



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
Gary Geck, CTA Director
Rachel Ellis, Executive Director

BOARD MEETING AGENDA

June 19th, 2015

Washington Suburban Sanitary Commission

9:00am – 1pm

1. **Call to Order** – Brian Gresehover, Chair
 - 1.1 **Roll Call** – Andy Cooper, Assistant Secretary-Treasurer
 - 1.1.1 **Board Members and Trustees**
 - 1.1.2 **Committee Chairs**
 - 1.1.3 **Visitor(s)/New attendee welcome**
2. **Approval of Minutes** –March 27th Board Minutes
3. **Remarks by the Chair** – Brian Gresehover, Chair
4. **Financial Report** – Sophia Liskovich, Secretary-Treasurer
5. **Director's Report** – John Moore, Chair
6. **Short Course Update**
7. **Old Business**
 - 7.1 EPA Grants –Graeme Lake and Sophia Liskovich
 - 7.2 Water Infrastructure AWWA Symposium – October, 2015 – CSAWWA Local Hosts
 - 7.3 Tri-Association Conference – Precon Workshop
8. **New Business**
9. **Trustee & Committee Chairs Break-Out – 15 minutes**
10. **Committee Reports from Trustees**
11. **Calendar of Events**
12. **Chesapeake Magazine**
13. **Announcement(s)** – Next board meeting, September 4th, 2015 at Roland E. Powell Convention Center, Ocean City, MD
14. **Adjourn**



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MINUTES OF BOARD MEETING

June 19, 2015

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 Graeme Lake, at 9.35 a.m.

Roll Call by Andy Cooper, with the following present:

G. Lake	R. Ellis	R. Dalton
A. Cooper	E. Reeder	D. Funk
R. Penman	N. Boulay	S. Liskovich
J. Moore	M. Lewis	T. DiGenova
G. Rest	J. Kirk	J. Newbold
N. Lewis	E. Held	J. Price

Not in attendance

B. Gresehover	J. Madagu	Z. Nejati
D. Smith	S. Shipe	C. Daly
G. Geck	J. Langley	J. Hise
R. Wijetunge	N. Lewis	B. Aylaian
A. Ballard-Landers	A. Duke	L. Latour

Guest: Chein-Chi Chang, Abbie Smith


2. **Approval of Minutes:** page 3, last paragraph, not just DE operators, but CSAWWA Operators. Given changes, N. Boulay motioned to approve, all were in favor, motion passed.

3. **Remarks by Brian Gresehover, Chair:** G. Lake welcomed the board and committee chairs, as well as guests on behalf of the Chair.

4. **Financial Report, Sophia Liskovich:**

The BOA checking account, period engineering 6/16/15 \$ 116,622.83

Certificate of deposit, period ending 6/16/15 \$25,035.57



Ready to move the \$75 reserve in July. G. Lake suggested looking into money market accounts, there is a little bit more interest.

Director's Report: J. Moore

ACE 15 went very well, record-breaking attendance, 12,500 is estimate.

G. Koontz is new President – came from PA section, and regularly attends TriCon. National President Elect is J. Francis, from VA. Second woman President in 130 years of AWWA history. B. Lenox from Oregon is running unopposed for 2017, she is our visiting officer for TriCon.

Water Equation Campaign, New initiative from AWWA, intent is to generate funding support for philanthropic initiatives. Activities focus on underserved populations in North America, with additional initiatives in global outreach, including India, Korea, and Japan.

Top Ops National Champions!!! Winning team automatically participates in ACE 16. Need to include them in the TriCon Thursday night awards. Need to find out if AWWA pays for the past year's winning team expenses. i.e. would CSAWWA have to pay expenses for two teams in 2016?

WSSC won the Wendell R. Ladew Safety Award of Excellence – two years in a row!! These are the first years for CSAWWA.

CSAWWA won a membership award at ACE 15! One of six sections recognized for membership growth.

Water Buffalos – motorcycle riders who travel to ACE and get sponsors, proceeds go to Water for People. This year they raised \$100,000, almost \$1M in the past decade!! CSAWWA sponsored Tom Kelley from our section who motorcycled to Anaheim for the conference.

Silent Auction – CSAWWA donated historic photos to the national silent auction. We are entitled to get ½ of the proceeds back. J. Moore recommended to board that we donate our \$500 to the Water Equation Campaign (WEC). G. Lake asked should we give to them or identify a local charity? At the event, proceeds were advertised to go to WEC.

Electronic vote had been conducted and stands. R. Ellis to find out if we can earmark our donation to one of the three areas. If so, D. Funk motioned that we earmark to Community Engineering Corps, seconded by S. Liskovich, motion passed.

