

**New England Water Works Association
Board of Directors Meeting Minutes
April 1, 2008**

The New England Water Works Association Board of Directors held a meeting on April 1, 2008 at the Hilton Garden Inn in Worcester, Massachusetts. President Jim West called the meeting to order at 4:20 PM. Those present were: Jim West, Pat Connelly, Chris Woodcock, Adam Yanulis, Peter Pezanko, Kenneth Booth, Richard Butler, Beaurivage, Jim Marvel, Jae Kim, David Harris, Bruce Berger, Barbara Cook, Dave Kane, David Polcari, Ray Rapos, staff members Ted Kenney, Kirsten King, and Water For People Coordinator Chair Larry Durkin.

Jim West asked if someone would motion to take Items 4A & B out of order. Chris Woodcock motioned and Jim Marvel seconded to take Items 4A & B out of order. Motion Passed.

Item #4A Old Business - NEWWA, Inc. Budget Dues Increase. Ray explained that part of the budget for next year includes a dues increase for NEWWA Inc. only members from 5% to 7% by member class. The detailed rates were included and explained in the budget detailed documents. The increase for individual's dues is a \$5.00 increase. Individuals will see dues increase from \$80 to \$85, including \$20 that is allocated to the Journal as subscription. Organizations dues are based on their size and the change ranges from a \$5.00 to \$30.00 increase.

The AWWA New England Water Works Section members had a similar increase last year, effective January 1st. No additional change is scheduled for them this year. AWWA is scheduled to have an increase in 2009. The NEWWA, Inc change will keep them both supporting the Association at relatively the same level.

Bruce Berger motioned and Dick Butler seconded to Increase the NEWWA, Inc. dues according to the following change. Motion Passed. Jim Marvel voted no.

<u>Membership Grades</u>	<u>Dues Portion</u>	<u>Journal Subscriptions</u>	<u>Total Dues</u>
IN = IND (Individual)	\$73.00	\$12.00	\$85.00
RE = RET (Retired)	\$15.00	\$10.00	\$25.00
AC = A/C =(Associate Consultant)< 3 million	\$308.00	\$12.00	\$320.00
A2 = A/C =(Associate Consultant)> 3 million	\$338.00	\$12.00	\$350.00
JR (Junior)	\$25.00	0	\$25.00
U1 = UTI1 (25 through-1,000 SVC)	\$98.00	\$12.00	\$110.00
U2 = UTI2 (1,001 through-5,000 SVC)	\$161.00	\$24.00	\$185.00
U3 = UTI3 (5,001 through- 10,000 SVC)	\$221.00	\$24.00	\$245.00
U4 = UTI4 (10,001 through -25,000SVC)	\$286.00	\$24.00	\$310.00
U5 = UTI5 (25,001 through 50,000SVC)	\$376.00	\$24.00	\$400.00
U6 = UTI6 (Over 50,000 SVC)	\$554.00	\$36.00	\$590.00

The dues change will be printed in the next Source newsletter.

Item #4B FY2009 Budget Proposal. Pat Connelly, Chair of the Budget Committee and Vice Chair of the Executive Committee reviewed the proposed FY 2009 budget changes, related new activities and the overview of the budget.

Pat began by stating by stating the proposed budget is a balance budget. It also achieved funding for new projects in communications and enhanced involvement of young professionals. These are new activities that the Board of Directors added to the Strategic Plan this year from the planning session last summer.

Pat noted the proposal is a budget with income of \$2,578,867 against expenses of \$2,568,800 for a net budget of \$59,567. It is an increase of revenue of 3.3% and an expense increase of 1.3%.

Pat asked Ray to review some changes that were being recommended to be able to implement the proposed budget.

Ray said some of these changes are: the salary pool for staff increases included is a 3.5 %. The Executive Director salary will be finalized by the President and President Elect after his review and the available pool is 3.5 % for an increase.

