

**New England Water Works Association
Board of Directors Meeting Minutes
February 9, 2010**

The New England Water Works Association Board of Directors held a meeting on February 9, 2010, at the Holiday Inn By the Bay in Portland, Maine. President Christopher Woodcock called the meeting to order at 8:37 a.m. Those present were Patrick Connelly, Christopher Woodcock, David Paris, David Kane, David Polcari, Carol Harris, Michael Covellone, Matthew Pearson, Pam Irwin, Ken Booth, Craig Douglas, David Russell, Robert Beaurivage, Peter Pezanko, Jim Marvel, David Harris, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director Ted Kenney and NEWWA Director of Communications Kirsten King were also in attendance.

Item #1– Consent Agenda & Minutes of December 16, 2009.

Item #2 – Consent Agenda - NEWWA Cross Connection Board rule changes –attachment.

Dave Polcari made a motion to accept the consent agenda including the December minutes and Cross Connection rule changes. The motion was seconded by Pam Irwin. The motion passed unanimously.

Item #3A – 3C – Treasurer's Report – Financial Update.

David Kane provided the treasurer's report. Overall we are in the positive by \$212,000 YTD. Compared to last year at this time we are doing much better. Note we are now up \$109,000 in the operating budget and \$103,000 in investments.

The charts provided in the report reflect how our revenues and expenses compare to each program by budget. For example, with conferences – blue is actual revenue, and maroon is actual expenses. Budget items are to the right; dotted blue is budgeted revenue and dotted red is budgeted expenses.

The Fall 2009 conference made \$23,000, which is about \$12,000 better than budget.

Investment gains are also doing well.

The big difference this year is in training, where the revenue has far exceeded the budget.

The second page of the report compares training revenues and expenses by month. Expenses are slightly above budget, but revenues are coming in much higher as well.

On the report's third page, there is a little blurb on investments. The committee met on January 19. We are doing very well for the year. The group reviewed Citizen's results compared to benchmarks, feel comfortable with Citizen's, and don't see the need to change anything in the short term.

Regarding the scholarship fund, we have taken money out of the equity market and have slowly been moving money back in to the target range of the scholarship fund investment policy.

At the end of each year we look at how much we made for the year and make transfers from operating cash funds to invested funds. We are making another transfer in the upcoming months. Last year the operating fund made about \$83,000. We will also take net depreciation – that money is reserved for principal expenditures. For year end 2009 there is about 37,000 left over, which we have been moving over to the capital fund, which brings that fund to a little over \$100,000.

Some felt we should shift more funds into equities away from the fixed income and other cash securities. We increased the agency fund to 65%. Project 2005 went to 55%, and the scholarship fund went to 15%. All are well within the equity range we established as policy.

Regarding the building loan, Dave Russell continues to review options to update our loan on the Holliston, MA, building. We now have a variable rate loan, but with current low interest rates we may be able to lock in. However, the lock appears only for the first five years.

Regarding buildings options, Citizen's have talked about a rate swap, i.e., switch some of our funds into fixed security (like ARM) for 5 years then move to a variable rate. We could also shift part of our funds into a fixed rate for 5 years. Citizen's would offer a little fewer than 4.92% for a fixed rate. We may want to shift half into a fixed rate. Or, we could also go into a standard fixed mortgage rate, which would be in the 6.5 – 7% range, and we may not be able to get a 30 year fixed as it is a business loan.

The board members suggested taking part of the mortgage amount into a fixed rate for 5 years then the rest into a variable rate.

Matt Pearson made a motion to approve the treasurer's report. Dave Polcari seconded. The motion was passed unanimously.

Item #4 – Old Business.

Dave Paris reported that the Champlain Water District (CWD) report was sent regarding the chloramination process. It was a 2-page literary report that endorses CWD's actions regarding how they run their facility. The report addressed some minor things regarding how they accept chemicals. The report was also sent to the VT DPH, VT DOR, U.S. EPA Region I, and CWD.

Item #5 – New Business.

Item #5A – Update on FY10 Proposed Budget – Dave Paris.

The FY '11 budget proposal was distributed. Dave stated that Ray did a good job in putting it together to give us projections for income and expenses. We now have a budget that is balanced with a small surplus of approximately \$4,000 in the operating portion. Some notable changes for the upcoming budget include:

- An increase in training fees of \$5.00 for a full-day training session.
- An increase of \$10.00 per registration for both conferences.
- Line item of \$24,000 to host the new AMS off site.
- Mission sharing funds are also reflected.
- Reduces Only Tap Water Delivers campaign from \$13,500 to \$10,000.
- Salaries reflect recommendation of 2 percent in pool.