5. **Short Course** – M. Lewis reported, success! 214 stayed on campus at Washington College for the week, ~60 commuted daily. Significant increase in female students. Next year at Washington College again, then off to Mt. St. Mary's in Emmitsburg.

Spring Meeting – 113 attendees, excellent venue, tour was great! Keynote was excellent. Vendors were very happy, lots of positive feedback! Proceeds ~\$500/organization. Any thoughts on next year's venues, send a note to R. Ellis.



6. Old Business

- 6.1 **EPA Grants** – R. Ellis reported that AWWA has won the next round of funding with the same partners. Contract negotiations should be complete late summer. CSAWWA still has one training session left to conduct in DE with EFCN, looking at late October.
- 6.2 **Bethesda Infrastructure Conference** – plenty of volunteers on board, need to know what they get. B. Gresehover to get more info.
- 6.3 **Water Distribution Seminar** – 6-22-15 up to 23 registrants
- 6.4 **Cross Connection Control Pre-Conference Workshop** – WSSC, Charles County, MDE and HydroCorp will be presenting on this.

7. New Business

- 7.1 How about a seminar on energy? T. DiGenova and C. Chang to discuss.
- 7.2 M. Lewis asked about polo shirts for CSAWWA board and committee chairs, and volunteered to take the lead on identifying the style and costs. If we get before TriCon, we can give one to visiting officer.
- 7.3 An update on the Organizational Stewardship took place. Aaron Duke was asked to have his team recommend a breakdown on where excess funds for the section would be directed. A discussion was initiated as to how much money should be considered 'excess' on an annual basis and a review of back data is underway. It is the goal that this fund breakdown be added to the budget annually to enable the section to distribute the money in a timely manner.
- 7.4 Montebello 100 – September 19, 2015: CSAWWA can have a table top, R. Ellis asked if anyone wants to volunteer, let her know. R. Ellis to shop prices for tote bags and water bottles and circulate to board to vote.

8. 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.

9. Trustee Reports to the Board

Trustee: D. Funk

Asset Management: TriCon PreCon, plus a June 25th Webinar

Water Distribution: J. Kirk reported on seminar June 22nd. Also considering a webinar in the fall.

Trustee: R. Penman

YP: Baltimore Pump Station tour, Orioles game Sunday July 12, and second annual brewery tour in Silver Spring. Curling event – trying to get scheduled.



Membership: E. Reeder doing a fantastic job! 20 new members in 2015. Membership goal is 1%, we are at 1.6% yay!! Membership Plan was submitted so we are eligible for awards for AWWA.

MAC: 13 vendor spots left out of 138!

Operators: Top Ops national winners! Want to give special recognition at TriCon, R. Penman to work with JC Langley and B. Gresehover. Three SC scholarships awarded and all three attended. Gearing up for Operator of the Year Award applications now.

Trustee: J. Price

Public Relations: Spring Meeting – Water Taste Test went great! WSSC submitted their winning water to the national conference. Didn't win, but first time CSAWWA submitted an entry in many years! Got proclamations from MD and DE Governors.

Gov't Affairs: US EPA funding is on the table in DC, and is not looking good. J. Price spoke with N. Winner about participating in our board meetings or sending a rep. N. Winner was very amenable.

Education/Training: Short Course pass rate in Water is way above average!

EPA Grants Small Systems Training: covered above

Ad-Hoc Strategic Spending: covered above

Trustee: D. Smith (absent)

E-Bulletin: no problems

Chesapeake Magazine: on schedule for summer issue

10. Next board meeting at Roland E. Powell Convention Center, Ocean City, MD, September 4th, 12:00pm – 2:30pm

11. Adjournment

Discussion ended at 12:15 pm, and J. Moore motioned to adjourn, all were in favor.

Respectfully Submitted,

Rachel Ellis
Executive Director



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COMMITTEE REPORT

TO: CSAWWA BOARD

FROM: Jay Kirk, Water Distribution Chair; Raj Arora, Water Distribution Vice-Chair

DATE: June 15 2015

The Water distribution committee has been active Q2 2015 with the planning of the “Valves, Hydrants and Meter Reading Systems” workshop to be held at Anne Arundel County’s Maintenance Facility in Millersville, MD on Monday June 22nd. This workshop was intended to focus more on operations and maintenance. Anne Arundel County has graciously offered the use of their training facilities in Millersville to help keep costs for this event low. Speakers for this event will include:

- Joe Kyle, American Flow Control – “Resilient Seated Gate Valves and Hydrants”
- Dave Lewis, Wachs Utility Services – “Butterfly Valves”
- Pat Burke, Ferguson Waterworks- “Metering, AMR, & AMI-Understanding and Optimizing your Meter Reading System”

There will be hands-on demonstrations held as part of this workshop as well which will help engage the audience and hopefully make it more useful to operations and maintenance staff. Professional and operation credits will be issued for this event.