We are recommending a larger deductible in the health insurance program. Last year was the first attempt of this and it was successful. The Association spent \$28,000 on this line item for deductibles. The total risk is \$46,000 in the next year, and we are budgeting for \$36,000. The committee felt this would keep us at the same coverage as was actually spent this past year. It was felt we should budget for an actual number not the worst case scenario.

The second group of changes does impact members and, if accepted, a document will be updated that explains the change and that it is being made to achieve the specific new program such as public information to draw more attention to the importance of water supply and our profession. The changes include approximately \$35,000 for public outreach programs such as the Tap Water Delivers campaign and outreach to young professionals.

The next item is cutting the Annual Conference gifts out of the budget. It is a \$3,300 savings and \$500 was left to give a small item related to the Tap Water Delivers Campaign.

The Spring Conference exhibitor fee is being increased \$50 per booth and the discount for multiple booths is being decreased by \$100 per booth.

The \$3,000 for free parking at the Spring Conference is being eliminated. The item was originally added when we first moved the conference to the DCU Center. It does assist only early attendees and it is felt the change will not hurt attendance.

Adam raised the question about the conference gifts and felt it is a tradition that some members enjoy. It was agreed to discuss this after the presentation.

It is being proposed to not have bars at the November and January meetings. It has become a shorter period and few people purchase a drink. It is a small savings of \$400 but they do not seem necessary at the smaller meetings at this time.

The re-certification fee for the Backflow Prevention Testers and Cross Connection Surveyors has not been increased in a few years. The budget proposal is to increase this fee from \$85.00 to \$100.00. There are approximately 300 re-certifications per year.

Also, the proposed budget included an average 5.5% increase for honorariums for adjunct instructors who have not received income increases for 3-6 years.

The publications area has the introduction of a new advertising opportunity. The proposal is to add two ads to the e-source web postings that are done 26 times per year. We will introduce it at \$300 per ad for a member and \$360 per ad for a non-member. The rate was established by review other of our rates.

Also, we are proposing an increase in the rates for employment advertisements on the web from \$80 to \$130 for job positions.

The total of these two advertising changes in the budget is \$11,400 of new income and fee increases.

These are the largest changes in the proposal. We returned to the discussion of the conference gifts.

There were points made for keeping the gift option and others made that it is not necessary to provide gift items.

The discussion of a sponsored gift was raised. It was noted the present policy does allow this but not for the NEWWA and sponsor logo to be on the same gift item. The sponsor's can be on a box or wrapping presently. There have not been any takers for this option.

Chris Woodcock motioned and Bob Beurivage seconded to accept and adopt the FY2009 budget as proposed.

Adam motioned and amendment and Barbara Cook seconded to ask the Sponsor Services Committee to discuss changes to sponsor programs to have a sponsor gift with a public outreach message and report back to the board.

There was limited discussion and the amendment motion passed.

There were no additional comments and the motion to accept the FY2009 budget with the noted amendment passed.

Jim West thanked Pat Connelly and everyone involved in the budget development and presentation.

We returned to **Item #1 Consent Agenda and Item #2 January Financial Statements.** Dave Polcari motioned and Adam Yanulis seconded to accept Item #1 of the February 13, 2008 Board of Directors meeting and Item #2 the January 2008 Financial Reports. Motion passed.

Item #3A Treasurer's Report. David Kane reported on the February 28, 2008 financial report. He said the training income is running higher and overall revenue is flat. We are experiencing lower expenses.

Dave said the revenue was \$151,098 with expenses of \$162,987. Year to date we have income of \$1,492,260 and expenses of \$1,466,778 for a net of \$25,482.

Administrative and fund raising revenues are lower.

There were no questions. Chris Woodcock motioned and Barbara Cook seconded to accept the February Financial Report. Motion passed.

Item #3B Check Signing Policy Review. Dave explained that the Executive Committee and the Treasurer had discussed changing the present policy from two signatures on all checks to one signature on checks under \$2,500 with items included in the annual budget line items and that the check register and supporting invoices will be kept separately until a treasurer has time to review them.

