

## **Item #1 – BOD Meeting Minutes of May 20, 2011**

### **New England Water Works Association Board of Directors Meeting Minutes May 20, 2011**

The New England Water Works Association Board of Directors held a meeting on May 20, 2011, at NEWWA's Headquarters in Holliston, MA. President David Paris called the meeting to order at 8:48 a.m. Those present were David Paris, Michael Covellone, Christopher Woodcock, David Kane, Carol Harris, Sarah Pillsbury, Craig Douglas, Robert Beurivage, Red Dufresne, Ken Booth, Patrick Connelly, Matt Pearson, Louis Schoolcraft, David Polcari 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. David Russell participated via phone.

#### **Item #1– Consent Agenda & Minutes of March 29, 2011.**

**Dave Polcari motioned to accept the consent agenda. Louis Schoolcraft seconded. The motion was passed unanimously.**

#### **Item #2 – Old Business.**

##### **Item #2A – Report from Nominating Procedure Review Committee – Robert Beurivage Tabled.**

Bob received a number of comments from the board and ad-hoc committee members and after the last Executive Committee meeting made even a few more minor revisions, which he reviewed for the board.

Discussion after the revisions were reviewed:

Pat Connelly stated that the language regarding the number of votes should be changed.

**Dave Polcari made a motion to accept the changes from the Nominating Committee. Louis Schoolcraft second the motion.**

Pat Connelly recommend changing the document's language to eliminate the possibility that if the two candidates with the least amount of votes (in an election with three candidates) receive the same amount of votes that the election would then be forced into a re-vote. He said we need to change the language to state that it's only if the two top vote receivers have the same amount of votes should the election take place again as a tie breaker.

Chris Woodcock stated that he is voting against the new procedures, citing that it is a big mistake and a knee jerk reaction to the last two nominating processes and is not a good enough reason to change the bylaws. He stated that we just changed the bylaws a year ago and does not feel this is warranted. He also does not buy the premise that there is an old boy network and doesn't understand where it is coming from. He has a problem with adding two people to the committee and cited the implication of geographic diversity and does not feel we've ever had an issue of geographic diversity. He does not feel there is one state that dominates and thinks there is vagueness and a lack of clarity added in to the new document. He does not understand the language "where appropriate" when it comes to multiple candidates and feels that what is in the guidance does not need to be added into the bylaw. Overall he does not feel any of the changes are necessary.

Pat Connelly stated that he doesn't mind changing the committee members to 7 from 5. But he also does not feel this is worthy of a bylaw change as he hasn't seen a problem either.

Dave Polcari stated that he doesn't think there is any bylaw that is perfect and that the committee did a lot of work. He thinks it is a good idea and feels that more people on the committee is a good thing, will allow more people to participate, and that is good for the association as a whole and should be a bylaw change. If it isn't, then this process will be at the whim of a future board. Bylaws carry more weight.

Bob Beurivage stated that the whole effort behind this is to try to improve what we had. The appointed committee took the approach seriously and the circumstances of the past few years were not discussed by the committee. He also thinks it is appropriate to have more people on the committee and make the membership aware of what's going on. Feedback Bob receives from people is that the network is kind of closed and that people don't know what's going on at the officer level. In past years there should have been more of an effort to let the membership know what's going on and who is running for what positions. The rationale was to try to improve the process we had and he feels it is positive and worthwhile.

**Bob Beurivage made a motion to amend and clarify the wording regarding a second-place tie stating that a re-vote would take place only if the top two vote-receiving candidates are tied. Ken Booth second the motion. The motion was passed unanimously.**

**The board voted on the motion to approve the bylaws with the amendment. Louis Schoolcraft, Chris Woodcock, and Pat Connelly opposed. The motion was passed by majority rule.**

Dave Paris stated that he appreciates Bob's hard work done on this effort and also recognized the good work the Nominating Committee has done over the years. Dave says that he feels that more members on the Nominating Committee will ultimately be a good thing as it will add two additional board members to the committee in addition to the past president, international director, president-elect, and another past president.