Calls to help plan this committee sponsored activity were held on:

- May 5, 2015 (Attendees included Kirk, Arora, Ambre, Cooper, Anderer, Sathyanadhan, Ball)
- May 15, 2015 (Attendees included Kirk, Arora, Ambre, Anderer, Ball, Pat Burke- Ferguson, Joe Kyle- American Valve)
- June 17, 2015 (Attendees included Kirk, Arora, Ambre, Anderer, Burke, and Kyle)
- Flyer for workshop is attached to this report

Our committee will revisit our webinar topics to potentially host in the fall. Webinar topics under consideration include:

- Hydrant flushing programs (thought about reaching out to Dave Lewis from Wachs and Dave Wall from DC Water)
- Water Loss / Water Conservation
- Condition Assessment



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- Non-Revenue Recovery
- Looking at a possible mid-October time frame
- Will need to identify a webinar license/subscription to use (CH2M's has expired)

Recent and Upcoming CSAWWA Events:

- AWWA ACE was held in Anaheim, CA last week- limited WD Committee members were in attendance.
- The CSAWWA "Valves, Hydrants and Meter Reading Systems" workshop is being hosted by the WD Committee- June 22, 2015
- The Tri-Annual Conference 2015- September 1st - 4th; The WD committee would like to get a few members involved in moderating and room monitors- we will work with Kristi Perri to get some coverage
- Water Infrastructure Conference & Exposition, October 13-16th- This is the old DSS conference. Will CSAWWA be hosting anything for this since it is Bethesda, MD?



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COMMITTEE REPORT

TO: CSAWWA BOARD

FROM: Aaron Duke, Ad-Hoc Strategic Outreach Committee Chair

DATE: June 16, 2015

- 1) The committee has not been very active this Board cycle due to an extended period required to identify the pool of monies available for use in strategic outreach. The process took longer than usual this year due to strategic planning activities and in particular the need to verify the amount of reserves the Section wants to maintain in its accounts. As of today, the pool of monies available has been identified and the committee will begin outreach planning efforts.
- 2) The Organization and Functions description for this committee needs to be approved in order for the committee to move beyond ad-hoc status. A copy of this document is attached for reference.
- 3) The total budget amount recommended by the Finance Committee is understood to be a lump and not annual amount, so the committee will be exercising good stewardship of the monies in approach potential strategic outreach opportunities. Items to be evaluated for the remainder of this Board cycle consist of:
 - a. Scholarships for students interested in the water business. We did not get a great deal of responses from Delaware Tech or Morgan State, so our committee will be exploring scholarship opportunities at the University of Delaware and Howard University.
 - b. Long-Term Section scholarship fund. We will continue to assess the costs and long-term viability for a self-funded scholarship from the Section.
 - c. Support for technical seminars and training events. We will be reviewing the planned training and other events for the remainder of the year and see if there is a potential for financial support for these events (i.e., paid speaker fees to entire speakers with greater name recognition, etc.).



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COMMITTEE REPORT

TO: CSAWWA BOARD

FROM: Emily Reeder, Chesapeake Editor

DATE: 6/19/15

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- Our editorial deadline for the Summer issue is Friday June 26, 2015. The issue will be printed and mailed on July 29, 2015.
 - We will feature the award winners of the AWWA Silver Water Drop Award and Life Member Award.
 - We are currently short on technical pieces and need submittals by next Friday, the 26th of June.
 - We have a feature on the Spring Meeting, including the Water Taste Test and its winners.
 - We are featuring the CSAWWA Short Course Scholarship winners as well as the Safety Award that was presented to WSSC at ACE this year.
 - We are also expecting a report on the Young Professionals tour of the pump station next week.
 - Utility Spotlight will be for the town of Mt Airy, though we have not received their questionnaire back yet.



