities (and respecting guidelines of the facility)
 - Interest – would like to know what the interest is - Gian will research further
- Branding Guidelines – Cheryl Paulin
 - Reported that the guidelines are currently being finalized
- WEF Topics – MA Grants and DE&I training – Laura Oakes
 - Laura discussed the WEF MA Grants and DE&I Training that's available
- Proper Procedures for Budget Changes – Gian Cossa
 - Gian explained the need to address this issue
 - If there is any intention to repurpose budgeted monies, the situation should be presented to the board to be voted on
 - Alan Will explained what the budget approval process is and the understanding of what those monies are going to be used for
 - He suggested that the board have internal discussions on what merits a vote
 - Cheryl Paulin asked, "When the monies need to be reallocated, where does the decision need to come from?" "To whom does the chair "ask"?"
 - Alan wants to have more of a board decision about creating a new policy
 - Gian discussed other items that should be discussed when considering the new policy
 - Cheryl mentioned that the particular situation be discussed at another time
 - Leaving it as it is – any changes that need to be made needs to be brought to the whole board

COMMITTEES

Delaware Trustee – Rebecca Winer-Skonovd

- Public Outreach – Pamela Rowe
 - Working on science fairs with the local schools
 - Anticipating science fairs to start early spring
 - Will need judges for those science fairs
 - Explained the budget numbers for the award costs and how those numbers were decided upon
 - Would like to connect with Pono about the Water Palooza event.
 - Gian invited her to the Water Palooza meeting
 - Chein-Chi Chang mentioned that WSSC has an outreach category
- Publications – Chaka Kamran, Islam Khallaf
 - Reported on Ecoletter
 - WSSC OPS articles

- Sent Budgeting plan
- Gian would like to have a quick discussion on the general layout of the next issue
- Stormwater – Jessica Seipp – Traci read submitted report
- Technical Education – Matt Zelin – no report

Maryland Trustee – Jegnaw Essatu

- Reported on his Tri-Con OPS Challenge and his WEFTEC participation
- Had a meeting with his committee chairs and discussed the purpose, creating their SOPs, and strategic plans
- He is working on filling vice-chair spots
- Introduced new Water Reuse Chair – Andrew Kreider

- Residual and Biosolids Management – Hahns Hairston
 - Reported on the December 16th webinar – Biosolids Master Plans
 - Looking into an in-person event
 - Having an event coordination meeting on December 2nd
 - Wants to reach out to the YP to see if they want to line up an event with the RBC
 - Attended an outside webinar and would like to post it to the CWEA website
 - Hahns submitted his budget
- Laboratory Practices – David Wildasin
 - Actively trying to expand committee membership
 - Would like to pull in people from other industries and utilities
 - Working on obtaining speakers for a 2022 webinar
 - Dale Baker is active on the WEF Lab Practices Committee, and they are trying to pull together collaboration with things that WEF is doing
 - Budget – nothing has really changed
 - Gian would like to assist in growing the committee with DC Water individuals
 - Realized that committee members do not have to be members of CWEA
- Spring Meeting – Chein-Chi Chang
 - Haven't had "kick-off" meeting, yet
 - Will be keeping the Delaware venue if we have an in-person event
- Student Activities
 - Career Fair – Alexis Wingfield
 - Had a meeting in October
 - Changed the venue from MITAGS to Bowie Comfort Inn
 - Student Chapters – Pono Hanson
 - 2 Student Chapters – sent the budget requests
 - Talked about Water Palooza
 - First week in April for tentative date
 - Navy yard area of the district
 - 3rd and 4th graders
 - Reported on the sponsorship opportunity
 - Gian promoted event
 - Design Competition – Chris Overcash – no report
- YP's – Sanyukta Gokhale/ Alana Gildner
 - Will be creating a more formal YP committee structure
 - Sanyukta – reported on the YP coffee chat

- Desires to expand the reach of the committee
- Requested representation from all the CWEA areas, PWEA, CSAWWA
- Chein-Chi asked if they've already identified the leaders for their specified regions, which they haven't
 - He is suggesting at CSAWWA YPs to have a subcommittee for utility members
 - Gian encouraged the effort to grow the committee with region representation and offered to present at a YP Coffee Chat
- Water Reuse – Andrew Kreider
 - Gian welcomed Andrew as a Committee Chair
 - Chein-Chi offered to work with the Water Reuse committee on obtaining speakers offerings
 - Andrew introduced himself to the board and committee chairs present

