

**Community Resilience Panel:
Water and Wastewater Standing Committee Meeting**

MEETING DATE: November 17, 2016
TIME: 2:00 pm to 3:00 pm EST
ISSUE DATE: January 30, 2017

ATTENDEES:

Attendee	Affiliation
Sunil Sinha (Vice-Chair)	Virginia Tech
Dryver Huston (Secretary)	University of Vermont
James Anspach	CARDNO
David Goldbloom-Helzner	US EPA
Walter Graf	WERF
Scott Haskins	CH2M
Nishant Parulekar	City of Portland Environmental Services
Charles Scott	Las Vegas Valley Water District, Nevada
Berk Uslu	Virginia Tech
Vivek	Virginia Tech

DISTRIBUTION: Attendees and Committee Members
NOTES BY: Dryver Huston

1. Welcome and Introductions

Sunil Sinha (Vice-Chair) opened the meeting at 2:00 pm EST with an agenda and an overview of the present activities and plans for the committee. A series of discussions related to the Knowledge Base followed.

2. Knowledge Base Overview and Committee Structure

Vice-Chair Sinha described the roles and membership of the three review committees, document profiles, and taxonomy. An overall goal is to produce a Resilience Knowledge Base that serves the needs of the utilities. Approximately 40-50 documents have been submitted.

The ensuing discussion covered the types of documents that can be included and who can provide reviews. The group concluded that documents that help utilities should be included. The review is performed by committee members and ultimately approved by the overall Panel.

3. Database

Vice-Chair Sinha presented details on using the WaterID database for loading, reviewing, and archiving documents. He began with a demonstration of the website interface. New login information will be sent to committee members as needed. Documents can now be uploaded, but they require saving first. The

database can accommodate most file types, including software, but care must be exercised with copyrighted material.

4. Document Review

Vice-Chair Sinha led a discussion on the review process and review criteria. The group decided to grade documents on a scale of 1-5, based on the review criteria listed on the website. Ultimately the documents will be accepted or rejected. A taxonomy structure will aid in deciding where to place documents within the database. This taxonomy includes geographic classification. Email notices will be sent to committee members on a timely basis by the committee leadership. Documents that span the Water, and Wastewater, including Stormwater Review Committees will be reviewed by both.

5. Future Meetings

Future meetings are anticipated on the third or fourth Thursday of each month.

6. Adjournment

There being no other business, Vice Chair Sinha adjourned the meeting at approximately 2:51 pm (EST).