



## 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: April 5, 2007, 9:30 AM to Noon

Location: WSSC RGH Headquarters Offices, Laurel, MD

Attendees: Bharat Desai, DuPont Company  
Karl Ott, Charles County  
Aaron Nelson, URS  
Russ Sharpe  
Ray Schulte, KCI  
Bob Wimmer, JMT  
Tom Teikkinen  
Steve Lewis, DC WASA  
Kristi Perri  
Salil Kharkar, DC WASA  
Kathleen Kharkar, M&E  
Pearl Laufer  
Sorin Schwartz, DC WASA  
Beccy Kugel, Howard County  
Jon Doane, B&V

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## I. CALL TO ORDER

- The meeting started at 9:30 AM on April 5, 2007.

## II. ATTENDANCE

- See above.

## III. COMMITTEE REPORTS

### A. Maryland Trustee – Angie Essner

1. Publications (Bob Wimmer)

- The winter issue of Ecoletter is in the mail. The spring issue is in publication. Provide input for the spring issue or future issues to Bob Wimmer.
2. Web Site (Bharat Desai)
    - There is a new webmaster, Anthony Rocco, with Howard County. Anthony can be reached at [arocco@howardcountymd.gov](mailto:arocco@howardcountymd.gov).
  3. Public Education (Kathleen Kharkar)
    - State level submissions for the 2007 Stockholm Junior Water Prize competition will be received later in April.
  4. Student Activities (Bharat Desai)
    - Bharat contacted Dr. Dan Cha, University of Delaware, regarding starting a student chapter of CWEA. Dr. Cha will be the faculty advisor for the chapter. Bharat will attend the May student chapter meeting.
  5. Young Professionals (Bob Wimmer)
    - Bob Wimmer and Priscilla Brown will attend the WEF Young Professionals Summit in Chicago, in mid-April.
    - There was a career fair and social event in February at Blue Plains AWWTP.
  6. Membership (Kristi Perri)
    - Kristi Perri is the new Chair of the Membership Committee
    - Bharat commented that the membership package for new members needs to be updated.
    - Russ Sharpe suggested including a CWEA nametag holder, a CWEA lapel pin, and other items with CWEA logo to the new member package. A motion was made to five items with CWEA logo on them to new members in the new members package. This motion was seconded and approved by unanimous vote.
    - The contact information list for officers, committee chairs and vice-chairs should also be included in the new member package, along with the CWEA membership directory.

**B. Delaware Trustee - Craig Murray**

1. Pretreatment and Industrial Practices (Bharat Desai)

- The WEF Nutrient Removal Conference, which was co-sponsored by CWEA, was a big success, with 500 attendees.

2. Biosolids and Residual Management

No Report.

3. Collection Systems

- Jeff Cantwell furnished a Collection System Committee Activity Report, which is attached.

4. Water Reuse (Beccy Kugel)

- A seminar entitled The Future of Water Reuse in the State of Maryland will be held on May 9. a flyer for the seminar is attached. The seminar is being co-sponsored by CWEA, CSAWWA, MDE, and UMBC.
- MDE's specialist for water reuse, Dr. Ching-Tzone Tien, will be a speaker.

5. Technical Education

No report.

**C. D.C. Trustee – Muminu Badmus**

1. Plant O&M (Salil Kharkar)

- An energy management seminar will be held on May 4 at Back River WWTP, in Baltimore.
- A seminar addressing alternate carbon substrates for nitrogen removal is being planned.
- Salil and the committee are looking for guidance for nutrient analyzers. A number of instrument field tests have been conducted at large plants in the area. The committee is investigating an appropriate forum for operators who are performing field testing and for those interested in this topic. The following suggestions were made:
  - Set up a chat room on the WWOA-CWEA web site.
  - Interested persons attend the CWEA Plant O&M Committee meetings.
  - Letter to membership soliciting feedback.
  - Specialty meeting at the Joint-conference in August.
  - Utilize the WEF on-line tech forum.

