

**New England Water Works Association
Board of Directors Meeting Minutes
May 18, 2012**

The New England Water Works Association Board of Directors held a meeting on May 18, 2012 at NEWWA's Headquarters in Holliston, MA. President Michael Covellone called the meeting to order at 9:20 a.m. Those present were Mark Wetzel, David Harris, Matt Pearson, David Polcari, David Kane, Ken Booth, Pat Connelly, John Storer, Carol Harris, 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 April 3, 2012.

1. Minutes of April 3, 2012. Ken Booth motioned to accept the Consent Agenda. David Polcari seconded. The motion was passed unanimously.

Item #2 – Old Business.

Item #2a – Site Selection Report and 2014 Annual Conference Site Recommendation – See Attachment – David Polcari. The Balsams is undergoing renovations for 2014, which is forcing us to find a different location for the annual conference that year. Recommendation is to return to the Samoset in Rockport, Maine, in 2014.

David Polcari motioned to have the 2014 Annual Conference at the Samoset Resort in Rockport, Maine. Pat Connelly seconded. The motion was passed unanimously.

Item #2b – Web site and Online Software Work Order Modifications – Cost \$7,874 – See Attachment.

Ray updated the board that the new Web site needed some software modifications to make the user experience friendlier. These included:

- Adding the capability to pay by purchase orders and/or request to mail in a check in addition to the already standard credit card field.
- Expanding the registration review field for the user.
- Modify the system to require an e-mail address before creating a new record to minimize the number of duplicates in the system.

Total was \$7,800 for all three modifications.

Matt Pearson made a motion to approve the Web site modifications as listed above with funding taken out of the operating budget. Ken Booth seconded. The motion passed unanimously.

Item #2c – Other By Member.

David Harris distributed copies of a sketch of the granite table to be placed in the garden at NEWWA's headquarters. This includes the tribute to Mike Garofano as well as these following operators who lost their lives in the line of duty:

- Wes Haskell III - 2011 Bangor Water District, ME
- Jeff Burgess - 2009 Attleboro Water Department, MA
- Larry Poncin and Bernie Hewitt - 1998 Attleboro Water Department, MA

Total cost for table, lettering, and wording = \$3,424. The total budget was \$5,000. David has solicited R.H. White for an installation cost.

Mike suggested sending a notice out to the membership about any additional names that may need to be added, pending they lost their lives in the line of duty. Kirsten will send notifications out via the E-Source, Web site, and social media networks.

Pat suggested adding "Water Professionals Who Gave their Lives..." in the middle of the table to make the table's intent more obvious to visitors, and for future generations.

Item #3 – New Business.

Item #3a – Jerry Healey Award Proposal – Jim Marvel or Tom MacElhaney – See Attachment.

The committee did a good job with providing the board with everything needed in order to distribute the award.

Carol suggested changing some wording for clarification. There was a discussion on the membership requirement. It was also suggested to strike language that suggests the award is given annually. Edits were made, and updates will be returned to the ad-hoc committee.

David Harris made a motion to accept the Jerry Healey Award proposal with changes that will be brought back to the ad-hoc committee. Carol Harris seconded the motion. The motion was passed unanimously.

All selection committee appointments will be made by Michael Covellone for the 2012 award.

Item #3b – Other by Member.

David Polcari updated the board on the CT Section's recommendation for the State Leadership Award. They have recommended John Herlihy.

Matt Pearson made a motion for John Herlihy to receive the State Leadership Award for Connecticut. David Polcari seconded the motion. The motion was passed unanimously.

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

Item #4a – April Financial Update and Statement.

Through March, NEWWA had a net gain of \$34,246, with general operation and investment gains of \$9,858 and \$24,388. Strong training revenues and investment gains are partially offset by lower net fall conference income (\$40,000 less than budget due to higher catering and staff allocated costs). Adjustments from the mini-audit are not fully reflected in the March numbers. With the Spring Conference positive preliminary financial results, staff expects operating income should be positive for the full year.

The Journal revenue is short \$12,000 through March. There is a year shortfall of \$9,000 expected for the Journal advertising. A few advertisers have dropped out and others have downsized their ads.

Staff is still working on the recommendations from the auditor.

The whistleblower and record retention policies were also discussed.

Ken Booth made a motion to accept the Whistleblower and Record Retention Policies. Matt Pearson seconded the motion. The motion was passed unanimously.

The Facility Committee has also met and discussed how to fund future projects. Recommendations will be brought to board at next meeting on how to spend and distribute the funds for repairs/renovations at the Holliston facility.

Item #4b – Budget Report from Spring Conference.

Net income has grown to \$160,000 since the conference. We also passed 2,800 attendees, which broke another record. The association still came out in the black despite an increase in food costs by the DCU Center.

David Polcari made a motion to accept the Treasurer’s Report. Matt Pearson seconded. The motion was passed unanimously.

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

Item #5a – AWWA Director’s Report.

Pat updated the board on ACE happenings, including the section awards reception, where the Jack Hoffbuhr Award will be given to Ray and we will receive our section education award for the workforce document.

