

**New England Water Works Association
Board of Directors Meeting Minutes
July 29, 2014**

The New England Water Works Association Board of Directors held a meeting on July 29, 2014, at The Salem Waterfront Hotel in Salem, MA. President David Polcari called the meeting to order at 8:52 a.m. Those present were Craig Douglas, Carol Harris, David Harris, Lisa Gove, Gregory Leighton, Matt Pearson, Jeffrey Racicot, Louis Schoolcraft, John Storer, Adam Yanulis, and Ray Raposa (ex-officio and non-voting). NEWWA Director of Communications Kirsten King, Deputy Executive Director Ted Kenney, Meeting and Marketing Manager Iseult Morgan, Program Coordinator Nelson Cabral, and Volunteer and Membership Coordinator Katelyn Cahalane were also in attendance.

Item #1 – Consent Agenda & Minutes of May 29, 2014.

Item #2 – Consent Agenda – State Leadership Award Recommendations: MWWA Nomination of Matt Pearson for MA and NHWWA Nomination of Harry Stewart for NH. (see attached).

Item #3 – Consent Agenda - Education Committee New Co-Chair Appointment – Vincent Roy, town of Needham, MA.

Item #4 – Reminder to Council Directors that they need committee reports from their chairs with copies to Jacqui by August 22nd.

Item #5 – 2014 Golf Classic Proceeds Disbursement. The event raised \$5,507.13. The committee voted to recommend that the proceeds be disbursed as follows:

- **\$3,000 towards NEWWA’s scholarship program**
- **\$1,000 towards Water For People**
- **\$1,000 (2 x \$500) towards Natick DPW’s two workers killed/ seriously injured on job.**
- **\$507.13 balance towards sponsor services fund**

Craig Douglas motioned to accept the consent agenda. Carol Harris seconded. The motion was passed unanimously.

**Item #6 – Old Business.
None.**

Item #7 –New Business.

Item #7a –Natick DPW Employee (Killed Repairing a Water Main) Bench Dedication – On October 24 Council Meeting Day.

For board’s information: His name will be added to the NEWWA garden benches on October 24th the of date of the fall council meeting.

Item #7b – Letter of Credit to Support MDFA Loan Pool for Building Mortgage (see attached).

The purpose of extending the letter of credit is to provide enhancement for the marketability of NEWWA’s indebtedness under the Mass. Health and Educational Facilities Authority (MHEFA) variable rate demand revenue bonds capital asset program issue, Pool 0-1.

The annual fee on the letter of credit will be 1.75% for a 3-year commitment, or 1.80% for a 5-year commitment (the current rate is 1.80% for a 2-year commitment). This fee is payable quarterly in advance on the letter of credit amounts as reduced by redemption and calculated on the actual number of days elapsed in a 360-day year.

Matt Pearson made a motion to accept the new terms at 1.80% for a five year commitment by Citizen's Bank. Craig Douglas seconded the motion. The motion was passed unanimously.

Item #7c – Other by Member.

Carol informed the board that Christine Millhouse, NEWWA's representative on the on Mass Board of Certification of Drinking Water Operators is retiring and was concerned that this may be a problem for the association. Staff has been in touch with Christine and confirmed with her that she is still interested in representing NEWWA on the board through her retirement and until her term is up.

Item #8 – Treasurer's Report – Financial Update.

Item #8a – July Financial Update and Statement – Greg Leighton.

Greg reported that through May, NEWWA had a net gain of \$318,262, with a general operation and investment gain of \$96,871 and \$221,391. Typically, net operating income declines in June as training typically decreases so full-year net income should be lower.

Item #8b – Investment Sub-Committee – Greg Leighton.

Greg reported that NEWWA's general reserve fund had \$811,000 invested at June 30, 2014, with 69% invested in stocks and the remainder in fixed income and/or cash. The capital and building fund had \$719,000 invested with only 57% in stocks and the rest in fixed income and cash. The scholarship fund was at \$327,000 with 57% invested in fixed income, which allows for easier access to cash for the annual summer/fall payouts.