This will now go to the membership for a vote and then to AWWA for review and approval.

\*BELOW IS THE BOARD-APPROVED AMENDED BYLAW ARTICLE VII:

NEW ENGLAND WATER WORKS ASSOCIATION  
A SECTION OF THE  
AMERICAN WATER WORKS ASSOCIATION

BYLAWS

(Revised Bylaws as approved by NEWWA Board of Directors, May 20, 2011)

ARTICLE VII  
NOMINATION AND ELECTION OF OFFICERS

SECTION 1. After the close of the Annual Conference and before November 30th of each year, the President, with the approval of the Board of Directors, shall appoint a Nominating Committee of seven, consisting of two Past-Presidents of NEWWA (most immediate, able, and willing), the AWWA Director, the President-Elect, and three Directors. The President shall appoint the three Directors from states that lack representation on the Committee whenever possible. The most Immediate and available Past-President shall serve as Chair. The Nominating Committee shall designate nominees for the offices to become vacated and search out the best candidates to lead the association, in accordance with these bylaws. No member of the Nominating Committee may be a candidate. The Nominating Committee shall designate a nominee for the position of AWWA Director with the other nominations, during the second year of the AWWA Director's term. All nominees shall have been a member of NEWWA for three years, unless waived by a two-thirds vote of the Nominating Committee. The Nominating Committee will consider nominating two candidates for a vacant position if appropriate.

SECTION 2. The Nominating Committee shall solicit candidates for the position of State Director and Director(s) at Large according to the guidelines, as approved by the Board of Directors. All candidates shall be submitted to the Nominating Committee by April 1. The positions that need to be filled shall be posted on the NEWWA website and published in a minimum of one NEWWA correspondence. Nominees for State Director shall reside or work in the state which they represent. Other nominees may be placed on the ballot in accordance with Section 4 of this Article.

SECTION 3. The Nominating Committee shall submit its report to the President and Executive Director before the fifteenth of May. This report shall be printed and mailed or e-mailed by the Executive Director to the membership of NEWWA and NEWWA, Inc. before June 15.

SECTION 4. Members of NEWWA may send to the Executive Director, until July 15, additional nominations signed by at least 25 members of NEWWA and/or NEWWA, Inc., all in good standing. The AWWA Director position additional nominations need to be signed by at least 25 NEWWA section members, including multi-section members, all in good standing.

SECTION 5. In the event of withdrawal or death of the only nominee for election to an office, or if for any reason, the nominee is unable to fill the office, the Nominating Committee shall notify the Board of Directors, and on the first day of the Annual Conference, present another nomination, at which time any additional nominations signed by at least 25 members may be presented. The office shall then be filled by membership ballot taken on the second day of the Conference.

SECTION 6. The Executive Director shall issue a ballot on or before the first day of August, which shall contain the nominations made by the Nominating Committee and such other nominations as may have been received in accordance with this article. A candidate running for re-election to a second term for a Director's post shall be noted as such on the ballot. This ballot shall be mailed or emailed to all members in good standing, including multi-section members, entitled to vote. The ballot will indicate that only members of NEWWA, A Section of AWWA can vote for the position of AWWA Director.

SECTION 7. Ballots shall be returned in a special envelope to the Executive Director or returned to a third-party company approved by the Board of Directors. The signature and printed name of the member voting shall appear on the outer envelope or other acceptable process approved by the Board of Directors at least two months prior to ballots being issued.

SECTION 8. Three members, appointed by the President, shall serve as the tellers of election. Ballots must be returned by September 1, and the polls will be closed on September 1 or the next business day at 5:00 p.m. The members receiving the greatest number of votes for the offices for which they are candidates and receive a minimum of 25 votes shall be declared elected with the winners announced at the Annual Conference and the candidate vote counts published in the NEWWA Journal. Should no one be declared elected or if two top vote receiving candidates acquire the same number of votes, the President shall then order a ballot to be taken at the Annual Conference to decide which of the candidates for an office shall be elected. If there are multiple candidates for a single office, only the two receiving the most votes will be placed on the ballot. The tellers of the election at the annual meeting shall announce the results of the ballot.

