

2009-2010 GOVERNING BOARD AND OFFICERS

Hiram Tanner- President	Carrie DeSimone, DE Trustee
Craig Murray - President Elect	Laurie Perkins - MD Trustee
Ted DeBoda - Vice President	Salil Kharkar, DC Trustee
Aaron Nelson- Past-President	Jon Doane, WEF Director/Delegate
Carlos Espinosa, Secretary	Ray Schulte, WEF Director/Delegate
Timothy Wolfe, Treasurer	Sam Amad, PWO Representative

CWEA Board Meeting Minutes

Date: December 3, 2009
Location: Bryant Street Pump Station - DCWASA

1. Hiram Tanner called meeting to order at approximately 09:57 AM.
2. Attendance:

Hiram Tanner	Ted DeBoda	Craig Murray
Carlos Espinosa	Tim Wolfe	Ray Schulte
Sam Amad	Sorin Schwartz	Clarence Beverhoudt
Joan Fernandez	Muminu Badmus	
3. Hiram Tanner stated the main objectives of today's meeting:
 - a. CWEA Budget
 - b. Status of Website
 - c. WEFMAX Attendance

MEETING OBJECTIVES

4. CWEA sponsored 2010 WEFMAX attendance will be as follows:
 - a. Janine Yeih – Student Activity Chair – Puerto Rico (March 11-13)
 - b. Ray Schulte – WEF Delegate – Puerto Rico
 - c. Craig Murray – President Elect – Cleveland (May 5-7)
 - d. Ted DeBoda – Vice President – San Diego (May 13-14)

Other individuals that may attend WEFMAX sponsored by their individual employers include:

- e. Muminu Badmus – Membership Chair – Cleveland
- f. Tim Wolfe – Treasurer – Alexandria (April 8-9)
- g. Jon Doane – WEF Delegate – Alexandria

Ray Schulte will prepare a CWEA presentation for those attending WEFMAX. Craig Murray will prepare a CWEA Fact Sheet. Carlos Espinosa will send e-mail to all CWEA Committee Chairs requesting input for “Great Ideas” for the presentation and the Fact Sheet.

5. New Website – Hiram Tanner demonstrated the New CWEA Website from a test site. Website is near completion and should be on line in early 2010. Suggestions for the new website pages include:
 - a. Water Hero – showcasing a CWEA member each month.
 - b. Posting the CWEA/AWWOA Newsletter.
 - c. WEF/CWEA Awards Page.
 - d. Press Releases – Things CWEA is doing in the community.

6. Budget – CWEA Treasurer Tim Wolfe reported:
 - a. The Treasurer received budgets from several key committees.
 - b. The budget should be finalized and presented for review and approval at the next Board meeting.
 - c. Ted DeBoda will add a line under the Secretary to cover the cost for contractual administration services.

COMMITTEE REPORTS

7. Delaware Trustee
 - a. Ecoletter – The Fall issue will be mailed to members in mid December.
 - b. Awards – The attached e-mailed from Russ Sharpe was discussed. Need to start thinking about nominees – deadline for nominees is 01/29/10. More information is available in the WEF website.
 - c. The recently formed Membership Committee members are: Muminu Badmus, Barry Lucas, Chad Smeltzer, Silver Chai, Claude Price, Mark French, and Zachary Smith.

8. Maryland Trustee
 - a. Ted Deboda reported that the Collection System Committee is planning a two-day seminar about asset management on April 8th and 9th. Registration Fee \$175.
 - b. The Collection System Committee is looking for volunteers to coordinate the Annual Ed Norton Open.
 - c. Carlos Espinosa informed the Board that long-term member Hank Hulse is retiring at the end of the year. Hank has been a very active member of the Collection System Committee. The Board agreed to give Hank a \$50 certificate from Dick's Sports. At a retirement party on December 4th, Hank Hulse was presented the gift certificate and was awarded the CWEA Collection System Golden Manhole Award.

9. DC Trustee

- a. Clarence Beverhoudt reported that the Lab Committee is planning the winter seminar in coordination with the Maryland Department of the Environment.
 - b. Joan Fernandez reported that the Spring Meeting Committee met for the second time last week. The committee is considering locations for the Spring Meeting, and needs to solicit papers. Carlos Espinosa suggested that the committee considers sending a *Call For Papers* announcement to the membership.
10. President Elect – Craig Murray reported that Tri-conference planning continues. Meeting is scheduled for next week. A memo of understanding has been drafted, which splits profits from the conference three ways (CWEA/AWWOA/CSAWWA). Ted Deboda added that the committee met in Ocean City last month to coordinate with the Convention Center, Host Hotel, Secreast, and Caterer.
 11. Vice President Report – Ted DeBoda reported that significant progress was achieved since the last Board meeting regarding the contractual administrative services agreement. The Budget will be approximately \$24,000 for 800 hours at \$24/hr plus \$300 for direct expenses. The person will be under the direct supervision of the Secretary. Discussion ensued regarding the service agreement.

Proposed by Ted DeBoda and second by Craig Murray the Board passed a motion to proceed and send the proposed agreement for legal review and to add a line item to the 2010-2011 Budget for \$22,000 to cover the cost for contractual administrative services.

Government Affairs Committee is planning a half-day seminar about the stimulus package funding for Water Projects in early February 2010 somewhere in the Eastern Shore.

12. The draft minutes from last meeting were distributed to Board Members and Committee Chairs and Vice Chairs and comments were received and minutes were revised accordingly. **Proposed by Carlos Espinosa and second by Ted DeBoda the Board approved the minutes from last meeting. Carlos Espinosa will proceed and post in the CWEA website in PDF format.**
13. Hiram Tanner reported that the By-Laws are now posted in the website.

14. Safety Committee – Sorin Schwartz needs volunteers for the Safety Committee. The Secretary will e-mail to the membership asking for volunteers.

15. WEF Delegate Report – Ray Schulte

- a. 2009 WEFTEC attendance reported at 17,722.
- b. 2009 WEFTEC had record 995 exhibitors.
- c. About 92% of exhibitor space for 2010 WEFTEC already sold.
- d. WEF budgeted \$100,000 to support member associations.
- e. WEF database conversion should be up and running in April.
- f. Ray Schulte is actively involved in the WEF Steering Committee, WEFMAX Coordination Committee, and WEF Awards Committee.
- g. Any Committee Chair interested in joining the corresponding WEF committee should contact Kelsey Brown at WEF.

16. Treasurer Report – Tim Wolfe reported that account balances are as follows:

- a. Checking Account – \$ _____
- b. Savings Account – \$ _____
- c. Kappe Fund – \$ _____


Tim Wolfe reminded everyone to consider using the Kappe fund for helping small communities participate in CWEA sponsored activities or training.

17. The next Board meeting scheduled for January 21, 2010 will be a conference call.

- ~~Oct 1 meeting at WSSC.~~
- ~~November 5 meeting at Back River WWTP.~~
- ~~December 3 meeting at Bryant Street PS, in Washington, DC.
Can take the Metro to Howard University stop on Green Line Metro; parking is available at the pump station.~~
- January 21 conference call.
- March 4 conference call.
- April 8 meeting at KCI.
- June 10 meeting at Charles County Mattawoman WWTP.
- July 15 meeting at WSSC.
- Sept 3 meeting at the tri-conference.

18. Meeting adjourned at approximately 12:10 PM.

Minutes Prepared by: _____


Carlos Espinosa, CWEA Secretary