

England Water Works Association
Board of Directors Meeting Minutes
April 3, 2012

The New England Water Works Association Board of Directors held a meeting on April 3, 2012, at the Hilton Garden Inn in Worcester, MA. President Michael Covellone called the meeting to order at 4:40 p.m. Those present were David Paris, Mark Wetzel, David Harris, Matt Pearson, David Polcari, Phil Bilodeau, David Kane, Peter Pezanko, Louis Schoolcraft, Ken Booth, Pat Connelly, John Storer, Carol Harris, Sarah Pillsbury, Red Dufresne and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and Director of Communications Kirsten King were also in attendance in addition to Rick Kenney and Bob Wood of the Green Mountain Water Environment Association.

Item #1 – Consent Agenda & Minutes of February 9, 2012.

1. Minutes of February 8, 2012.

Dave Polcari motioned to accept the consent agenda. Louis Schoolcraft seconded. The motion was passed unanimously.

Item #2 – Old Business.

Item #2a – NEWWA Reconsider Server Replacement – Cost of \$16,000 to Move to Cloud - Attachment.

Ray provided background to the board as to why the cloud is now considered a better option for the association. The board had already voted to replace the server.

A memo was distributed to the board that detailed costs as well as benefits of the cloud.

David Polcari made a motion to rescind the hardware purchase. David Harris seconded. The motion was passed unanimously.

David Polcari made a motion to move forward with cloud server lease in lieu of hardware. Louis Schoolcraft seconded. The motion was passed unanimously.

There was discussion over the benefits and costs of a cloud versus hardware purchase. It is a 3-year contract that would also allow us to switch to a different carrier at the end of the 3 years. There is also an option to switch to a new carrier within the 3 years if we are not satisfied. Full details were laid out in the board memo.

Item #2b – Mike Garofano and Operator Recognition – Dave Harris.

David Harris provided an update on his discussions with the granite company regarding the granite table proposed for the back of NEWWA's facility in Holliston.

It would be a 6' table, 2" thick with 4 benches and an inscription for drinking water operators as well as to remember Michael Garofano of Rutland, Vermont killed during tropical storm Irene.

Dave recommended that Swenson Granite do both the setup and delivery of the table.

The retail cost of the table and benches is \$4,500 to \$5,000. NEWWA could receive the entire package for about \$2,800.

Dave recommended that if NEWWA were to move forward it be done during the summer months; we could then invite Mike's wife and son for a dedication.

Funds would be taken from the capital budget.

David Paris made a motion that NEWWA find money in the capital reserve fund to fund the table/memorial in an amount not to exceed \$5,000. Ken Booth second. The motion was passed unanimously.

David Polcari recommended that we incorporate additional names of those who have also lost their lives in the line of duty.

The final suggestion was to keep the table as is and then also obtain a smaller marker to list specific names of those who have also lost their lives.

Item #3a – NEWWA FY2013 Proposed Budget Recommendations – See Attachment.

Ray highlighted the budget and noted that there is a decrease by 4.2 percent from last year's budget due to grant funding cuts. Other highlights included:

- The final training budget is proposed at \$1.175M, which is slightly larger than last year. This includes a \$5.00 increase in programs. We haven't had any increases for 2 years.
- There are no proposed advertising increases.
- There is a proposed \$10.00 increase for a full registration and \$5.00 for a 1-day registration at conferences.
- The first booth at the Spring Conference is proposed to increase by \$20.00. There would be no additional fee increase for additional booths.
- Cost for annual conference vendors are proposed to increase about 10 percent (approximately \$30.00). This is a larger increase than others but the fee has been very low since we began the program.
- The Massachusetts contract is projected at \$540,000. RI is proposed to have the same funding (pending contract signing).
- Salaries – there is a proposed 2.5 percent pool of money for salary adjustments.
- Mission sharing will remain at the same level.

David Polcari made a motion to approve the proposed FY13 budget. David Harris seconded. The motion was passed unanimously.

Item #3b – Bylaw Amendment for Additional Director-at-Large – Dave Paris.

The idea is to make the board one seat larger, increasing it to 18 seats. The added seat would be an at-large. The reasoning is that options for active volunteers to be on the board are limited typically to at-large seats unless that person is also active within their state association(s).

This idea came about because we have multiple strong, active, and vibrant people vying for the at-large position open for this year.