Matt Pearson made a motion to accept the Treasurer's Report. Craig Douglas seconded the motion. The motion was passed unanimously.

Item #9 – AWWA Director Report/AWWA Update – Adam Yanulis.

Item #9a – AWWA Director's Report.

Adam reported on what was discussed during AWWA's June 7, 2014, BOD meeting:

AWWA is proposing a 2.5 percent increase in dues to enhance income and stabilize its financial side. This will help offset some capital expenses as the association has invested a lot of money on software.

AWWA is also focusing heavily on initiatives in India, as there is an enormous amount of training and education needed there. AWWA India will be the association's first "community" and not a section. They are also increasing activity in other countries overseas, and all have an individual business plan. The big push with these initiatives will be to broaden the use of AWWA standards.

Pension liability is still a big risk for the association. There is currently a \$1.3 million gap, which AWWA is working on terminating between 5 and 8 years, depending on the market.

Overall, it was a very good year for AWWA. The 5-year plan is underway and ACE14 was very successful. ACE14 attracted approximately 12,200 attendees and came in at 8 percent above the projected budget so far; they are still in the process of crunching numbers.

AWWA's 2020 plan—their long-range plan—is in development. They continue to talk about better alignment with all the sections. There are currently 25 out of 43 sections that are fully aligned with AWWA.

The Partnership for Safe Water, and the need to better market the program, was also discussed.

Regarding Water for People, NEWWA gave \$66,900 to Water for People through fundraisers and the “Change the Game” event at ACE14. The check was sent to Water for People in June 2014.

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

Item #10 - Executive Director and Staff Reports – June – July, 2014 Oral Reports.

NEWWA staff provided verbal reports of the below.

Item #10a –Training – Ted Kenney.

Ted provided a written report.

Summer operator training courses are underway, with 50 people registered. The 12-week courses start in the fall, and will include T2, D2-4 and D1/T1.

Excavation Safety classes will be in Holliston next week, and all are full.

The Water Quality Symposium attracted 90 people and was a huge success. The Laboratory Operation Symposium has been moved to October 7 in Holliston, and the Water Resources Symposium will take place on October 23. The Water Resources, Conservation, Groundwater, and Sustainability Committees will all work together again this year on the symposium.

NEWWA's Groundwater Committee conducted a Sunday workshop during ACE14; it went very well.

NEWWA submitted approval to MA DPS for Class 2 license renewal training and hoisting (2A and 2B – excavators and loader/backhoes). We were approved by the commonwealth and are now going to offer courses starting late July. The first round of classes are full starting on Thursday (July 31).

Item #10b – Communications and Grants – Kirsten.

All grants covered under the MCSSA expired on June 30. This included the MAWARN funds as well as ASDWA funds. Work does continue on finalizing the curriculum development for the Revised Total Coliform Rule and the online board of commissioner's training.

All publications continue to be on-time and the Summer 2014 *Source* was finalized and mailed to the membership in early July. John Storer offered to write the “In the Boardroom” article for the Fall *Source*, and articles for that are due on August 11. Lisa Gove offered to write the “In the Boardroom” article for the Winter 2015 issue.

The 2014-2015 Membership Roster was completed ahead of schedule and mailed to the membership in late July.

NEWWA recently signed a contract with “Job Target” to take over all management of its online job board. This will make the job posting process for companies and organizations easier, now allow the posting of resumes, and streamline the back-office process for staff.

The PR Committee completed the “Value of Water” campaign for 2014 and is working to bring in more partners for the 2015 campaign. It will be submitting an AWWA Public Communications Achievement Award nomination for the work that was done this year.

Item #10c - Conferences and Meetings – Iseult Morgan.

Iseult reported that ACE14 contributed to the success of NEWWA’s recent membership spike—we saw a gain of 100 new people. There is now an initiative to try to engage these new members.