Dave Harris motioned and Robert Beurivage seconded to accept the new check signing and review policy that will be: only one signature will be required for checks which are in the amount of \$2,500 or less and the expenditures are included in the approved budget; that the check register and supporting invoices will be kept for review by the Treasurer and/or Assistant Treasurer on a monthly basis. One exception to this policy is payment to Ikon for monthly payment amount is around \$4,500 for printing/copying expense. (It was agreed that only one signature be required to process payment to Ikon even though the payment is greater than \$2,500 because the payment is based on the contract we have already entered.)

Motion passed, opposed was J. Marvel, C. Woodcock and Jim West

Item #4C Old Business – Toolbox of BMPs for Water Resources management - update.

Barbara explained that the committee received comments from a member since the first vote. The Committee reviewed the comments and was recommending the changes in the handout. There maybe other changes. Barbara Cook motioned and Jae Kim seconded to accept the proposed revised Water Demand toolbox. The motion passed.

Ken Booth said that Rhode Island Water Works Association has accepted the toolbox and these changes need to be sent around to the states.

Ray will make sure that states are informed of the changes and the revised toolbox is on our web site with a date.

Item #4D Old Business - The Water For People Gala Update. Larry Durkin, Water For People Committee Chair thanked the Board for the opportunity to update them. The Gala planning is going well as a joint activity with NEWEA and they plan to update them as well.

The WFP Gala will be on May 10, 2008 from 5:30 – 10:30 PM at Fenway Park in Boston, Massachusetts. Karen Holmes Ward, from WCVB Channel 5 has agreed to be the Master of Ceremonies and Channel 5 WCVB has agreed to be a media sponsor. It will be a short program with a Latin jazz band. Colleen Stiles, the WFP Executive Director will speak as well Lawrence Simon, the Director Sustainable International Development Program from Brandeis University. We also have an invitation to Diane Patrick, the Massachusetts Governor’s wife. The Red Sox have given some items to be part of a memorabilia auction.

Larry provided an expense budget update based on 200 to 300 people.

He said the save the date e-mail has been sent. It will have a \$100 price with cost for food of \$50 and a donation of \$50.

Beer and wine has been donated for the event. Charles Tyler and Melissa Simoncini have agreed to be the photographers for the event. Everything is coming together well.

March 2009 Larry said the committee has started discussing a separate educational event as part of the United Nations World Water Day.

There could be a fair that targets high school students. The idea started last year when Ray Raposa and Larry Durkin spoke at Newton South High School. We will be exploring this as a joint activity with NEWEA to make more people aware of water issues world wide and “Water For People.”

There were no questions. Jim West thanked Larry for his update and asked everyone to make the May 10th date.

Item #5 New Business:

Item #5A Funding to revise web site for Journal article posting: Ray said he and Kirsten had met with the contractor that designs our web site and had an estimate of \$3,800 to make needed changes to the site. These services are being requested by the Publications Committee to implement Journal services discussed over the past year.

Dave Polcari motioned and Dave Harris seconded to approve the Publications Committee request of \$4,000 be used to have this Journal web article work complete.

Staff met with the company that provides services for our web site. One of the items discussed was an online journal request by the editors and the. The details sent by the contractor are in the memo to the Board.

Questions were raised regarding a Master Plan for the publications on the web site. Other questions about member and non-member availability were asked. Also, will there be an impact on the Journal advertising.

There was a concern if there will be additional costs to keep the site up-to-date. They want to know what type of information will be required if an article is requested.

When will the Journal become a web product only was also asked.

A motion was made, seconded and passed to table the motion to approve the Publications Committee request of \$4,000 be used to have this Journal web article work complete. Motion passed

Staff will discuss the related questions with the Publications Committee and report back in May.

Item #5B Conservation Committee BMPs. The committee has been working on these over the past year plus. The Public Relations Committee was reviewed copies as well and sent comments back to the Conservation Committee.