We are looking for the board to approve the budget. The committee will be going through it again in more detail at the March meeting in Worcester. The board will also see a 3-year capital plan in Worcester. There may be an added provision for contingency associated with the computer conversion.

Item #5B – Other by Members.

Bob Beaurivage reported that the Utility of the Year Award and the Utility Service Award are changing. Currently, each award is given to small, medium, and large utilities based on the number of service connections. However, some larger communities have a large population but not a high number of service connections. He is looking to make the award based on population served rather than number of service connections. We will maintain small, medium, and large categories but by population served instead of number of service connections.

Bob Beaurivage made a motion to change the Utility of the Year and Utility Service Award criteria so it will be based on population, Dave Harris seconded. The motion was approved unanimously.

Item #6A – B – AWWA Update – Jim Marvel, AWWA Director.

Jim Marvel attended the AWWA winter board meeting. Topics included the AWWA budget – which had \$2.6 million less revenue budgeted than last year. ACE in June is at 1/3 of revenue and expenses are at \$2.8

million less than the previous year. There is \$862,000 of income budgeted. AWWA will spend approx. 1/3 as seed money for new programs.

AWWA is also doing a program analysis tool. They are checking the efficiency of all programs and using the tool to create new programs.

Regarding affiliation agreements, all but five sections have signed them—we are one of the five that have not. Jim said he would like to have NEWWA's signed by June 2010. We still need to include language about the Standards Committees, etc. and recreate pieces of issues that have occurred in order to finish writing the agreement. Chris asked for a draft by March. We need to look back to 1986/1987 when the original affiliation took place. Ray will work with Bob, who is the chair of the committee.

There was also a discussion on partnering with sections and business relationships. AWWA hasn't held up its end of the deal and is probably 2-3 years behind with rolling out items. AWWA also partnered with the Alaska section on producing a newsletter. They are looking to do publishing for sections and are trying to tie publishing in to sections for revenue from advertisements. Jim thought it was worth looking into.

AWWA passed their budget at the January BOD meeting. Jerry Stevens from Iowa is the new president-elect. There were only 5 candidates for 4 slots for vice president. This was a lower number than normal.

There were three New England utilities that applied for the Source Water Protection Awards program. There is a combined award with MWRA and MADCR receiving from MWRA.

A special meeting of the AWWA BOD may happen in March to discuss the two candidates for Executive Director. One will be brought for affirmation.

Jim will remain on the Finance Committee after finishing his term as AWWA Director. Pat has applied to sit on the Finance Committee. John Sullivan of BWSC is also on currently on the Finance Committee.

Craig Douglas made a motion to approve the AWWA Director's report. Dave Polcari Seconded. The motion was passed unanimously.

Item #7 – Executive Director and Staff Reports.

Ted

Ted reported that there are currently 45 students signed up for the spring review operator exam preparation program. There is still plenty of time to increase registrations as the courses don't start until March.

The 2010 contracted sessions with the Mass Department of Public Safety are in place.

The Cross Connection program is busy throughout New England, NJ, and PA.

There are two symposia in the Spring. March 4 is the Laboratory Operations and May 12 is the Water Quality that will deal with regulatory compliance, workforce development, and treatment technology. The keynote speaker is Dave Raeger, who is the executive director of the Greater Cincinnati Water Works. He will speak about workforce development, treatment technology, and regulatory compliance.

Contract training is moving forward for 2010. The CT section joint programs are also moving forward. Ted will meet with CT section representatives in April about Fall 2010 courses.

The SWSC center is up and running, with three sessions this spring. GMWEA at CWD courses are also scheduled. New Hampshire programs are being held twice a month in Franklin. We had strong attendance through the end of the year. The small system operator exam review classes are continuing in the RI program.

At the Maine Water Utilities Association conference, we have 120 people scheduled over three sessions.

Kirsten

The March 2010 *Journal* is currently in process. The next deadline for Journal materials is April 12. The winter 2010 *Source Newsletter* was finalized and mailed in early January. This issue also included the Sponsor Services calendar, which is also posted on the Web site. The next deadline for Source materials is February 12, 2010. Jim Marvel will write the board article. *Currents* remains on schedule for the membership mailings.

The E-Source continues to go out every other Friday with an approximate open rate of 33.3 percent, which is well above the non-profit average of 20 percent.

