

England Water Works Association
Board of Directors Meeting Minutes
February 8, 2012

The New England Water Works Association Board of Directors held a meeting on February 8, 2012, at the Holiday Inn By the Bay in Portland, ME. President Michael Covellone called the meeting to order at 8:32 a.m. Those present were David Paris, Mark Wetzal, David Harris, Matt Pearson, David Polcari, Phil Bilodeau, David Kane, Peter Pezanko, Louis Schoolcraft, Ken Booth, Pat Connelly, John Storer, 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.

Item #1 – Consent Agenda & Minutes of December 14, 2011.

1. Minutes of December 14, 2011.

Dave Polcari motioned to accept the consent agenda. Pat Connelly seconded. The motion was passed unanimously.

Item #2 – Old Business.

Item #2a – NEWFound Update - Dave Paris.

Dave Paris noted that he has received support from the greater profession for NEWFound and a group of interested parties will meet in March. At that time they will discuss the effort, begin to establish a basis/scope, look at support from outside New England, begin to establish a funding model and how it will function, as well as assemble a board model, legal status, etc. He invited interested board members to attend.

Item #3 – New Business.

Item #3a - NEWWA, Inc. Dues – NEWWA, Inc. Dues Increase Recommendation, Keep Proportional with Section Dues.

- i. NEWWA, Inc. Dues Increase Proposal - Below recommendation is for an average 5% increase - five dollars for an individual from \$95 to \$100. – Dave Harris

AWWA recently increased its dues approximately 5 percent in addition to a \$2.00 section charge. NEWWA Inc. has always tried to stay within a certain parameter between NEWWA Inc. and AWWA dues, thus the proposed \$5.00.

David Harris made a motion to increase the NEWWA Inc. individual dues by \$5.00 to maintain proportion to the AWWA dues increase. Matt Pearson seconded. The motion was passed unanimously.

Item #3b - NEWWA Facilities Committee Recommendations – See attachment.

Ray referred to the written report. The main items are window seals (will need to replace windows that have direct sunlight first as they are the first to deteriorate). Also, two manholes in the back parking lot need to be repaired. All project funding would be out of the capital fund. There is also a recommendation to change the fund name to: “capital renewal, replacement, and reserve fund.”

Matt Pearson made a motion to approve the Facilities Committee proposal as outlined in the memo dated January 30, 2012. Phil Bilodeau seconded the motion with an amendment to change the fund name to the “capital renewal, replacement, and reserve fund.” The motion was passed unanimously.

Item #3c -NEWWA Server Replacement by Purchase – Estimated Cost \$16,000 – See attachment.
Written memo.

David Paris made a motion to authorize the executive director to spend up to \$20,000 for a new association data server. Ken Booth seconded the motion. The motion was passed unanimously.

Item #3d - Other – By Member.

Phil mentioned two upcoming activities. The first is that the NHWWA and NEWEA, in affiliation with the NH Water Pollution Control Association, NH Public Works Association, American Society of Civil Engineers New Hampshire Section, and American Council of Engineering Companies of New Hampshire are holding a “Water Matters” legislative breakfast on February 15, 2012 in Concord, NH to update legislators on infrastructure issues.

He also stated he will be attending the AWWA Fly-in in Washington, DC from March 6-7. AWWA is once again partnering with WEF on this effort. NEWEA is holding a congressional briefing breakfast on March 6 before heading to the capitol. He invited all to attend if interested.

The new Maine State Director, John Storer of Auburn Water, introduced himself and stated he was pleased to be elected to NEWWA’s board and looks forward to working with everyone.

Mike asked about the NH initiative on “disclosure,” which addresses disclosing what public employees belong to what group/association and providing those lists to those who inquire. Phil stated there hasn’t been a hearing on it yet.

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

Item #4a – December Financial Update and Statement.

David Kane distributed the treasurer’s report and stated that the association has lost \$24,000 YTD: \$72,000 loss in investments and a regular operating income of \$48,000. He anticipates the investment loss should decline in the next report.

Training YTD is \$655,000, which is better than budget and comparable to numbers from 2 years ago (relating to the renewal cycle in MA). Contract training is doing 21 percent better than budget, or \$18,000.

