

Item #1 – NEWWA Board Minutes of May 28, 2015

**New England Water Works Association
Board of Directors Meeting Minutes
May 28, 2015**

The New England Water Works Association Board of Directors held a meeting on May 28, 2015, at NEWWA's headquarters in Holliston, MA. President Carol Harris called the meeting to order at 9:06 a.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 Wetzal, Jim DeCelles, and Ray Raposa (ex-officio and non-voting). NEWWA staff Kirsten King, communications director and Ted Kenney, deputy executive director, were also in attendance. Nelson Cabral, cross connection and backflow coordinator, attended the meeting to help provide background for Item #8d.

Items #1 - #5 – Consent Agenda.

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Item #2 - CT nomination for State Leadership Award Guy Russo, Director Water & Sewer, Middletown Water Dept., CT.

Item #3 - NEWWA Backflow Prevention and Cross Connection Certification program rule changes.

Item #4 - New Public Relations Comm. chair: Joyce Mulvaney, Public Communications Manager, Springfield Water & Sewer Commission.

Item #5 - New Education Committee chair: Vincent Roy, Director, Public Works Department, Upton, MA.

Sarah Pillsbury made a motion to remove the Backflow Prevention and Cross Connection Certification program rule changes off of the consent agenda and add it to new business.

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

Item #6 –Treasurer's Report – Financial Update – David Kane and Gregory Leighton.

Item #6a – April 2015 Financial Report.

Through April, the association had a net gain of \$63,215, with a general operation loss of \$23,811, offset by investment gains of \$87,026. The general operating loss is \$103,746 worse than budget. Without a strong final quarter of training revenues, a positive operating net income is unlikely.

Greg reported that the Investment Committee has met and the 403b plan has a balance of more than \$2.3 million. Staff has a dedicated plan contact to help guide employees. We have \$1.8 million invested.

Item #6b – 2015 Spring Conference Financial Report.

The Spring Conference did very well, and we came out \$5,000 better than budget, making \$192,783.35 in revenue. It was our largest-ever enrollment, with 3,120 attendees.

Item #6c - Review of association insurance coverage recommended by the Executive Committee.

David updated the board on a proposal to review NEWWA's property and liability insurance program.

The 2015-2016 budget does not include this expenditure. The review can be postponed and budgeted for the 2016-2017 year. This review-- by an independent vendor--is to ensure that there is no bias in the

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process and that NEWWA's insurance coverage is proper for its needs. If necessary, funding can be taken from the unrestricted reserve account.

Discussion on the benefit of conducting the independent review.

David Kane made a motion that the executive director be authorized to execute a service contract with Albert Risk Management Consultants, in the amount not to exceed \$3,000 for a review of the association's property and liability insurance program. Craig Douglas seconded the motion. The motion was passed unanimously.

Sarah Pillsbury made a motion that the funding for this project come out of the general operating budget, and, if necessary, Unrestricted Reserves. Matt Pearson seconded the motion. The motion was passed unanimously.

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

Item #7 – Old Business.

Item #7a – Executive Director Search Update – Dave Polcari.

Dave updated the board on the search progress. The committee had a kickoff meeting with Rose, Jaime, and their Boston representative in May. An online survey was sent to key volunteers, board members, and staff, with a very high return rate. In addition, Rose and Jaime conducted in-person interviews with staff.

An executive director position profile has been drafted and is almost ready for distribution. The initial deadline for resumes will be September 11, 2015.

The committee will also start developing key performance indicators. Dave is the liaison between the search committee and board of directors and Kirsten is the liaison between the committee and staff.

Standard LinkedIn language for all board members will be drafted and disseminated.

Dave reiterated that the committee plans to bring one final candidate to the board at the December 2015 board of director's meeting for approval. All vetting, etc., will be done by the committee to maintain confidentiality with all involved.

Discussion about how to handle personal inquiries by colleagues to members of the board who may be interested in submitting their name for consideration. It was agreed that no board member is permitted to discuss any details about the process and that they are to send all inquiries to Spano Pratt.

Matt Pearson made a motion that the executive director search committee bring one candidate for approval to the board of directors at the December 2015 meeting. Phil Bilodeau seconded the motion. The motion was passed unanimously.

Adam Yanulis made a motion that the final vote for the new executive director be a 2/3 decision of the board of directors who are present at the December 2015 meeting. David Putnam seconded the motion. The motion was passed with one nay (Lisa Gove).

Item #7b – Ad-hoc Technology Committee –for Web-based Course – Craig Douglas (tabled).

Item #7c – Update capital projects, front sidewalk and front parking lot - Facilities Committee – Ray Raposa.

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Ray updated the board that the Facilities Committee is finalizing the plan for the new parking lot, but that any proposal must be brought before the conservation commission due to the project's proximity to wetlands.

