



Chesapeake AWWA

American Water Works Association

March 28, 2014 Board Meeting MINUTES

Nicolle Boulay, Chair – 2013-14

Location: WSSC, Room LK121, 14501 Sweitzer Lane, Laurel, MD 20707

1. Call to Order

The CSAWWA Board meeting of the Board, Officers, and Committee Chairs was called to order by Chair Nicolle Boulay, on Friday, March 28, 2014, at 9:33 a.m., at Washington Suburban Sanitary Commission, Room LK121, Laurel, MD 20707.

Roll Call by Ann Baugher (for Sophia Liskovich, Assistant Secretary/Treasurer), with the following present: Raj Arora, Ann Baugher, Brenda Black, Nicolle Boulay, Andy Cooper, Craig Daly, Aaron Duke, Rachel Ellis, Brandon Flint, Gary Geck, Lawrence Latour, John Moore, Jim Newbold, Rob Penman, Jay Price, Emily Reeder, George Rest, David Smith, Rachael Vaicunas, Radhika Wijetunge, and Kevin Woolbright.

Not present were: Angela Ballard-Landers, Doug Brinkman, Russ Dalton, Teresa DiGenova, Dennis Funk, Brian Gresehover, Eric Held, Jeremy Hise, Jay Kirk, Graeme Lake, J., Michael Lewis, Sophia Liskovich, Jonathan Madagu, Kyle Massey, Zainab Nejati, Cheryl Paulin, Angela Perry, Scott Shipe, Don Sprinkle, and Malcolm Taylor.

Introductions: Chair, Nicolle Boulay, welcomed Lawrence Latour. Lawrence explained that he works with Jim Newbold and Russ Dalton of Hazen and Sawyer and he is interested in being active with CSAWWA and will be serving as the Young Professionals Vice Chair. Nicolle Boulay welcomed Brenda Black, who started with CSAWWA under contract on Monday, March 24, 2014, as Assistant Executive Director who will be working and training with Ann Baugher, in preparation for Ann's future retirement.

2. Approval of Minutes ~ January 28, 2014 Board Minutes

The January 28, 2014 CSAWWA Board minutes were presented for approval. A motion was made by Kevin Woolbright, seconded by Gary Geck, to approve the minutes as presented. The motion carried.

3. Remarks by Nicolle Boulay, Chair:

General - Ms. Boulay thanked all for attending the meeting. She announced the meeting was being recorded and for those present to leave their table tent name cards at the end of the meeting as the cards will be reused for future meetings.

CSAWWA Strategic Plan - Nicolle thanked George Rest for his fantastic work leading the committee in the development of an updated CSAWWA strategic plan (last CSAWWA update was adopted in 2009).

Nicole announced committee members, in addition to George Rest, as: Doug Brickman, Aaron Duke, John Moore, Gary Geck, and herself. Nicolle stated the mission is to align and streamline the Cheseake Strategic Plan with the CSAWWA Strategic Plan and George will discuss this later in the meeting. Nicolle proposed to have the goals portion of the strategic plan in draft followed with the next step where the committee would work on specific tactic actions. Further, Nicolle challenged the committee to have the work done soon for inclusion in the newsletter and posted on CSAWWA's website so that all the members understand CSAWWA's mission and want to be a part of the organization.

Committee Leadership - Ms. Boulay expressed the need to enhance committee leadership. One way she proposed is for each committee have at least five (5) members. Nicolle asked trustees to have, by the next meeting, a roster or list of committee members and a designated or assigned vice-chair. She explained that having a vice-chair would be beneficial in that the vice-chair would be able to serve as a back-up for the chair; and, and it would be helpful as a vice-chair serving in a leadership capacity would become familiar with the committee and would eventually be prepared to transition to committee chair with a good knowledge of the role and responsibilities of the committee.