The Web site continues to be updated with information as it becomes available. A new Web site "skin" has been chosen and work will continue to move static information into the new design. The goal is to go live by June 2010. We are continuing to work with GoMembers to fully integrate the new site with the new AMS to make it a more user friendly and interactive experience for visitors. There were 7,304 visitors to the Web site between December 16, 2009 and February 3, 2010.

The Facebook page is holding strong with 211 fans. The site is updated at least twice a week. NEWWA is also on Twitter and can be found @newaterworks. We currently have 40 followers. We have also linked our Twitter page to our Facebook page so that whenever the Facebook page is updated, it updates Twitter as well.

Our contractor has also begun ad solicitations for our annual Membership Roster. Target mailing date is August 19, 2010.

NEWWA continues its assistance with the MA Water and Wastewater Agency Response Network (WARN). There are currently 50 utilities in Massachusetts signed on to the agreement.

The PR Committee is working on a joint workshop with the Conservation Committee that will be held on April 30, 2010.

We exhibited again at the Mass. Municipal Association Conference in January 2010 and joined forces for the first time with the Rhode Island Water Works Association and exhibited at the RI League of Cities and Towns conference on February 4, 2010. Pam worked the RI show and said we had a great turnout and lots of traffic. We plan to sign up again for 2011.

NEWWA is also assisting again with Drinking Water Day activities in Massachusetts (May 4 at the State House) and is also coordinating National Theatre for Children troupes for across New England for the first week in May. We also plan to join forces with the New England Car Wash Association to exhibit at the annual Earth Fest that takes place in Boston on the Esplanade each April. The event draws approximately 100,000 people.

NEWWA staff is also teaching Social Media/Public Relations Courses on February 4 in Portland as well as March 16 in New Haven, CT.

NEWWA has also taken on a high-school intern who is working on redesigning the Careers in Water Supply brochure and she will also be assisting in the design of an updated NEWWA general brochure.

The RFP for the next MCSSA contract has been received and is currently in process. A response is due back to the state by February 19. We plan to continue working with RCAP, MWWA, MassRWA, and Sarian Company.

NEWWA and NEWEA are also co-sponsors to an "efficient utilities" workshop taking place on April 20, 2010 at UMASS Lowell. EPA Region I is leading the charge with this program.

Bob Sheldon stepped down as chair of the Publications Committee. Matt Pearson offered to become chair. Ken Booth made a motion to approve and thank Bob for his service. Pam seconded. The motion was passed unanimously.

Ray

The trade show floor in Worcester is almost sold out with only 17 booths left. He suspects we will easily sell out. Registrations are now coming in. We've already received bulk registrations from a few utilities and state agencies. The number of utility registrations may be higher this year.

The Program Committee is also working on the fall conference, which will be back in Maine at the Samoset Resort in Rockland. The scheduled program deadline is May 1st.

Also, the golf tournament date might change since the course we booked with went out of business. The committee is working on a new date and location.

Regarding public policy a letter has gone out to state agencies for the Champlain Water District peer review.

Four states are now confirmed for the AWWA Washington Fly-in. We are working on a representative from Vermont.

Ray also reported on a new effort that Chris is working on with Iseult. Once a new member's name appears in *The Source* newsletter, a letter will go from the president to the new member to encourage them to become more active in the association. Matt Stosse had a big role in the initiative. This is to try to engage more new members.

There is also a membership restructuring committee at AWWA that is looking at changing membership categories. In 2012 they are looking to incorporate special interest groups. There will be membership orientation changes over the next few years.

The Facilities Committee is conducting a review of our Holliston building to prepare a maintenance plan and budget.

Item #7A – Computer System and Web site Update.

Ray continued with an update on the AMS upgrade now underway. Jeanne is taking the lead working with the programmer to determine what the new AMS will look like as well as what individual members will see online.

Linda is taking the lead on paring down approximately 48,000 records. There are probably approximately 12,000 duplicate records in the system that have to be weeded out.

The accounting software is also being upgraded, with Pam taking the lead. As we replace both softwares we also have to integrate the new accounting software system. We are upgrading to Great Plains to be able to work with the AMS.

The design part is on schedule. Obtaining passwords, etc. are about a month behind schedule. We will transfer data once the new budget is built.

There was a recommendation to build in an approval from the board to have a contingency in the reserve funds in the event of "issues" arising with the conversion.

Pat made a motion to approve the executive director and staff reports. Bob Beurivage seconded. The motion was passed unanimously.

Item #7B – Other activities.

October 2010 has been set as the date to open the Metropolitan Water Works Museum in Chestnut Hill.

Item #8 – Council Director Updates on Committee Actions – Council Directors.

Item #8A – Council Director Updates on Committee Actions.

