

Committee Plan Summary

Collection Systems Committee Structure & Groups

1 Executive Summary

The Collections Systems Committee (CSC) is to “recommend, support, and conduct continuing assessments of technologies and develop techniques to promote comprehensive sanitary and stormwater collection system planning, management, design, construction, operations, maintenance, and rehabilitation.” The CSC was established to be an industry leading resource for these wide range of collection system aspects. The committee was originally established in 1972, with re-organizations occurring in 1997, 2001 and 2016.

The most recent version of the CSC Vision, Mission, Charge and Organizational Structure was developed in 2016. The leadership structure is comprised of four main components: Committee Officers, Steering Subcommittee, Nominating Subcommittee, and Strategic Planning Subcommittee. **Section 2** provides a description of leadership roles and specific duties for each.

Membership and Service Groups

The CSC membership is comprised of a wide-ranging group of wastewater professionals including Academic Professionals, Collection System Operators, Consultants, Engineers, Regulators, Scientists, Technicians, Trade and Vendor Representatives, Water/Wastewater/Stormwater Utility Staff, and Water/Wastewater Operations personnel. It has been recognized a need to expand the reach to underserving constituencies such as academic/education organizations, research institutes and young professional groups. **Section 3** details target service groups, member recruitment and engagement.

Collaboration Analysis

The CSC business plan includes targeted engagement/collaboration with internal and external partners that are compatible with the vision/mission/objectives established for the committee. These activities are summarized in **Section 4**. The CSC engages and involves the WEF Member Associations through various activities that are described in **Section 5**.

Programs and Services

The CSC provides many activities, products and services to those interested in the wastewater collection industry including an annual specialty conference, webcasts, factsheets, technical reports, and more.

Through our various subcommittee's, technical work groups, and projects, these products and activities are developed, reviewed, and distributed. A description of the various subcommittee's, technical work groups, and projects can be found in **Appendix A**. Table below lists key program and service goals identified for FY2018 – FY 2020. More details are presented in subcommittee and project descriptions included in **Appendix A**.

Member Association Interaction

Most, if not all, CSC members are also active in their respective WEF member associations (MA); many are current or past MA leaders. In addition to the organic interaction of our CSC members with MA's, the CSC produces an “MA Exchange” publication. The Member Services Subcommittee is responsible for the development of the publication and interaction with MA's to obtain content, facilitate distribution and the exchange of ideas.

Member Engagement

Core to the CSC activities is effective engagement of the members in subcommittees and projects. CSC Members are encouraged to actively participate and focus in ideally, one CSC Subcommittee or Project Team. The Member Services Subcommittee has primary responsibility for member engagement and a Mentorship Subcommittee is available to assist members requesting assistance in finding the right fit.

Section 5 provides a description of member engagement efforts including on-boarding, connections to subcommittees and projects, and re-engagement strategy.

Marketing Strategy

The CSC has a proven track record of serving our diverse constituents, but significant potential exists to improve and expand that service and maintain our vision. In upcoming years, the CSC will *enhance* its *branding* and market reach with more focused targets and its product/service dissemination strategies through: comprehensive but targeted outreach to various types of organizations including current and expanded constituents; and extending the current methods of products and services dissemination using alternative format such as on-demand videos of technology forums, video presentation of the collection systems topics covered in various CSC fact sheets; recorded presentations of selected speakers/topics from the CSC sponsored workshops, and Interactive learning sessions on topics using web-based tools. **Section 6** presents the marketing strategy envisioned for coming years.

2 Committee Summary

The Collections Systems Committee (CSC) is the industry resource for collection system design, management operations and maintenance. The CSC was established in 1972; revised in 1997, 2001 and 2016. The most recent version of the CSC's Vision, Mission, Charge and Organizational Structure was developed in 2016.

2.1 Vision, Mission and Overall Charge

Application for membership to the CSC can be made through the Committee Membership Application. These applications are reviewed by the CSC leadership along with the WEF staff liaison.

Additional information for the CSC is provided in Chapter 6 within the WEF Committee Manual. This document includes a summary of the leadership positions within the CSC and the succession planning and approach.

The CSC is a member of the Conveyance and Watershed Community of Practice (CoP) which is represented on the Committee Leadership Council (CLC) Steering Committee by its Director.

Vision Statement: Recognizing that collection systems are a critical component of the public health infrastructure, the WEF Collection System Committee is be a steward of the environment to protect and enhance the quality of life.

Mission Statement: The mission of the CSC includes ten principles, which allow the work of WEF and the committee to provide value to the industry and WEF members.

1. Develop and promote cost-effective practices and policies in management, design, construction, operations, and maintenance.
2. Promote comprehensive water quality solutions including addressing issues related to overflows.
3. Support scientifically sound and environmentally friendly regulatory policies by providing technical and feasible solutions and serving as advisors to policy makers.
4. Advance the industry through recruiting, mentoring and developing the collection system profession.
5. Educate the industry, the public and policy makers on collection system issues.
6. Identify and acknowledge effective tools and materials, emerging technologies, and products.
7. Promote collaboration within WEF and related organizations.
8. Provide a forum for collection system topics.
9. Facilitate cooperation throughout the integrated water environment systems.
10. Support the WEF Strategic and Business Plans.

CSC Charge: The CSC shall recommend, support, and conduct continuing assessments of technologies and develop techniques to promote comprehensive sanitary and stormwater collection system planning, management, design, construction, operations, maintenance, and rehabilitation.

