



Chesapeake AWWA

American Water Works Association

2014-2015 Governing Board and Officers

Brian Gresehover, Chair
Graeme Lake, Chair-Elect
Nicolle Boulay, Past Chair
John Moore, Director 2014-2017
Sophia Liskovich, Secretary-Treasurer
Andy Cooper, Assistant Secretary-Treasurer
Jay Price, Trustee
David Smith, Trustee
Dennis Funk, Trustee
Robert Penman, Trustee
Rachel Ellis, Executive Director

MINUTES OF BOARD MEETING

October 24, 2014

Washington Suburban Sanitary Commission

9:00am – 12pm

1. Call to Order

The CSAWWA meeting of the Board, Officers, and Committee Chairs was called to order by Brian Gresehover, on Friday, October 24, 2014, at 12:15 p.m.

Roll Call by Andy Cooper, with the following present: B. Gresehover

G. Geck	Z. Nejati	G. Rest
N. Boulay	R. Wijetunge	J. Price
S. Liskovich	A. Ballard-Landers	R. Vaicunas
G. Lake	E. Held	N. Lewis
A. Cooper	JC Langley	D. Funk
R. Penman	J. Moore	R. Ellis

Not in attendance

B. Aylaian	B. Flint	D. Smith
J. Kirk	J. Madagu	T. DiGenova
C. Daly	S. Shipe	J. Newbold
J. Hise	R. Dalton	

2. **Approval of Minutes:** motion to approve minutes – J. Moore, Seconded by N. Boulay.
Minutes approved


3. Remarks by Brian Gresehover, Chair:

The Chair welcomed all board members and committee chairs, and thanked them for attending. He then introduced Alan Will as guest. Alan is Director of Chesapeake Tri-Association, Inc. (CTA), representing CWEA, and was invited to provide an overview of CTA following the business of the meeting.

4. Financial Report: Sophia Liskovich

The BOA checking account, period engineering 9/30/2014 \$89,087.57

Certificate of deposit, period ending 9/30/2014 \$25,035.57



Tricon proceeds? - G. Geck, Tricon Treasurer – max return is \$44,000 per organization, may hold some back for added expense of contract manager and contract registrar.

A. Will – this is the cost of success – explosive growth for the conference requires dedicated management beyond what volunteers are providing.

5. Director's Report: J. Moore

Section submitted A. Baugher for the Jack Hoffberger award that is presented at ACE15

The Association is focusing on small systems.

Engineering Corps: looking to build teams of designers and contractors to volunteer, and find funding. Locally, looking at the Town of Port Royal, they need a new water tank.

There is also a Small Systems Committee at the national level that will be reaching out to small systems to see how the Association can help.

Philanthropic Committee – Association is currently assessing ways to support under-served communities.

Association just received a \$300k grant from Dept. Of Commerce to increase exports of water system products.

EPA Clean Power Plan: Association is looking to ways we can participate. Water and wastewater industry uses an estimated 1% of US energy supply

AWWA India: Lots of opportunity but also risk. Looking for Executive Director to staff the office in India.

Strategic Plan is passed, and our section's plan is in synch with this.

Two nominee running for AWWA President: Jean Bailey with Fairfax Water, Michael Simpson is the other candidate, he is from Midwest.

Chesapeake will support J. Bailey

6. Chesapeake magazine – articles for winter due January 23rd

7. Trustee & Committee Chair Breakouts

Committee Chairs met with their Trustees as groups for approximately 20 minutes, to discuss recent meetings and plans for upcoming events.



8. **Trustee Reports to the Board**

Trustee: D. Funk

Customer Service Workshop: Angela Ballard-Landers reported that DC Water, WSSC, and City of Baltimore participated. R. Ellis indicated that Water Jam involved customer service and administrative personnel from utilities to staff the registration desk. This gets them to the conference when they otherwise would not have opportunity.