Events – Nicolle reminded everyone to complete an event planner for any event. This form, essential to provide CSAWWA staff with guidance and details in order to address the many items and steps which are involved with each event. Nicolle urged committee members to coordinate events with Ann and Brenda. Nicolle added that Cheryl Paulin, who is away attending the WEFMAX conference, will still be involved with CSAWWA and that Cheryl has 400 service hours budgeted this year.

4. **Financial Report – Ann Baugher for Graeme Lake (Secretary/Treasurer)** - Ms. Baugher reported CSAWWA is in good financial shape. As of yesterday afternoon, CSAWWA's checking account balance showed \$130,279.28. Ann reported the amount of the CD balance as \$25,016.64 (18-month opt-up CD, 0.15% interest). The checking account balance reflects the 2013 TriCon proceeds, including payout of the 2013 and 2014 CTA operating monies all three associations share. Ann reminded everyone to submit any reimbursements to her as soon as possible so they are accounted for in the proper period.
5. **Director's Report – John Moore (Incoming Director) for Doug Brinkman (Director)** – Mr. Moore distributed copies of the Director's Report, dated March 21, 2014, to attendees and he summarized key points.

Partnership for Safe Water - John announced as a new item, the Partnership for Safe Water, "Partnership's Annual Data Summary Report", which is being finalized for release by the end of the month.

Philanthropic Program - John stated the Philanthropic Program has been established providing for additional avenues relating to water-related charitable programs for both within and outside the water industry. The Program includes setting up an AWWA scholarship trust and initiatives targeting young professionals such as student chapters in colleges, colleges educate and operate training programs. In response to a question raised by Nicolle on the program, John responded the program is targeted more for developing scholarships.

Community Education Corps - John explained the Community Education Core initiative where AWWA works with the Engineers Without Borders Program. The Program was established to assist communities in this country to develop their water programs. It is a volunteer program where engineers and operators assist the utilities to design and implement water and wastewater infrastructure. This program is similar to what they are doing in other counties; however, this program

specifically targets assistant within the USA. At this time, there are legal challenges being addressed before proceeding.

AWWA India Initiative - John stated that the AWWA India initiative was introduced at the last meeting. AWWA wants to advance more into other countries over the globe. Following a need evaluation of countries, India, was selected due to the country's poor environmental, economic, and cultural conditions. AWWA is committed to this initiative and it was approved at AWWA's winter board meeting.

Strategic Plan - John reported that AWWA is working with the Chesapeake Section of AWWA, through George Rest, to align the AWWA Strategic Plan with CSAWWA's Strategic Plan.

Water Infrastructure Finance and Innovation Authority (WIFIA) Update - John explained that the WIFIA, discussed during previous meetings, is still in the stage of waiting for congressional movement. This will be a key item of discussion during next week's Fly-In.

Value of Water Ad Campaign - John announced the Value of Water Ad Campaign which National is kicking-off to promote and advertise the value of drinking water to the general public. At this time, advertising companies are being looked at to promote this initiative. Ms. Baugher announced there will be a Leadership Webinar on April 9, 2014, 3:00 to 4:00 p.m., regarding an EPA grant fund award available for sections to use to assist municipalities with water infrastructure, targeted specifically to small systems. The grant was applied for by AWWA. Ann added that she just received the e-mail yesterday and stated that she or Brenda would send members more information on the Webinar, along with a link, should anyone be interested in registering for this, or any future, Webinar, upon request.

