

**New England Water Works Association
Board of Directors Meeting Minutes
March 31, 2015**

The New England Water Works Association Board of Directors held a meeting on March 31, 2015, at the Hilton Garden Inn in Worcester, MA. President Carol Harris called the meeting to order at 4:03 p.m. Those present were Lisa Gove, Matthew Pearson, Craig Douglas, David Polcari, David Kane, David Putnam, Philip Bilodeau, Steve Olson, Adam Yanulis, Randi McCuin, Sarah Pillsbury, Gregory Leighton, Mark Wetzel, John Storer, Jeff Racicot, and Ray Raposa (ex-officio and non-voting). NEWWA staff Kirsten King, communications director, and Ted Kenney, deputy director and education manager were also in attendance as well as Rick Kenney and Chris Robinson of GMWEA, Rose Spano Iannelli of Spano Pratt LLC, and Tom Decoteaux and Bernie Rousseau of the Facilities Committee.

Item #1 – Consent Agenda: Minutes of February 4, 2015.

Carol introduced Rose Spano Iannelli of Spano Pratt LLC, Executive Search Consultants, who has been hired by the Executive Director Search Committee to assist the association with Ray's transition and replacement.

Craig Douglas motioned to accept the Consent Agenda and David Polcari seconded. The motion passed unanimously.

Item #2 – Treasurer's Report – Financial Update – David Kane and Gregory Leighton.

Item #2a – February 2015 Financial Report.

Through February, NEWWA had a net loss of \$106,594, with a general operation loss of \$189,320, offset by investment gains of \$82,725. The general operating loss is \$86,608 worse than budget. Without a strong second half training revenues and/or Spring Conference, a positive operating net income is unlikely. With the calendar year 2015 being a certification year in several states, it is expected to see some pickup in training in this fiscal year. Staff will be watching future expenditures to minimize the net loss.

Item #2b – Letter to Engage FY15 Auditor.

The association's auditor suggested NEWWA expand its contract with them by 1 year.

David Kane made a motion to award O'Brien, Fitzgerald, Taylor, & Keaveney a 1-year contract to conduct the association's audit. Matt Pearson seconded the motion. The motion was passed unanimously.

Phil Bilodeau motioned and Craig Douglas seconded to accept the Treasurer's Report. The motion passed unanimously.

Item #3 – Old Business.

Item #3a – Executive Director Search Update – Dave Polcari.

David reported that we have hired Spano Pratt LLC to assist with the executive director search. The committee interviewed four firms and is excited to be working with Spano Pratt. Rose is here at the conference to observe the board of directors as well as the association.

Next steps are to work with Rose and Jaime to refine the executive director job description, and interview staff as well as members of the association to help the firm fully understand NEWWA and help lay the groundwork to conduct a thorough search.

The committee is hoping to have a candidate for the board to approve at the December 2015 board meeting. Then we anticipate transitioning from there with some overlap with Ray, before his retirement in April-May 2016.

Item #3b – Ad-hoc Technology Committee –for Web-based Course – Craig Douglas (tabled).

The committee issued a brief survey to the membership via the Spring *Source*. They are looking at other partnership opportunities as well as potential grants. This item continues to be tabled in lieu of staff changes and transition. Financial considerations, potential partnerships and member usage will continue to be investigated.

Item #3c – Other by Members.

None.

Item #4 – New Business.

Item #4a – Recommendation for Future Capital Projects, Facilities Committee – Tom Decoteaux and Bernie Rousseau.

Bernie and Tom were in attendance to present some ideas. The Facilities Committee has met with Ray and staff to discuss future projects. These include the staff parking lot, which has a steep grade (it will be reconfigured to raise it to an appropriate level). The estimated cost is \$65,000.

A question was raised about needing to file a notice of intent with the conservation commission. The wetlands behind the parking lot will not be affected as construction will involve erecting stone walls. However, it is anticipated that the association will have to file notice of intent with the conservation commission for the parking lot project.

The second project is to perform concrete restoration on the front walk. Estimated cost is \$12,000.

There was a question about the overall condition of the building and if it has been completely evaluated. The Facilities Committee has conducted a thorough overview of the facility and determined that it is up to date with all needs. The association does have a comprehensive annual maintenance program it conducts (elevator maintenance, fire apparatus, etc.).

