

**New England Water Works Association
Board of Directors Meeting Minutes
February 5, 2014**

The New England Water Works Association Board of Directors held a meeting on February 6, 2014, at the Holiday Inn By the Bay in Portland, Maine. President David Polcari called the meeting to order at 8:30 a.m. Those present were Craig Douglas, Red Dufresne, Carol Harris, David Harris, Lisa Gove, David Kane, Gregory Leighton, Matt Pearson, Louis Schoolcraft, John Storer, Adam Yanulis, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King and Deputy Executive Director Ted Kenney were also in attendance.

Item #1 – Consent Agenda & Minutes of December 18, 2013.

Item #2 – Consent Agenda – Recommendation of Barbara Cook (Weston & Sampson) as Chair of the Sponsor Services Committee.

Item #3 – Nominating Committee Director Recommendations by President: Matt Pearson, Sarah Pillsbury, and Louis Schoolcraft.

David Kane motioned to accept the consent agenda. David Harris seconded. The motion was passed unanimously.

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

David Kane presented the treasurer’s report. Through December, NEWWA had a net gain of \$149,920 with a general operation loss of only \$8,135 and investment gains of \$158,055. The operating income is more than \$106,000 better than the year-to-date budget. There is an approximate \$8,000 deficit in the operating budget, which is not unusual for this time of year. Catering costs at events have been a little higher. The Executive Committee is suggesting a fee increase for events to help compensate.

Greg gave the investment report. There is a new representative from Citizen’s. In addition, they are transferring our money to the Boston office. We currently have \$1.8M invested in three funds. No new changes are recommended. In addition, the association had excess cash from the building renovations, which were transferred back into investments.

Ray indicated that there is a potential new member for the Investment Committee from the city of Worcester. Her name is Julie Parenteau, Utility Business Manager for City of Worcester and need to contact and measure interest.

Craig Douglas motioned to accept the treasurer’s report. Louis Schoolcraft seconded the motion. The motion was passed unanimously.

Item #5 – Old Business.

Item #5a - Ad-hoc Stormwater Collaborative Committee Update – Dave Polcari.

Dave reported that the collaborative is working very well and that all three associations are enjoying the partnership. They currently have a survey out that all three associations are publicizing. In addition, NEWWA is hosting a page about the collaborative on its Web site. Next steps for the collaborative are analyzing survey results and potentially writing a whitepaper.

Item #5b – NEWWA Strategic Plan Update & Report – Carol Harris.

Carol reported that the association is moving along with the initiatives set during the July 2013 Planning Session. The Alumni Club met at Lantana in December, and Ian Mead and Jack Keane are championing it. Student outreach has been very successful; Craig has visited the University of Maine; and Lisa and Dave Polcari have visited UNH. Thirteen UNH students attended the January Monthly Meeting in Portsmouth. Speed networking there was successful and there are plans to incorporate it into future events.

There was a suggestion to have a YP/school theme for an event at a conference.

Item #5c – Other- by Members.

None.

Item #6 – New Business.

Item #6a – Site Selection Committee – September 2017 Annual Conference – Craig Douglas.

Craig reported that the Site Selection Committee is recommending that the 2017 Annual Conference return to Ocean Edge in Brewster, MA. The property has held the rates from the previous conference.

John Storer made a motion to approve the Site Selection Committee’s recommendation to hold the 2017 Annual Conference at the Ocean Edge Resort in Brewster, MA. Red Dufresne seconded the motion. The motion was passed unanimously.

Item #6b – NEWWA, Inc., Dues Adjustment – See Memo – Carol Harris.

Carol reported that AWWA’s dues have been increased, and in accordance with the policy that states NEWWA section members and NEWWA, Inc., members should pay relatively the same support to the association, there is a recommendation that the Inc. dues also be increased. As a result, it is recommended that there be a 5 dollar increase to the Inc. dues. This has already been vetted through the Executive Committee.

Lisa Gove made a motion to approve the 5 dollar increase to the NEWWA, Inc., dues. Craig Douglas seconded the motion. The motion was passed unanimously.

Item #6c – Ad-hoc Technology Development Committee – David Polcari.

Dave reported that there have been many discussions over the years about the association venturing into more online/technological training. As a result, it is recommended that an ad-hoc committee be formed to explore options and conduct a feasibility study to determine what might be the best way to approach any future online/technological initiatives.

Committee members so far include Jim Decelles and Julia Nault (CDM U). Dave is looking for additional volunteers.

Craig indicated that he will reach out to Matt Mostoller.

Carol Harris will reach out to those in her firm.

John Storer will explore options in Maine.

Kirsten will serve from a communications standpoint as well.

There was a suggestion to write up some guidelines as to what is being asked of the committee and how long of a commitment it’s going to be. Craig offered to draft a 1-page writeup.

Item #6d – Other by Members.

Kirsten distributed a new logo option developed by AWWA in accordance with its recent rebranding. After discussion, the board decided to keep the association's current logo and that the new logo was a no go.