M. Lewis is going to start “Safety Corner” in the Chesapeake Mag. Short Course has identified M. Lewis as liaison, can we add a standing agenda item for Short Course? Concern about “aging” committee, trying to bring in new members. Next Short Course: May 31 – June 4, 2015. Currently looking for administrative support volunteers.

Short Course – M. Lewis, meeting Sept. 17th. Treasurer reported expenses \$34,250 for 2014. \$16,000 in the account. Had election/confirmation of officers.

CSAWWA offers three Short Course scholarships, but it is hard to find candidates. We used to require the operators to be members, but dropped this requirement. WWOA does paper mailing for Short Course to member operators, can CSAWWA put our Short Course scholarship application in this mailing? J. Langley will prepare the mailing this spring, R. Ellis to work with him to update materials that could be included about CSAWWA scholarships in the mailing. There is discussion that Short Course may contract out the registration and certificate distribution.

Short Course is designed now to break even. G. Lake asked do we look at raising the rates? New England has major business running training, making over \$1.7M in training!

J. Hise is doing water quality outreach to schools, looking at K-12


J. Kirk – webinar on elevated storage tanks Oct 29, lunchtime, \$10. Most in the room were not aware...

Discussion on e-bulletin, is it effective? Maybe need to do solo blasts with a more specific headline in the email subject line. Everyone is on email overload, promote events solo.

R. Ellis to get with T. DiGenova about doing event blasts.

Trustee: R. Penman

Membership Summit in February in Denver. B. Flint cannot attend, so R. Penman and R. Ellis will attend.



MAC – looking at new layout for Tricon exhibit hall – all exhibits to be on one floor this year.

Operators – JC is primarily working on Short Course

R. Wijetunge – working on student outreach – met with 45 students at Hopkins for pizza at JHU. Next stop is UM.

Feb 13th will be at ESB for Career Fair. R. Ellis noted that she was approached by ESB to purchase an Association membership, since the Career Fair is now there annually. But we may be outgrowing the space, limited number of room for interviews. R. Ellis to evaluate cost/benefit analysis.

YPs had a Top Golf event – more RSVPs than actually showed and paid. Had to pay for those who didn't show. Lesson learned, have to pay to register, which covers the cost, and is incentive to show up.

YPs are looking at another brewery tour, very successful, lots to choose from! L. Latour to continue reconnaissance. R. Dalton looking at a bowling activity before year's end, joint event with CWEA.

YP Summit is February 17th in Dallas, TX. L. Latour and one other to attend. Logistics to be final before 12-31-14.

J. Moore – an email came out that showed the section is below the goal. Can we call the dropped folks?

Trustee: J. Price

A. Duke had put together a description of the Strategic Outreach Committee, nobody got back to him. R. Ellis to distribute the description for next meeting, needs discussion, should it be the Philanthropic Committee?

9. Spring Meeting

J. Price, E. Held, Z. Nejadi attended the last meeting. There are two events including APWA regional conference in Baltimore during Drinking Water Week, so date will be the following week. G. Rest to do Water Taste Test, E. Held is looking at Naval Academy, real opportunity. L. Oakes from CWEA is running it, need to identify a budget amount. J. Price, E. Held, Z. Nejadi, and N. Lewis on the committee for CSAWWA.

10. Regional Meeting of Section Officers (RMSO) – G. Lake, R. Ellis, and Z. Nejadi attended. CSAWWA is in Region 1, and leadership from the other sections participated in a series of



meetings on October 10-11, in Canandaigua, NY. Other sections included PA, NJ, NY, ME, CT, New England, and Atlantic Canada.

Each section made a presentation to the entire group of over 40 participants. G. Lake and R. Ellis presented on the recent formation of Chesapeake Tri-Association, Inc.

Next year, CSAWWA will host RMSO in Wilmington, DE.

11. New Business

B. Gresehover has found a brewery that will take the winner of the section’s Water Taste Test, and brew it for an event, such as Tricon Meet-n-Greet, it will be branded on the bottle label. Is the board comfortable with branding a beer that we can sell at Tricon? We would have to check with Tricon caterer and the Association.

