



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: June 7, 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
Sharon Cole, Anne Arundel County yDPW
Russ Sharpe
Ray Schulte, KCI
Paresh Sanghavi, Brown & Caldwell
Mark Ramirez, DC WASA
Clarence Beverhoudt, WSSC
Kristi Perri, Stearns & Wheler
Salil Kharkar, DC WASA
Paul Sayan, Black & Veatch
Josh Mah, New Castle County DSS
Eric Coates, McKissack & McKissack
Jon Doane, Black & Veatch

I. CALL TO ORDER

- The meeting started at 10:00 AM on June 7, 2007.

II. ATTENDANCE

- See above.

III. COMMITTEE REPORTS

A. Maryland Trustee – Angie Essner

1. Publications (Bob Wimmer)

- Bob's written report is attached.
2. Web Site (Bharat Desai)
 - Anthony Rocco, web master, will set up the Activa credit card account for e-mail payment for seminars and other CWEA functions.
 3. Public Education (Salil Kharkar)
 - Jordyn Wolford, from Montgomery Blair High School, is the State level winner for the 2007 Stockholm Junior Water Prize competition. Jordyn's paper is entitled Endocrine Disruptor Impacts on Secondary Sexual Characteristics.
 - Judges are needed for Charles County and Baltimore City for next year's competition.
 4. Student Activities (Josh Mah)
 - There were two Student Paper Entries. The winner will attend the August, 2007 WWOA-CWEA Joint Conference and will present his/her paper.
 - The Student Paper competition carries cash prizes for first, second and third place entries.
 - WEF had requested CWEA to assist the Delaware student Chapter in filing its annual report. The student chapter currently does not participate, and the Chapter's Faculty Advisor has indicated the Chapter does not wish to associate with any organization.
 - The committee and CWEA needs to investigate incentives to universities to support student chapters.
 5. Young Professionals

No report.
 6. Membership (Kristi Perri)
 - Kristi now has access to the WEF database of CWEA members.
 - The new member welcome letter is now being updated. The welcome letter will be sent to all new CWEA members, and will include a contact information listing of all CWEA Officers, Committee Chairs, and Vice-Chairs, together with various items bearing CWEA branding.
 - Kristi recommended that contract support staff Kim Dighe be tasked with searching the WEF database weekly to identify new CWEA members, and to send out the welcome package. Additionally Kim should send out an e-

mail message welcoming new members, and indicating a welcome package will be mailed to them.

- Kristi recommended sending an e-mail message to each CWEA member when he/she renews his/her membership, and attaching the current contact information listing of all CWEA Officers, Committee Chairs, and Vice-Chairs.

B. Delaware Trustee - Craig Murray

1. Pretreatment and Industrial Practices

No report.

2. Biosolids and Residual Management (Paresh Sanghavi)

- The Committee will host a lunch seminar on July 26, at Back River Wastewater Treatment Plant. The Seminar topic is Alternate Use of Biosolids.
- The Committee will host a Biosolids Beauty Contest during the upcoming Joint-Conference.

3. Collection Systems (Jeff Cantwell)

- Jeff's written report is attached.

4. Water Reuse

No report.

5. Technical Education (Bharat Desai)

- Eric Coates has been appointed the new Chair of the Technical Education Committee.

C. D.C. Trustee – Muminu Badmus

1. Plant O&M (Salil Kharkar)

- The energy management seminar, held on May 4 was a successful event. There were 60 to 70 participants.
- The Activa on-line registration was never activated for the seminar, which was a sore point for several persons attempting to register on line. Bharat Desai will prepare a CWEA Business Practice for the Activa account.
- The Committee is planning to have a speaker for each Committee meeting.

- Energy and alternate supplemental carbon sources are big upcoming issues on plant O&M; the Committee will look into these issues.
- Salil suggested that an energy session be considered for the 2008 Tri-Conference.
- MAMWA is available to make a presentation to CWEA members on Maryland nutrient trading. The Committee is looking at other opportunities for information transfer.
- A suggestion was made to look at the Virginia nutrient trading program and to contact AquaLaw, the law firm that was involved in the development of this program.
- Salil suggested that an award be created for utilities developing on-site power generation. A comment was made that on-site power generation is one potential element of LEED Certification, and a certificate could be issued to utilities achieving LEED Certification for their facilities.