The exhibit hall for our Spring Conference is already filling up, and the fee structure for booths has been changed to make the charges more even for all exhibitors. There are 100 booths already sold.

120 people have made reservations so far at the Samoset for the annual conference. There will be a reception on Saturday night at Ray’s house, and dinner plans for the AWWA visiting officer are underway. Gene Koontz, AWWA president-elect, will be attending this year.

Item #10d – Ray’s Report Including Administration, Facility Renovations, Staff Update, & Other

Ray reported that the AWWA Fly-in is from April 14-15, 2015. One person from each of the five states is needed to attend (utility representatives only) AWWA will fund travel expenses for utility reps (one per state).

Adam stated that we should participate in the NEWEA congressional breakfast in DC. They also talk about infrastructure, funding, financing, etc.

We are also currently watching two water infrastructure bills, and are working with MWWA and MA ACEC (Water Infrastructure Alliance). Hopefully these bills will provide some state money toward infrastructure issues. NEWWA will write a letter of support.

Ray introduced our newest employee, Volunteer and Membership Coordinator Katelyn Cahalane.

The second floor renovations in Holliston are almost complete. There will still be board and committee meetings in the new room but its main purpose will be for foodservice.

The E-commerce module in Q is moving ahead, and the certification module will begin soon. The certification module will allow people’s certification record to be attached to their member record (and staff to upload documents to each individual record).

Unfortunately, we are still having issues with Aqua PA and their not accepting NEWWA’s Backflow and Cross Connection certifications anymore (they are only accepting ASSE certification). Nelson is working on a letter to Aqua PA and AWWA President-elect Gene Koontz to hopefully rectify the situation.

John Storer made a motion to accept the executive director and staff reports. Louis Schoolcraft seconded. The motion was passed unanimously.

Item #11 – Council Director Updates on Committee Actions – Council Directors.

Annual reports are due at the annual conference in September. Send to Jacqui and Ray by September 1 for inclusion in the board packet.

We have made some slight changes in the organizational chart. Staff initials are now included with each committee and inactive committees are grayed out.

Item #12 – 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 #13 – Committee Reports.

Item #13a – Planning Committee – Craig Douglas.

The Planning Session took place on July 28 and it went very well. Craig thanked the group for their participation and he will convert all notes, etc., into a document for disbursement at the annual conference.

Item #13b – Publications Need Journal Papers – Craig Douglas.

The ad-hoc Publication Revitalization Committee met earlier in July and discussed ways to enhance the *Journal*. A new promotion will begin shortly in the e-source. The committee will meet at the annual conference for the second time and to plan further steps.

Item #13c – Ad-hoc Technology Committee – Craig Douglas.

The committee has developed a 7-page document and they are now reviewing to determine the best course of action. The goal is to have an update/report at the annual conference.

Item #13d – Stormwater Collaborative – Dave Polcari.

Dave reported that we met with the NEWEA/NEWWA/APWA representatives in June at the Lenox. The collaborative has developed a list of action items that they want to implement. They are planning a meeting in early September to start discussing the group's next steps.

Item #13e – Other by Member.

Ray reminded all about the state association meeting in September at the annual conference. The meeting is on Monday at 12:00 noon, following the Opening Session.

Item #14 – Announcements and Meetings.

- a. Next Board Meeting – September 21, 2014 at 9:00a.m. at the Samoset Resort in Rockport, ME.
 - i. Council Reports are all Due Before Meeting.
- b. Next Executive Committee Meeting – NEWWA, Holliston, MA, September 4, 2014, 10:00a.m.
- c. AWWA RMSO Region 1 – October 10-11, 2014, Canadaigua, NY.

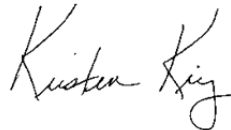
Item #15 – Adjourn.

Louis Schoolcraft motioned to adjourn and Dave Harris seconded at 10:12 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