Carol Harris made a recommendation that the association not adopt the new logo as designed by AWWA. Louis Schoolcraft seconded the motion. The motion was passed unanimously.

Item #7 – AWWA Director Report/AWWA Update – Adam Yanulis.

Item #7a – Update – Adam Yanulis.

Adam indicated that he attended the AWWA January Board Meeting in Austin, TX.

Regarding AWWA's financials, 75 percent of the year's budget is in reserves. They have a goal of 100 percent in reserves in 2 years. The association saw a \$500K loss in 2014, as they are paying down pension liability on annual basis.

AWWA is also venturing into what they are calling the "India initiative" as a new way to expand its reach as they have had success in Canada and Mexico. At the least, they are looking to sell standards to India and plan to team with organizations and universities in India.

The Value of Water Coalition is up and running with a Web site and social media initiatives. It was developed by the consulting firm GPG. Unfortunately, the Ad Council initiative fell through.

AWWA is setting \$1M aside each year to spend on conferences out of its unrestricted budget.

The association is also starting a domestic Engineering Without Borders program for depressed areas of the U.S.

The SP2 update has been re-engineered to improve relationships with the sections. The goal is to increase section satisfaction. The AWWA board reported that, through surveys, they found that members were happier with AWWA than with their sections, which most in attendance (according to Adam) thought was bullshit.

Election results:

The new AWWA president is Gene Koontz of the Pennsylvania Section, who oversees environmental services for Gannett Fleming Inc.

The five new vice presidents selected by the Board are:

- Brenda Lennox, a Pacific Northwest Section director from Tualatin Valley Water District.
- Tom Moulton, a former board member of the Ontario Water Works Association, who is profit centre manager for Emco Corporation Waterworks.
- Warner Palermo, director of technical services at Integrated Global Solutions in Puerto Rico.
- Lela Perkins, Rocky Mountain Section director from Colorado, who works as engineering manager at Black & Veatch.
- Steve Shoaf, North Carolina Section director, who is also director of the City of Asheville Water Resources Department.

Also elected were a director-at-large and a service provider director-at-large:

The director-at-large is Uma Vempati from the Minnesota Section, a principal engineer with Brown and Caldwell.

The service provider director-at-large is Pete Samson from the Ontario Water Works Association. Samson is team leader and system integrator with Eramosa Engineering Inc. in Guelph, Ontario.

Adam reported that everyone is excited about ACE14 being in Boston. The AWWA board meets again in June in Boston.

Item #7b - Date Note: ACE 2014 June 8-12, 2014 Boston Convention Center.

Ray reported that February 24-26 is the exhibitor preview at the BCES. In addition, on February 26 there is a meeting with the Local Host Committee and AWWA staff. They are also coming back on March 21 to meet with the entire Steering Committee at the BCES.

Item #7c - Other by Members.

None.

Craig Douglas made a motion to accept the AWWA Director's report. David Harris seconded. The motion was passed unanimously.

Item #8 - Council Business - Updates.

Lisa reported that the Youth Education Committee is not active. She has attempted to pull together a group to assemble materials that can be used to present to schools, but stated it is difficult to get people involved. She spoke to Meg Tabascko at MWRA who is heavily involved with NEWEA and is organizing a similar effort for the wastewater side. Meg offered to partner with us and NEWEA to help put together a program. The board agreed that it was a good idea to move forward with. Lisa will look into recruiting members to assist.

Item #8a - Board of Directors Committee Outreach - Dave Polcari.

Item #8b - Council Reports by Council/Director Assignments.

Item #9 - Executive Director and Staff Reports - December 10, 2013 - February 3, 2014.

NEWWA staff provided verbal reports of the below.

Item #9a - Training - Ted Kenney.

Ted reported that 188 students completed the 12-week exam prep classes to end 2013. Classes begin again at the end of February for the winter session. In addition, we are keeping the normal schedule for this spring's exam prep courses as originally planned out from beginning (and not adding any more to the schedule like we did in the fall).

The excavation/safety classes are starting up again soon for 2014. Also, effective May 1, 2014, in Mass there is a training renewal requirement for hoisting licenses (4 hours every 2-year cycle). We will be submitting three classes by early March to assist our students with these new requirements.

The Water Quality Symposium program is complete (taking place on May 7). John Albert from the Water Research Foundation is the keynote.

The NH grant is complete, and T2 operator training has been added in.

CT Section joint training is also scheduled, with seven offerings this spring.

The Laboratory Operations Committee is working to get their symposium information together.

Item #9b - Communications and Grants - Kirsten.

Kirsten reported that work continues on a \$7,000 grant with MassDEP on sea level rise and a \$63,000 grant with ASDWA that will include a sanitary survey roundtables for primacy agencies (taking place on March 20) and curriculum development for the Revised Total Coliform Rule.