2. Safety

No report.

3. Laboratory Practices

No report.

4. Spring Meeting (Paul Sayan)

- The Spring Meeting was held on April 19 and focused on consent decree management. There were six presenters during a 2-1/2 hour period, which made for a busy session. The Committee is considering two separate topic tracks for next year's meeting.

5. Short Course

No report.

D. President-Elect - Karl Ott

1. Awards (Russ Sharpe)

- Russ announced that the Awards Committee has recommended Robert Stroud for the Hatfield Award. Robert is the Chief Operator at the WSSC Seneca WWTP. Russ outlined Robert's accomplishments in this position.
- Russ announced that the Awards Committee has recommended WSSC Damascus WWTP for the Burke Safety Award. This plant has had no lost time injuries in the last 6.5 years.

- A motion was made to approve the nomination of Robert Stroud for the Hatfield Award and the WSSC Damascus Wastewater Treatment Plant for the Burke Safety Award. The motion was seconded and approved by unanimous voice vote of officers present; additional consenting votes were made by CWEA officers not present, via e-mail, which constituted approval by majority vote.
 - Within the next several weeks the Awards Committee should have a recommendation for the Lab Analyst Award to present to the Board.
 - Russ contacted Marlene Patillo. Marlene expects to become active in CWEA affairs again next year.
 - Mohammed Dahab, WEF President, will make several award presentations during the Joint Conference Awards Ceremony.
2. Conference (Karl Ott)
 - The Joint-Conference brochure is in the final stages of preparation and should be mailed out in the next several weeks.
 - Joint –Conference full attendance cost has been set at \$160.
 - A Casino Night is planned for the conference.
 - Of 71 available exhibitor spaces, there are 18 spaces still available.
 - An Ops-Challenge demonstration is being planned for the conference.
 - There will be approximately 55 papers presented during the conference, with three concurrent sessions.
 3. Training, Review and Evaluation (Karl Ott)
 - The TRE Committee is actively involved in evaluation of conference papers for training credit.

E. Vice President - Aaron Nelson

1. WERF Liaison

No Report

2. Government Affairs (Aaron Nelson)

- Burt Curry and Salil Kharkar will collaborate with MAMWA on nutrient trading issues in Maryland.

3. MAMWA Liaison

No report.

F. President - Bharat Desai

1. Bylaws and Directory (Bharat Desai)
 - Bharat will confirm with Priscilla Brown whether she has secured sufficient funding for publication of the Membership Directory.
 - A suggestion was made to include a post card in the Directory for members to provide contact information updates.
 - A suggestion was made to make future Directories available on CD.
 - A motion was made to fund up to \$10,000.00 for printing and mailing the Membership Directory. The motion was seconded and approved by unanimous voice vote of officers present; additional consenting votes were made by CWEA officers not present, via e-mail, which constituted approval by majority vote.

2. Nominations (Russ Sharpe)
 - The Nominations Committee recommended that Salil Kharkar be placed on the slate of 2007-2008 CWEA Officers, for election during the Joint-Conference. A motion was made to approve Salil Kharkar for D.C. Trustee on the slate of CWEA officer nominees for FY 2008. The motion was seconded and approved by unanimous voice vote of officers present; additional consenting votes were made by CWEA officers not present, via e-mail, which constituted approval by majority vote.

3. Strategic Planning and Implementation (Sharon Cole)
 - Because of work and family commitments, Sharon must step down as Chair of the Strategic Planning Committee. A search is under way for a replacement Chair. Sharon will continue to participate as a committee member.
 - Suggestions were made to consider Angela Borders and Al Will for Chair of the Strategic Planning Committee. Karl Ott will contact both.

4. Budget/Finance

No report.

IV. Minutes of Previous Meeting - Ray Schulte

- Ray read the revisions made to the draft Minutes of the February 1, 2007, April 5, 2007, and May 10, 2007 Board Meetings. A motion was made to approved the revised Minutes of the February 1, 2007, April 5, 2007, and May 10, 2007 Board Meetings. The motion was seconded and approved by unanimous voice vote of officers present; additional consenting votes were made by CWEA officers not present, via e-mail, which constituted approval by majority vote.