The CSC shall facilitate solutions to water quality issues related to collection system infrastructure.

2.2 Organizational Structure

The WEF Collection System Committee (CSC) is organized in a manner that provides the maximum flexibility, participation, and leadership advancement as possible. A leadership team of officers, a steering committee, a strategic committee, permanent subcommittees, project groups, ad hoc task teams and liaisons as outlined hereafter shall manage the CSC.

- The committee officers shall consist of a Chair, Chair Elect, Vice Chair, and Past Chair, who are officers approved by the Committee Leadership Council.
- The Collection System Steering Subcommittee consists of the four committee officers, the chairs of each of the eight permanent subcommittees and two at-large members of the committee, serving 2-year terms to provide overall direction and advisory input for the CSC.
- The Strategic Planning Subcommittee consists of a group of experienced committee members appointed by the committee officers to serve a 3-year term to assist the committee with long-range planning.
- The Nominating Subcommittee is a five-member group responsible for gathering and evaluating committee officer nominations and making an annual recommendation for each position to the CLC. The group is composed of the three most recent Past Chairs of the CSC, the current Chair, and the current Chair Elect; led by the most recent past chair. If the three slots for Past Chair are not filled, the group may select additional members from the CSC to fill the slots.

- Permanent subcommittees, with subcommittee chairs and vice chairs each serving 2-year terms to execute specific tasks and responsibilities, of the CSC include the following:
 - Member Services,
 - Specialty Conference,
 - Awards,
 - Program Symposia,
 - WEFTEC,
 - Webcasts,
 - Workshops, and
 - Projects.
- In addition to permanent Subcommittees, Projects and Technical Practice Groups ("Project Groups") are established to develop products/services to meet industry demands and drivers. Commissioning and sunseting of Projects occurs at the discretion of the committee officers with Project Group formation and management of on-going activities and mission parameters under the supervision of the Projects Subcommittee.
- The committee structure includes Ad Hoc Task Teams designated to collaborate with broader WEF initiatives on as needed basis.
- In addition, Liaisons to other relevant WEF committees are designated to assure the connectivity and to promote collaboration in delivering integrated products and services.

Figure 1 shows the CSC organization chart and Figure 2 provides an overview of the CSC leadership responsibilities. For more information about the activities, organizational structures, and responsibilities of the CSC subcommittee's, projects, and technical groups, refer to **Appendix A**.

CSC Organizational Chart

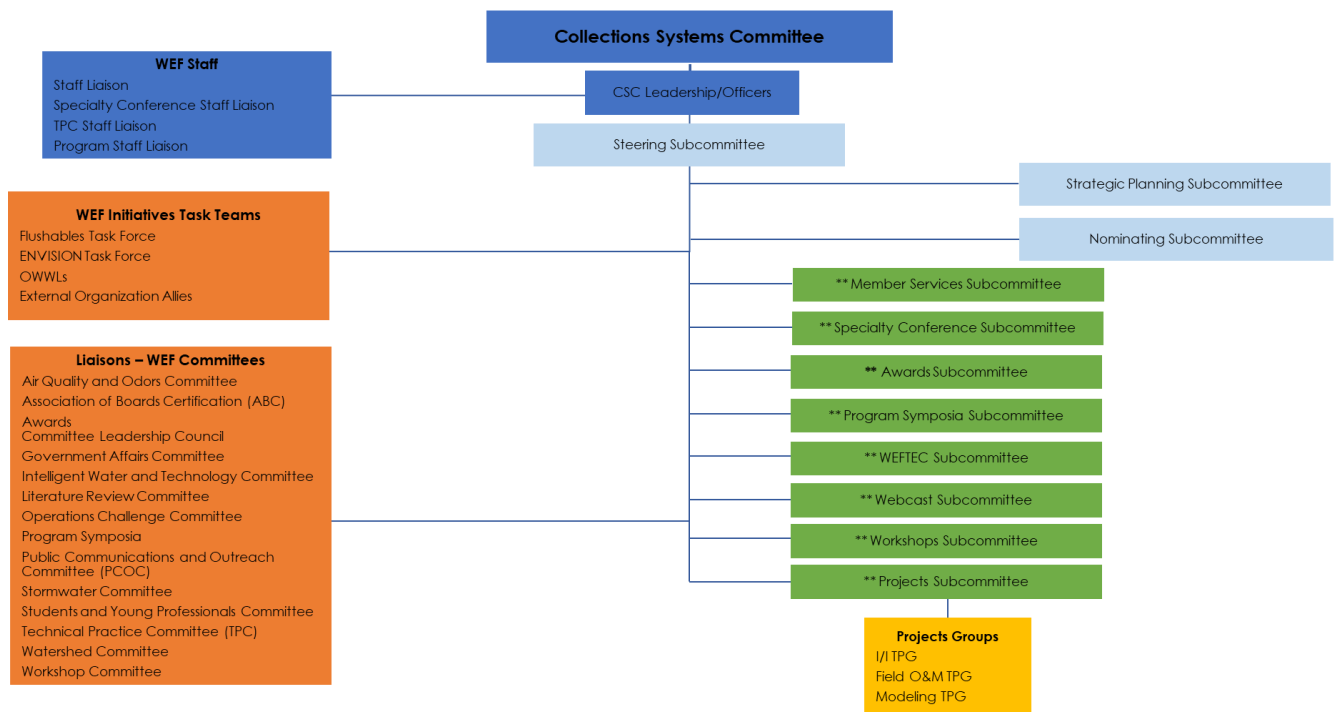


Figure 1 - CSC Organizational Structure



Figure 2 - CSC Committee Leadership Duties

The leadership structure is comprised of four main components: Committee Officers, Steering Subcommittee, Nominating Subcommittee, and Strategic Planning Subcommittee. The following subsections provide an overview of the leadership role for each of these components. Specific duties for each are detailed in the CSC Business Plan.