- A seminar on nutrient analyzers at WEFTEC
  - MAMWA memo on policy for regulations. Government Affairs Committee should be involved in nutrient trading policy.
  - Bharat commented that the upcoming WEF Asset Management seminar is being presented in conjunction with CWEA. WEF is providing two free admissions for CWEA members. The Collection System Committee and the Plant O&M Committee will each have one free admission to assign to one of the committee members. Committee Chairs should coordinate this with Bharat, and copy Ray Schulte for the persons selected to attend.
2. Safety (Sorin Schwartz)
- The WEF Safety Committee will meet via conference call on April 17.
  - Russ Sharpe noted that the CWEA Safety Committee now has approximately 20 members.
  - Russ Sharpe commented that the WEF Safety is investigating a methanol accident in Orlando Florida where two workers were killed. The Methanol Institute requested that WEF develop and distribute safety procedures for handling methanol so this type of accident is not repeated.
3. Laboratory Practices (Beccy Kugel)
- The Laboratory Practices Committee Spring Meeting will be held at Wisp Resort, in Garrett County, MD, on May 18. There will be two MDE speakers: one will discuss ENR lab analyses, and one will discuss how to apply for Chesapeake Bay restoration funding for small municipal septic systems. There will be an ISCO sampler demonstration. Analytical balance certification will be addressed. Discounted room rates are available at the Wisp Resort Conference Center.
  - Sharon Cassell has retired and will step down as Chair of the Laboratory Practices Committee after the Spring Meeting. Beccy is searching for a replacement committee chair.
  - Salil Kharkar commented that detection limits for nutrients can be a problem at the current ENR treatment levels. WEF is investigating this issue. Salil suggested that the Laboratory Practices Committee meet with MDE and EPA regarding this issue.
4. Spring Meeting (Paul Sayan)
- The Spring Meeting will be held on April 19. A flyer for the Spring Meeting is attached.
  - At the time of this meeting 48 persons have signed up for the meeting. Approximately 55 attendees are anticipated.
  - Russ Sharpe suggested that an Ops Challenge be conducted at future Spring Meetings.

- An attempt is being made to set up a demonstration Ops Challenge at the Joint-Conference in August.
- A suggestion was made to considering having the Ops-Challenge on the Sunday preceding the Short Course.

5. Short Course

No report.

**D. President-Elect - Karl Ott**

1. Awards (Russ Sharpe)

- The Awards Committee met and recommended seven nominees for WEF awards, and these nominees were approved by the Board. A handout addressing the nominees is attached.
- Sharon Cole was nominated for the Bedell award. A motion was made and seconded to approve Sharon Cole for the Bedell Award. The motion carried by unanimous vote.
- The Awards Committee is looking for recommendations for the Lab Analyst Award from the Laboratory Practices Committee and for the Safety Award from the Safety Committee.
- Jaswant Dhupar was nominated for the Abel Wolman Award. This nomination is still under review by the Awards Committee. Russ distributed the criteria for the Abel Wolman Award (attached). This nomination will be discussed during the June Board Meeting if endorsed by the Awards Committee.

2. Conference (Russ Sharpe)

- 53 of 58 abstracts were selected for the Joint-Conference. There will be three concurrent technical sessions.
- There will be a pre-conference workshop entitled Utility Rates and Infrastructure Sustainability.
- There will be a Speak-out session on the Chesapeake Bay Cleanup which will be coordinated by Cy Jones.
- Aaron Nelson is managing the exhibitors.
- Dover Downs was eliminated as a site for the 2008 Tri-Conference because of space limitations. The Ocean City Convention center is being considered for the Tri-conference. This venue will accommodate up to 128 exhibitors, in 10' X 10' booths, in a single room. Rental cost will range from \$10,000 to \$11,500 for the Convention Center.

3. Training, Review and Evaluation

No report.

**E. Vice President - Aaron Nelson**

1. WERF Liaison

No Report

2. Government Affairs (Aaron Nelson)

- Burt Curry has revitalized the Government Affairs Committee. He held a committee meeting with 10 attendees.
- A committee meeting is scheduled for late April.
- A brown bag lunch seminar is being planned. There is no topic yet.

3. MAMWA Liaison (John Martin)

No report.

**F. President - Bharat Desai**

1. Bylaws and Directory (Bharat Desai)

- A draft of the CWEA Member Directory has been prepared and it will soon be printed for distribution.
- A recommendation was made to establish a link on the WWOA-CWEA web site for the CWEA history and for CWEA award winners.
- A recommendation was made to including the directory on the web site at a secure, members only location, accessible by inputting member's name and WEF member number.
- A recommendation was made to make annual updates to an electronic version of the directory on the web site.
- A recommendation was made to consider charging a nominal fee for hard copies of the directory mailed out upon request.

2. Nominations (Russ Sharpe)

- Al Will chairs the Nominations Committee. There will be five members on the committee. The positions of Vice President (four year commitment), DC Trustee, one WEF Delegate, Secretary, and Treasurer need to be filled. The positions of Secretary and Treasurer are voted on annually, but the expectation is that these two positions will be held by the same individual for three years.

- Contact Al or Russ if you wish to be considered for nomination or if you wish to recommend someone for nomination.
3. Strategic Planning and Implementation (Bharat Desai)
- Bharat will convene a planning meeting in May for the Officers. Committee Chairs and Vice-Chairs may attend if they are interested.
4. Budget/Finance (Bharat Desai)
- Bharat has received some, but not all, of the officer and committee budget requests. Those who have not submitted their budget requests should do so as soon as possible. The FY 2008 budget will be discussed during the May planning meeting.