**Item #2B – NEWFound (New England Water Foundation) – Dave Paris.**

Dave Paris stated that he is currently vetting this idea to key contacts to try to obtain letters of support. So far he has spoken with GMWEA, which has agreed to write a letter. He is going to visit CT and NH next as well as MA on June 2 and ME in August. He is also meeting with NEWEA, NGOs, and Eric Olson – Attorney. The general response from people is positive.

**Item #2C – Succession Plan – Dave Paris Tabled.**

**Craig Douglas made a motion to take the succession plan off the table. Dave Polcari seconded the motion.**

Changes as noted have been made. The Executive Committee discussed it at last the meeting.

**Mike Covellone made a motion to accept the succession plan. Bob Beurivage seconded the motion. The motion passed unanimously.**

Dave Paris thanked Pat Connelly and Chris Woodcock for their leadership with this effort.

### **Item #3 – New Business.**

#### **Item #3A – Connecticut State Leadership Award Nomination.**

Mike Covellone, on behalf of Peter Pezanko, presented a letter nominating Tom Chaplik for the CT State Leadership Award. Chris Woodcock seconded and added that Tom has done a lot more than what is listed in the letter. He added that Tom has been a huge help with the Sustainability Committee as well.

**Mike Covellone moved to approve Tom Chaplik as the CT State Leadership Award recipient. Chris Woodcock seconded. The motion was passed unanimously.**

#### **Item #3B – Other By Members.**

Ken Booth reported that the RIWWA committee met and named Steve Goslee, who is the public works director in Jamestown. They were the first community in the state to do a mandatory plumbing change out. Steve attends all of NEWWA's annual conferences and has put in a lot of time and work with the association. He retired in December.

**Ken Booth moved to approve Steve Goslee as the RI State Leadership Award recipient. Chris Woodcock Seconded. The motion was passed unanimously.**

#### **Item #4 – Treasurer's Report – Financial Update.**

Dave Kane referred to the table in the report. Our YTD net income is \$231,920, which is \$170,000 in investments and \$61,000 in operations.

Explaining the bigger variances, the spring conference is listed as \$217,000 better than the budget. The variance is due to a timing issue as the revenues were budgeted for April but booked into March. This also explains the conference expenses being noted as \$118,000 higher than budget.

Training expenses were \$29,000 higher than expected, which can be attributed to the IACET reauthorization. Training revenue is \$45,000 under budget YTD through March. The second-page chart projects out training revenue for year. We should finish with the training revenue better than the budget for year end. The bottom line is that we're looking good.

Dave is predicting that through year end, including the investment income, the association should come out in the black.

The second part of the report includes the Investment Committee minutes. Our investments are doing very well. He also reviewed that some time ago the board delegated to the Investment Committee the oversight of employee investment funds. The organization has an obligation to ensure that investment options offered to employees are not bad. Historically Ray and the investment advisor would look at options and decide. Now this is delegated to the Investment Committee. They developed a policy statement, which is attached to the Investment Committee minutes. Twice a year the committee will review options with advisors, and if there is a bad investment based on the industry-wide benchmark, they may pull the option off of the table. Investment Committee recommends the board accept the policy statement.

**Matt Pearson made a motion to accept the Investment Committee policy on employee investments. Chris Woodcock seconded. The motion was passed unanimously.**

Because it may look like we may wind up with small surplus or small loss, have to decide whether or not to give staff a bonus. Dave recommends if we do give bonuses to do so in the same year they were earned. He stated that he feels staff deserves bonuses this year due to the extra work they have put in on all the computer upgrades and IACET reauthorization.

**Dave Kane motioned that Ray has the authority to issue bonuses up to \$8,000 out of the current budget consistent with criteria already established. And to reflect the extraordinary year staff has put in regarding IACET and computer conversion efforts. Matt Pearson seconded the motion.**

Chris Woodcock stated that historically bonuses are only are issued in a positive year. He has trouble with going ahead with the projection.