6. **Chesapeake Magazine** - Mr. Newbold reported that he is working on the Spring issue and the deadline for content is next week. Jim asked everyone to e-mail him with articles, notices, recaps of events, and information regarding future events, etc. Jim stated he is taking the month of May off to raise his son; therefore, he asked for a volunteer to help with the Summer issue. Specifically, Jim asked for a vice-chair to assist and this would be a good opportunity for that same individual to help in the future. Emily Reeder volunteered. Emily stated she enjoys writing and she prepares articles for a newsletter in her current position. Emily stated that she is attending Board meetings to help and she is employed with Pure Technologies, Ltd. where David Smith and Brian Gresehover also work.
7. **Trustee & Committee Chairs Break-Out** – There was a 15 minute break for trustees and committee chairs to meet and to prepare for reports.
8. **Report of Trustees and/or Committee Chairs**

Membership and Demographics - Report by David Smith (Trustee):

Operators - Mr. Smith announced that at the Berkeley Springs 2014 International Water Tasting event, Dian Taylor, a leader of Artesian Resources Corporation, received a lifetime achievement award. Delaware, on May 6, 2014, will be working with Delaware Rural Water on a DE WARN event, involving a table-top exercise with CSAWWA (Chesapeake Section) sponsoring lunch. CSAWWA will be promoted on the event flyer. For the short course, we need more applicants for scholarships as there has only been one submitted. The event is being promoted but more sign-ups are needed. A flyer is being developed within the next week, a one-page fold out with scholarship information.

Students - Mr. Smith stated the career fair event was moved, due to inclement weather, from February 14 to February 28, 2014, and held at the engineers club. The keynote speaker

could not attend, due to the time change. The Career Fair had over 20 interviewing companies and 65+ students in attendance with a successful social hour ending out the day. Sponsors will be thanked and recognized in the magazine. This was a good joint effort with CSAWWA and CSEA and it stayed within budget.

Membership committee - Mr. Smith reported the committee did receive new members at career fair. Committee members attended the 2014 Membership Summit where they were challenged with new membership goals: a first year membership retention goal (67% of 89 first year members) and a year-end count goal. This program awards cash and prizes to winning section or sections. Also, CSAWWA's Membership Committee Chair, Brandon Flint, is working on the 2014 membership plan for submittal by deadline to AWWA. The membership plan will include ways to keep achieving goals. The Membership Committee wants to be present at all events. The next event is the Joint Water Reuse Seminar. Also, DC Water was featured in the winter issue of *Chesapeake* as the utility spotlight with Brandon Flint working to include Harford County in the next issue.

Young Professionals (YP) - David advised the YP committee has an April 17, 2014, bowling event in coordination with CWEA at Mustang Alley. Last year, during a similar event, there were 30 to 40 YPs. Mr. Latour provided an update on his participation at the YP summit. He stated that Russ Dalton and he went to the summit in Savannah, GA. The day before the National YP Conference, he and other YPs met Nancy Sullivan. The main day of the Conference the topics covered included: mentorship and coaching, how to write, delegating (12 rules of delegating) and communication, and business relationships (building client relationships). One speaker, covered business and client relationships, with a focus on etiquette, and included table etiquette. Larry enjoyed attending the Summit, finding great topics presented to help YPs in their professional growth. Emily Reeder had heard the same speaker in the past and found his tips on dining and ordering wine to be helpful and informative. Larry stated he was able to network and he made contacts with different sections and everyone shared ideas. Larry stated the next YP Conference is to be held in Austin, Texas.

Membership Committee – David Smith reported the committee will be making phone calls to 89 members to poll them in order to recruit mentors. A sign-up sheet was passed around during the meeting as an opportunity for anyone interested in becoming a mentor. Mr. Flint added that this effort was found to be successful in the past. Ms. Boulay offered that ACE encouraged this in the past and she too had been a mentor and enjoyed the experience. Brandon advised a survey will be sent out to poll first-year YP members, in order to obtain input and recommendations from them. Ms. Baugher stated that an offer is now being promoted for \$10 student membership fees through May 31, 2014; and, there is a code that must be used for any students registering. Ann advised to see Brandon or her for more information.

Community Relations and Partnerships - Report by Kevin Woolbright (Trustee):

Public Relations - Mr. Woolbright stated that George Rest will be leading the annual Taste Test contest at the Joint Spring Meeting on May 8, 2014. He stated that George will be obtaining proclamations to have for the event. Efforts are underway to ensure utility companies get their samples in.