V. Secretary's Report

No report.

VI. Treasurer's Report

No report.

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

A. Sharon Cole –Notes from WEF Trustees Meeting

- WEF funding has been established for the new Scholarship Program initiated by the WEF Awards Committee.
- The Trustees signed agreements for issues to promote. One of these initiatives is green infrastructure.

VIII. PWO Member Representative

No report.

IX. President's Comments – Bharat Desai

No report.

X. President-Elect's Report - Karl Ott

A. Committee Chairs

- Karl will contact each Committee Chair prior to the Joint conference to confirm whether he or she wishes to continue as Chair for the upcoming year.
- Karl would like to see a financial report each Board meeting. A comparison of expenditure versus budget, by category, would be very helpful.

XI. Unfinished (old) Business

A. Action Items from April 5, 2006 Board Meeting.

- During the afternoon planning session of the June 7 Board Meeting, The Action Items list was reviewed, updated and expanded. The updated Action Items List is attached.

B. Business Practices

- Bharat Desai distributed a copy of the final CWEA Business Practice for Contracts and Agreements. A copy is attached. Bharat commented that the practice allows only the President, Treasurer or Secretary to sign contracts and agreements, except that the Chair of the Conference Committee may sign contracts and agreements related to annual conferences, or give approval for

CWEA for contracts and agreements if the Committee Chair is a representative of another Association co-sponsoring in the conference.

- A motion was made to approve the revised Business Practice for Contracts and Agreements. The motion was seconded and approved by unanimous voice vote of officers present; additional consenting votes were made by CWEA officers not present, via e-mail, which constituted approval by majority vote.

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

- Aaron Nelson commented that Bob Wimmer’s report, which is attached, summarizes this item.

D. CWEA Reception at WEFTEC 07

- CWEA will not participate in a reception at WEFTEC 07.

E. Abel Wolman Award Nomination

- The Awards Committee received a nomination letter from Jay Sakai nominating Jaswant Dhupar for the Abel Wolman Award. Ray Schulte reported that the Awards Committee had a split vote of three in favor and two against recommending the nomination to the Board. One of the Awards Committee members reversed her vote from for to against following a discussion by Russ Sharpe regarding the original intent of the award. Russ commented that the award was intended to be the premier award issued by CWEA, and was intended to be given to only very high profile, highly recognizable individuals who displayed a significant lifetime contribution to the water environment. Russ commented that the award has been given five times in the 15 years since its inception, and the first award was given posthumously to Abel Wolman.
- A motion was made not to approve the nomination of Jaswant Dhupar for the Abel Wolman Award. The motion was seconded and approved by unanimous voice vote of officers present; additional consenting votes were made by CWEA officers not present, via e-mail, which constituted approval by majority vote.

XII. New Business

A. Members E-mail List

- The current CWEA membership is approximately 800. Ray Schulte has a listing of approximately 650 e-mail addresses for CWEA members. This listing was provided to Ray by Kim Dighe, following her attempt to find correct e-mail addresses for those that were either changed or input incorrectly by WEF. Approximately 50 to 100 of the 650 e-mail addresses do not work. When announcements are sent to the CWEA membership by e-mail, approximately 550 to 600 of 800 members get the message. A suggestion was made to have Kim make a second effort to improve the e-mail list and perform this task every six months. A motion was made to have CWEA’s contract Administrative Assistant update the listing of e-mail addresses of CWEA

members twice per year. The motion was seconded and approved by unanimous voice vote of officers present; additional consenting votes were made by CWEA officers not present, via e-mail, which constituted approval by majority vote.

B. Contract Staff Performance Review

- A periodic performance review is included in CWEA's contract with Kim Dighe for providing contract support services to CEA. Anyone who has received support from Kim on any task please send an e-mail to Bob Wimmer with comments on her performance.
- A suggestion was made that, when making task assignments for Kim, to include expectations of performance, to aid her in understanding the task.

XIII. Closing Announcements

- Next Board Meeting: August 31, 2007 from 7:30 to 9:30 am, at the Clarion Fontainebleau Hotel, during the Joint-Conference.

