



2006-2007 GOVERNING BOARD AND OFFICERS

Bharat Desai, President
Alan Will, Past President
Karl Ott, President-Elect
Aaron Nelson, Vice President
Ray Schulte, Secretary
Bob Wimmer, Treasurer
Russ Sharpe, WEF Director
Sharon Cole, WEF Director
Craig Murray, Trustee/DE
Angie Essner, Trustee/MD
Muminu Badmus, Trustee/DC
Steve Lewis, PWO MA Representative

CWEA Board Meeting Minutes

Date: February 1, 2007, 9:30 AM to Noon

Location: Anne Arundel County DPW Offices, Annapolis, MD

Attendees: Bharat Desai, DuPont Company
Karl Ott, Charles County
Aaron Nelson, URS
Alan Will, JMT
Sharon Cole, Anne Arundel County DPW
Russ Sharpe
Craig Murray, Malcolm Pirnie
Ray Schulte, KCI
Bob Wimmer, JMT
Jeff Cantwell, Teledyne Isco
Burt Curry, JMT
Sharon Cassell
John Martin, Baltimore City Bureau of Water and Wastewater
Kathleen Kharkar, M&E
Pearl Laufer
Carrie DeSimone, Gannett Fleming
Jeff Burkhart, Arcadis-CDG
Jon Doane, B&V

I. CALL TO ORDER

- The meeting started at 9:30 AM on February 1, 2007.

II. ATTENDANCE

- See above.

III. COMMITTEE REPORTS

A. Maryland Trustee – Angie Essner

1. Publications

No report.

2. Web Site (Karl Ott)

- The web site has been dormant lately, because Karl has not had the time to update it.
- Karl has contacted two commercial vendors who could update and maintain the web site. He will choose one.

3. Public Education (Kathleen Kharkar)

- Kathleen is looking for judges for the 2007 Stockholm Junior Water Prize competition. The committee is looking towards extending the competition to Delaware.
- The committee is taking the Water for People initiative to local municipalities.

4. Student Activities (Carrie DeSimone)

- WEF student paper competitions, in the past, produced no local applicants. The committee is pursuing applicants this year. Carrie has met with representatives from Johns Hopkins University and from University of Maryland. The deadline for submission of student papers is April 13.
- The Student Career Fair is scheduled for February 9. It will be conducted jointly with CSAWWA and VA WEA.
- The Student Activities Committee needs new members. Please contact Carrie DeSimone if you are interested in becoming a committee member.

5. Young Professionals

No Report.

6. Membership

No Report.

B. Delaware Trustee - Craig Murray

1. Pretreatment and Industrial Practices (Craig Murray)

- A Pretreatment and Industrial Practices Conference is being planned for fall 2007.
- Karl Ott will EPA regarding bringing its pretreatment and industrial practices training programs to our area.
- The WEF Nutrient Removal Conference, which is being co-sponsored by CWEA, is ready to go. The conference will be held in Baltimore on March 4-6. 289 persons have signed up so far for the conference.

2. Biosolids and Residual Management

No Report.

3. Collection Systems (Jeff Cantwell)

- Two subcommittees have been formed: FOG (Fat, Oils and Grease), and Ops Challenge.
- A luncheon seminar will be held on May 4. The topic is Private Property I&I. Speakers are Paul Calamita, from Aqua Law, and Aaron Nelson from URS.
- The second annual Ed Norton Golf Outing will be held on June 29, at Pine Ridge Golf Course.
- A seminar is being planned for November 2. The general topic will be private property I&I issues. The committee is looking for more relevant topics for this seminar. Contact Jeff Cantwell if you have any ideas.
- A copy of the Collection Systems Committee Report is attached.

4. Water Reuse (Bharat Desai)

- Bharat read the highlights of the committee report, which is attached.

5. Technical Education (Jeff Burkhart)

No report.

C. D.C. Trustee – Muminu Badmus

1. Plant O&M (Russ Sharpe)

- The seminar on centrifuge optimization, held on November 16, 2006, was a big success.
- An energy management seminar will be held on May 4 at Back River WWTP, in Baltimore.