Government Relations - Kevin stated that he has not spoken with Scott Shipe as Scott is currently preparing for the upcoming April 1 and 2, 2014, CSAWWA/CWEA Fly-In in

Washington, DC. In his absence, Scott's CSAWWA Government Relations Third Quarter Board Meeting - WSSC report was distributed to Board members during the meeting.

Education and Training (Webinars) - Kevin advised that he did not have an opportunity to speak with Kyle Massey.

Strategic Outreach - Kevin reported that Aaron Duke put together a strategic plan and this is currently being discussed by the Executive Leadership Committee. Ms. Boulay stated that Mr. Duke will be asked to attend the next meeting to further discuss the plan. Kevin stated the committee is developing a list of speakers to have as a resource for events. Nicolle advised that if any speakers need to be paid, CSAWWA would need to develop a budget to pay speakers and this could be coordinated with Ms. Baugher. Aaron advised that the committee is looking to outreach through planned seminars. Aaron added they are also looking into scholarships and operator training at technical schools and colleges, with a plan to start small and later grow with the intent being a program that is self-funding with funds set aside for yearly initiatives.

Other - Mr. Woolbright stated that he has been with WSSC for 36 years and he is planning to retire in December this year or may he wait until next year. He advised he is very busy in his career, in his service as Chair of Miss Utility, and in his capacity where he oversees the 2010 law that governs excavating in Maryland having been appointed by the Governor as vice-chair of this committee. Kevin apologized for not being able to attend meetings more frequently. He added that while he serves on CSAWWA, he recommend having a Board member serve as his back-up until he retires or in coordination with the CSAWWA leadership transitioning in August, 2014. Kevin added that CSAWWA is a great organization and while he wants to serve more, he regreted that he cannot. Ms. Boulay thanked Kevin, expressed understanding, and advised that CSAWWA will be forming a nomination committee so the timing of his announcement is helpful in order to plan ahead. Nicolle thanked Kevin for his service.

Events and Communications - Report by Jay Price (Trustee):

Chesapeake Magazine - Mr. Price reported he did not have an opportunity to speak with Teresa DiGenova. E-blast newsletters are now working and everyone should now be receiving them; hopefully all technical problems have been resolved. Mr. Price announced he received the winter issue of the *Chesapeake*, and asked for more articles for future issues of the magazine.

Social Media Subcommittee - Mr. Price read Ms. Perry's (Social Media Subcommittee Chair's) Social Media Subcommittee Report dated March 28, 2014.

Website has been updated with logo and new font. Additional issues were addressed including continued slow loading and page errors by switching our web hosting provider from Host Gator to Nexcess. Almost everyone should see a vast improvement in website speed. Seamless transfer happened overnight. TriAssociation information added as well as other events. "When it Breaks, It Pours" presentations were added. Events were tweeted and added to Section Facebook Page. DC Water tweeted cover of Chesapeake Magazine issue to all its followers which we thanked them for and retweeted. No feedback was received on errant links or updates to committees.

Mr. Price recommended to everyone to check out links and let Angela know if any are found not to be working.

Arrangements - Ms. Vaicunas updated everyone on the refreshments for breakfast and lunch and she asked for input on refreshments. Everyone thanked Rachael and expressed appreciation for the refreshments.