Utility Member Representative – Jessica Shiao

- Government Affairs – Marlou Gregory – no report
 - Gian was asking about the Fly-In and if it was happening
 - Laura Oakes feels that it will be virtual again, but isn't sure
- MDE W/WW Board Liaison – Clark Howells
 - Jessica reported for Clark – MDE updated their database
 - There is a concerned about license renewals across the state
- Short Course – Scott Harmon – no report
 - Gian requested to have a meeting with Jessica, Scott, and voting members of the short course
 - Voting members must be CWEA members
 - Gian offered Dale Baker as a possibility
 - Gian will create the agenda for the meeting but requested Jessica Shiao to reach out to our committee members
 - Gian wants to have a separate CWEA committee meeting and not join in their joint meeting
 - Gian will send out the initial meeting info and Jessica will be responsible for the logistics
- Training, Review and Evaluation (TRE) – Clark Howells – submitted report to Jessica
- Mentorship – Kraig Moodie, Dennis Hasson – no report
 - Gian will be attending their meetings

Vice President – Clarence Beverhoudt

- Sponsorship – Mike Cecil
 - New Brochure released
 - Mike just sent a blast requesting sponsorships
 - Mentioned that compared to Indiana we are very financially responsible
- Strategic Planning – Ted DeBoda
 - Gian reported for the committee, explaining the mission and purpose of a strategic plan for CWEA
- By-Laws – Alan Will – no report
- Business Practices – Gary Moore
 - Still trying to gather what we still need
 - We might have to start writing some on our own
 - Gian feels they need to be submitted – no excuses

DC Trustee – Gary Moore

- Asset Management – Steve Tarallo – no report
- Collection Systems – Madeleine Driscoll
 - Held the Ed Norton Golf Tournament
 - Busy working on the CS seminar
 - Submitted a draft budget
 - Reported that two new members a month are being added
 - Will work on CWEA membership
 - Consistent attendance on our calls
- Membership – Charles Poskas – no report
- Plant O&M and Safety – Kenrick St. Louis – No Report
 - Webinar today

President-Elect – Cece Nguyen

- Audit – Kraig Moodie
 - Will begin in January
- Awards – Eric Held
 - Showed the WEF Awards webpage
 - Deadlines are early 2022
 - Encouraged nominations
 - Showed the Awards Brochure from WEFTEC
 - Recognized Pono Hanson for his WEF Award
 - Recognize WEF Fellow – Chris Peot
 - Recognized Anne Arundel County
 - Chein- Chi Chang reported that DC Water won WEF’s Outreach Award for Tori Epperson’s book
 - Eric would like to meet with Gian and Laura Oakes in December about nomination encouragement
 - Traci suggested to submit the WEFTEC winners to the Ecoletter
 - Send out an email blast specifically for nomination requests
- Budget/Finance – Ellen Frketic – no report
 - Gian encouraged budget submissions
- Leadership Retreat – Cece Nguyen – no report
- Nominations – Cece Nguyen – no report
 - Gian will get with Cece about gearing up for the next slate

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

- JANUARY 20, 2022
- MARCH 17, 2022
- MAY 19, 2022
- JULY 21, 2022
- ANNUAL MEETING AT TRI-CON, SEPTEMBER 1, 2022

ECOLETTER EDITORIAL DEADLINES

2022 Winter issue

2022 Deadlines

1. Deadline to Editors	Tuesday, January 4, 2022
2. Editors submit to CK (editorial deadline & advertising sales close)	Friday, January 14, 2022
3. Page proofs to CWEA & WWOA for review	Friday, January 28, 2022

4. Edited proofs returned to CK	Friday, February 4, 2022
5. Final art to print	Friday, February 11, 2022
6. Finish printing	Monday, February 21, 2022

Additional comments:

- Mike enjoyed the Leadership Series Happy Hour
- Traci encouraged Ecoletter submissions

ADJOURNED: Gian Cossa ended meeting at noon