David Polcari made a motion to change the NEWWA bylaws to make three directors at large on the board of directors. Ken Booth seconded.

David Polcari noted that he is not in favor of making the board bigger. He feels it is big now and if we make it bigger to accommodate those currently running, what happens in the future if we cannot fill all the

spots. Should we go down to 2-year terms, for example. This would also make the board an even number of people and stated that there are other ways for people to become involved.

Carol Harris feels that if we create another position we can run into issues in the future with filling that position. She also said that it is not required by our bylaws that people be actively involved within their state association to be on the board.

There was an active discussion on the pros and cons of changing the bylaws to add another director-at-large position.

Dave Paris wants to open more doors to the NEWWA active membership.

Pat Connelly feels there is adverse impact to adding multiple names to a ballot and that whoever loses may lose interest. He feels it is the Nominating Committee's responsibility to choose the most worthy candidate to serve. He has also seen times where we have had difficulty filling positions.

David Polcari made a motion to rescind the previous motion. Ken Booth seconded.

David Kane motioned to table the discussion. There was no second on the table.

Item #4 – Treasurer's Report – Financial Update.

Through February the association's net income of \$2,373 consists of a \$14,000 gain from investments and an operating loss of almost \$12,000. While the operating income is at a loss it is about \$30,000 better than budget through February. We were originally projected for a \$43,000. A reason for the loss is that we have not received final numbers yet for the spring conference.

Training income continues to be strong. MASRF program revenue and expenses are both lower than budget. In the expense side under PR for the month of Feb we were under budget as far as expenditures year to date (YTD).

A \$20,000 decrease relates to the mini audit. Results are part of the package from the auditor. The 5-page report prepared for board lists findings. For the most part they found things in better shape than where we were last year. Full details are in the report.

Another adjustment is a \$9,000 item for work done on building. Auditors will move this into capital expenditures when they do the audit.

Our YTD estimated loss of \$6,000 is still better than budget.

Overall we are in good shape for this year.

The auditor also mentioned the need for 2 policies that we should consider. First being a record retention schedule (we have obtained AWWA's for reference/template). And second a whistle blower policy; we also have AWWA's copy that will be used as a basis for a NEWWA policy.

The Investment Committee, which reviews the portfolio of reserve money and employees' 403B will meet on April 25 at 10:00a.m. Board members are invited to attend if they are interested.

Mark Wetzal made a motion to accept the treasurer's report. David Harris seconded. The motion was passed unanimously.

Item #5 – AWWA Update – Pat Connelly, AWWA Director.

Item #5a – AWWA Director’s Report.

June AWWA Annual Conference & Exhibition (ACE):

Keynote speakers include:

1. Steve Roberts at Opening General Session – Political pundit and award-winning journalist; has covered nine presidential elections (married to Cokie Roberts). Will talk about current election insights.
2. Emmitt Smith at Water Industry Luncheon – three-time Superbowl Champion with Dallas Cowboys; 15 years as NFL running back, NFL's all-time rushing leader, 2010 Hall of Fame Inductee; only running back ever to win Superbowl Championship, NFL MVP, NFL Rushing Crown, and Superbowl MVP in the same season (1993).

Update on AWWA Utility Quality Programs Ad Hoc Committee -- AWWA decisions are expected June 2012:

- a. Partnership for Safe Water will remain strong and gain a more formal relationship with AWWA
- b. QualServe – Benchmarking component will remain; other parts likely put on hold
- c. G-Series Management "Standards" will remain; other parts of Utility Management Quality Committee efforts likely put on hold

Water Infrastructure Finance & Innovation Authority (WIFIA) – summary FYI (handout provided):

- a. The US' aging water and wastewater infrastructure needs larger investment for repair and rehabilitation
- b. EPA estimates shortfall in available money >\$530 billion over next 20 years – huge “infrastructure gap”
- c. People are best served by water & wastewater systems that are self-sustaining through rates and other local charges
- d. The Federal government can play an important role by facilitating local spending by lowering the cost of borrowing capital for these projects
- e. Low-interest financing creates leverage (3% interest reduction results in 20% savings over 30 years)
- f. AWWA urges Congress to create a WIFIA modeled after the successful Transportation Infrastructure Finance and Innovation Act (TIFIA)
- g. Funds flow to larger projects or to State Revolving Funds. Loan repayments flow back to WIFIA
- h. WIFIA would:
 - offer loans, loan guarantees, and other credit support for large water projects
 - reduce the cost of leveraging for State Revolving Fund programs by lending to them directly
 - provide a streamlined approach to financing
- i. WIFIA would access Treasury funds at long-term Treasury rates and, in turn, offer assistance in the form of low interest loans, loan guarantees, and other credit support to large water and wastewater projects and to SRFs.