Spring Meeting - Mr. Price stated there was a conference call last week to discuss the Spring Meeting. The Spring Meeting will be held on May 8, 2014, at the Public Works Museum in Baltimore. Price details are being developed. For an \$30 extra, one may tour the Aquarium in a behind the scenes type tour. Each tour has a maximum of 30 people per and each tour lasts 45 minutes. The theme of the meeting is building infrastructure. The agenda still being developed but will include opening remarks. Kim Burges of Baltimore City will speak regarding lessons learned. There will be networking opportunities, a vendor break, a roundtable, lunch, a taste test, other presentations, and a student competition. A happy hour is to follow. Ms. Boulay asked for time for CSAWWA to announce the 2014-2015 CSAWWA officer nominations just before the Noon lunch break. Mr. Smith responded that time will be allocated. Ms. Baugher asked for the event planner as soon as possible. David discussed the plans for the roundtable forum and the need to recruit utility participants. David will get a date for when the flyer will be ready. Ann asked for volunteers to help set-up events on Reg-On-Line. David will get the event planner to Ann early Wednesday morning. Nicolle stated that, ideally, CSAWWA needs to get a flyer out six (6) weeks prior to an event. Jay added that the Public Works Museum did not charge a fee to use the facility and asked for a donation in lieu of a fee. Mr. Penman cautioned that the event is being held the same week as the Maryland Rural Water Conference in Ocean City, MD, and this could negatively affect vendor participation. Jay stated that the Public Works Museum has a limited number of restrooms and they are looking into getting portable toilets.

Technical Committee report by Andy Cooper (Trustee):

Customer Service Committee - Mr. Cooper advised that he did not hear from Angela Ballard-Landers; however, the "Meet n Greet" is on as scheduled.

Safety - Mr. Cooper reported he had not not heard from Michael Lewis regarding safety.

Water Reuse - Mr. Cooper stated the flyer for the April 17, 2014 Water Reuse Seminar is out.

Water Quality - Andy reported that academic outreach is still on schedule for October, 2014 at the elementary school in Rockville. Craig stated that his daughter's Daisy group would like a presenter on April 10. Andy advised that a Baltimore County School will be selected for outreach in December and that the committee is looking for give-a-ways. Mr. Duke stated that he is going to order give-a-ways from AWWA's catalog which Ms. Baugher gave him. Ann stated there are funds available for bookstore items. To fill one volunteer slot for the Regional Engineering Festival, Ann passed around a sign-up sheet and asked for open shift coverage.

Water Distribution Committee - Mr. Cooper reported that the "Understanding Cathodic Protection" seminar, held on March 26, this week, was successful.

Utility Management - Mr. Daly advised he is working with CWEA to develop a seminar to be offered in June and there would be two sessions. Volunteers are needed with the goal to have seven (7) people on committee to include three (3) utility members. Craig stated he

plans to discuss ideas with committee. Craig added he may explore options on identifying venues and possibilities for a waiver of facility fee in exchange for allowing one or more persons to attend a seminar, using Ms. Liskovich's success where MDE allowed CSAWWA to use their meeting room on Wednesday for the "Understanding Cathodic Protection" seminar; and, in exchange Sophia allowed three staff members of MDE to attend the seminar at no charge. Craig stated, for example, this would be a good way to reach out to utilities as an incentive to get them to participate and at the same time allow utilities to get value. Craig will find a date. Ms. Baugher asked for sponsors for the ACE joint reception held each year with PA and VA.

9. **Calendar of Events (attached)** – Reminder by Nicolle Boulay to send all calendar additions and corrections to Ann Baugher or Brenda Black.

10. Unfinished Business

USA Science and Engineering Festival, Washington, D.C. – April 25-27, 2014 – Ms. Baugher reported on the festival and stated a jeopardy wheel is planned along with participation by youth. Give-a-way items will be offered and Geiger Pump will be providing an ongoing demonstration. The Festival plans are progressing with Melanie Penoyar coordinating from Denver and Angela Ballard-Landers assisting. There are a few time slots still open. See Brenda Black if you have a few hours to volunteer. Ms. Boulay suggested a Chesapeake Section handout be developed for distribution at the event to include CSAWWA's new logo, mission and vision, and web address. Mr. Smith will send Mr. Flint a copy of New Jersey's flyer for Brandon to develop a similar brochure.