All publications continue to be on-time and the Winter 2014 *Source* is printed and distributed. That issue also included the 2014 calendar. Greg Leighton offered to write the “In the Boardroom” article for the Summer *Source*.

The PR Committee is hard at work on the “Only Tap Water Delivers” campaign for 2014, and plans to incorporate “The Value of Water” coalition messages as well this year. They plan to extend the campaign by two weeks to encompass both Drinking Water Week and ACE14. Contracts have been signed for:

- Transit systems in ME, NH, VT, MA, and CT.
- Radio stations in VT, ME, NH, and MA
- Billboard in MA

Staff is currently working on creative.

Item #9c – Ray’s Report Including Computer System Update and Other.

Ray reported that our membership has grown to 2,836, mainly due to students joining the association from our outreach efforts. There were 107 people at the January Monthly Meeting.

We have also struck a deal with AWWA to offer a 20-percent discount to ACE14 if a registrant also attends our spring conference as an individual member. Full details are on NEWWA’s Web site.

June 9 of ACE is the joint luncheon with CTAWWA at Legal’s Harborside in the Seaport District.

For people under contract with the MCSSA grant under MassDEP, they will be moved to NEIWPC when the grant expires on June 30, 2014.

In PA, we are having difficulty with AQUA and backflow/cross connection control requirements. PA does not have a state-run cross connection program. AQUA and their private consultant are now insisting that they must subscribe to the ASCE standard, which NEWWA does not currently do. We are now applying to get our program approved by ASCE.

At the January Monthly Meeting we conducted a pilot program of scanning in QR codes for TCH credit. The effort proved successful. We will be implementing this fully in Worcester at our Spring Conference.

Ray is also working with the Facilities Committee for additions to the CIP.

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

Item #10 – Reminder of This Year’s Major Goals - (From President’s Plan).

- A) Work hard to make ACE14 a great success for both AWWA and NEWWA by being gracious hosts and ambassadors.
- B) Expand education and training opportunities and work to implement new delivery alternatives such as online and e-training.
- C) Increase volunteerism – make it easy, fun, and rewarding to be an active volunteer.

- D) Find new ways to collaborate with other associations including NEWEA, APWA, and state associations.

Item #11 – Other by Member.

None.

Item #12 – Committee Reports.

Item #12a – Executive Committee Update – FY2015 Proposed Budget – David Polcari.

There was a discussion about the repetitiveness of Executive Committee and board meetings. If we were to disband the Executive Committee the Budget, Personnel, and Investment Committees would have to report directly to the board.

Craig made a suggestion to simplify the Executive Committee agenda. The argument is that the Executive Committee is too high of a percentage of the board. There was also a suggestion to refocus the purpose of the Executive Committee, and to review the memo that details the charge of the Executive Committee.

The Executive Committee met on February 4, and reported that the budget is balanced and in good shape. The budget will be brought to the board for approval in April.

Item #12b – Update on Leadership Meeting Among NEWWA, NEWEA, and NEAPWA – David Polcari.

Dave reported that we had a successful meeting with the other associations. We spoke about past partnerships, the Stormwater Collaborative, and future initiatives (public outreach symposia, etc.).

Item #12c – WFP Event Planning for ACE – See Attached Memo from Katie Chamberlain.

See memo – The WFP Committee does want to hold an event at ACE14. They are working with the NEWEA WFP Committee as well to possibly schedule it for the Monday of ACE. The committee has requested us to front deposit money if needed to hold a space.

Adam Yanulis made a motion to help fund a deposit not to exceed \$5,000 for a Water For People function to be held at ACE14. John Storer seconded. The motion was passed unanimously.

Item #12d – Sustainability Committee Update – Ken Booth.

Not in attendance.

Item #12e – Ad-hoc Strategic planning Committee Appointment & Planning Discussion – Ken Booth.

Not in attendance.

Item #12f – Other by Member.

Craig, Dave Polcari, Ray, and Ted met recently to discuss succession planning and Ray and Ted's retirement. They will have more of a timetable for when to do what, etc., in next few months.

Item #13 – Announcements and Meetings.

- a. February 26th 10:00 AM ACE14 Local Host Committee meeting @ BWSC, Boston, MA.
- b. February 27th 10:00 AM Executive Committee meeting, @ NEWWA, Holliston, MA.
- c. April 2 - NEWWA and State Associations Leadership Lunch and Meeting, 12:00 Noon, Hilton Garden Inn, Worcester, MA – Peter Picknaly Room.
- d. April 2 – NEWWA Board of Directors Meeting, same room, Hilton Garden Inn, Worcester, MA.
- e. April 3 - Young Professional and Association Leader Breakfast, DCU Center Worcester, MA Meeting Room E.

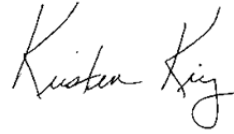
Item #14 – Adjourn.

David Harris motioned to adjourn and Greg Leighton seconded at 10:49 a.m. The motion was 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