Finally, the committee has researched completing the addition of the second floor over the laboratory addition. This would also require expanding the back parking lot. The total estimated budget is \$725,000 to complete the draft scope of work.

Greg Leighton made a motion to accept the Facilities Committee report and Craig Douglas seconded. The motion was passed unanimously.

Item #4b – Executive Committee & Budget Sub-committee FY16 Budget Recommendation – Craig Douglas and David Kane.

Craig Douglas presented the FY16 budget to the board. Craig thanked the Budget Committee and staff for their work and effort in completing the budget.

Highlights from the budget binder include:

There is a \$2.6M total operating budget for FY16 – calling for \$100K to be transferred from the unrestricted reserve fund balance to help pay for the executive director transition.

The budget reflects shifts due to the projected loss of the RI contract as well as the Naylor/Journal contract and adjustments in employee time for these projects.

We are maintaining our reserve balance targets for operations.

The budget binder also highlights the association's strategic plan, planning session notes, history of the association, specific initiatives, online training possibilities, and that there remains \$40,000 allocated for the annual Public Relations campaign.

Page 10 is a financial summary of the proposed budget.

The budget binder 2015-2016 also details the budget by programs (PR, fundraising, conferences, meetings, membership, publications, training, grants, scholarships, Water for People, and administration). The allocation for the executive director search is reflected under the administration budget "professional services" line. There is also a membership breakdown and section assessment as well as NEWWA Inc. memberships.

The building liability is also detailed in this budget, which is anticipated to be paid off in 2031.

Next are financial policies – we are in compliance with most – including the budget, investment, and dues receivable billing.

The Capital Improvement Plan is also detailed – in this year we anticipate approving the upgrades to the parking lot, as well as completing some software updates and Web site upgrade.

Sarah Pillsbury made a motion that the 2015-2016 operating budget as presented is accepted and adopted and authorizes the following:

- 1. Operating expenditures of up to \$2,636,915**
- 2. Training, meeting, conference, membership, and publications fees as presented, including recommended increases**
- 3. Salary adjustments including a 3.0% general increase.**

Phil Bilodeau seconded the motion. The motion was passed unanimously.

Phil Bilodeau made a motion that the 2015-2019 capital plan is hereby adopted and the executive director is authorized to solicit bids or proposals for the year 2015-2016 projects and to authorize the executive director to award contracts for approved projects to the lowest bidder if the bid is within the projected budget. Greg Leighton seconded the motion. The motion was passed unanimously.

Item #4c – Other by Members.

Phil Bilodeau motioned that the NHWWA would like to nominate David Paris for the NH State Leadership Award. He is retiring on May 31, 2015. David Kane seconded the motion. The motion was passed unanimously.

Kirsten informed the board about a recent complaint received about the scholarship policy requiring all applicants to be members. The complaint came from a long-time member who felt his membership should be sufficient for his child to apply.

Discussion resulted in:

1. There is concern that long-term members have to pay to have their children apply for scholarships.
2. Some board members feel that the membership requirement is a good way to recruit new members and potentially strengthen a candidate's interest in joining the association and profession for the long term.

Matt Pearson made a motion to send a recent complaint about the scholarship policy to the Scholarship Committee for review and recommendation back to the board. John Storer seconded the motion. The motion was passed with one abstention (Craig Douglas).

There was a discussion about the golf classic mailing. Some members have claimed they have not received notification about the classic. There was discussion on how to reach out better to members. The outreach methods will be discussed with Iseult, the Sponsor Services Committee, and the Golf Classic sub-committee.

Item #5 – AWWA Director’s Report and Update.

Item #5a – AWWA Update – Adam Yanulis.

Adam reported that the AWWA membership is currently at 50,400, which is down slightly from last year. ACE15 is in Anaheim, which is not doing as well as this time last year but they anticipate growth.

AWWA’s EPA Grants with RCAP, EFCN, and the sections as subcontractors is underway. NEWWA is in the middle of scheduling and delivering the Area 1 and Area 2 trainings.

The Community Engineering Corps celebrated its first anniversary in February. There are 23 community projects and all are posted on the Web site. We could potentially do a project in New England; they primarily take place in disadvantaged communities. The corps will be at ACE15 with a booth, technical sessions, and information session.

The AWWA DC office just completed the Fly-in in Washington DC, which had representation from all New England states. Also, Tom Curtis, director of AWWA’s DC office is retiring.