Committee Officers: The Committee Officers includes the Chair, Chair Elect, Vice Chair, and Past Chair positions. The Committee Officers shall lead the CSC in accordance with the established CSC vision, mission, and charge as specified in the CSC Strategy document. The following provides an overview of the leadership role for each Committee Officer.

The **Chair** is the *executive officer* of the CSC. In addition to the regular administrative duties of the CSC, the Chair is responsible for managing the relationship of the CSC with the rest of the WEF as well as allied organizations and activities. The Committee's success is dependent on regular communication with the WEF Board of Trustees, the Committee Leadership Council (CLC), with WEF staff, with regulatory agencies such as EPA, and with other organizations. To that end, the Chair's duties include the oversight and assignment of various Ad Hoc Task teams and external Liaisons as listed in Figure 2 to identify high-level developments, trends, and policy matters and maintain regular communications. The Chair serves a one-year term.

The **Chair Elect** is the *operations officer* of the CSC. In this role, the Chair Elect supervises and directs the annual activities and operations of subcommittees as listed in Figure 1. The Chair Elect also serves as CSC liaison to the WEF CLC. The Chair Elect serves a one-year term.

The **Vice Chair** assists the Chair and the Chair Elect with operational aspects of the committee and supervises and directs project activities thru the Projects Subcommittee; member engagement thru the Member Services Subcommittee; and coordination with other WEF Committees thru Internal Liaisons as listed in Figure 2. The Vice Chair serves a one-year term.

The **Past Chair** is the chair of the CSC Strategic Planning Subcommittee and leads the strategic and long-range planning activities that are needed to ensure the CSC implements WEF's 3-year business plan policies as applicable to the CSC. The Past Chair also leads the Nominating Committee and oversees committee awards thru the Awards Subcommittee as listed in Figure 1. The Past Chair serves a one-year term.

CSC Committee Leadership Duties

Administration

Chair

Committee Meetings
(Midyear, Specialty
Conference, WEFTEC)

