Meeting Minutes
Wastewater Treatment Workgroup (WWTWG) Teleconference
Tuesday, September 3, 2019 10:00 AM – 11:00 AM
Calendar Page: Link

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SUMMARY OF ACTIONS AND DECISIONS

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Decision: WWTWG approved the May meeting minutes

Decision: WWTWG approved using WQGIT governance protocols as the guiding document for their decision-making processes.

Action: Ed Dunne or Hilary Swartwood will send a copy of Isabella Bertani and Gary Shenk's presentation from the May meeting to Mohsin.

Action: Hilary Swartwood will update the CBP website member list for WWTWG.

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MEETING MINUTES

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10:00 AM   **Welcome, Introductions, and Announcements** — Ed Dunne (Chair) (15 min)

Announcements:
- Executive Council meeting on Thursday, September 5th from 11:30-2:00 PM (please note: the public portion of the meeting is from 12:30- 2:00 PM) at Oxon Hill Manor.
- The TCW GIT funded project- Reductions in PCB in Wastewater Effluent following ENR Upgrade- is almost complete. TCW would like to know if WWTWG would be interested in a joint meeting for the presentation?
    o *Yes, the WWTWG would be interested in participating in a TCW meeting for this presentation.*

Action items:
- Approval of May meeting minutes
    o **Decision:** The May meeting minutes were approved.
- Isabella Bertani and Gary Shenk will make the data used in the CSO and climate change analysis available to the WWTWG.
    o **Action:** Ed Dunne or Hilary Swartwood will send a copy of Isabella Bertani and Gary Shenk's presentation from the May meeting to Mohsin.
- Michelle will reach out to WQGIT members to discuss WQGIT governance procedures as a model for WWTWG governance at an upcoming WWTWG call.

10:15 AM   **2019 Updates to the Point Source Tool** – Megan Thynge, EPA (30 min)

Megan will go over new features to the application to make 2019 progress submission easier for states.

Summary:

The point source tool is comparing historic data to point-source files in CAST to make sure they are getting closer to one "official" wastewater data set. The changes were made to feature enhancements. This is supposed to make it easier and closer to what jurisdictions are used to in terms of submitting documents to the Bay Program. Reminder from 2019 grant guidance: expectation is that states will use this application for submission. 2019 Data Submission deadline is December 2nd.

Website Links:
1. [CBP's Point Source Data Submission Application](#)
2. [Point Source Documentation](#)
   a. This site has directions and resource lists

If jurisdictions have more specific questions or need help with this application, they should reach out to Megan at thynge.megan@epa.gov.

10:45 AM   **WWTWG Governance Protocols** – Ed Dunne, DOEE (15 min)

Ed Dunne will discuss WQGIT governance procedures and how WWTWG could use these as a model for their own governance.

Summary:

Governance Protocol: many of the WG's don't have a policy by themselves, but they follow a protocol used by the GIT. Revisit the protocols at any time. 3 main components:
1. Clearly articulate and use transparent decision-making process, with an emphasis on consensus building approach.
2. Establish a definition for membership at thee WQGIT level
3. Describe a communication process for identifying cross-sector issues that require a decision by the WQGIT.

For decision making, WWTWG would follow a five step process:
1. Discussion of the item
2. Formation of a proposal
3. Call for consensus
4. Identification and addressing of concerns
5. Modification of proposal

Decision: WWTWG approved using WQGIT governance protocols as the guiding document for their decision-making processes.

11:00 AM   **Adjourn**

Next meeting: October 1st, 2019 10:00 – 12:00 PM

<u>Call Participants:</u>
Ed Dunne, DOEE
Hilary Swartwood, CRC
Joel Blanco, EPA
Megan Thynge, EPA
Sonil Iyer, VADH
George Mwangi, DNREC
Ping Wang, DNREC
Mohsin Siddique, DC Water
John Maleri, DOEE
Mike McMahon, MDE
Robin Filacano, MDE
Jonathan Leiman, MDE
Cassandra Davis, NYSDEC
Rashid Ahmed, NYSDEC
Wade Cope, PA DEP
Luisa Lassova, PA DEP
Krystal Bloom, PA DEP
Bob Kachonik, PA DEP
Allan Brockenbrough, VA DEQ
Matt Richardson, VA DEQ
Dave Montali, WV DEP
Tricia Sizemore WV DEP
Jacob Mathis, WV DEP
Alice Palmer, WRF
Harry Zhang, WRF
Victor D'Amato, Tetra Tech