He then referred to page 3 of the treasurer’s report, which detailed the auditor’s observations from last fiscal year. One of the major “problems” was that the detail wasn’t reconciling with the general ledger. At that time the board decided to spend a little more money for more training for staff. Since year end, staff has been working with CDC and the numbers are now reconciling. In addition, as noted in previous board meetings, the auditor just conducted a mini audit in the last part of January and will be sending their report hopefully by the next board meeting.

Pages 4 and 5 of the treasurer’s report include a list of all comments made by the auditors for what should be improved. Four are “significant” deficiencies. There are also some “opportunities for improvement.” Staff is looking at all suggestions and working to make improvements where possible.

The Investments Committee will meet again in the middle of April.

David Harris made a motion to accept the treasurer’s report. Louis Schoolcraft seconded. The motion was passed unanimously.

Item #5 – AWWA Update.

Item #5a – AWWA Director’s Report.

Pat Connelly provided the following update to the board:

At its winter board meeting, the AWWA board of directors selected Ray Raposa as the award recipient for the Jack W. Hoffbuhr Award, to be presented at the June 2012 AWWA Annual Conference and Exhibition in Dallas, Texas. The purpose of the award is "to honor the legacy of Jack Hoffbuhr, retired AWWA executive director, by recognizing outstanding performance and accomplishments by a section staff member of AWWA." The citation from AWWA reads: "In recognition of his 25 years to NEWWA, a section of AWWA, his steadfast

dedication to member services, his leadership, and his work to establish NEWWA as one of the foremost professional water associations in North America.”

At its winter board meeting, the AWWA board of directors elected the following individuals to a number of positions:

1. President-Elect: Jim Chaffee, Wisconsin Section
2. Four Vice Presidents:
 1. Reid Campbell, Atlantic Canada Section
 2. Mark Cline, South Carolina Section
 3. David Koch, Michigan Section
 4. Rosemary Smud, California-Nevada Section
3. Director-at-Large: Sean Osborne, NEWWA, a section of AWWA
4. Treasurer: David Rager, Ohio Section

AWWA's 2012 Annual Conference & Exhibition is being held in Dallas, Texas, from June 10 - 13.

AWWA's annual Summer Workshop for section leaders is being held in Denver, Colorado, from July 25 - 26. Leaders and staff members in many of AWWA's 43 sections often attend this workshop.

The new AWWA Member Engagement & Development Committee (MEDC) is making a concerted effort to develop and provide information to sections regarding how to best engage volunteer members, and then to help develop engaged volunteers into greater involvement in the association. Key to this effort is an understanding that there are various levels of volunteer engagement ranging from occasional "shopping," to consistent interaction, to committed leadership. It is thought that by taking steps to provide value targeting each volunteer engagement level, more volunteers would be attracted to become members and then increasingly get involved as members. The MEDC was created in June 2011 as the combination of the former AWWA Membership Committee and Section Services Committee.

Pat's term is half over, and as a result the next candidate for AWWA Director will appear on the upcoming NEWWA officer ballot.

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

Item #6 - Executive Director and Staff Reports – January –February 2012; Oral Reports - Ray & Staff.

Item #6a – Training – Ted Kenney.

Ted stated that we have had another successful joint program with MWUA and NEWWA. We offered five separate classes on process control, asset management, water quality complaints, etc. There were 188 pre-registered and we estimate that final numbers will be around 200 students.

In MA the drinking water certification requirements have changed effective 1/1/12. There are new exam requirements for Grade 2 level and above that state that candidates need prequalification training before being allowed to sit for an exam. The exams must also now be taken sequentially. NEWWA now offers courses for all exam levels. Reciprocity between states is on case-by-case basis. We have had good enrollments in classes to date.

There are two symposia coming up: The Laboratory Operations on March 8 at NEWWA headquarters, which typically attracts approximately 40 participants. In addition, the 14th annual Water Quality symposium is on May 9 at the Doubletree in Milford with an all-star lineup of speakers from across the U.S.