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COMMITTEE REPORT

TO: CSAWWA BOARD

FROM: Emily Reeder, Membership Chair

DATE: 6/19/15

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- Our Section welcomed 20 new individual members (Grade 02) in the month of May. As well as three Grade 06 members from the Carroll County Bureau of Utilities. Our membership growth goal for 2015 is 1% and we have already hit 1.6% growth.
 - Our Section is partaking in the AWWA Membership Challenge, a national recruitment initiative offering 15 months of membership for the price of 12. A membership offer has been customized to reflect our Section. The direct mail package has been delivered to prospects.
 - Membership Plan for 2015 was submitted to National by 3/30/2015. Membership Goals for 2015 include reaching a membership count of 865 and a 1st Year Member Retention Goal of 62% in Grade 02 (Individual) and Grade 06 (Operations/Administrative) which equates to 47 of 75 1st Year Members. Recruitment Strategies include ensuring there is Membership Committee representation at Section events (including the Tri-Association Conference), attending career fairs to promote student membership, and initiating a student chapter at local schools. Retention strategies include sending New Member Welcome letters and Committee Sign-up Forms to all new members, spotlighting a New Member each month in the Chesapeake Magazine, and recognizing members via AWWA and CSAWWA social media (e.g. FaceBook member spotlight).
 - We have one member who is late (two months late) paying dues. If anyone has any information or contacts at Flowatch LLC in Newark, Delaware please let us know. Please help us find contacts who are active volunteers, employees that commonly participate in AWWA activities, and/or the easiest person to reach to start a conversation about renewal. If you can help by pointing us in the right direction, AWWA National will make the calls and have the conversations.

STRATEGIC OUTREACH COMMITTEE

Committee Members and Organization

The Committee Chair shall be appointed by the Section Chair. The Vice Chair shall be appointed by the Committee Chair with the advice and consent of the Section Chair Elect. The Vice Chair may succeed the outgoing Committee Chair subject to the approval of the Section Chair. The Committee shall consist of the Chair, Vice Chair and a minimum of three (3) members to be selected by the Committee Chair. In addition, the Committee shall include standing invitations from liaisons from the Student Activities, Public Relations, Students, and Education and Training Committees as well as the Section Secretary-Treasurer.

Committee Functions

The purpose of the Strategic Outreach Committee is to identify causes, groups and/or activities that are important to furthering the Section's Mission, to present recommended support for these causes, groups and/or activities to the Section Board for approval, and to implement the approved support activities. The magnitude of support activities shall be evaluated year-to-year based on discussions with the Section Secretary-Treasurer. The recommendations shall be provided to the Section Board at the first Board Meeting following submission of Committee Budgets. The Strategic Outreach Committee budget shall not be submitted and finalized until the Board approves the Committee's recommended support activities for the year, and b) the magnitude of financial outlays for approved support activities are coordinated with the Section budget by the Secretary-Treasurer.

It is understood that the causes, groups and/or activities warranting support of the Section will vary from year to year based on the strategic Mission and Objectives of the Section; however, the following are considered to be basic activities that should be given standing consideration by the Committee:

- 1) Charities – the Section has historically been a strong supporter of Water for People, and should continue to identify and evaluate opportunities to support this organization (including the District of Columbia Chapter of WFP, which is not affiliated with AWWA). Additionally, Section members have expressed an interest in supporting Engineers Without Borders (EWB). Support of this organization should also be considered, but needs to be coordinated with the agreement the Section executed with the Association in regards to support for WFP.
- 2) Technical Seminars – to encourage greater participation in Section educational events, the Committee will work with the various other Section committees to identify opportunities where increased funding may be useful to encourage participation of national-level speakers. This support could include coverage of speaker fees and/or travel expenses for one or more speakers at an event.
- 3) Scholarships – increasing the scope of the Section's scholarship program is an important piece of the Section's outreach to student groups, and is aimed at increasing the number of people joining the water industry – whether management, operations or engineering. The Committee shall work on furthering scholarship efforts via two paths:
 - a. Near-term development of scholarship opportunities. The Committee shall establish relationships with area universities and technical colleges to identify opportunities for awarding scholarships to deserving students considering career paths in the water industry. The universities and colleges contacted should consider diversity in the

population, both gender/race diversity as well as career diversity (i.e., operations vs. engineering/consulting), as well as geographic diversity across the Section. The Committee shall develop annual scholarship programs with these agencies to include literature to communicate the opportunities as well as criteria against which scholarship applications shall be evaluated.

- b. Long-term development of a scholarship program as part of the annual Section budget. Looking at the successful scholarship programs of other sections, including the Pacific-Northwest Section, the Committee shall develop a plan for developing a self-funding scholarship program. This plan would consider avenues of funding (donations from outside agencies, annual Section budget line items, fundraising events like 50/50 raffles, etc.), means of communicating the program, and ultimate funding goals (how many scholarships per year and of what magnitude).
- 4) Student Outreach – along with the scholarship piece, the Committee shall identify means of increasing the exposure of AWWA to student groups within the Section. Methods to be considered include payment of registration fees for Association and/or Section events, sponsoring a student lounge at a local university or college, etc.