



CWEA Board Meeting Minutes

Thursday, September 15, 2022

9:30 AM – 12:00 PM

Attendance: Cece Nguyen, Cheryl Paulin, Ellen Frketic, Clarence Beverhoudt, Gian Cossa, Jegnow Essatu, Rebecca Winer-Skonovd, Gary Moore, Kraig Moodie, Laura Jo Oakes, Yvette Judge, Clark Howells, Islam Khallaf, Pratik Desai, Hahns Hairston, David Wildasin, Chein-Chi Chang, Alexis Wingfield, Pono Hanson, Danielle Sheahan, Andrew Kreider, Moalie Jose, Mike Cecil, Bhaumik Hotha, Charles Poskas

Call to Order by President Cece Nguyen – Meeting called to order at 9:32.

PRESIDENT'S REPORT – Cece Nguyen

Cece started the meeting welcoming the new officers and committee chairs. She addressed term limits/succession planning and encouraged everyone to consider who will be taking their role next. She showed which committees have open slots and encouraged committee chairs to step aside if they're not active and look within their committees to see who could fill a chair or vice-chair position in the future. Chairs that are stepping down are responsible to fill their spots. Instead of having roles across several committees, consider letting others fill those spots. Ellen may have people for Plant O&M/Safety. Cece gave examples of how we could fill open spots.

Early Report Outs:

- MDE W/WW Board Liaison – Clark Howells - present
 - Saw excellent results after the Short Course this year
 - Much higher pass rates and confirmed that Short Course is important
 - New database implemented
- Training, Review, and Evaluation (TRE) – Clark Howells
 - Cece asked Clark if there was anything that we could to assist with the committee. Clark stated that it's moving forward smoothly. Each year they try to switch things up to keep the content from getting stale.
 - Cece reviewed the CWEA Short Course Committee members. Asked Clark what other positions he covers
- Publications – Islam Khallaf – present Chaka – not present
 - Reminded of the Ecoletter deadlines
 - Asked people to submit their Ecoletter articles and photos
 - Requested people from each committee to consider a person for the DE&I workgroup - for Chaka
 - Cece stated that she's going to have a separate meeting with the committee to see if we can get more articles submitted.
 - Islam stated that they have a new committee member

SECRETARY REPORT – Cheryl Paulin - present

- Meeting Minutes from July Board Meeting and Annual Business Meeting

Motion to approve September minutes: Ellen Frketic Seconded: Clarence Beverhoudt

Motion carried.

- CWEA Reference Guide – (process quick guide overview)
 - Please review the reference guide and submit the signature page
 - Cece talked about the SOPs and encouraged all to get familiar with them

TREASURER'S REPORT – Alan Will – not present

- Current Financial Status of CWEA

DELEGATE'S REPORT(S)

- Ellen Frketic
 - Reminded that Laura doesn't become Delegate until October
 - She said that she is working on the Emerging Leaders workgroup in attempt to get younger professionals more engaged
 - Cece asked Ellen what the role is for a WEF Delegate. Ellen stated that they are a liaison between CWEA and WEF and are required to attend quarterly meetings and one workgroup, which they are able to choose
 - Cece reviewed Ellen's term encouraged all to understand how CWEA and WEF operates for someone to become a delegate. Ellen is happy to answer any questions and stated that there are WEF committees that members can serve on
- Laura Jo Oakes

CTA'S REPORT – Kraig Moodie

- The CTA Rep is the Chesapeake Tri-Association Representative
- Kraig is the CWEA rep. Eric Held is the CSAWWA rep and Karl Ott is the WWOA rep.
- Kraig explained why the Tri-Con Association was created
- Kraig is serving his third year in his first term.
- Reported on this year's Tri-Con – very successful - there were approximately 1,400 attendees. The big change was that the exhibitor hall was increased and created a great area for the exhibitors and the events.

UNFINISHED BUSINESS

- 2023 Utility Management Conference update
 - Gian reported that we received an initial MOU and presented it to our board and we had some changes to present back to CSAWWA
 - Agreed that we need to meet post-Tri-Con
 - There will be 5 members from each association representing - Cece, Clarence, Yvette, Gian, Traci will be on the CWEA group
 - The CSAWWA's conference will be happening soon

Gian would like to motion to create an UMC Committee: unfinished

Cece would like to present creating two other committees. unfinished

NEW BUSINESS

- Welcome new officers and committee chairs - Cece
- Utility Member Representative - Gian
 - Gian explained that Jessica Shiao stepped down from her last year of UMR to serve as the DC Trustee
 - Gian would like to nominate Yvette Judge to fill this position

Motion to approve Yvette as UMR: Gian Cossa Seconded: Clarence Beverhoudt

Motion carried.