Chris Woodcock motioned and Barbara Cook seconded to accept and approve the Best Management Practices Water Conservation Coordinator position and Conservation Outreach/Public Information Program. They are attachments 2 and 3 to these minutes.

It was asked if these are tied to the other water demand policies being discussed in Massachusetts. No these are two of a number of best management practices that our Conservation Committee has been working on.

Chris Woodcock motioned and Barbara Cook seconded to approve the two Best Management Practices as presented. Motion passed.

There was no other New Business.

Item #6 AWWA Director's Report. Jim Marvel said AWWA is checking on the hotel and convention center because of the tornado that caused some damage. The reports are they will be ready for the conference, but all were advised to watch for updates.

Adam added that the Water Industry luncheon has a great speaker in Governor Mario Cuomo. People were encouraged to get tickets in advance.

Jim added that AWWA award nominations are due October 1st. Dave Polcari is working on one.

Peter Pezanko motioned and Dave Polcari seconded to accept the AWWA Director's Report. Motion passed.

Item #7) Executive Director and Staff Reports. Ray asked Ted to begin with a training report.

The Drinking Water Operator Examination Review Courses began the first week of February with the remaining sections starting up throughout the month. One hundred forty two participants are registered. The May 2008 sessions of Excavation Safety and Backhoe/Loader Training are full to capacity.

Current Issues Impacting Drinking Water Quality Laboratories: the Next Ten Years", the Tenth Annual Laboratory Operations Symposium was held on March 5, 2008. There were forty-five participants. The program was very well received. The program for the Tenth Annual Water Quality Symposium "A Decade of Process Experience: What Have We Learned?" will be on May 15, 2008 at the Westford (MA) Regency Inn

Water Efficiency: What's in it for Me?, is scheduled for April 24, 2008 at the EPA Lab in Chelmsford, MA. The program has been completed and mailed to the membership.

Understanding the Groundwater Rule: a Workshop for Massachusetts Utilities is scheduled for June 5, 2008 at the NEWWA Training Center in Holliston, MA. The program is completed and will be mailed in the near future.

Ted then reviewed the contract training that has been very busy this year. He covered the specific which included programs for the following communities: Boston Water and Sewer Commission; Springfield Water and Sewer Commission; Regional Water Authority in New Haven; the Town of Westford, MA; R.H White Workforce Development Program: Backhoe Loader Operator Training (48 Hours, eight sessions); Mass Highway Training Assistance Program and a session for the Town of Wellesley (MA) DPW.

Ted then reviewed the various joint training programs including with the CT Section AWWA. The fall 2007 schedule of eight courses was completed in January with overall strong attendance. The spring 2008 schedule of eight courses began in February and runs through June. Champlain Water District Training Center had three different courses schedule with some offered at a second location. The remainder of the 2008 schedule is currently being established.

The next reviewed was the SRF/ERG/Capacity Development Training: New Hampshire: The 2007 contract (twenty sessions) was completed in December 2007 with overall good attendance and a very strong final quarter. The new contract will begin in April 2008 and run through 2009. .

Maine: Four additional sessions of Drinking Water Sampling Procedures have been scheduled for May and June via the extension of the previous NEWWA ERG Contract with the ME Drinking Water Program. Sessions of Preparing for and Responding to Customer Water Quality Complaints and Water Storage Tank Operation and Maintenance were completed at the MWUA/NEWWA meeting in Portland on February 12, 2008 with more than one hundred forty total participants. Competent Person Training: Excavation and Trenching, Hands-On Backhoe/Front End Loader Training, will be presented at Bangor Water District and Portland Water District the last week of April. Developing a Flushing Program to Meet SDWA Requirements and Water Main Disinfection will be presented as two, back to back half day sessions at three locations on consecutive dates in May.

Rhode Island: Under the current ERG contract with RIDOH ODWQ (ending 6/30/08), quarterly offerings of Technical Training and Certification Examination Preparation continue to be presented. Additional

Kirsten added information on Massachusetts grants projects and EPA projects.