Item #7d – Other by Members.

Carol updated the board on the Scholarship Committee's recommendations after discussing a complaint by a member regarding the requirement that a child of a member also be required to be a member of the association to apply for a scholarship.

David Putnam made a motion that the requirement that a student be a member of the association to apply for a scholarship be removed, but a question "are you a member?" be added for the Scholarship Committee's reference. Matt Pearson seconded the motion. The motion failed with 6 yays and 7 nays.

Item #8 – New Business.

Item #8a – Organizational Development Committee Report – Matt Pearson.

Matt updated the board that the committee met twice in person then via conference calls and suggested making the following changes:

- Merge AWWA Nominating and AWWA Award Committee together as one: "AWWA Nominating and Awards Committee" under the Administration Council;
- Move the Innovations Committee to the Administration Council;
- Create a University Outreach Committee under the External Affairs Council;
-Scope of committee to be developed by chair – Ji Im
- Remove the Social Networking Committee;
- Move the Customer Service Committee to the Management Council; and
- Move the Emergency Preparedness & Security Committee to the Management Council.

Phil Bilodeau made a motion that the board accept the Organizational Development Committee's recommendations per the memo of 5/28/15. David Polcari seconded the motion. The motion was passed unanimously.

Item #8b – NEWWA/NEWEA/NEAPWA Collaborative new initiatives – Carol Harris.

Carol updated the board that the collaborative met again in Worcester. Two new initiatives are being undertaken, with the first being Public Outreach Campaign. Representatives from NEWWA will be Kirsten King and Joyce Mulvaney (of SWSC and PR Committee Chair).

The second initiative is to develop a 1-day workshop on resiliency. Our representatives are Steve Estes-Smargiassi and Mary House.

Item #8c – Review of Old Policies – Ad Hoc Committee – Ray Raposa.

Ray updated the board that Dave Polcari, Craig Douglas, and Jim Decelles have agreed to review NEWWA's policies. They will meet on June 17 to discuss. The goal is to meet, review old policies, and then bring any updates/changes back to the board for approval.

Item #8d – Board of Certification for Backflow Prevention and Cross Connection Control Rules:

Sarah had a question about changes recommended by the NEWWA Board of Certification for Backflow Prevention and Cross Connection Control. She is questioning the recommendation that testers be required to perform a recertification exam and the need for the changes due to costs associated, as well as the requirement being every 3 years.

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Ray explained that there have been incidents of testers not being up to date with methods, and other certification programs are requiring tests for re-certifications.

Sarah is not sure about the board's ability to determine demonstrated competency of proper inspection/testing techniques.

The board's main concern is competency of testers. In addition, three utility representatives were also on the board throughout this process who all agreed that the new requirements are sufficient to enhance the level of assurance that testers who become recertified are fully qualified.

David Kane suggested we obtain member feedback before implementing any changes to ensure full transparency.

Sarah is concerned that the second recommendation leaves the board open due to its ambiguity.

Sarah Pillsbury made a motion to eliminate the second proposed rule: "Demonstrate competency to the board's satisfaction in the proper inspection/testing techniques of backflow prevention devices." Mark Wetzel seconded the motion. Sarah Pillsbury withdrew her motion and Mark Wetzel withdrew his second.

Nelson Cabral of NEWWA's staff entered to provide further explanation about the board's process in coming to the decisions to change the policy.

David Putnam made a motion to approve the Board of Certification of Backflow prevention and Cross Connection Control recommendations to change section 5.7a of the renewal requirements to now read: "1. Obtain 0.6 CEUs in the areas of backflow prevention device testing or cross-connection control as approved by the board and pass a performance recertification examination; or 2. Demonstrate competency to the board's satisfaction in the proper inspection/testing techniques of backflow prevention devices." David Polcari seconded the motion. The motion passed with a majority vote: 9/4.

Item # 8 E Other by Members: none

Item #9 – AWWA Director's Report and Update.

Item #9a – AWWA Update – Adam Yanulis.

ACE15 is in a week. More updates will come after the next AWWA board meeting.

Item #9ai. - ACE2015 update & Leading for Growth: AWWA Volunteer Appreciation Celebration June 9th.

The section is receiving two membership awards during ACE15 – one for having the highest percentage of net growth out of all sections and the other for having the highest number of new members of all sections.

NEWWA is also receiving its 25th Section Education Award.

Item #9b - RMSO October 16-17, 2015 Hotel du Pont, Wilmington, DE.

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

Item #10 – Council Business – Updates.

None.

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Item #10a - Committee Outreach – Carol Harris.

None.

Item #10b – Council Reports by Council and by Director Assignments.

None.

Item #11 - Executive Director and Staff Reports – January 2015 Oral Reports.

Ray reported that the membership is at 2,887 members, and we did lose approximately 10/15 members since ACE14.