Phil Bilodeau also voiced his support of WIFIA.

Lastly, the Natural Resources Defense Council (NRDC) is planning to release a report on April 5th analyzing State's preparedness for water threats to public health, the environment, and the economy arising from climate change. 14 states are expected to be highlighted, including New Hampshire (only state in New England).

Dave Harris made a motion to accept the AWWA director's report. Dave Polcari seconded. The motion was passed unanimously.

Item #6 - Executive Director and Staff Reports – March 2012 - Ray & Staff.

Item #6a – Training – Ted Kenney.

Ted updated the board on the continued impact of the changes to the Mass. Board of Certification exam requirements.

We offered the first of our 12-week trainings last fall. Attendance included 20 in the D2-4 course, and 10 in the T2. There were an additional 52 in grades 1 and 2 trainings.

We are staggering the offerings and are now 3 weeks into the 12-week schedule of D2-D4 with 52 registered.

There are an additional 17 in the current treatment course.

The total attendance for the spring with all exam review courses is 134 students.

The excavation/machine courses start in May. The cross connection program remains busy in all 6 NE states as well as NY, NJ, and PA.

The Laboratory Operations Committee had its 14th annual symposium in March with 47 attendees.

The Water Quality Symposium is coming up with 72 already registered. There is an outstanding group of speakers.

The Water Resources Committee has started planning for its symposium in October.

Contract trainings – Champlain Water District asked us to do supervisory skills and communication classes.

We are continuing our joint programs with the CT Section and Green Mountain, SWSC, and SRF ERG programs in Franklin, NH, with DES. We also had five sessions with 179 people at the MWUA conference in Portland.

We were also notified that we will receive an AWWA Section Education Award for our Workforce Brochure. This is the 22nd education award for the association.

Item #6b – Communications & Grants – Kirsten King.

Kirsten updated the board that *The Source* newsletter received a new look to coincide with the new Web site and sent around a print proof for review. Mark Wetzel will write the next "In the Boardroom" article.

The Web site is in its final stages of testing and is scheduled to go live in mid-April.

In addition, the PR Committee:

- Launched a YouTube video contest utilizing the "Only Tap Water Delivers" campaign in mid-January. The campaign was marketed on NEWWA's and AWWA's social media channels (Facebook, Twitter, and YouTube), on NEWWA's home page, in NEWWA's E-Source, to NEWWA's Young Professional, Education, and Student Activities Committees, via social media friends, and on the TD Garden's Web site. Unfortunately as of March 27 no entries have been received. We have spoken with AWWA about success of video campaigns and they have seen a similar pattern (only three entries for a nationwide campaign). We will re-evaluate whether we will offer a program like this again.

- Has contracted with and will be placing transit ads across Rhode Island (partnering with the RIWWA), Manchester, NH (partnering with MWW), Boston (partnering with BWSC), and Hartford (partnering with CTAWWA). These ads (both interior and exterior) will run from late April through late May; coinciding with Drinking Water Week.
- Contracted with the TD Garden in Boston for Web advertising (YouTube contest ad has been on their home page since early March and ran through March 31), bathroom signage (which is currently up and will run throughout the Celtics and Bruins seasons), and signage in North Station during Drinking Water Week. Web ads will also run again on their home page during Drinking Water Week.
- Submitted paperwork to exhibit again at the Earth Fest in Boston on May 19, 2012. We will distribute information on proper water filtration and AWWA materials on the safety of drinking water.
- Is coordinating with a road race taking place in Winthrop, Mass., this June where we will distribute Only Tap Water Delivers materials as well as collapsible water bottles. We are also contacting the MWRA to see if we can obtain their portable water bubblers for runners to fill their water bottles from.
- Continues to issue news releases and letters to the editor on timely topics and is working with Norine Bacigalupo to draft ones specific to drinking water week and Only Tap Water Delivers.
- Continuing to follow up and plan activities according to items discussed at the summer planning session. Plans for Drinking Water Day 2012 in Massachusetts are being finalized, and the awards ceremony will be held on May 8 at the Waterworks Museum in Boston.