Massachusetts program continues under the MCSSA. There have been changes of staff but the programs are all in process and should be completed on time by June 30, 2008

There is another two year extension build into this contract which we will start to discuss in late April with Massachusetts DEP and the partnering organizations.

EPA projects are continuing. The First Responders sampling guide has been finalized and it currently in Washington for headquarters' review. The Law Enforcement CD ROM is also being finalized and will be complete by April 30. Six community emergency preparedness workshops have been scheduled through October 2008, with two already being held in Tewksbury, MA, and Brewer, ME. Additional workshops will be held in Vermont, Rhode Island, New Hampshire and Connecticut.

Ray Reported on the Conference and Meetings and public policy programs: The Site Selection Committee continues to work on next year's meeting and annual conference sites for September 2011 & 2012 The 2008 Spring Conference sold out the trade floor with 159 companies registered and 199 booths sold. As a result, we will be reconfiguring the registration area to accommodate more exhibitors in 2009. As of March 28, pre-registration stood at 2,017

Public Policy: NEWWA submitted a letter in opposition to proposed legislation in Vermont that would have placed a ban on mono-chloramines use in that state for 2 years as well as change primacy and permitting laws for drinking water utilities. A hearing on the legislation was held on March 13. Dave Harris and Jim West

attended and provided testimony. The Senate bill has been rewritten and the ban has been removed. Communities feel it is acceptable and will now it will be discussed on the house side.

NEWWA also became a sponsoring partner of EPA's WaterSense project. Also, NEWWA officially became a member of the WaterISAC. NEWWA will assist AMWA in recruiting members to this program.

Administration: We have been working closely with Iseult in preparation of the spring conference. She is doing very well and catching on quickly.

The expanded Facilities Committee and staff have continued to finalize plans for the Nature-scape Garden and have a revised plan and a phase-1 budget in the \$20,000 range. The phase 1 proposal came in at \$12,000 without the pine tree removal and the benches.

Computer AMS server replacement is still on hold. AWWA staff has determined they will get the new version of the software up and running at AWWA. Then they will be better prepared to offer specifics to sections. Cost and time are not definite.

Membership: The membership presently stands at 2,195 section members, 146 multi-section members, 611 Inc. only members for a total of 2,952 as of March 28, 2008. These numbers include 219 representatives of companies and utilities.

Kirsten then reported on the publications and communications programs.

Publications: The March issue of the Journal is in its final stages of completion and will be sent to the printer in late April. We are still pursuing advertisers for 2008. All advertising information and insertion orders are on the Web site. We currently have 37 Journal advertisers (there were 54 companies that advertised in 2007). The March issue is the first issue that will be produced completely in-house.

The Winter Source was completed and mailed to members in March. The next deadline is April 11. Currents remains on schedule for the membership mailings. The next deadline is May 29. The E-Source continues to go out every other Friday with an approximate open rate of 36 percent. The Web site continues to be updated with information as it becomes available.

Communications: The PR Committee is working on several projects, including enhancing the marketing of NEWWA's "PR in a Packet" – it began at the September Conference with a display table and raffle to pique interest. Marketing will continue with articles in the hard copy *Source*, E-Source, and displays at monthly meetings and events. There will also be a full setup at NEWWA's booth during the Spring 2008 conference.

The committee is also continuing its work on the public transportation campaign utilizing AWWA's Only Tap Water Delivers campaign for May 2008 (Drinking Water Week month). The campaign will run in Portland, Springfield, Boston, and all across Rhode Island. Transit ads in those communities on train and bus lines will be posted during May 2008.

NEWWA is assisting in the development of the MA Water and Wastewater Agency Response Network (WARN). The agreement is finalized, with four utilities signed on. NEWWA will utilize funds via an EPA grant to establish the WARN Web site and pay for initial URL registration and Web site hosting fees.