Strategic Plan – George Rest – Mr. Rest distributed a copy of the Draft Vision and Mission Statements And Draft Goals and Objectives of the CSAWWA's Strategic Planning Committee, dated March 28, 2014. George summarized the report and explained the Committee presented three (3) versions of the Mission at the last meeting. The Committee narrowed down the three versions and also developed and refined the draft goals and objectives, having met following the January meeting. George read the Vision statement on his handout and explained the committee wanted to be more clear about what the CSAWWA is all about. George read the Mission statement advising the committee wanted to promote solutions and support. He asked for comments from Board. No recommendations to the Vision or Mission were discussed.

George read and explained the four (4) goals: member engagement and development; organizational stewardship, knowledge exchange, and water policy and public education. He also read the objectives under each goal and asked for comments. Ms. Boulay recommended limiting or consolidating the objectives to only four (4) or five (5) in order to have a better focus.

Regarding the Objectives in the Member Engagement & Development Goal, and following discussion, it was the consensus to have only four (4) bullets under the objectives where Bullet 1 would be combined with Bullets 4 - 8; Bullet 2 would remain; Bullet 3 would remain; and Bullets 9 - 11 would be combined.

Mr. Rest addressed the Organizational Stewardship goal. George stated that previously there were budget problems and now CSAWWA is at a better point. George recommended the focus now should be on maintaining financial standing. George read bullets in the Objectives. Mr. Geck suggested adding insurance coverage now that Tricon is now off our books. Ms. Baugher reported on the good budget conditions stating the *Chesapeake* is turning a profit and with going to free venues for Board meetings this has saved funds. Gary suggested that the Board could step into vendor and salesmanship programs but have not had a lot of support for this in the past, due to competition related issues. Ms. Boulay recommended including wording to require a standard operating procedure for recordation of

what CSAWWA does as a Board, and gave for example, a need to have procedures and background on what committees do and how the Board works and functions. This would include updating CSAWWA's current Organizations and Functions document.

George introduced the "Knowledge Exchange" goal and read the objective. Several members suggested adding "drinking water" in place of "water" to the goal and the pros and cons of this were discussed. Since AWWA on a National level does not use the distinction and following discussion, there was no change to add "drinking" before "water" in the goal. Several raised concern over the use of the word "premier" in the goal. To enhance and clarify the goal and following discussion, members were in favor of Ms. Reeder's recommendation to add the word "a" before "premier" in the goal. In regard to the objective, Emily recommended language to help discern and target good speakers thereby ensuring speakers meet high standards and so as not to sacrifice quality. George stated he could define speakers targeted as high quality speakers. Mr. Geck agreed that it is a good point across the board from small seminars to Tri-Con to ensure high quality speakers. Emily added it is important to look for people who have good speaking skills, are dynamic, and engaging. George agreed and recommended this would be a good objective to follow even at the National level. Ms. Boulay suggested requiring video submissions of presentations to review when soliciting speakers. Discussion continued on how speaking expectations could be brought to the attention of speakers to assist speakers with preparedness. Gary also suggested review of presentations prior to event. Mr. Daly recommended the development of guidelines for speakers. Nicolle added that an option would be to offer a seminar on public speaking. Emily recommended attention to the importance of speakers to project their voice.

Mr. Rest reviewed the final goal, Water Policy & Public Education, and there were no comments. Ms. Boulay recommended that George and she meet initially; and, thereafter, have the committee further enhance the Vision, Mission, Goals, and Objectives. In conclusion, Nicolle recommended this be on a one page document.

11. New Business

RMSO 2015 – CSAWWA Host - Ms. Boulay stated that CSAWWA will be hosting the RMSO, Regional Meeting of Section Officers next year. Nicolle advised that Graeme Lake is spearheading this effort and he will work with Brenda Black on a location venue. At this time, St. Michaels is the focus. A location will be needed to be in place by June, 2014. Wilmington was discussed but because it is too far away is not a consideration. Mr. Rest stated that a past RMSO was held at Fells Point. Nicolle asked for suggestions.