Matt Pearson said that the operational side of the business has done very well this year even taking into consideration the impediments; we had a banner spring conference, received our IACET reauthorization, and have upgraded our computer system. The flip side is that we may not make a profit from the investment side. It is no fault of the operational side that we may not come out in the black.

Louis Schoolcraft agreed with Matt and stated staff should be rewarded with what has been done considering the year the association has had.

Carol Harris was concerned about giving bonuses in the middle of the year. While staff is deserving of bonuses she asked what is the benefit of doing it now instead of waiting until the end of the year. Dave Kane said that there is no doubt we will have positive year and the bottom line is that we will make \$250,000 in the overall budget. The proposal is to give Ray the authority to disperse before the fiscal year end, which is in a month. The advantage is that the dollars go in the year that they were earned.

Pat Connelly agreed with what has been said about staff. However, from a precedent setting point of view, he cited that this is not the forum to evaluate staff and performance.

**Vote on the motion. The motion was passed unanimously.**

**Item #4A – March Financial Update and Statement.**

**Item #4B – Transfer of FY2010 Surplus.**

Ray reported that he worked on transfers last week and that transfers between accounts have been completed. We moved \$200,000 but need to go to the bank to obtain the check to pay down the mortgage.

The April conference results are better than budget. This was a very positive year in terms of attendance; we had a sold out exhibit hall and surpassed 2,700 attendees. We have received a proposal from DCU for 2014 for April 2-3, 2014.

**Matt Pearson made a motion to authorize moving forward with booking the DCU Center in 2014 for the Spring Joint Regional Conference and Exhibition. Dave Polcari seconded the motion. The motion was passed unanimously.**

**Pat Connelly moved to approve the treasurer's report. Dave Polcari seconded the motion. The motion was passed unanimously.**

**Item #5 – AWWA Update – Pat Connelly, AWWA Director.**

Pat provided an update on AWWA activities, which included the following:

AWWA-WEF Collaboration (partnering initiatives) – Pat distributed the April 27, 2011 letter on this effort.

The 10<sup>th</sup> Annual DC Fly-In (first time co-hosted with WEF) was the first week of April. There were 400 meetings on Capitol Hill, with more than 170 water professionals from 49 states & Puerto Rico.

in partnership with AWWA, WEF submitted a \$5M grant application under the Department of Labor's Green Jobs Innovation Fund: "Building a Green Workforce in the Water Environment."

The AWWA 2011 Summer Workshop is from July 27 – 28 and will include expert speakers, AWWA leaders, and section volunteers.

The Technical & Educational Council has a 2010-Funded Project – *IT/Social Media Support for Committee (Collaboration Tools)*, which is a survey of committee needs and available collaboration tools (IT and social media). A 2011 article in JAWWA or *Streamlines* is also coming.

The Candidates for President-Elect (to be elected in January 2012) are Don Broussard, Southwest Section; Jim Chaffee, Wisconsin Section; and John Donahue, Illinois Section.

The 2011 Presidential Challenge for Membership Recruitment is ongoing have to sign up by 3/ 31. A section earns “commission” = 50% of an organizational member’s first year of dues. A section also earns “bonus cash” (based on member grade) for producing 1% net growth during 2011 (for NEWWA this means an additional net 20 members).

The Ad Hoc Committee for Utility Quality Program Review and Analysis is working with the Partnership for Safe Water – Distribution System Optimization Program Charter Member Campaign netted 75 charter members & > \$120,000 (goals: 50 members and \$60,000). It is a new ad hoc committee to review all utility quality programs to best move forward. There is some tension about AWWA not providing staffing dedicated to the Partnership for Safe Water Distribution System Optimization Program.

AWWA 2011 ACE Speakers include Dave Singleton, President of Layne Christensen Water Resources Division who will talk about the rescue of 33 trapped miners in Chile last year and Yoshihiko Misono, Executive Director of the Japan Water Works Association who will talk about efforts in restoring drinking water after the March earthquake and tsunami. ACE pre-registration is about 10% lower than last year at this time.