Committee Leadership Council
(CLC) Liaison

Steering Committee

WEF Staff Liaison

WEF Initiatives Task Teams

External Liaisons

Annual Events

Chair-Elect

CLC Liaison

Program Symposia

WEFTEC Subcommittee

Specialty Conference
Subcommittee

Workshops Subcommittee

Webcast Subcommittee

Projects

Vice-Chair

Projects Subcommittee

Liaisons – WEF Committees

Member Services
Subcommittee

Strategic

Past Chair

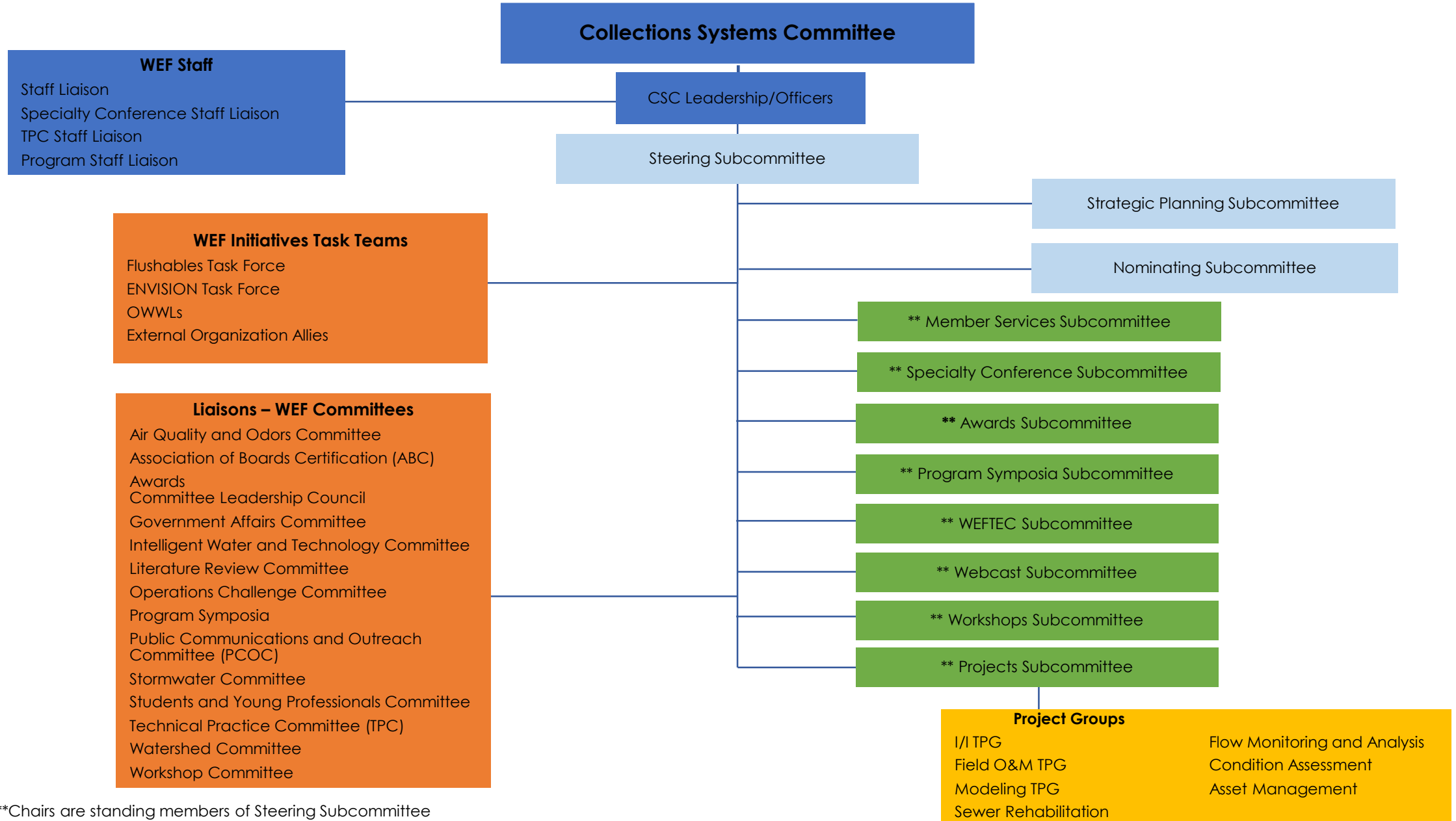
Awards Subcommittee

Technical Topics/Research

Nominating Subcommittee

Strategic Planning Committee

CSC Organizational Chart



**Chairs are standing members of Steering Subcommittee

Appendix A

Subcommittee, Technical Work Groups, and Project Descriptions



CSC Subcommittee and Project Group Overview

Awards Subcommittee

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Awards

Subcommittee or Project Chair: Justin Fenton; jfenton@ocsd.com; 714-593-7386 [outgoing]

Steven Drangsholt; sdrangsholt@brwncaid.com; (208) 389-7719 [incoming]

Summarize Activities and Products:

The Awards Subcommittee conducts the following activities:

- Interfaces with the WEF Awards Committee
- Coordinates solicitation of CS Award Nominations
- Reviews nominations vetted by the WEF Awards Committee
- Recommends selection & drafts award letter for CS Award Recipient (to WEF Awards Committee)
- Nominates CS Members for award of Golden Manhole to CS Leadership
- Review and select nominee for the CS Committee Volunteer Service Award nomination to WEF.

The Member Services Subcommittee produces the following products:

- CS Award Recommendation and Award Letter
- Golden MH Pins/Award Certificates

List Services Provided:

Assists with the solicitation of nominations and selection of various Collection System related awards. Discuss ways to improve processes and standardization of work.

Describe Any Activities Involving Member Association Liaison or Outreach:

Requests issuance of award nominations to WEF members and Member Associations.

Describe Efforts to Engage Members in Productive Roles:

Most effort is centered around review of nominations that were received by WEF. Coordination is generally performed via email correspondence and conference calls. It is desired to have more routing meetings moving forward to improve standardization / memorialize methodologies for future members.

List Any Goals or Efforts for FY19-FY21:

1. Add new committee members to help bring new perspective / train for future
2. Formalize CS Award review criterion/methodology
3. Formalize Golden MH program



CSC Subcommittee and Project Group Overview

Liaisons – WEF Committees

Subcommittee or Project Group Name: Liaisons to various WEF Committees

Subcommittee or Project Chair: Srini Vallabhaneni

Summarize Activities and Products:

Liaisons to various WEF Committees conduct the following activities:

- A liaison acts as a connector between the CSC and designated WEF committee to communicate and coordinate delivering WEF products and services. Be a spokesperson for CSC while attending meetings of other committees.
- Liaisons are “eyes and ears” of the CSC to promote collaborations with other WEF committees.
- Liaisons will attend scheduled meetings, both CSC and their designated WEF committees, and identify and act on needed collaborations.
- Liaisons will work to create teams bringing resources from both CSC and their designated WEF committees to work towards joint priorities and projects.

List Services Provided:

None

Describe Any Activities Involving Member Association Liaison or Outreach:

None

Describe Efforts to Engage Members in Productive Roles:

None

List Any Goals or Efforts for FY19-FY21:

1. Attend CSC and designated committee meeting to cultivate collaborative actions.
2. Identify one or more opportunities for collaborative efforts in delivering WEF products and services



CSC Subcommittee and Project Group Overview

Member Services Subcommittee

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Member Services

Subcommittee or Project Chair: Chip Smith, chip.smith@wsp.com; 704-342-5402

Summarize Activities and Products:

The Member Services Subcommittee conducts the following activities:

- Conducts monthly Subcommittee status calls.
- Assembles recent news and informational/promotional materials from members and Member Associations for publication in the quarterly newsletter or other distribution channels.
- Disseminates recent news, information and routine communications to members through WEFCOM, supplemented by emails as needed.
- Conducts an annual call with Member Association chairs and vice-chairs.
- Coordinate provision of WEF promotional materials to members and Member Associations for such things as WEFTEC, Specialty Conferences, webcasts, etc.
- Facilitates active participation of all members in CSC activities by assigning new members to at least one Subcommittee or Project Group at least twice a year.
- Ensures continued active participation by annually comparing Subcommittee/Project Group member lists to the CSC member list to remove inactive members from the CSC member list.