Tri-Association Conference – Awards Ceremony Proposal – Ms. Ellis stated that the Board will need to identify awards for the upcoming Tri-Association Conference. Rachel explained that only the Lauter and Fuller awards are to be anonymous. Since the other awards do not, Rachel recommended that to improve attendance at the conference it would be good to notify the award winner so the winner is present to receive the award. Rachel asked for feedback. Mr. Daly recommended notifying the winners; and Mr. Penman too, was in favor as he stated that it is important to let the Operator of the Year winner know as they do not usually attend. Rachel stated that the Board will need to have a list of awardees by July. Mr. Rest stated that an awards committee will need to determine winners in the various award categories: Horizon Award, Lauter, Fuller, Operator of the Year, Past Chair Award, Best Technical Paper, Heroism Award (to a member that did something heroic, if applicable), and the Jack Huffbuhr Award. Rob stated that he will bring an operator recommendation to the committee. Applications for Operator of the Year are to be given to Brenda by May 1, 2014. Rachel will get exact date for when the list of winners is due.

Miss Utility D.C Regulations - Mr. Woolbright announced that the DC Miss Utility regulations are being rewritten and to contact him for information on these changes.

Door Prize - Ms. Boulay applauded Ms. Vaicunas for being the winner of the door prize at the meeting.

Section Assessment – Ms. Baugher provided a background of section assessments and asked the Board to consider whether CSAWWA would want to impose an assessment. Ann explained there are 43 sections in North America. CSAWWA never implemented an assessment fee. Ann explained a section assessment is a fee in addition to a regular membership fee. Ann went over areas which charge a section assessment and recommended that as the Board grows as a section, it may want to establish an assessment. Mr. Geck stated the topic has come up before; however, the factor was the question on what would the Board use the money for, as the budget seemed to be sufficient and the only reason to would be if the Board wanted to go to a full-time staff person. Ms. Reeder asked why not proceed with a full-time staff person. Gary stated the challenge is that the Board would need to define the work for a full-time person. Ms. Boulay stated we currently budget 800 hours for a part-time staff person; however, a full-time staff person would be 2,000 hours plus the cost of benefits. Last year, Ann stated she reached 800 hours and Cheryl worked 300 hours for the Board. Ann expressed a concern that with less committee involvement that more work volume has been coming back to staff. Gary stated that the TriCon has turned into a profitable venture but organizers may need to hire full-time staff and that may reduce funds that come back to CSAWWA as volunteers used to staff TriCon. Ms. Ellis stated that TriCon has grown substantially, they are now outsourcing registration. Rachel recommended bringing this topic up again in the future to discuss. Gary stated that a change may require a full membership vote. Ann stated she would check the Bylaws to see if a full membership vote would be required, if the board supported proceeding toward a section assessment. In response to a question on the amount that would be raised by imposing a small assessment, Ann estimated it the amount to be in the range of \$3,000, and Mr. Arora stated that the amount would not cover a full-time person. Emily suggested that increasing membership would be one way to fund a full-time staff position. Emily offered her help on Brandon’s outreach committee. Nicolle recommended the Board revisit the topic of assessment as a future Board meeting item to discuss whether we need more staff hours. Nicolle asked Ann and Brenda to provide her with input on this topic.

Montgomery County Schools - Engineering and Science Professionals Needed - Ms. Reeder advised that Montgomery County Schools are trying to promote engineering and science and they are currently looking for professionals in these field to come to the schools beginning now and over the next 3 months. Anyone interested may contact Emily for contact information.

12. **Announcement(s)** - Next Board meeting - Friday, May 30, 2014, at the Howard County Public Works Utilities Training Room, 8250 Old Montgomery Road, Columbia, MD 21045 9:00 a.m. coffee, 9:30 a.m. – Noon, meeting, and concluding with lunch.
13. **Adjournment** – The meeting adjourned at 12:14 p.m.

Respectfully submitted,

Brenda Black
Assistant Executive Director, CSAWWA