David Polcari made a motion to accept the AWWA Director’s Report. Craig Douglas seconded. The motion was passed unanimously.

Item #5b - RSMO Oct. 16-17, 2015 Hotel du Pont, Willington, DE.

Adam reminded everyone that the 2015 RMSO is in Wilmington, DE, and encouraged board members who are able to make it to attend.

Item #5c – AWWA Fly-in Representatives – Report and Update – Phil Bilodeau & Mark Wetzel.

Mark provided an overview of the AWWA Fly-in in Washington, DC. Participants are given talking points on key issues before they meet with aides.

Mark met with Markey, Warner, Molton, Neil, and Tsongas aides, and he dropped information off for Joe Kennedy’s aide.

The main talking point was WIFIA, which is modeled after TIFIA. WIFIA funds large water projects (49-80 percent of project). However, when WIFIA was passed, the local share didn’t allow tax-exempt bonds. This is being reviewed.

AWWA’s stance on cyanobacteria and algal blooms is controversial as they relate it to nonpoint source runoff, which is normally related to agriculture.

During the Fly-in, AWWA took a full-page ad out in politico (local newspaper). They also had video on YouTube.

Adam Yanulis comment was made that NEWEA is having their congressional breakfast soon, and it’s confusing for those on the hill between water and wastewater people. NEWWA needs to play a more prominent role in these with the other associations and become more involved in the process.

Item #5d – Other by Members.

Item #6 – Council Business – Updates.

Carol reminded the board that there are many committee meetings at the conference and encouraged all to attend. Committee meetings are listed on the agenda and will be posted.

Item #6a - Committee Outreach – Carol Harris.

Ray highlighted the YP breakfast and the Alumni Club meetings taking place at the Spring Conference. There is also the joint meeting with NEWWA, NEWEA, and NE-APWA in Meeting Room C at 2pm on Wednesday.

Half of Session 1 on Water Resources is dedicated to stormwater, and the “Stormy Awards” will be given at that time as well. The “Stormy Awards” project are sponsored by the three regional associations.

Item #6b – Council Reports by Council and by Director Assignments.

None.

Item #7 - Executive Director and Staff Reports – January 2015 Oral Reports.

Ted provided a written report. AWWA is updating some training manuals and has asked us to comment on revisions.

Current enrollment for the exam review courses is 139. The excavation and equipment operator classes all full (first week of May). We also trained 74 students in the hoisting license renewal class in Massachusetts.

The cross connection program continues to be busy.

The Water Quality Symposium marketing is out, and there are 12 already registered for the May 13 event, which has a very strong agenda. Also scheduled is the Laboratory Operations Symposium on October 6. The Water Resources and Sustainability Symposium is on October 22.

March is busy for contract training—there are 12 out of 20 working days scheduled with RH White, SWSC, BWSC, CT Water, and Pawtucket.

We are continuing our joint partnership with CTAWWA and have planned 9 courses for fall 2015.

There were 150 students across our sessions at the MWUA conference.

Our programs at the Champlain Water District are all scheduled through 2015.

Item #7a – Publications: Naylor & Journal, Newsletter, Website Update.

Kirsten updated the board on the status of the Value of Water campaign with the Public Relations Committee. Due to the state of the budget, the association is only anticipating spending approximately \$10,000 this year. The program will involve:

- Transit ads in NH, VT, CT, and RI
- Radio PSAs on WXLO (Worcester) and two other affiliates
- News releases
- Social media outreach

We have changed the printer for the *Source*, which now enables us to go to full 4-color for the same cost as our previous 2-color publication.

Kirsten is managing the AWWA Areas 1 and 2 projects, and all programs are scheduled.

Ray announced that NEWWA received a \$500 check for membership recruitment efforts.

Also, the ACE15 luncheon information will be sent out shortly to go to “The Catch” restaurant.

The Executive Committee meeting has been changed back to May 7 to not conflict with the Massachusetts Drinking Water Day activities being held on May 5 in Gloucester.

Item #7b – Spring Conference Update.

Ray stated that there is a new mobile app for the conference and encouraged all to download it. The exhibit hall is sold out, and more than 2,600 people are pre-registered. He encouraged board members to check their agenda for committee meetings times and to attend if possible. He also requested board members either assist with pre-registration badge distribution or attend the YP breakfast Wednesday morning.