The Member Services Subcommittee produces the following products:

- Publishes a quarterly outreach newsletter.
- Emails the assignment of new members to Subcommittees/Project Groups a minimum of twice a year (following the Specialty Conference and WEFTEC).
- Assembles an annual list of CSC inactive members to be removed from the CSC member list.

List Services Provided:

The Member Services Subcommittee facilitates communication between members, CSC leadership, Member Associations and WEF.

Describe Any Activities Involving Member Association Liaison or Outreach:

As noted above, Member Services contacts Member Associations on a quarterly basis to obtain recent news, information and promotional materials for the quarterly newsletter. Annual coordination calls are held with Member Associations chairs and vice chairs. Additionally, during the months preceding each Collection System Conference, our Specialty Conference members and the host Member Association coordinate promotional materials that are included in the Member Services quarterly newsletter.

Describe Efforts to Engage Members in Productive Roles:

As noted above, Member Services assign all new members twice a year and removes inactive members from the CSC member list annually.

List Any Goals or Efforts for FY19-FY21:

1. Identify and reach out to "inactive" committee members.
2. Develop a tracking system to more efficiently track and update Member Association chair and vice chair names and contact data.
3. Continue routine Member Services activities and issuing quarterly newsletters.



CSC Subcommittee and Project Group Overview

Mentorship

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Mentorship

Subcommittee or Project Chair: Dave Brown: david.brown.nc@gmail.com (704.280.3000)

Summarize Activities and Products:

The Mentorship Committee conducts the following activities:

- Adds New Members that want to join CSC but is unsure placement.
- Or Add Older Members that need a break between assignments.

The Mentorship Subcommittee produces the following products:

- Places New and Older Members into subcommittees after member services.
- Holding Tank for future member assignments.

List Services Provided:

Mentorship works closely with new member services for placement of new/older members.

Describe Any Activities Involving Member Association Liaison or Outreach:

- Mentorship contacts the mentorship committee members about placement on subcommittees
- Contacts Subcommittee chairs about mentorship contacts that want to join their committee

Describe Efforts to Engage Members in Productive Roles:

WE engage them by asking their interest in CSC and connecting the dots between subcommittee chairs and mentorship members via email mainly but telephone as back-up.

List Any Goals or Efforts for FY19-FY21:

1. Main Goal – get the members into subcommittees out of mentorship.
2. Rather than have members quit the CSC committee allow a break between assignments.



CSC Subcommittee and Project Group Overview

Modeling Technical Practice Group

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Modeling Technical Practice Group

Subcommittee or Project Chair: Carl Chan; carl.chan@stantec.com; 317-883-9686

Summarize Activities and Products:

The Modeling TPG conducts the following activities in 2018:

- Conducts quarterly conference calls.
- CIWEM modeling code of practice reviews.
- Prepare two workshops for I/I modeling.
- Develop utilities modeling benchmarking survey.
- Develop an extended outline for a white paper on North American practices for stormwater and wastewater modeling whitepaper.

The Modeling TPG produced the following products in 2018:

- CIWEM modeling code of practice reviews.
- Draft utilities modeling benchmarking survey (pending for internal review).
- Draft North American practices for stormwater and wastewater modeling whitepaper outline (pending for internal review).
- Two workshops on I/I Modeling.

List Services Provided:

- Facilitate knowledge sharing of collection system modeling

Describe Any Activities Involving Member Association Liaison or Outreach:

- None

Describe Efforts to Engage Members in Productive Roles:

For the new member: We conducted 1 on 1 phone call with the members that were referred to us from the Member Service Subcommittee. In this phone call, we introduced them about the TPG's functions, goals, and current activities. The goal is to let the new members have a better understanding of this TPG before committing to this TPG. If they found out what the service we are providing not matching their interest, we will send them back to the Member Service Subcommittee so that they can continue to search for the right subcommittee that best fit for them.

For other members: We conducted express of interest (EOI) survey each year to all TPG members and letting them to express which projects that they are interested to involve / lead. In the survey, we also asked in the survey if members is interested to continue to be active in this subcommittee.

Starting in 2019, we will implement the following active level tracking scoring system as a trial base.

Activities	Points
Attend Quarterly Conference Call	1
Attend project conference call	1



CSC Subcommittee and Project Group Overview

Modeling Technical Practice Group

Attend in-person TPG meeting at WEFTEC, CS, Mid-year	1
Provide internal review / comment to TPG's product (whitepaper, fact sheet, workshop, survey)	3
Develop internal product contents	8
Lead a TPG project	8

Annual Scores:

- 16 points or higher – highly TPG engaged member – future TPG leadership candidates
- 6 points or higher – engaged TPG member
- 4 – 5 points with a project involvement – active TPG member
- 1 - 5 points without a project involvement – TPG observer
- 0 point – inactive (These members will be suggested to be removed from the TPG)

List Any Goals or Efforts for FY19-FY21:

1. Recruit more modeling practitioners from the utilities to join this TPG.
2. Facilitate knowledge sharing of collection system modeling
 - a. Introduce modeling to non-modeling practitioners (designers, operators, administrators, students, & public)
 - i. Fact sheets about modeling (e.g. Modeling 101 for designers; Modeling 101 for operators, etc.)
 - ii. Workshops or webinars (The workshops / webinars will be based on the contents from the fact sheets)
 - b. Provide technical modeling guidance to day-to-day modeling practitioners
 - i. White paper on North American practices for stormwater and wastewater modeling
 - ii. Survey results from Utilities Benchmarking
 - iii. Modeling guidance document on North American modeling practices or interpolation guide for CIWEM code of practices (what we will do will be based on findings from item 2a and 2b)
 - iv. Fact sheet on emerging modeling
 - v. Invited session on the emerging modeling in WEF conference



CSC Subcommittee and Project Group Overview

Nominating Subcommittee

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Nominating Subcommittee

Subcommittee or Project Chair: Dianne Sumego, SumegoD@bv.com

Summarize Activities and Products:

The Nominating Subcommittee conducts the following activities:

- Gathers nominations and evaluates potential candidates for nomination for Chair, Chair Elect and Vice Chairs of the CSC.
- Selects and recommends successors for the Chair, Chair Elect and Vice Chairs of the CSC.