AWWA 2011 ACE Virtual Conference on the internet (pricing TBD) will provide online learning via live or recorded stream – First time AWWA has done this.

Ad Hoc Member Engagement & Development Sub-Committee recommendation. The APC was dissolved in January. So, what to do with Membership, Section Services, and Canadian Affairs Committees that reported to the APC. The Ad Hoc Sub-Committee is recommending merging Membership and Section Services Committee, maintaining Canadian Affairs Committee, with both reporting to the Exec. Comm.

AWWA 2012 Sustainability Water Management Conference (partnering with many others) is in Portland, Oregon on March 18-21, 2012. The call for papers is out – due 5/27/11.

And finally, Pat shared the favorite quotation of AWWA’s new CFO Kevin Mann: “If you want to go fast, go alone. If you want to go far, go together.”

**Craig Douglas made a motion to accept the AWWA Director’s report. Dave Polcari seconded the motion. The motion was passed unanimously.**

**Item #6 – Executive Director and Staff Reports - Ray & Staff.**

A written report was provided by the staff. The following staff members added these highlighted comments:

**Item #6A – Training & IACET Renewal Application Process – Ted.**

Ted reported that the spring operators’ courses had 166 participants, which is a high number. This could have been a result of people preparing for the Mass. certification changes that will institute a pre-training requirement come January 1, 2012. The summer review classes are in place. We will phase in requirement courses for exam review and pre-training requirement in Mass.

We also held a contract class at the MWRA, which was 33 hours over 11 weeks.

The spring excavation and machine training program had 67 participants. The summer session is currently receiving registrations.

The 13<sup>th</sup> annual Water Quality Symposium had close to 100 participants. Tom Curtis from AWWA was the morning keynote. Cynthia Doherty from EPA was the afternoon keynote. All were well received. Dave Paris congratulated the Filtration Committee on their hard work and stated that it was a marquis event.

NEWWA was also selected to receive another Section Education Award at AWWA's ACE for its social media course. This marks us receiving the award 21 out of the 23 years it has existed.

The on-site IACET certification evaluation was held in April and NEWWA received its approval and reauthorization for CEUs. This is reflective of all the work done since the internal review process was started in December of 2009. We have been accredited since 1997. Now IACET is a standard instead of a guidance. We must meet the standard across 10 categories. Congrats were given all around.

#### **Item #6B – Communications & Member Survey– Kirsten.**

The PR Committee worked with the Conservation Committee on a workshop that was held on April 21. The day was successful with 17 attendees.

In addition, the PR Committee:

- Conducted a “mini” transit ad campaign utilizing Only Tap Water Delivers during April and May. The poster was placed on the Red and Green lines as well as buses across Boston.
- Is partnering with the New England Car Wash Association to exhibit at the 2011 Earth Fest being held at the Hatch Shell in Boston on May 21. This music festival and environmental event draws more than 100,000 fans each week.
- Placed a 1/2-page ad in the Maine/New Hampshire newspaper “water” supplement that was issued during Drinking Water Week.
- Issued a news release and letter to the editor to all New England dailies and weeklies during Drinking Water Week.
- Ordered signs for NEWWA's naturescape garden and trees adding to the educational value of this garden. The signs are in and will be placed in the garden as the blooms continue to come up this spring.
- Planning, for next budget cycle, the “water drop costume” contest per the PR Committee's outreach proposal.

NEWWA was also integral in the planning of the Massachusetts Drinking Water Day awards program held this year in Devens, MA, on May 5. In addition, NEWWA secured the “Mr. and Mrs. Fish” performance troupe for the Thursday of Drinking Water Week, who performed at two schools in central region. The troupes were a success.

NEWWA also assisted the Plymouth County and Barnstable County Water Works Associations with the 2011 Southeastern Mass. Drinking Water Fair, which is on June 16 at the Massachusetts Maritime Academy.

Work with the Center for Research on the membership survey continues. We received the second draft of the survey on May 18 and will hopefully be issuing the survey to the membership by the end of the month. A full report by the consultant, as well as presentations, will be scheduled for the July board meeting and Planning Session, as well as the Annual Conference down in Newport.