Dave Harris reported that the Water For People Gala is on May 1 at Fenway Park. The Mentoring Program is struggling slightly and they are looking for a new chair. It is a rolling program as new members come in. We need more mentees.

Item #8C – Committee Midyear Updates – Each Council Director.

Regarding the Water Treatment Plant residuals committee, Dave Miller has taken over as chair and has done a good job. He has been chair for over a year now.

Item #8D – Planning Committee & Memo – Mike Covellone.

Mike prepared a memo for the board. The Planning Committee had a kickoff meeting on February 2 and determined three general areas they want to explore into the coming year. First is public outreach and extending communications with the general public, community leaders, etc. Second is enhancing opportunities to increase revenues. Third is communicating strategic plans, etc., better to committees. The overall goal is to raise the level of recognition for all who work in the profession.

There is a follow up meeting on March 9 to finalize the Council Meeting agenda.

Item #8E – Spring Council Meeting is Friday, May 7.

Item #8F – Other By Members.

Jim Marvel brought up the Water Buffalos for Water For People. We have not heard back from the WFP Committee on whether or not they will support this effort.

The morning of March 31 is the YP breakfast at the Worcester conference. Chris encouraged BOD members to go.

Ray encouraged council directors to assist committees with chair conversions, etc.

Item #9 – Committee Reports.

Item #9A – Executive Committee Update from January Meeting.

Dave Paris stated that there are three major components about computer system upgrade. The committee did a lot of talking about who is responsible for the various parts of the conversion process. There are also contingency funds in place.

All other items were already discussed previously in the meeting.

Item #9B – Committee on Water Sustainability.

Ken Booth reported that the committee is moving toward planning the Congress. There is a meeting on February 25. On average there has been 10-15 participants at each meeting. They have the agenda done, and are working on speakers. The big goal is trying to make sure everyone participates. They are looking at success stories, etc. (e.g., Aquarion Water Company, Nature Conservancy, etc.). They agree there are issues of contention, but the Congress' purpose is to work them out. June 2 is the date for the meeting. They are also trying to keep costs at a minimum (\$25), with a goal of 100 to 150 people. The committee may be looking for some sponsorships and are also looking to get back to the white paper once the conference details are nailed down.

Dave Paris stated that Ken Booth and Blake Martin have done a great job bringing all this together. And that the Steering Committee meetings that give everyone face time are beneficial to bring all the groups together.

Item #9C – Update on Meeting with NEWEA & NEAPWA.

Chris reported on this annual meeting, which have been held at the NEWEA Annual Conference for many years now. Elizabeth Cutone from NEWEA and volunteers from NEAPWA were in attendance. They talked

about YP Committee cooperation, and have asked to have YP representatives from all three groups at the next meeting in Worcester.

There also still is a joint student membership, where a student can join all three associations for \$30. They are not sure how well the program has worked. Elizabeth is going to start looking into the success of the program, but for now they are going to maintain it at the 1-year rate and time frame.

Pat suggested maybe the Membership Committee identify who the joint student membership people are right now and to try to keep them engaged.

The Joint Utility Management Workshop was scheduled but it was postponed.

A professor at Wentworth approached the organizations for cosponsoring a foundation for a significant amount of money, but the initiative remains on hold and it is not moving forward.

NEAPWA members raised a concern that NEWEA is having a discussion at its Planning Session in March about having a utility subgroup. This might take on a lobbying effort, and they may want us or NEAPWA to join the group. Dave Paris clarified the initiative in that there was a lot of dissatisfaction with wastewater and state government agencies. They feel the agencies are starting to go beyond the Clean Water Act, which would cause more costs for utilities. They may be looking to form a separate organization to stand on its own with specific utility members to strictly become involved in the discussions about standards all are being faced with. Specifically, Springfield and Worcester are becoming concerned with costs associated with upcoming regulations toward wastewater utilities.

Item #9D – Other by Members.

Regarding the Harrisville Water District request for funds for its centennial celebration-- Harrisville has been involved in NEWWA for many years. Craig is still waiting to hear back from the committee on how NEWWA can be involved. At the least, we will do a plaque.

Pam Irwin thanked NEWWA for her plaque received at her retirement party.

Item #10 – Announcements and Meetings.

March 30 is the next BOD meeting in Worcester. The State Association meeting is at noon on the same day. We will talk about mission sharing.

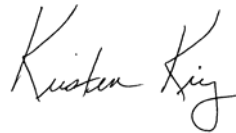
Item #11 – Adjourn.

Craig Douglas motioned to adjourn and Dave Harris seconded at 10:52 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