The Nominating Subcommittee produces the following products:

- Recommended list of nominees for the Chair, Chair Elect and Vice Chairs of the CSC.

List Services Provided:

The Nominating Subcommittee is responsible for gathering nominations, evaluating potential candidates for nomination, and making an annual recommendation for each position to the WEF President.

Describe Any Activities Involving Member Association Liaison or Outreach:

The Nominating Subcommittee does not have routine interactions with the Member Associations.

Describe Efforts to Engage Members in Productive Roles:

The Nominating Subcommittee will not recommend candidates for the Chair, Chair Elect or Vice Chairs that do not support and encourage the goals for active and productive members.

List Any Goals or Efforts for FY19-FY21:

1. Deliver recommendations for Chair, Chair Elect and Vice Chairs on schedule.
2. Encourage participation, diversity and inclusion in all CSC leadership roles.



CSC Subcommittee and Project Group Overview

Collection System Program Subcommittee

Subcommittee or Project Group Name: Collection System Program Subcommittee

Subcommittee or Project Chair: Jaime Davidson; jdavidson@jmdavidsoneng.com; (716) 912-1423

Summarize Activities and Products:

The Collection System Program Subcommittee conducts the following activities:

- Complete a pre-screen of the submitted abstracts to ensure they have been assigned to the correct symposia and meet the abstract submission criteria (typically done by 2 or 3 members of the subcommittee in mid-December annually).
- Review and score abstracts submitted for WEFTEC from the end of December through mid-January annually.
- Review abstract z-scores and determine a top group of abstracts for consideration for WEFTEC.
- Meet at the WEF Midyear Meeting to discuss abstracts reviewed and develop the Collection System Program for WEFTEC. This includes creating sessions on specific Collection System topics of interest, selecting papers, determining moderators for each session (and assistants if known), writing a session description, and inputting session information in the WEF on-line abstract system (currently aievolution).
- Communicate with selected speakers in preparation for WEFTEC.
- Attend speaker briefings at WEFTEC.
- Moderate and Assistant Moderate Collection System sessions at WEFTEC.
- Ensure Collection Systems program at WEFTEC runs smoothly (i.e., find replacements for speakers and/or moderators that drop out or do not show).
- Coordinate with WEF staff.
- Coordinate with larger Program committee and attend Program meetings at WEFTEC and WEF Midyear Meeting.

The Collection System Program Subcommittee produces the following products:

- WEFTEC Collection Systems program, including sessions and papers to be presented at WEFTEC (a summary table is typically generated for coordination purposes).
- List of Moderators and Assistant Moderators for WEFTEC, including contact information.
- Email from Moderators to session speakers to coordinate for WEFTEC.
- Email from Chair/Vice Chair to Moderators and Assistant Moderators to coordinate for WEFTEC.

List Services Provided:

The Collection System Program Subcommittee is responsible for developing the Collection System program, or session track, for WEFTEC. Our subcommittee membership attempts to maintain a both a balance between utilities/municipal members and consultants, and a geographical balance throughout the country, so that we have diverse viewpoints and backgrounds reviewing abstracts for WEFTEC.

Describe Any Activities Involving Member Association Liaison or Outreach:

The Collection System Program Subcommittee does not actively coordinate with Member Associations, but may provide support for MA conferences by supplying speaker and abstract ideas from those submitted for WEFTEC.

Describe Efforts to Engage Members in Productive Roles:

Every member on the Collection System Program Subcommittee is expected to review and score all submitted abstracts, attend the WEF Midyear Meeting and WEFTEC, and moderate or serve as an assistant moderator at WEFTEC. We also solicit support from the greater CSC for WEFTEC Assistant Moderator positions through WEFCOM.

List Any Goals or Efforts for FY19-FY21:

1. Continue reviewing abstracts and developing the Collection System Program for WEFTEC



CSC Subcommittee and Project Group Overview

Name of Subcommittee or Group

Subcommittee or Project Group Name: Project Subcommittee

Subcommittee or Project Chair: Phil Hubbard and Bill McMillin

Summarize Activities and Products:

The Projects Subcommittee conducts the following activities:

1. Stay abreast of collection system industry's current and futuristic priorities/drivers/innovations; maintain an active subcommittee business plan for two to four year time horizon with a list of selective project topics, relative priorities and implementations plans; and create/sunset projects according to the established protocols.
2. Organize Individual Project Groups with set project goals and deliverables such as factsheets; white papers; special publications; manual of practices; workshops; webcasts, special technical sessions and industry roundtables at WEF CS and WEFTEC conferences; and collaborated activities with Member Associations and other professional organizations.
3. Manage PPVL Work Group collaboratively working with participating Member Associations – work together with Membership Subcommittee to accomplish PPVL Work Group objectives.
4. Collaborate with Workshop Subcommittee to program and deliver annual workshops on trending topics at CS and WEFTEC conferences.
5. Collaborate with Webcast Subcommittee to program and deliver annual webcasts on trending collection systems topics and likely spin-off from various project deliverables and supported by Project Workgroup members.
6. Collaborate with Specialty Conference Subcommittee and Collection Systems Program Subcommittee in sharing industry knowledge on current futuristic priorities/drivers/innovations to help formulate topics for the call for abstracts; and to promote quality programming.