- Upcoming Webinars
 - Possible Stormwater Webinar – October 20th
 - Howard University Webinar – October 6th
- Leadership Series – September 20, 22, 27, 29 – Clarence Beverhoudt

- He stated how important it is to get the information about the association to be equipped to be better leaders
- Encouraged everyone to attend the 20th and then choose either the 22nd or the 27th
- The luncheon will be between 12 and 1:30 at Mt. Washington Tavern
- Cece reviewed what we're focusing on with the Leadership Series.
- Water Reuse Seminar – November 9th at the Elks Lodge in Edgewater, MD
- Residuals and Biosolids Symposium – November 15th at the Silver Spring Civic Center in Silver Spring, MD
- Collection Systems Seminar – December 13th at MITAGS in Linthicum, MD

COMMITTEES

Delaware Trustee – Rebecca Winer-Skonovd - present

- Public Outreach – Pamela Rowe – not present
 - Rebecca reported that there are two members interested in joining the committee and Pam needs to reach out to them
 - The committee does school STEM outreaches
- ~~Publications – Chaka Kamran, Islam Khallaf – early report out~~
- Stormwater – Pratik Desai – present
 - Explained the Chair changes and the webinar
 - Gian asked if he was still involved with Stormwater Regulations - Yes
 - Pratik stated that they met and will have a report out for the committee's review for feedback
 - Gian encouraged him to share as they can
- Technical Education – Matt Zelin – not present
 - Asked that if a committee is going to cancel a webinar to please give the committee more notice
- Cece reviewed the Board Representative's responsibility to ensure their committees are covered and encourage committee's involvement
 - Cece asked if Pam could use assistance for her committee – yes
 - For Stormwater, there was interest in another co-vice-chair. Cece asked if Pratik could fill that and he stated that they would address that at the next committee meeting.

Maryland Trustee – Jegnaw Essatu – present

Jegnaw reported that he tries to meet with his committee chairs every few months.

- Residual and Biosolids Management – Hahns Hairston – present
 - Hahns reported that they meet quarterly.
 - They put on the RBC Beauty Contest at Tri-Con and had the highest number of entries to date – he thanked those that were responsible for moving the contest to the exhibit hall
 - He will post the RBC Beauty Contest on the website and submit the article
 - Cheryl sent all the beauty contest files and asked if Hahns could update them.
 - Reported on the Symposium – November 15th at Silver Spring Civic Center – nice venue. Exhibitors and Sponsors are being recruited. If the RBC Symposium is successful, they plan to continue that annually
 - Talked about MABA – a lot of CWEA committee members are also MABA members. He met with Mary Firestone about having joint events again. Could do two joint webinars a year. It is difficult to do joint in-person event.

- Hahns would like to motion to allow MABA members to get member rate for CWEA events. This is not a problem as long as it is reciprocated.
 - Hahns is working with the YP committee to have an event with the RBC Symposium.
 - Cece asked if he is thinking about succession planning in the event he decides to step out. Hahns will not leave the committee without coverage. Cece asked about his SOP and Hahns stated that it's a work in progress
- Laboratory Practices – David Wildasin – present
 - David reported that he was able to attend Tri-Con for the first time. He was able to recruit two committee members from that. Told Pratik that he and Clarence tried hard to recruit Stormwater membership and was able to get one.
 - Reported that they will be having a November webinar on PFAS.
 - They are attempting to get involved with other agencies – MELA and others
 - Dale, Vice-Chair, thanked David for doing a great job as chair
 - Dale is on the WEF LP group and attended a “chat” with WEF on BODs – 74 attendees, most being from CWEA
 - He was able to attend Tri-Con due to a WWOA scholarship. He would like to propose that we offer a scholarship for people to attend Tri-Con.
- Spring Meeting – Chein-Chi Chang – present
 - Jegnaw will help get a replacement for Laura
 - Chein-Chi would like two people to take over for he and Laura
 - Cece asked that Laura hold on until someone is placed and trained
 - Laura stated that Chrissie Swan would be interested in co-chairing
 - Chein-Chi stated that it is a joint event with CSAWWA
 - CSAWWA will have a new chair and we will need to reconnect
 - Next event will be in May 2023
- Student Activities -
 - Career Fair – Alexis Wingfield – present
 - Alexis reported on the current activities of the committee – trying to plan in-person events with students and universities and do surveys to see how to better present the Career Fair
 - Will get with Pono to coordinate events
 - Will submit SOPs by the end of the month
 - Student Chapters – Pono Hanson – present
 - Not a lot of activity with the chapters and will check with the advisors to see what their plans are
 - He requested some assistance. He is only the liaison right now.
 - Cece asked Danielle to see if they could get someone to volunteer with Pono - she will check with her committee to see if someone could assist
 - The YPs would like to plan some in-person events with the student chapters
 - Pono challenges us to engage the students with student chapters
- Jegnaw interjected that they worked on their SOPs and most are updated
 - Design Competition – Thomas Howard – not present
 - Jegnaw will see the the SDC team at WEFTEC
- YP's – Danielle Sheahan, Thomas Howard – Danielle present, Thomas on vacation
 - Jegnaw thanked Danielle for the work they are doing