Lots of logistics to work out. Is there a liability issue? Do we have to put our name on it? Will the winning utility want their name on it?

B. Gresehover will spearhead, if anyone has concerns, or suggestions for moving this forward, send email to Brian!

12. Strategic Plan – G. Rest

The Section’s plan right now is structured as four primary categories, want to establish teams for each of them.

Member Engagement & Development

- Rob Penman (Team Leader)
- Brandon Flint
- Graeme Lake
- Gary Geck

Knowledge Exchange

- Dennis Funk (Team Leader)
- Andy Cooper
- David Smith
- Jeremy Hise

Organizational Stewardship (finance)

- Sophia Liskovich (Team Leader)
- Brian Gresehover
- Rachel Ellis
- Aaron Duke

Water Policy & Public Education


- Jay Price (Team Leader)
- Russ Dalton
- John Moore
- Teresa DiGenova

Teams will develop tactical actions based on the mission, vision, identify/specify what we should be doing as an organization to be what our mission/vision say.

G. Rest and N. Boulay will schedule and participate in the team meetings.

13. CTA formation

A. Will, current treasurer of CTA reported on the formation of this corporation.



Tri-Association Conference and Short Course have operated for years under a MOU. The three organizations (CSAWWA, CWEA, and WWOA) formed a new corporation so that Tricon and Short Course can do business.

The CTA has no interest in running either event. CTA purchases insurance, provides 501c3 status, and conducts review of all contracts over \$5,000. As a corporation it provides the fiscal and legal structure responsible for the joint events; and is designated 501c3.

The organization of CTA is comprised of one Director from each of the three organizations. Currently, these include:

Karl Ott (WWOA), President
A. Will (CWEA), Treasurer
G. Geck (CSAWWA), Secretary

Each organization establishes its own protocol for designating their representative Director, as well as the terms of office. CSAWWA may choose to add this role to the Bylaws.

For Tricon, the 2010 MOU between the three organizations needs to be updated.

CTA is still developing, but transparency is key.

N. Boulay asked how does the board change? A. Will – this is up to each organization.

Tricon and Short Course run their business as committees with individual boards and voting members.

CTA will never promote itself, there will never be a website, email address, etc.

G. Lake asked, is there fiduciary insurance? Coverage for the money? A. Will / G. Geck to determine.


N. Boulay – can we post the Tricon organization chart on the website? R. Ellis to provide to webmaster Perry.

14. Unfinished Business:

EPA Grants: G. Lake and S. Liskovich are taking the lead on this – there have been a couple of phone calls so far.

AWWA is sub to RCAP and an organization in NC.

There are two grants: Area 1 and Area 2.



Maryland – they want March, western MD for an 8-hour session on setting utility rates. We just need to arrange a venue and meals. NC State is setting up trainers and attendees.

Delaware – need a training session on Asset Management - state of Delaware is worried about trailer parks. Our training needs to be an 8-hour workshop, we run this and the funding will be ~\$3700. We have to arrange trainers and attendees.

Where do we put the grant money in the budget? Still much to do for both of these grant training sessions. G. Lake, S. Liskovich, E. Held, and J. Price to work on the effort.

EWB, UMBC chapter – E. Held reported that they are working on a project in Kenya, and they are \$3000 short of their \$27000 cost.

N. Boulay motioned that CSAWWA agree to use Tricon's EWB donation to UMBC chapter, and also add up to \$600 to match CWEA donation, to meet their \$3000 shortfall. D. Funk seconded motion, all in favor, motion passed.

Discussion – G. Lake asked, to which chapter does Tricon donate? G. Geck no longer present to answer.

15. Calendar of events – set dates early! Get info to R. Ellis, especially any registration requests.

16. Adjournment

Discussion ended at 12pm, and N. Boulay motioned to adjourn, seconded by A. Cooper, all were in favor.

Respectfully Submitted,

Rachel Ellis
Executive Director