2. Safety (Russ Sharpe)

- The WEF Safety is investigating a methanol accident in Florida where two workers were killed. The intent of the investigation is to develop safety procedures so this type of accident is not repeated.
 - Russ may contact WSSC and D.C. WASA regarding this accident, because they are currently using methanol at their plants.
3. Laboratory (Sharon Cassell)
 - The Laboratory Practices Committee, with MELA, will meet next week at the WSSC Consolidated Laboratory, in Montgomery County, MD.
 - The agenda and registration form for the meeting are attached.
 4. Spring Meeting (Bharat Desai)
 - At this time, it is doubtful that there will be a Spring Meeting. CSAWWA and PA AWWA are conducting a joint spring meeting.
 5. Short Course (Jeff Cantwell)
 - The 2007 Short Course will be held on June 6 and June 7 at Mount St. Mary's College in Emmetsburg, MD.

D. President-Elect - Karl Ott

1. Awards (Russ Sharpe)
 - Awards Committee Chair Marlene Patillo has temporarily stepped down. Vice-Chair David Kappe will assume the Chair's duties on an interim basis.
 - Nominations for awards are being solicited from CWEA members. A data sheet, with due dates for applications, is attached.
2. Conference (Karl Ott)
 - The Conference Committee will meet on February 8. The committee will review abstracts during the meeting.
 - Russ Sharpe commented that the 2006 Tri-Conference Committee has not yet distributed profits. The 2008 Tri-Conference Committee will probably set up a separate checking account for this conference, instead of running the expenses and income through the CSAWWA account.
 - Russ Sharpe commented that the 2008 Tri-Conference Committee is looking for a conference venue. Avenue that can provide more exhibitor space is desired. A summary of the results of the search to date is attached.

3. Training, Review and Evaluation (Bharat Desai)

- The committee met on December 13. The committee approved 62 applications for training credit.
- The committee will meet again in March.

E. Vice President - Aaron Nelson

1. WERF Liaison

No Report

2. Government Affairs (Burt Curry)

- A committee meeting is scheduled for March, to re-start the committee.
- There are currently eight committee members. Invitations have been sent out for 12 new members.

3. MAMWA Liaison (John Martin)

- Next MAMWA meeting is scheduled on February 14 at WSSC headquarters, in Laurel, MD.

4. International (Al Will)

- Al Will recommended that the International Committee not continue to be carried as an active committee. Bharat Desai concurred.

F. President - Bharat Desai

1. Bylaws and Directory (Bharat Desai)

- Pete Thomson, with B&V, has volunteered to work on the membership directory.
- The directory will include new bylaws, when completed and approved.
- There was a suggestion to drop the CWEA history from the directory and move it to the web site.
- The new directory will be in hard copy.
- An attempt will be made to have the new directory completed and available for distribution at the Joint Conference, in August.

2. Nominations (Al Will)

- The Nominations Committee will have a proposed slate of nominations to present at the April Board meeting.
3. Strategic Planning and Implementation (Sharon Cole)
 - The PowerPoint presentation addressing benefits of CWEA membership is nearly ready for presentation to the WSSC General Manager. This presentation will be modified and presented to other employers in the public and private sectors, in the future.
 4. Budget/Finance (Bharat Desai)
 - Bharat will distribute FY 2008 budget information to officers and committee chairs in the near future.

IV. Minutes of Previous Meeting - Ray Schulte

- A motion was made to approve the draft Minutes of the December 7, 2006 Board Meeting, without edits. The motion was seconded and approved unanimously by voice vote.

V. Secretary's report – Ray Schulte

No Report.

VI. Treasurer's Report – Bob Wimmer

- Account balances are as follows:

Kappe Fund	\$20,122
Savings	\$46,862
Checking	\$21,850.

- Karl Ott commented that profits from the 2006 Tri-Conference have not yet been distributed and are not reflected in the account balances.
- Karl Ott commented that there are some profits from the 2004 and 2005 conferences that have not yet been distributed and are not reflected in the account balances.