Item #7c – Other by Members.

None.

Craig Douglas made a motion to accept the Executive Director and Staff Reports. Sarah Pillsbury seconded. The motion was passed unanimously.

Item #8 – This year’s major goals reminder of (From President’s plan)

- a. Raise awareness and promote the value of water and the waterworks profession.
- b. Expand membership and increase member participation; recruit and develop volunteers to become champions for programs and future leaders of NEWWA.
- c. Develop opportunities that will provide value to our members, including networking and educational training opportunities.
- d. Continue to build collaborative relationships with other organizations.

Item #9 – Other by Members

Item #10 – Committee Reports.

Item #10a – Executive Committee Update – Craig Douglas.

All items have already been covered previously in the meeting.

Item #10b – Alumni Club – Carol Harris.

Item #10b.i – Alumni Club Chairs – Add James McCarthy and Robert Beurivage, Retired, to Leadership.

The Alumni Club met at The Lantana in December 2014 and discussed potential initiatives. A survey was sent out and they are meeting during the Spring Conference to discuss survey results.

Item #10c – Speed Networking Update and Plans – Craig Douglas.

Craig asked all who are not assisting with registration to come to the speed networking event during the YP breakfast.

Item #10d – Publications Committee Update.

Matt reported that the committee is meeting on Thursday of the conference to discuss the *Journal* layout, Naylor contract, ghost writers, etc. Ad-hoc Publications meeting members are invited.

Item #10e – Organizational Development Committee Update – Matt Pearson.

Matt reported that the committee met to work on the organizational chart; they made some changes, and will have them ready for approval at the May 2015 board meeting.

Item #10f – Ad-hoc Stormwater Collaborative Committee Update – Carol Harris.

Ray stated that the collaborative has a session at the conference, which will also have the "Stormy Awards." The winners are:

Lexington, MA (Department of Public Works - Engineering Division) for "Developing Municipal IDDE Partnerships."

City of Bristol, CT for "Unique Stormwater Program Funding for Proactive Operations."

And the following three organizations for: "Regional Collaboration for Enhanced Stormwater Program Efficiency"

Northern Middlesex Stormwater Collaborative, MA
Chittenden County Regional Planning Commission, VT
Central Massachusetts Regional Stormwater Coalition, MA

Item #10g – Other by Members.

None.

Item #11 – Announcements and Meetings - Board of Director's Meeting – May 28, 2015 @ 9:00 AM

2015 Spring Conference Meeting Schedule
Tuesday, March 30

NEWWA Regional Officers – 12:00 PM–4:00 PM, Hilton Garden Inn
NEWWA Board of Directors – 4:30 PM–7:30 PM, Hilton Garden Inn

Wednesday, April 1

YP Meet & Greet Breakfast – 8:00 - 9:00 AM, Meeting Room E
Alumni Club – 10:00 - 11:00 AM, Meeting Room C
Nominating Committee – 10:00 - 11:00 AM, Meeting Room D
Membership Committee – 11:00 AM - 12:00 PM, Meeting Room E
YP Networking Lunch – 11:30 AM - 12:30 PM, Meeting Room C
Distribution & Storage Committee – 12:00 - 1:00 PM, Meeting Room D
Water Resources & Conservation Committee – 1:00 - 2:00 PM, Meeting Room C
Groundwater Committee – 12:00 - 2:00 PM, Meeting Room E
Disinfection Committee – 1:00 - 2:00 PM, Showcase Overlook
NE Regional Meeting (NEWWA, NEWEA & NEAPWA) 2:00 - 4:00 PM, Meeting Room C

Thursday, April 2

Program Committee – 7:30 - 8:30 AM, Meeting Room D
Sponsor Services Committee – 9:30 - 10:30 AM, Showcase Overlook
Education Committee – 11:30 AM - 1:30 PM, Meeting Room D
Publications Committee 12:00PM - 1:00PM Meeting Room E

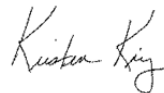
Item #12 – Adjourn.

Greg Leighton motioned and Craig Douglas seconded to adjourn the meeting at 6:30p.m. The motion passed unanimously.

Respectfully submitted,



Raymond J. Raposa
Executive Director



Kirsten King
Communications Director