Item #6c – Ray’s Report Including Computer System Update, Go-Live Mailing, and Other.

Ray provided an update on the Spring Conference and noted we have printed a new exhibitor booklet.

There are also a lot of upcoming events in May, including the Water for People Gala on May 5, golf tournament, drinking water day, and the Water Quality Symposium.

The CT joint luncheon at ACE is at the Y.O. Steakhouse in Dallas. Ray encouraged any board members who will attend to register.

He also reminded the board that we need to secure a new conference site for 2014 as the Balsams will be closed for renovation.

Ali is working on big EPA grant proposal and is also preparing a final report for the MCSSA grant from this 2-year cycle which ends on June 30, 2012. There will be a gap between contract resigning and monies coming in and we are now looking at November or December before anything shows up in the budget.

We are also in the process of sending out 10,000 letters to anyone who has ever taken a course within the past 5 years with their username and password to the new Web site.

Painting is complete on the interior of the building and the sidewalk work is done. Window replacement and exterior wall work will begin in the spring.

There was also a story about the Waterworks Museum in the March 24, 2012, issue of *The Boston Globe*.

David Polcari made a motion to accept the executive director and staff reports. David Harris seconded. The motion was passed unanimously.

Item #7 – Council Director Updates on Committee Actions – Council Directors.

Item #7a – Council Director’s Review – Committee Updates – Council Directors.

Item #7b – May 18th – Council Meeting – All Directors Should Encourage Committee Attendance – Dave Harris & Dave Polcari.

Item #7c – Reminder of This Year’s Major Goals 2011-2012 – Reminder (From President’s Plan).

1. Encourage and expand opportunities for broader member participation in association programs and committees.
2. Implement new initiatives and expand existing programs that NEWWA can work collaboratively with other organizations where there already exists a commonality of interests or where new bridges may be formed.
3. Expand NEWWA programs and activities designed to assist and enable water suppliers to be more proficient in their efforts to increase awareness of water supply issues to the general public.
4. Utilize information learned from the membership survey to better provide “value” to our membership and deliver to them the type of association that they expect and deserve going forward into the future.
5. Provide, through our membership, input into discussions that explore evolving technical aspects of water supply as they relate to water quality and the environment in our region.

Item #8 – Committee Reports.

Item #8a – Executive Committee; Award Naming. Creation Review and Direction Committee: Phil Bilodeau.

No report.

Item #8ai – Revised Window Replacement Request – Facilities Committee.

Covered in the executive director’s report.

Item #8b – Water For People Gala Update – May 5, 2012 at the New England Aquarium.

No report.

Item #8c – Welcome Wagon Committee Update – Lisa Gove & Matt Stosse - Attachment.

The purpose of the Welcome Wagon Committee will be to greet new members into the association and try to get them more active right out of the gate.

Item #8d – Jerry Healey Award Ad-hoc Committee – Jim Marvel or Tom MacElhaney.

The goal is to have the award ready and awarded by the 2012 Annual Conference.

Item #8E – Legislative Update.

A meeting took place right before the board meeting with the state associations. It was very productive with good conversation. The discussion went well and there was a lot of information sharing between groups.

Item #8F – Sustainability Committee – May 31, 2012, at the Holiday Inn Boxborough – Ken Booth.

Plans are to have the flyer finalized within 2 days, and then have staff mail the information out. It is a good agenda, and the committee is looking forward to it. So far they have received great support from sponsors. This will be a similar format to the first year with panel discussions, etc.

Item #9 – Announcements and Meetings.

Item #9a - Executive Committee – May 3, 2012 (tentative) and June 26, 2012 at 10:00a.m. at NEWWA.

Item #9b - AWWA ACE Luncheon – June 11 at 11:45a.m. at Y.O. Ranch Steakhouse, Dallas, TX.

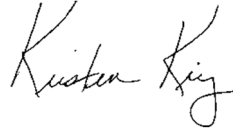
Item #10 – Adjourn.

David Paris motioned to adjourn and David Harris seconded at 6:52 p.m. The motion passed unanimously.

Respectfully submitted,



Raymond J. Raposa
New England Water Works Association
Executive Director and Corporate Clerk



Kirsten King
New England Water Works Association
Director of Communications