- Danielle reported that they've had multiple successful events – one being the baseball game
 - We need to be more aware of other events taking place in the area
- Reported that they would like to hold a holiday event in a joint effort with other associations
 - She requested recommendations or advice since she is still learning
 - Cece asked that Danielle talk to the YPs and ask them to join other committees so that they can get training to someday be a chair or co-chair and eventually the board
- Water Reuse – Andrew Kreider – present
 - Andrew reported that there is not a co-chair but they are a joint committee with CSAWWA
 - He would like to update the SOPs since they are open-ended
 - Reported on the recent webinar
 - Working on the in-person event
 - Would like to create a Water Reuse web page and the committee is working on what that would look like

Utility Member Representative – OPEN - Yvette Judge voted in

- Government Affairs – Marlou Gregory – not present – no report
- ~~MDE WAWW Board Liaison – Clark Howells – Early Report Out~~
- Short Course – Scott Harmon – addressed by Clark's early report out
- ~~Training, Review and Evaluation (TRE) – Clark Howells – Early Report Out~~
- Mentorship – Dennis Hasson – not present /Moalie Jose – present
 - Moalie reported that they're entering into the 3rd phase of the program
 - She requested people to coach for the program and not to offer if you can't fulfill your obligation
 - Career Fair has been rescheduled for fall so that the 2021 graduates could participate
 - YH2O graduation is tentatively scheduled for December
 - Cece stated that Baltimore City gives a lot of credit to CWEA for the program
 - Cece asked if they keep track of the coach/participant communication
 - They do and are attempting to work on that
 - Cece asked how we would recruit more coaches and their increased involvement

Vice President – Gary Moore - present

- Sponsorship – Mike Cecil – present
 - Mike presented that he will be at WEFTEC to make some sponsorship contacts
 - Would like to find a Vice-Chair and has some possibilities
- Strategic Planning – Yvette Judge – present
 - Gary stated that Yvette asked to add "Implementation" back to the committee's name
 - Five focused virtual meetings were held
- By-Laws – Alan Will – not present
 - Gary met with Alan and they discussed defining the officer roles better in the bylaws so that there's less of a grey area.
- Business Practices – Gary Moore –
 - Encouraged everyone to complete their SOPs and reach out if they need assistance
 - Gary asked Charles to replace him as chair
 - Cece asked that people don't nominate others that are already serving in another role

DC Trustee – Jessica Shiao – not present

- Asset Management – Bhaumik Hotha – present
 - Cece announced Mik as the new Chair and he stated that he has a new co-chair Theresa Bruton
 - There is interest in creating a combined committee with CSAWWA
- Collection Systems – Cheryl Paulin – had to leave meeting early
- Membership – Charles Poskas – present
 - Bryan Bokey is now the Vice-Chair
 - Charles will step down next year to allow Bryan step into that role
 - He has 3 goals – client satisfaction, client satisfaction survey, recruitment, camaraderie
 - Report on the Bay Ridge Run
 - Need to revise the SOP
- Plant O&M and Safety – Open

- Cece stated that we are looking for a new chair and vice-chair and committee members

President-Elect – Clarence Beverhoudt - present

- Audit – Kraig Moodie – present
 - Stated that they met just before Tri-Con and went over all of the finances
- Awards – Eric Held – not present
 - Eric would like to congratulate everyone that won awards
 - Cece stated that we need others to join the committee so that there is more coverage, possibly Yvette as utility rep
 - Danielle stated that she used to be the social media person for WEF and also worked with the Awards Committee
- Budget/Finance – Ellen Frketic – present/had to leave
 - Laura reported that she is the vice-chair
 - She gave a general overview of the income/expenses as they pertain to the budget
 - Cece brought up WEFTEC travel as it pertains to the budget
 - We need to develop an SOP about the budget and travel
 - She wants to warn the board that our budget will not be met
 - Gian wanted to add that our budget was created before the inflation rate skyrocketed
- ~~Leadership Retreat – Clarence Beverhoudt~~ – reported under New Business
- Nominations – Clarence Beverhoudt – not nomination's season

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

- November 17th (virtual)
- Cece stated that we will be keeping with a virtual meeting to make the meeting more available to all of the leaders
- Reiterated that we want to have a strong succession plan going forward

ECOLETTER EDITORIAL DEADLINES FOR 2022 FALL 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.

2022 Fall issue

1. Deadline to Editors	Friday, September 23, 2022
2. Editors submit to CK (editorial deadline & advertising sales close)	Friday, October 7, 2022
3. Page proofs to CWEA & WWOA for review	Tuesday, October 18, 2022
4. Edited proofs returned to CK	Wednesday, October 26, 2022
5. Final art to print	Friday, November 4, 2022
6. Finish printing	Monday, November 14, 2022

ADJOURN the meeting at 12:10.