List Services Provided:

The CSC Projects Subcommittee is responsible for the oversight and management of Project Teams and Technical Practice Groups commissioned by CSC leadership for a specified technical subject area, priority and/or deliverable deemed relevant to collection systems. Current Project/Technical Practice Groups are listed in the Committee Organizational Chart.

Activities of each of these "Project Groups" (project teams, practice groups and sub-groups) should include the delivery of technical products and services in the designated subject area. This Projects Subcommittee will provide the necessary focus and oversight to tune the objectives of project groups and assemble the right technical expertise to deliver high quality, select products/services to collection systems professionals covering the latest industry trends, practices, technologies and solutions. As with the committee at-large and project groups, this subcommittee membership should represent the diverse viewpoints and backgrounds of various geographies and professional categories in developing industry-wide products and services.

List Any Goals or Efforts for FY19-FY21:

1. Reorganizing of project teams
2. Set up project managers



CSC Subcommittee and Project Group Overview

Specialty Conference Subcommittee

Subcommittee or Project Group Name: Specialty Conference

Subcommittee or Project Chair: Christy Willson, cwillson@hornershirin.com, (618) 726-0319

Summarize Activities and Products:

The Specialty Conference Subcommittee conducts the following activities:

- Planning for Annual Specialty Conference
 - Opening General Session and Conference Welcome
 - Technical Program development
 - Abstract Review
 - Selection of abstracts for presentation
 - Mobile Session
 - Abstract Review
 - Selection of abstracts for presentation
 - Coordination with Vendors for presentation preparation
 - Emerging Technology Session – **highlights new products/services in industry**
 - Abstract Review
 - Selection of abstracts for presentation
 - Coordination with Vendors for presentation preparation
 - Public Relations - Conference advertising and promotion
 - Tours - Coordination with LPG for on-site field visits of real-world projects
 - Moderator/Monitors - Coordinate volunteers for each technical session
 - Generate annual roster and assign tasks for planning and coordination
 - Monthly coordination call with SCC and LPG

The Member Services Subcommittee produces the following products:

- Annual Specialty Conference
- Advertisement and Promotional Materials

List Services Provided:

The Specialty Conference Subcommittee facilitates provides educational and networking opportunities for all members.

Describe Any Activities Involving Member Association Liaison or Outreach:

The Specialty Conference Subcommittee works closely with the host member association in planning the annual conference. The group also reaches out to other state associations for promotion of the conference on websites and at conferences.

Describe Efforts to Engage Members in Productive Roles:

The Specialty Conference Subcommittee engages volunteers to act as leaders for each major task in the planning process and incorporates assistants to learn the process and take over as leaders to allow for succession planning for future years. We try to rotate responsibilities so subcommittee members have an understanding of all aspects of the conference planning process, which allows us to identify future leaders.

List Any Goals or Efforts for FY19-FY21:

1. Increase attendance and exhibitor participation
2. Highlight new products and services
- Identify Member Associations with interest to host conference **3 years out**



CSC Subcommittee and Project Group Overview

Steering Subcommittee

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Steering Subcommittee

Subcommittee or Project Chair: Kevin Waldron, kwaldron@olssonassociates.com

Summarize Activities and Products:

The Steering Subcommittee conducts the following activities:

- Serves as the executive leadership team for the CSC to ensure proper functioning the large number of subcommittees and project groups.
- Provides overall direction and advisory input for the CSC.
- Reviews and approves proposed projects for the CSC.
- Reviews and approves Project Managers, Vice Managers, Subcommittee Chairs and Subcommittee Vice Chairs.
- Reviews, and updates as needed, the CSC organizational structure, purpose, mission and objectives.

The Steering Subcommittee produces the following products:

- Current CSC organizational charts.
- Current CSC vision and mission statements.
- WEF-required reports as needed.

List Services Provided:

The Steering Subcommittee facilitates and ensure proper operation of the CSC by providing overall direction and advisory input to the full committee. The Steering Subcommittee members act as ex-officio members to specific assigned projects, tasks and subcommittees to provide regular communications between these groups and the CSC leadership.

Describe Any Activities Involving Member Association Liaison or Outreach:

The Steering Subcommittee does not have routine interactions with the Member Associations but is responsible for facilitating such interactions between the various CSC subcommittees and project groups should unexpected problems arise or if those interactions are not occurring as anticipated and planned.

Describe Efforts to Engage Members in Productive Roles:

The Steering Subcommittee receives routine reports from CSC subcommittees and project groups to verify those subcommittees and project groups and encouraging active and productive members. The Steering Subcommittee supports measures to ensure active and productive membership in all subcommittees and project groups and will, on an as needed basis, intervene to ensure these goals are met. The Steering Subcommittee will not approve re-appointment of subcommittee or project group Chairs or Vice Chairs that are not conforming to the goals for active and productive members.

List Any Goals or Efforts for FY19-FY21:

1. Complete all WEF-required reports on schedule.
2. Ensure each CSC subcommittee and project group is making progress on their individual goals and objections in a manner that encourages continuous improvement.
3. Review opportunities for CSC improvement in meeting the needs of all CSC members and Member Associations.