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

Kirsten provided an update on PR and Only Tap Water Delivers initiatives for the spring and into Drinking Water Week, which include:

- The YouTube video contest utilizing the “Only Tap Water Delivers” campaign was launched in mid-January. Entries will be accepted from February 1 through March 31 with a winner announced during Drinking Water Week 2012.
- We exhibited at the Mass Municipal Association and Rhode Island League of Cities and Towns conferences in January 2012 along with the state associations.
- Is working on obtaining quotes from all six states and different transit authorities to redo the “Only Tap Water Delivers” transit ad campaign during Drinking Water Week 2012.
- Is talking with the TD Garden in Boston about advertising and PSAs relating to the Only Tap Water Delivers campaign.
- Will exhibit again at the Earth Fest in Boston in May 2012.
- Continues to issue news releases and letters to the editor on timely topics.
- Continuing to follow up and plan activities according to items discussed at the summer planning session.
- Will create new display banners for the various events we attend to enhance our professional image.

She also updated the board on the progress of the new Web site. We are currently in the testing phase with the goal to go live right around the Spring Conference and Exhibition in April.

Mark Wetzel volunteered to write the “In the Boardroom” article for the summer issue of *The Source*.

Item #6c – Ray’s Report Including Computer System Update and Other.

Ray reported that Jim Holeva has semi-retired and we have hired Nelson Cabral to take over as cross connection and backflow prevention program coordinator.

Our December meeting at Lantana had 316 people, which is a good attendance. Our January meeting was good as well.

Plans for the Spring Conference are going well with 188 booths sold so far. The odds are we will be sold out by the time we get to the conference.

Information on the Joint luncheon with CTAWWA at ACE will be going out soon. It is being held at a steakhouse in Dallas.

He also updated the board that they have already approved the contract to return to the Balsams in 2014. However, the property has returned our deposit as they have been sold and are seeking financing for renovations. They are estimating an 18-month construction project, so they may not be ready for 2014. The Site Selection committee is currently searching for an alternative location.

Since the last meeting we have gained one member, which brings us to 2,792.

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.
None.

Item #7b – Committee Mid-Year Reports by Council – Each Director.
Mike reminded the board about the need to submit their mid-year reports for committees.

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 – Jerry Healy Award Proposal and Other – Dave Harris.

Recommendations: Annual NEWWA award named for Jerry Healy recognizing an individual who has demonstrated and devoted his/her time to promote the drinking water profession and to promote public health in New England.

David Chin from U.S. EPA requested a proposal to name an award in memory of Jerry Healy (former NEWWA president and supporter). Phil Bilodeau, as Recognition Council chair, has been asked to develop a policy for how to nominate and establish awards. Mike will also set up an ad-hoc committee to develop a recommendation for the Jerry Healy award.

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

The Water For People Gala Committee continues their work on planning this event.

Item #8c – Legislative Update – With State Associations – Dave Paris.

The board and state associations will meet at the spring conference in Worcester for discussion.

Item #8d – Sustainability Committee Update – Ken Booth.

Ken reported that the congress will be on May 31 in Foxborough. The day will include panel discussions with the topic focus being sustainable energy use as it applies to water supply. The committee would like to attract NGOs, water utilities, and other interested parties. They also plan to still offer a subsidized registration rate.

Item #8E – Other by Members.

Ray announced that May is a very busy month, with the Water For People gala on May 5, golf tournament on May 7, Massachusetts Drinking Water Day on May 8, Water Quality Symposium on May 9, board and council meeting on May 18, and Sustainability Congress on May 31.

Item #9 – Announcements and Meetings.

Item #9a - Executive Committee & Sub-Committee – Feb. 7th @ 1:00 PM – Holiday Inn By the Bay, Portland, ME.

Item #9b - AWWA ACE luncheon and Room reservation Feb. 6th, must give hotel room no later than today – See attached reservation form.

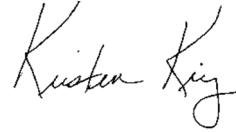
Item #10 – Adjourn.

Matt Pearson motioned to adjourn and Ken Booth seconded at 10:15 a.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