VII. Directors' Report (Sharon Cole and Russ Sharpe)

1. Sharon – WEFMAX
 - The CWEA co-sponsored WEFMAX meeting will be held March 29-31 at Lowe's Hotel, in Annapolis, MD.

- Costs may be approximately \$1,300 over the \$6,000 WEF contribution allowance. This cost projection assumes 45 attendees.
 - Attendee “give aways” are being investigated.
2. Sharon - WEF House of Delegates
 - The WEF House of Delegates voted to approve a resolution to merge WEF with AWWA. This resolution was sent to AWWA, and was rejected by AWWA a week later.
 3. Sharon – Green Roof Presentation
 - See the web site NRDC.org/water/pollution/rooftops/contents.asp for a green roof presentation by the National Resources Defense Council.
 4. Sharon – WEF Utility Partnership Program
 - A new WEF membership category, for utilities, will be addressed during the upcoming WEFMAX meetings.
 5. Russ – E-Newsletter
 - The North Carolina WEA has started a bi-weekly electronic newsletter. Russ distributed a copy. CWEA should consider this, through the Ecoletter staff.

VIII. PWO Member Representative – Steve Lewis

No report.

IX. President’s Comments – Bharat Desai

No report

X. President-Elect’s Report - Karl Ott

No report.

XI. Unfinished (old) Business

- A. Action Items from December 7, 2006 Board Meeting.
 - See the attached update of the Action Items List.
 - Karl Ott reported that the Maryland Association of Non-Profits has a membership category for organizations which plan to convert to non-profits. Karl will move forward with CWEA membership
- B. Audio Conferencing
 - Sharon Cole distributed a summary of results of her investigation, which is attached.

- Option No. 2, where costs are \$0.08 per minute per participant, with no base fee, will be tried on a temporary basis.
- CWEA committees and officers should try to use employers' systems, at no cost to CWEA, where possible.
- A "gate keeper" needs to be assigned for the conference call account.

C. Review Business Practices List/Task Assignments

- Al Will distributed an update of draft Business Practices. A committee of four CWEA officers is proceeding with development of the Business Practices document.
- Al distributed a schedule for new Articles of Incorporation and Bylaws (attached).
- The CWEA membership must vote on the new Articles of Incorporation and Bylaws. There will be two separate votes for the Articles of incorporation and for the Bylaws. Voting will be by mail, prior to the August Joint Conference.

D. Ad-hoc Committee Report – Commercial Publication of Ecoletter

- Aaron Hill will have options to present at the April Board meeting.

E. Draft MOUs: FWQA and WWOA Joint Conference

- The MOA was sent to WWOA, who approved it.
- Bharat signed the FWQA MOU and it is being sent to FWQA for signature.

XII. New Business (Al Will)

A. CWEA Reception at WEFTEC 07

- Al Will commented that it makes sense to have a reception only if there is a benefit to CWEA.
- Bharat Desai commented that the cost would be more reasonable if CWEA joined with one or more other associations for a joint reception. VA WEA and FWQA are probable partners.
- Karl Ott commented that the reception is a great opportunity for networking.
- A suggestion was made to have a breakfast or lunch meeting during the conference, with attendees paying for the meal.
- Jeff Burkhart will contact FWQA and Bob Wimmer will contact VA WEA to solicit their thoughts on a joint reception or meal meeting.

B. Block of Rooms for WEFTEC 07

- Bob Wimmer will reserve a block of rooms for WEFTEC 07 for CWEA members. There is no cost as long as un-used reservations are cancelled by the deadline.

C. Stacy Passaro, Leaving WEF

- Russ Sharpe announced that Stacy Passaro will be leaving WEF on February 16, and will work for herself, out of her home, as a consultant. Stacy worked in WEF Technical and Educational Services. Stacy is a CWEA member and is interested in participating in CWEA committees, especially the Plant O&M Committee and the Collection Systems Committee. Stacy's contact information follows.

Stacy Passaro. PE, BCEE
Passaro Engineering LLC
Office Phone 301-829-6855
Cell Phone 301-639-2031
E-mail spassaro@passaroengineering.com

XIII. Closing Announcements

- Next Board Meeting: April 5, 2007 from 9:30 AM to noon, at the WSSC Headquarters Offices, in Laurel, MD.

XIV. Adjourn

- The meeting adjourned at Noon.

Minutes prepared by: (signature)
Ray Schulte, Secretary

Attachments: Action Items List
Committee Reports