All other New England states are either in the process of developing or finalizing their WARNs. NEWWA continues to monitor these states' progress and attended a region-wide WARN meeting on March 20 in Springfield. New York, Massachusetts, New Hampshire, Vermont, Rhode Island, Maine, and Connecticut all attended to share ideas and status reports. NEWWA has also secured a subcontract for \$6,600 with the Horsley Witten Group to assist with WARN training. The contract will run from April – September 2008.

NEWWA is also assisting with the coordination and scheduling of the National Theatre for Children troupes throughout New England for Drinking Water Week, which is May 4-10. Five troupes have been booked for across New England. We also are partnering on the Water celebration in Massachusetts at the state house for Drinking water Day.

Chris Woodcock motioned and Barbara Cook seconded to accept the Staff Reports. Motion passed.

Item # 8 Council Meeting.

Comments by Directors. A concern was raised that the annual calendar has been late getting to members as part of the Source newsletter. Ray said he had held the printing as we were soliciting additional advertisers. It is always a challenge for the January issue and it was additionally challenging this year with Marina leaving. It was said we need to find a way to get the calendar to the members in January. We did have it available as a handout at the February MWUA meeting.

#8B Council Meeting Agenda. The information is on the way out to the Committee Chairs and the Planning Group has completed the agenda and topics have been chosen that should provide valuable ideas and feedback from the participants of the Council meeting to set the planning session agenda.

Staff will give an introduction at the council meeting on the status of major association programs. There were no questions.

Item 9A Organizational Development Committee. Chris Woodcock reported the committee has been discussing orientation to new leaders (committee chairs, vice chairs, board members, etc.) There has been discussion of a possible ad-hoc committee to coordinate this activity. An element of this could be an orientation for new board members.

Item 9B Mentoring Program. It was reported the mentoring program will have a meeting following the young professional breakfast. The committee is getting enthusiasm from the people participating in this new program.

Item 9C Scholarship and Holiday Funds. Chris Woodcock motioned to designate the remaining funds in the Reserved Invested Funds of approximately \$40,000 to the General Scholarship Fund. Ken Booth seconded the motion. Chris noted these were the funds that backup the pension for Alice Hathaway who passed away back in October and was a previous Executive Secretary of Association for many years.

The motion was voted in favor unanimously. Ray will inform the Scholarship Committee of the board's decision that the funds have been added to the General Scholarship fund.

Item #9D Budget Procedures. Dave Kane has worked out the budget procedure and has distributed them to some officers. He will send it to all the board members.

Item #9E Funding for Travel of Volunteers. A question was raised regarding travel expenses for volunteers that worked at association activities. It was raised if this is in consistent when some members are hired as adjunct instructors.

It was commented a change in this policy would need to be implemented no matter what state is their home.

There was no discussion made to change the policy. It was commented that this should be a clear items when we hire volunteers as paid instructors. It was noted this occurs when an individual teaches six or more courses in a year. It was agreed we need to be consistent and cautious on the impact to volunteers and the budget.

Item #9F State Leadership Awards. State directors provided nominations for spring presentations of the award.

Dave Harris motioned and Barbara Cook seconded to present the State Leadership award in Vermont to Jim Fay. Motion Passed.

Ken Booth motioned and Jim Marvel seconded to present to state leadership award in Rhode Island for their president Henry Meyers. Motion passed.

Peter Pezanko motioned and Adam Yanulis seconded to present the State Leadership Award in Connecticut to Robert Rivard. Motion passed.

Bob Rivard recently retired from the Connecticut Department of Health. He was active in the Connecticut Section and other associations. Bob also served as chair of both our Operator Certification Committee and the Cross Connection and Backflow Prevention Board of Certification.

There was no other business.

Barbara Cook motioned to adjourn the meeting and Bruce Berger seconded the motion. Motion passed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Raymond J. Raposa', written in a cursive style.

Raymond J. Raposa,
New England Water Works Association
Executive Director and Corporate Clerk