#### **Item #6C – Computer System Changes Update & Other – Ray.**

Ray reported that the joint lunch with CTAWWA at ACE is currently at 38 people pre-registered.

The Annual Conference pieces are moving along and the program is at the printer. There is a pirate theme meet and greet reception followed by a ghost walk through Newport.

Massachusetts lost \$20M in SRF program funds and the set asides have been reduced. The projection is that DEP has to cut about \$2million, which affects the MCSSA grant. Been working with and providing DEP with a plan as to how we can reduce the program by about \$250,000. This budget cut is retroactive back to what monies were in place effective October 1, 2010. The site visit program will be the line that is cut the most.

We have Joined with MWWA and are setting up ad-hoc committee to work on a state regulations for minimum staffing requirements with regards to SCADA programs. They have had one meeting to date.

There has been no update from the Facilities Committee recently. We are still waiting for a recommendation for the building's capital planning.

**Matt Pearson made a motion that Ray inform the Facilities Committee to have a CIP recommendation to the board in a timely manner. Chris Woodcock seconded. The motion was passed unanimously.**

The computer system upgrade is making progress. The accounting program is running more smoothly. Three issues remain: Certification module, ExpoCad, and the Web site.

We had a drop in membership of 17.

**Craig Douglas made a motion to approve the executive director and staff reports. Dave Polcari seconded. The motion was passed unanimously.**

**Item #7 – Council Director Updates on Committee Actions – Council Directors.**

**Item #7A – Council Spring meeting and planning process for 2011 – Mike Covellone & Dave Paris.**

The council meeting is taking place immediately after the board meeting. There are three discussion groups: public relations, membership, and volunteerism. The goal is to achieve implementable results.

There is a facilitators meeting scheduled at 11:15am.

**Item #7B – Council Director's Review - Committee Updates – Council Directors.**

Sarah reported that she has been actively soliciting committees for their responses and ideas. The YP and Membership Committees are both very active.

Student Activities Committee – Kenneth Lee, new chair out of UMASS Lowell came up with the idea to strengthen the poster session by offering a prize to students. This needs to come as a formal proposal from the committee. Dave Polcari suggested taking the money from the golf proceeds. Ken suggested helping the students out with networking and understanding why they're at the conference; i.e., bring them together with other members of association.

Dave Paris gave kudos to the YPs and their organization of the Red Sox game, which turned into a get together at Jillian's in Boston due to a rainout. CDM, EJP, and Weston & Sampson picked up tab at Jillian's.

Ray will remind everyone representing committees that this is when council directors will be soliciting annual reports from committees. The deadline is August 15. Reports need to be given at the September BOD meeting, which will cover the current FY ending July 1.

**Item #8 – Committee Reports.**

**Item #8A – Executive Committee – Mike Covellone.**



Mike reported that all have copy of minutes, and all relevant topics have already been discussed earlier in the meeting.

**Item #8B – Legislative Update – Dave Paris.**

Dave reported to the board about sending a letter to the congressional delegation of New England asking to support the SDWA and developing new standards for drinking water contaminants. The letter has been distributed, which did go to all congressmen and senators in New England.

**Item #8C – Sustainability Committee Update; 2011 Sustainability Congress @MIT, June 20 – Ken Booth.**

The brochure has been sent out, and is also on the Web site and on Facebook. The cost for the day is \$25 and includes lunch. Is a “walk in the other guys” shoes day. Limited to 100 people. All partnering organizations are distributing the invite to their members/associates.

**Item #9 – Announcements and Meetings.**

**Item #9A – Spring Council Meeting – May 20 at 11:30a.m.**

**Item #9B – Executive Committee – June 28, 2011 Tentative.**

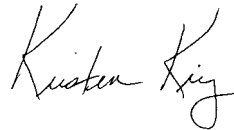
**Item #10 – Adjourn.**

**Bob Beurivage motioned to adjourn and Craig Douglas seconded at 11:10 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