XIV. PLANNING SESSION

A. A planning session was held following the regular business meeting.

- The following participated in the planning session:

Bharat Desai
Karl Ott
Aaron Nelson
Russ Sharpe
Clarence Beverhoudt
Sharon cole
Ray Schulte

- The April 5, 2007 Action Items list was reviewed, updated and expanded. The updated Action Items List is attached.

XV. Adjourn

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- The meeting adjourned at 12:30 pm, then resumed at 1:30 pm for a planning session. The planning session adjourned at 4:15 pm.

Minutes prepared by: (signature)
Ray Schulte, Secretary

Attachments: Action Items List
Committee Reports

ACTION ITEMS, WITH ASSIGNMENTS

June 10, 2007 CWEA Planning 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 August 2007 Joint Conference	In process <u>LATE</u>
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 <u>LATE.</u>
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.	Inactive Deferred
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.	Inactive Deferred
7. Review existing MOU with CSAWWA and other organizations.	06/01/06	Bharat Desai (Jon Doane has, or has	Completed MOU signed and sent to FWQA. CSAWWA	In process.

ACTION ITEMS, WITH ASSIGNMENTS, CONTINUED

ITEM	DATE	ASSIGNMENT	COMPLETION	STATUS
8. Review the draft MOU with FWQA. Confirm whether there is a formal MOU with WWOA. Prepare and execute revised/new MOUs, as appropriate.		access to, existing MOUs).	MOU for 2008 Tri-conference completed and executed. WWOA MOU completed and executed.	
9. 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. <u>LATE</u>
10. 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 <u>LATE</u>
11. Outsourcing of Ecoletter Publication Ad-Hoc Committee Formation.	12/07/06	Aaron Nelson will contact WWOA and CAWWA to participate in the Ad-Hoc Committee.	A tri-association newsletter is in process.	In process.
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.
13. Interview applicants for Chair of the Strategic Planning Committee	06/10/07	Karl Ott	Prior to the 2007 Joint-Conference	New Item.
14. Contact each committee chair to determine if he or she wishes to continue as chair for the 2007-2008 period.	06/10/07	Karl Ott	Prior to the 2007 Joint-Conference	New Item.
15. Explore collaboration and an MOU with MELA.	06/10/07	Clarence Beverhoudt	Prior to December 2007 Board meeting	New Item.
16. Investigate formation of a Committee, or a Joint-Committee with CSAWWA, for Water for People program and Water is Life campaign.	06/10/07	Al Will	Prior to December 2007 Board meeting	New Item.

ACTION ITEMS, WITH ASSIGNMENTS, CONTINUED

CONTINUING ITEMS

ITEM	DATE	ASSIGNMENT	COMPLETION	STATUS
1. Arrange for a planning and budget approval meeting each fiscal year	04/05/07	Active President	Each year, during spring time.	Continuing Item.
2. Assign a task for Kim Dighe (or successor staff) to send out new member letter and package, and e-mail greeting message	06/10/07	Bob Wimmer- assign. Kristi Perri – supervise.		Continuing Item.
3. Furnish a financial report, including accounts status and comparison of budget versus expenditures by category	06/10/07	Treasurer	Submit at each Board Meeting	Continuing Item.
4. Assign a task for Kim Dighe (or successor staff) to update and correct the e-mail list of CWEA members, from the WEF database, and forward updated list to the Secretary.	06/10/07	Bob Wimmer- assign.	Every six months.	Continuing Item.
5. Add an announcement in Ecoletter and on the web site to contact WEF when you move or change jobs to update your contact information.	06/10/07	Bob Wimmer- Ecoletter Anthony Rocco – web site		Continuing Item.
6. Send originals (or copies if originals are not available) of all MOUs, contracts and agreements to CWEA Secretary to archive.	06/10/07	All		Continuing Item.
7. Send an e-mail addressing evaluation of performance of Contract Administrative Assistant , following completion of each assigned task, to CWEA Secretary.	06/10/07	All	Following completion of task	Continuing Item.
8. Make presentations to public	06/10/07	Sharon Cole-		Continuing Item.

ACTION ITEMS, WITH ASSIGNMENTS, CONTINUED

ITEM	DATE	ASSIGNMENT	COMPLETION	STATUS
agencies on benefits of joining and supporting CWEA, tailoring the presentations to individual agencies.		supervise		

COMMENTS: