AGENDA
Water Sciences Committee
Tuesday, September 22, 2020
10:00 AM Central Time
2020 WQA Virtual Mid-Year Leadership Conference

Meeting Location
Join Zoom Meeting:
https://us02web.zoom.us/j/83939175587?pwd=RElNN1Vubj1NQldXWlJoRWNKTHp5UT09
Meeting ID: 839 3917 5587
Passcode: 424435
One tap mobile
+13126266799,,83939175587# US (Chicago)
+16468769923,,83939175587# US (New York)
Meeting ID: 839 3917 5587
Find your local number: https://us02web.zoom.us/u/kdVrhm8hCd

Members
John Keener, Chair – Toledo Water Conditioning
Frank Brigano, Vice Chair – Marmon Water, Inc.
Don McGhee – Hydro Systems, Inc.
Andrew Fenwick – Jacobi Carbons, Inc.
John Griesbach – Diamond H2O
Mark Brotman – Kinetico Inc.
Cindy Gresham – Thermax Inc.
Rebecca Tallon – A.O. Smith
Bill Siegmund – Pure Water Works, Inc.
Justin Mest – Master Water Conditioning
Charles Michaud – Systematix Co.
Mark Unger – The LeverEdge
Thomas Condon – DS Services of America, Inc.

Staff:
Eric Yeggy – WQA Staff Liaison
Bryanna Poczatek – WQA Staff Admin
Tom Bruursema – WQA Observer
Kayla Heriaud – WQRF Observer
Kim Redden – WQRF Observer

Information Agenda
1. Robert’s Rules – See Appendix A
2. Meeting Guidelines – See Appendix B
3. Legal Compliance Reminder – See Appendix C

Consent Agenda
1. Approval of 4/15/2020 meeting minutes.
2. Approval of 9/22/2020 meeting agenda.
This meeting is being recorded and will be made available on the WQA website for members only.

**Action Agenda**

1. Start meeting recording – Bryanna Poczatek
2. Call to Order – John Keener
3. Roll Call – Bryanna Poczatek
5. Approval of Consent Agenda (approval of minutes & today’s agenda) – John Keener
6. WQRF Contaminant Level Occurrence Study Update – Gary Hatch
7. WQRF Emerging Contaminant Removal and Microbial Growth in Membrane Filtration and Activated Carbon POU – Becky Tallon
8. WQRF Sustainability Comparison Study Update: POU/POE and Centralized Treatment for SDWA Compliance – Cliff Fasnacht
10. WQRF 2020 Grant Program Update – Mike McGowan
11. WQRF Emerging Contaminant Consumer Study Update – Mike Mormino
12. WQRF SDWA: POU/POE Case Studies – Shannon Murphy
14. WQA Sanitation Guidance Update – Eric Yeggy
15. Other Business (time permitting) – John Keener
16. Next face to face meeting – John Keener
   a. 2021 WQA Convention, April 27 – 29th, Las Vegas.
17. Adjourn – John Keener
Appendix A: Robert’s Rules

Call to order
A. I now call the meeting to order.

Consent agenda approval
A. Can I have a motion to approve the consent agenda? (wait for motion)
B. Is there a second? (wait for second)
C. All in favor signify by saying “aye”? (wait for response, typically “aye”)
D. Anyone opposed? (wait for response)
E. The consent agenda is approved.

Voting
A. Can I have a motion? (wait for motion)
B. Is there a second? (wait for second)
C. Is there any further discussion? (wait for discussion)
   a. Revise motion if necessary, per discussion and consensus
D. All in favor signify by saying “aye”? (wait for response, typically “aye”)
E. Anyone opposed? (wait for response)
F. The motion is approved/opposed as presented.

Recommendations
A. It is our recommendation that we . . . .
B. Is that the task force’s consensus?
C. (Ask if all are in favor for consensus)

Meeting adjournment
A. Can I have a motion to adjourn the meeting? (wait for motion)
B. Second? (wait for second)
C. All in favor? (wait for aye)
D. Anyone opposed? (wait for response)

The meeting is adjourned.
Appendix B: Meeting Guidelines for all meetings:

Expect meeting organizers and direct participants to:

- Start and stop the meeting on time
- Have an agenda, presented electronically or hard copy
- Come prepared
- Keep on topic and defer side points to “other business” or “offline discussions”
- Put name tents on end to indicate you want to speak
- Speak loud, clear, and with respect

Expect attendees to:

- Silence phones
- Limit sidebar conversations
- Keep comments succinct and on topic
- Be sensitive to time and respect for others
- Allow at least 2 others to comment before commenting again

Appendix C: Legal Compliance Reminder

Meeting reminders for Anti-Trust, Code of Ethics, Code of Conduct, Conflict of Interest, Confidentiality, and Volunteer release

This attestation reminder is required to be read to and followed by all “WQA volunteers” including but not limited to, board members, board officers, members of councils, committees, sections, or task forces, paid consultants, advisors, staff and employees. In the event legal counsel is present during a meeting, they may provide a reminder in lieu of reading this statement.

Thank you for volunteering with WQA. We value your contribution. The strength of WQA has always been the voluntary effort of people who contribute their time and talents. WQA’s volunteer and staff leadership are committed to achieving a culture of compliance through a comprehensive compliance program, not just a paper program, that is integrated throughout the Association’s business.

This is a reminder that all WQA volunteers have read, understand and attested to the following:

1. Trade associations naturally bring competitors together and it is the responsibility of every volunteer to ensure full compliance with the Antitrust laws.
2. All volunteers shall abide by the standards of conduct set forth in the Code of Ethics.
3. You recognize a shared responsibility to create conduct expectations and hold each other accountable to sustain that environment for the benefit of all in accordance with the *Code of Conduct*.

4. You will maintain and keep secure *Confidential* Information in accordance with Policy guidance.

5. Any changes in *Conflict of Interest* circumstances will be reported before the next disclosure statement.

6. *All Volunteers Release* to WQA all worldwide right, title and interest in and to contributions and work product.

All questions related to policy compliance or reports of misconduct shall be directed to WQA’s Legal Counsel or Executive Director. Reports of misconduct are made without fear of retaliation.

**Summarized reminders for**

Anti-Trust, Code of Ethics, Code of Conduct, Conflict of Interest, Confidentiality, and Volunteer release

In cases where all volunteers are well versed in their duties and obligations, this summarized version of the attestation reminder may be read. In the event legal counsel is present during a meeting, they may provide a reminder in lieu of reading this statement.

Thank you for volunteering with WQA. This is a reminder that all WQA volunteers have read, understand and attested to:

1. The *Antitrust* policy.
2. WQA *Code of Ethics*.
3. The *Code of Conduct*.
4. The *Confidentiality Policy*.
5. *Conflict of Interest* Policy.
6. The *Volunteers Release*.

All questions related to policy compliance or reports of misconduct shall be directed to WQA’s Legal Counsel or Executive Director. Reports of misconduct are made without fear of retaliation.