CSC Subcommittee and Project Group Overview

Strategic Planning Subcommittee

Subcommittee or Project Group Name: Strategic Planning Subcommittee

Subcommittee or Project Chair: Dianne Sumego, dsumego1@gmail.com

Summarize Activities and Products:

The Strategic Planning Committee conducts the following activities:

- Provides periodic reviews to update the Strategic Direction of the Collections System Committee.
- Assist and Support the Leadership and Steering Committees as needed.

The Member Services Subcommittee produces the following products:

- Strategic Plan.
- Guidance Documents.

List Services Provided:

Provide the strategic direction for the Collection System Committee.

Describe Any Activities Involving Member Association Liaison or Outreach:

The Strategic Planning Committee may develop ideas for new projects each year. The need to fill positions is coordinated with the Member Services Committee.

Describe Efforts to Engage Members in Productive Roles:

NA

List Any Goals or Efforts for FY19-FY21:

1. Develop Forms and Procedures for Nomination of the following.
 - a. Strategic and Steering Committee Vacancies
 - b. Vice-Chair of Committee
 - c. Work with Awards Committee on Golden Manhole Criteria and form
 - d. Work with Workgroups and Standing Committees to develop a plan for succession.



CSC Subcommittee and Project Group Overview

Webcast Subcommittee

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Webcast

Subcommittee or Project Chair: Marie Strandwitz,

Summarize Activities and Products:

The Webcast Subcommittee conducts the following activities:

- Conduct beginning of the year conference call to develop potential topics for webcasts
- Coordinate with WEF staff and NASSCO to determine which webcasts will be CSC developed and which will be NASSCO sponsored (based on availability for assigned date, preference to alternate between NASSCO/CSC, etc)
- Peer review of NASSCO presentations, as necessary
- Secure speakers and moderators for CSC developed webcasts
- Provide WEF staff with webcast Title, Description and List of Speakers for use in marketing materials
- Participate in webcast kickoff, coordination and practice calls
- Review and comment on draft presentations

The Webcast Subcommittee produces the following products:

- Typically two webcasts per year (CSC is assigned 4 webcasts - two are NASSCO sponsored, two are Subcommittee developed)

List Services Provided:

Provide a convenient way to deliver the latest industry trends, practices, technologies and solutions to water professionals. Webcasts give participants the ability to view live presentations on the web and provides viewers with the ability to submit questions directly to the speakers. Recommended professional development hours (PDHs) may also be earned for participating in a webcast.

Describe Any Activities Involving Member Association Liaison or Outreach:

Notify respective Member Associations of upcoming webcasts for use in newsletters, email blasts, etc.

Describe Efforts to Engage Members in Productive Roles:

Promote active discussions during brainstorming conference calls to determine industry hot-topics and upcoming webcasts. Encourage subcommittee members to moderate webcasts or present. Use WEF/COM platform to advertise potential speaker needs. Inactive members are removed from the roster as needed.

List Any Goals or Efforts for FY19-FY21:

1. Continue to produce well attended and highly rated webcasts.
2. Participate in NASSCO webcasts as necessary.



CSC Subcommittee and Project Group Overview

WEF Initiatives Task Teams

Subcommittee or Project Group Name: WEF Initiative Task Teams

Subcommittee or Project Chair: Kevin Waldron,

Summarize Activities and Products:

The Insert Name Here conducts the following activities:

- Use bullets.
- Add bullets as needed.

List Services Provided:

Add description. If extensive, use bullets.

Describe Any Activities Involving Member Association Liaison or Outreach:

Describe interactions with Member Associations. If extensive, use bullets.

Describe Efforts to Engage Members in Productive Roles:

Describe how you encourage active and productive members on our Subcommittee or Project Group. Explain how you remove inactive members if appropriate. (Note that if you are having trouble with inactive members, Member Services is a resource that will help you with that problem.)

List Any Goals or Efforts for FY19-FY21:

1. Briefly identify goals for next year.
2. Add numbered bullet as needed.



CSC Subcommittee and Project Group Overview

Workshops Subcommittee

Please fill in the following information for the 1-page description for your Subcommittee or Project Group. Try not to exceed 1-page.

Subcommittee or Project Group Name: Workshops

Subcommittee or Project Chair: Ethan Edwards, P.E.; ethan@cowangroup.co; 918-949-6171

Summarize Activities and Products:

The Workshops Subcommittee conducts the following activities:

- Reviews pre and full proposals submitted for consideration for the CSC Specialty Conference and WEFTEC
- The subcommittee chair serves on the Steering Committee and assists in the selection of workshops for the WEFTEC program
- Works with other subcommittees, as needed, for review/comment/input on workshops requesting CSC sponsorship

List Services Provided:

See Activities listed above.

Describe Any Activities Involving Member Association Liaison or Outreach:

- The subcommittee chair serves on the Steering Committee and assists in the selection of workshops for the WEFTEC program
- Works with other subcommittees, as needed, for review/comment/input on workshops requesting CSC sponsorship

Describe Efforts to Engage Members in Productive Roles:

- Frequent email correspondence with the members.
- Periodic conference calls
- Get-togethers at WEFTEC and Mid-Year meeting

List Any Goals or Efforts for FY19-FY21:

1. Diversification of workshops
2. 50% subcommittee member participation
3. Removal of inactive members from the group