**IV. Minutes of Previous Meeting - Ray Schulte**

- Because of the file size, Ray had placed the file for the Draft Minutes of the February Board Meeting on KCI's FTP site. Some persons had difficulty in downloading the file from the FTP site. Previously, the electronic files of meeting minutes were prevented from being transmitted to some recipients by their network systems, due to large file size. Ray will distribute the draft minutes of the February Board meeting as two files, attached to separate e-mail transmissions: a report file and an attachments file. The draft minutes will be voted for approval during the June Board Meeting.

**V. Secretary's report – Ray Schulte**

- Ray has been sending out flyers for seminars and similar announcements to the CWEA membership via e-mail. The e-mail address list was obtained from the WEF database of CWEA members. Kim Dighe has been obtaining updates and corrections to the e-mail list. Of approximately 800 members, we have a list of approximately 650 e-mail addresses. Some of these are still incorrect, and some messages are being blocked by networks as spam. At this time approximate 500 to 550 message get through to CWEA members.
- Ray suggested placing a notice in the Ecoletter and on the web site requesting that those members who are not receiving notices via e-mail provide a home or other correct e-mail address.

**VI. Treasurer's Report – Bob Wimmer**

- Account balances are not available this month.
- Bob received a partial payment for profits from the 2006 Tri-Conference.

**VII. Delegates' Report (Sharon Cole, Russ Sharpe, and bob Wimmer)**

1. Russ – Sharon Cole had a daughter six weeks early. Mother and daughter are doing fine.
2. Russ - The WEF House of Delegates has held discussions regarding the new Chair for the House of Delegates, including qualifications, duration, and method for appointment for this position.
3. Bob – The Board of Delegates has established standing committees for: Governance, Nominations, and Long Range Planning.
4. Russ – Russ is creating an inventory of CWEA owned materials and equipment, including give-away hand outs, computer projectors, etc. Anyone who has possession of any CWEA owned materials or equipment should contact Russ and provide inventory information to him.

**VIII. PWO Member Representative – Steve Lewis**

1. DC WASA is now down to one Ops Challenge team. They will participate in upcoming Ohio and New Jersey regional challenge competitions.

**IX. President's Comments – Bharat Desai**

No report

**X. President-Elect's Report - Karl Ott**

1. Karl reported on a discussion during the recent WEFMAX meeting in Annapolis, regarding sponsorship. Most of the MAs present indicated that they employed a combination of annual sponsorships, plus specific sponsorships for certain key events and publications.
2. Karl reported that there was a significant negative response to the awards ceremony, coupled with the passing of the gavel event at WEFTEC last year, and that the awards ceremony will be different this year.
3. Aaron Nelson commented that the Utah Water Environment Association has an interesting procedure for involving young professionals in its MA activities. They encourage their officers to bring young professionals to Board meetings so they obtain insight into the workings of the MA.

**XI. Unfinished (old) Business**

- A. Action Items from December 7, 2006 Board Meeting.
  - See the attached update of the Action Items List, with updates which were discussed during the meeting.
- B. Business Practices

- Bharat Desai distributed an update of draft Business Practices for: Scheduling of CWEA Events, CWEA Annual Budget Preparation Procedure, and Contracts and Agreements.
- A motion was made to approve the Business Practice for Scheduling of CWEA Events. The motion was seconded and approved by unanimous vote.
- Russ Sharpe indicated there is an existing budget procedure that needs to be reviewed before voting on a new one.
- Business Practice for Contracts and Agreements needs further discussion at the May 10, 2007 Board meeting before finalizing it.

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

- Aaron Nelson reported that Michigan and other MAs are using a Canadian based commercial publisher to produce their newsletters. Examples of MA newsletters published by this firm were distributed. This publisher takes content from the MA and assembles a color newsletter from it. The firm solicits advertising. Advertising is approximately 40% of the content, which is higher than Ecoletter.
- CSAWWA recently signed an agreement with the above referenced commercial publisher. Therefore, CWEA and WWOA are excluded from using this publisher, to avoid a conflict of interest. CWEA and WWOA could, however, join with CSAWWA in a joint publication.
- Aaron and the ad-hoc committee members are looking at other commercial publishers.

D. CWEA Reception at WEFTEC 07

- Virginia WEA expressed interest. There is no information yet regarding FWQA's interest.

**XII. New Business (At Will)**

A. CWEA Conference Calls

- The vendor selected for conference calls will only accept a credit card for advance payment for conference calls.
- A motion was made for the CWEA to acquire one credit card, from the bank that handles the CWEA accounts, in the name of CWEA and the CWEA Treasurer. This motion was seconded and approved by unanimous vote.