The NEWWA/CTAWWA joint luncheon at ACE15 is at “The Catch” restaurant. There will be bus transportation from the convention center available.

The Annual Conference Program is at the printer. The hotel room block is open and all are encouraged to book their rooms early.

There are currently 93 exhibitors signed up for the 2016 Spring Conference. The Site Selection Committee is currently working on the location for the 2018 Annual Conference.

Ted reported that the association is finishing the 12-week concepts and practices classes this week, with 139 students through the program. There were 66 students in the excavation/machine training in May.

The association is also moving through 2A/2B classes with MIAA. The Cross Connection and Backflow courses are going well. The Water Quality Symposium was successful, and the Laboratory Operations Committee is busy putting together the October program, as well as those working on the fall Water Resources Symposium.

A full written training report was email to the Board of Directors.

Item #11a - Publications: Naylor & Journal, newsletter, website update.

Kirsten reported that the Journal process with Naylor is moving much smoother this time around. The Summer Source is almost complete, and Currents is one time as usual.

The Drinking Water Week campaign went well, with outreach efforts across all of New England.

We are currently looking into overhauling the Web site, and are talking with Apteian about options.

Drinking Water Day in Massachusetts was a success, with more than 100 attendees and almost all award winners attending.

The Red Sox Game with the Young Professionals is on June 24 and is almost sold out.

Iseult’s last day as a full time employee is June 26.

The association is updating its Great Plains software (accounting system).

There has been no progress with the ASSE issue in Pennsylvania (with regards to backflow and cross connection certification).

Item #11b - Staff reorganization effective June, 2015.

Ray reported that staff is undergoing a restructuring, with a new communications group being formed that will be lead by Kirsten. Jacqui, Katelyn, and the new hire will all report to Kirsten under this new structure.

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Item #11c - September 20-23, 2015 - Annual Conference, Mt. Washington Hotel update.

The room block is filling up quickly, and all are encouraged to book their rooms early.

Item #11d - Maine Director Vacancy.

John Storer is moving to lead Rochester, NH, water works, which leaves his Maine State Director position open. The board of directors will fill the vacancy. Craig stated that MWUA will discuss the opening at its next board meeting. It will also be broadcast to the membership.

Item #11e – Other by members.

None.

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

Item #12 – 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 #13 – Other by Members

Item #14 – Committee Reports.

Item #14a - May golf event report – Dave Putnam.

Dave reported that the 22nd annual golf tournament was very successful. He thanked everyone for their support. There were 88 golfers and more than 25 sponsors. The tournament raised between \$5,000-\$7,000, which the Sponsor Services Committee will decide on how to distribute. The committee will also discuss the stagnation in tournament (with regards to participants). We did pick up 3-4 new sponsors, however. They are moving to a different site in 2016, but have not chosen it yet.

Item #14b - Executive Committee Update – Craig Douglas.

All already discussed.

Item #14c - Alumni Club – Carol Harris.

The group has had a few conference call meetings on how to move this initiative forward. A flyer will be sent to e-mails of those retired to try and recruit. They will try to have some small group meetings at NEWWA’s regional meetings, and then have some bigger group meetings at the annual and spring conferences.

Lisa suggested that some alumni club members sit on the Historical Landmark Committee. She will reach out to Jim McCarthy with the idea.

Item #14d - Alumni Club Chairs – Add James McCarthy and Robert Beaurivage, Retired, to Leadership.

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Item #14e - Site Selection Committee – Matt Pearson.

Matt reported that the Site Selection Committee met at Stowe and Burlington, and are also looking at the Equinox again. The costs at Stowe are much higher than Burlington, and staff is working on negotiations for more realistic costs.

Item #14f - Summer Planning Session update - Matt Pearson.

Matt reported that the Planning Session memo, etc., has been distributed and encouraged board members to sign up.

Item #14g - Publications Committee Update – Matt Pearson.

Matt plans to schedule a meeting over the summer.

Item #14h - Ad-hoc Stormwater Collaborative Committee Update – Carol Harris.

Carol reported that the Stormy Awards were distributed at the April Conference, and an article published in the WEF publication. The collaborative's Web page will also be updated.

Item #14i - Other by Members.

None.

Item #15 – Announcements and Meetings

Executive Committee – June 25, 2015 @ 10:00 AM @ NEWWA
Investment Sub-Committee meeting July 21, 2015 @ 10:00 AM @ NEWWA
Next Board of Directors meeting – July 28, 2015 @ 10:00 AM, Keene, NH

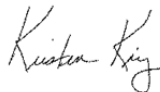
Item #16 – Adjourn.

Matt Pearson motioned and David Polcari seconded to adjourn the meeting at 11:30a.m. The motion passed unanimously.

Respectfully submitted,



Raymond J. Raposa
Executive Director



Kirsten King
Communications Director