He also updated the board on the AWWA Ad Hoc Committee's recommendations on the following:

1. Partnership for Safe Water (PSW) – AWWA and PSW should continue process to formalize the hosting agreement between AWWA and PSW.
2. QualServe & Benchmarking
 - Prioritize and focus on Benchmarking.
 - Consider options to house QualServe Self-Assessment and Peer Review tools, including integrating into PSW program. Eliminate these tools if not able to integrate into PSW.
3. Utility Quality Management Committee (UQMC)
 - Retain the UQMC to do the following:
 - Continue to develop the G-Series Utility Management Standards
 - Coordinate selection of authors to develop Utility Quality Management Guidebooks
 - Maintain a pool of experts to provide training on the use of standards and guidebooks
 - Help promote the Utility Management Standards
 - Work with AWWA Sections to promote Utility management Standards.
 - Put the Peer Review and Recognition Program on hold.
 - House the UQMC under the Standards Council or Technical & Educational Council.
4. Utility Quality Programs Committee (UQPC)
 - Sunset UQPC pending outcome of the hosting agreement between AWWA and PSW.

The above recommendations were submitted to AWWA Executive Committee and the Executive Committee as well as the Board of Directors, which expect to act on the recommendations in June 2012. Nothing will be final until the AWWA board approves the above initiatives.

Dave Harris made a motion to accept the AWWA director’s report. Matt Pearson seconded. The motion was passed unanimously.

Ray also reported that there is an AWWA Bylaws Committee, who is also reviewing the AWWA Bylaws. Ray and Tom Marston are both sitting on the committee.

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

Item #6a – Training – Ted Kenney.

Ted reported that there are 140 people involved in the 12-week exam preparatory courses, which are currently 8 weeks in. They include both classroom and hands-on programs. Many utilities are sending employees to the trainings for succession planning purposes.

The excavation/machine training courses had 60 persons, and 17 people received hoisting licenses from the commonwealth.

Our cross connection program remains strong.

Mark your calendars for the 2012 Water Resources Symposium on October 25.

The Water Quality Symposium was on May 10, which had more than 160 people in attendance. This was the largest attendance in history with exceptional speakers (included four academics). These speakers were blended with utility case studies. There was also a speaker dinner the night before for networking, which was successful.

There are also nine new programs scheduled for the fall with the CT Section.

Item #6b – Communications & Grants – Kirsten King and Ali Armstrong.

The Summer Source is currently in production. Dave Polcari volunteered to write the board article for the fall issue.

Ali reported that the MCSSA is wrapping up for the current contract period. Due to budget cuts and reorganization, locations for training programs had to be cut. However, the Asset Management program was very successful.

Jen Pederson of MWWA continues to lead the Mentoring Sessions as well as intern program. Ali is now working on the MCSSA final report.

She is also working on a water commissioner training with the U.S. EPA. This began with a survey to about 150 water systems/commissioners for feedback. She will wrap up this project by the end of the summer.

Kirsten reported a very busy month with many Only Tap Water Delivers initiatives happening, including:

- Video Contest
- Ads on the TD Garden Web site as well as inside bathrooms and in North Station
- Transit ads across the region
- Exhibiting at the WBOS Earth Fest
- Issuing news releases
- Speaking to a girl scout troop
- Co- Coordinating the Massachusetts Drinking Water Day awards ceremony

The PR program was very successful this year and resulted in a large uptick of hits to the Only Tap Water Delivers Facebook page as well as drinktap.org and newwa.org Web sites.

In addition, the new newwa.org went live on April 19.

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

Ray reported that we had more than 2,800 attendees at the April Conference, which is another record. The week was very successful.

He also reminded the board about our joint lunch with the CT Section at Y.O. Steakhouse during ACE in Dallas.

Work has also been ongoing at the Holliston facility to fix the exterior.

The dates of the fall AWWA regional meeting are October 26-27 in Montreal.

It has come to Ray's attention that there may be a candidate running for office via petition. He informed the staff he will accept electronic petitions, pending they have all appropriate information and signatures.

David Harris made a motion to accept the Executive Director and Staff Reports. Mark Wetzel 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 – 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. None.

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

The gala has received very positive feedback, and they will make about \$27,000 for Water For People. There were approximately 160 people who attended.

Item #8c – Welcome Wagon Committee Update – Lisa Gove & Matt Stosse. None.

Item #8d – Legislative Update – With State Associations – Dave Paris. None.

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

Everything is moving forward for May 31. Ken encouraged attendance by the board.

Item #8f – Other By Member.

Ken reported on the utility recognition award and asked that board members actively recruit, especially from the state associations.

Item #9 – Announcements and Meetings.

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

Item #9b – Executive Committee: June 26, 2012 at 10:00 a.m. at NEWWA.

Item #9c – Other by Members. None.

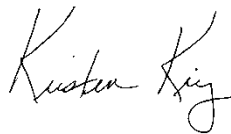
Item #10 – Adjourn.

Matt Pearson motioned to adjourn and David Polcari seconded to adjourn the meeting at 11:38 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