B. Block of Rooms for WEFTEC 07

- Bob Wimmer reserved a block of rooms for WEFTEC 07 for CWEA members at the conference hotel. There is no cost as long as un-used reservations are cancelled by the deadline of August 17. Contact Bob if you wish to have one of the rooms reserved for you.

C. Resident Agent Resolution



## ACTION ITEMS, WITH ASSIGNMENTS

April 5, 2007 CWEA Board Meeting

ITEM	DATE	ASSIGNMENT	COMPLETION	STATUS
1. Set vote for new bylaws.	06/01/06	Al Will	By the 2007 Spring Meeting or the 2007 Annual CWEA Members Meeting	In process
2. Prepare written documentation of duties for each officer, director, and trustee positions, as well as a generic description of chairperson duties.	06/01/06	Russ Sharpe and Aaron Nelson	By the September 1, 2006 Board Meeting	In process <b><u>LATE</u></b>
3. Develop a Business Practices Manual.	06/01/06	Bharat Desai	Prior to August Joint Conference	In process
4. Improve the welcome and follow-up process for new CWEA members. This would include procedures and a new members mail-out package update.	06/01/06	Kristi Perri, with the Membership Committee. Kim Dighe will be assigned to perform follow-ups.	By the September 1, 2006 Board Meeting	In process <b><u>LATE.</u></b>
5. Develop an electronic survey of CWEA members.	06/01/06	Bob Wimmer (Delegated to web master Anthony Rocco). Pearl Laufer will assist in preparing questions.	By the July 27, 2006 Board meeting. Set schedule once the assignments are made.	In process <b><u>LATE</u></b>
6. Institute a CWEA Public Outreach Task Force. Develop a CWEA Press Kit.	06/01/06	Pearl Laufer Chair, with Beccy Kugel. Pearl and Beccy will solicit volunteers.	Set schedules and tasks once the membership assignments are made.	In process

**ACTION ITEMS, WITH ASSIGNMENTS, CONTINUED**

<b>ITEM</b>	<b>DATE</b>	<b>ASSIGNMENT</b>	<b>COMPLETION</b>	<b>STATUS</b>
7. Review existing MOU with CSAWWA and other organizations. Review the draft MOU with FWQA. Confirm whether there is a formal MOU with WWOA. Prepare and execute revised/new MOUs, as appropriate.	06/01/06	Bharat Desai (Jon Doane has, or has access to, existing MOUs).	MOUs with WWOA and FWQA are completed. CSAWWA MOU for 2008 Tri-conference needs to be completed and executed.	In process.
8. Acquire a higher surety bond.	09/01/06	Bob Wimmer. Needs to be tied to new insurance coverage.	By the October 5, 2006 Board Meeting	In process. Bob has the application. <b><u>LATE</u></b>
9. Contact municipalities within the CWEA area regarding WEF's Water is Life campaign.	12/7/06	Kathleen Kharkar and Public Education Committee	By February 1, 2007 Board Meeting	In process <b><u>LATE</u></b>
10. Outsourcing of Ecoletter Publication Ad-Hock Committee Formation.	12/07/06	Aaron Nelson will contact WWOA and CAWWA to participate in the Ad-Hoc Committee.	Options and recommendations by April Board meeting	In process. <b><u>LATE</u></b>
11. Assign a "gate keeper" for conference call account and set up account.	02/01/07	Bharat Desai	Sharon Cole has been assigned as the gatekeeper by Bharat Desai	Completed.
12. Join Maryland Association of Non-Profits	02/01/07	Karl Ott	Must convert to 501.C.3 non-profit prior to joining.	In Process.
16. Contact other associations regarding a joint social event (reception, breakfast, or lunch) at WEFTEC 07	02/01/07	Jeff Burkhart contact FWQA. Bob Wimmer contact VA WEA.	Prior to April Board meeting. VA was contacted and is generally interested.	<b><u>LATE</u></b>
13. Arrange for a planning and budget approval meeting in May	04/05/07	Bharat Desai	April 30, 2007	New Item

**ACTION ITEMS, WITH ASSIGNMENTS, CONTINUED**

<b>ITEM</b>	<b>DATE</b>	<b>ASSIGNMENT</b>	<b>COMPLETION</b>	<b>STATUS</b>
14. Find a new Chair for the Laboratory Practices Committee	04/05/07	Bharat Desai and Beccy Kugel	June 1, 2007	New Item
15. Select slate of officers for FY 2008 for nomination.	04/05/07	Al Will and Nominating committee		New Item
16. Submit Officers and Committees Budgets to Bharat Desai	04/05/07	Those who have not yet done so	ASAP	<b><u>LATE</u></b>

COMMENTS: