

**New England Water Works Association  
Board of Directors Meeting Minutes  
February 13, 2008**

The New England Water Works Association Board of Directors held a meeting on February 13, 2008 at the Holiday Inn by the Bay in Portland, Maine. President Jim West called the meeting to order at 8:35 a.m. Those present were Jim West, Pat Connelly, Chris Woodcock, Jim Marvel, Chris Woodcock, Kathy Pedersen, Adam Yanulis, Ken Booth, David Harris, Bruce Berger, Dave Polcari, Dave Kane, Ray Raposa, and staff Ted Kenney and Kirsten King.

**Item #1 Consent Agenda.** Chris Woodcock motioned and Ken Booth seconded to accept the Consent Agenda items including: #1 Minutes of the Board of Directors Meeting of December 19, 2007; #5A Confirmation of Jim DeCelles, Chief Engineer of the Pawtucket Water Supply Board, as Chair of the Safety Committee; #5C Confirmation of Matthew Mostoller, Environmental Analyst, Town of Concord, Massachusetts, as Chair of the Young Professionals Committee; #5B Confirmation of Gregg Giasson, a project engineer with CDM, as Co-Chair of the Disinfection Committee; and #5D the presentation of the Maine State Leadership Award to Mike Nadeau. Motion passed unanimously.

**Item #2 Treasurer's Report.** Kathy Pedersen reviewed the December 31 Financial Statements and the Summary of Funds Report. The month of December showed a net loss of (\$23,314). The year to date has income of \$1,193,255 against expenses of \$1,145,785 for a net balance of \$47,470. These numbers are currently \$23,059 ahead of the previous year.

The Summary of Funds shows total holdings of all funds, revenues, and scholarships as \$1,550,736.

Overall, training performed very well through December 31<sup>st</sup> and investments produced as expected. The investments have suffered recently as the whole market is not performing well.

There were no other questions.

Dave Polcari motioned and Dave Harris seconded to accept the Treasurer's Report and Financial Statements. Motion passed.

**Item #3 Old Business.**

**Item #3A Water Demand Toolbox.** Jim West reported that we have been very active on water management matters on SFF and the state issues. He also feels there is support for making the material available on our web site. Ken Booth added that there is a movement in Rhode Island to move the Water Resources Board to the Department of Environmental Management. Also, there is some talk in Rhode Island of following Massachusetts at setting the water use number at 65. The legislative issues this year have been very active for water suppliers. There has been an evolution at DEP from enforcement.

Barbara Cook then reviewed the process that has occurred to develop a Water Management Toolbox. The toolbox from our joint ad-hoc committee has been accepted by Massachusetts Water Works Association.

The opinion has been that issues that come from the state need to be discussed and worked on. It has worked well this year, and we as an association will need to be willing to get involved.

Chris Woodcock motioned and Adam Yanulis seconded to accept the Water Management Toolbox. Motion passed.

It was noted that Barbara Cook and Jen Pedersen worked very well on the toolbox and building a consensus to accepted the result.

**Item #3B WFP Gala.** There was no report because of the weather Larry and Erica are unable to attend.

**Item #3C Update on Disinfectants Matters.** Matters around use of mono chloramines in Vermont have continued and a senator will be introducing a bill that will affect the use in drinking water. The consensus was we need to speak on the effectiveness of it as a tool used by water suppliers in the delivery of safe drinking water. We should stay in our area. It was noted the medical profession could be involved for the public health area.

Existing data on use should be compiled. It was commented we should not get into an op-ed opinion on the issue. Again, it was said we should stay in our expertise.

It was suggested that the Program Committee should consider a session at the fall annual conference on secondary disinfection tools.

We need to provide information on the topic for our members and the public. We need to get more information out on the related options.

Jim West will establish an ad-hoc workgroup to assist with the matter.

There were no questions or other Old Business.

#### **Item #4 New Business.**

**Item #4A A Budget Preview for FY2007.** The work and budget discussions held over the past two months were reviewed. It was noted that the committees are considering new projects related to last summer's planning session. The goal is to have a budget proposal that is below or similar to this current year that uses some of the building depreciation non-cash line item.

There was a concern raised that the main goal in the past has been to post a balanced budget.

It was noted that is the goal, however, last year and during the year we purchased our new home facility we used part of the depreciation no cash margin.

The Budget Committee will take the comments made seriously as they continue to prepare the proposal for the next Board meeting.

There was no other New Business.

**Item #5 AWWA Directory Report.** Jim Marvel reported on the recent AWWA Board of Director's meeting.

The AWWA Board of Directors selected Gary J. Zimmerman as the association's new executive director.

Zimmerman, 48, replaces Jack W. Hoffbuhr, who is retiring after leading AWWA for 12 years. The decision follows a seven-month search process. Zimmerman joins AWWA following nearly two years as executive vice-president of the Arabian Horse Association and a career in business management and development.

The Executive Committee spoke about Gary's strong business experience and good experience outside our profession. He is looking forward to being part of the making the world a better place.

Craig Woolard, treatment division director of the Anchorage (Alaska) Water and Wastewater Utility, has been elected by the AWWA Board of Directors to become the association's next president-elect. The AWWA Board of Directors elected four new vice-presidents during its mid-winter meeting January 27 in Coronado, California: Dee Bennett, South Carolina Section, Dean Fritzke, Pacific Northwest Section, Juan Carlos Perez Bofill, Puerto Rico Section and Jeff Zdrojewski, New York Section

Jim said only a brief report was given for the utility certification program.

Bruce Berger motioned and Kathy Pederson seconded to accept this AWWA Director's Report.

**Item #5A. AWWA Regional Meeting.** Ray said that AWWA has signed a contract to hold the 2008 regional meeting in Portland, Maine at the Regency Hotel as recommended by our section.

Jim West said he is having discussions with Jeff McNelly about a cookout on Thursday night. The details will be worked out and transportation information will be given to Gary Sullivan for AWWA and the other sections. Jim said these meetings are very good for developing relations with representatives in other sections. It was commented that the sections sharing information on what they do is a rich element of these meetings. We should encourage this.

**Item #6 Executive Director and Staff Reports.** Ray began by reporting that Linda Smith's Mom passed away this past week. Her Mom had worked with us assisting with mailings. The association sent flowers.

Staff has been working on conferences, grant programs, training, and the administration of the association. The new auditor's suggestion regarding spreading and accruing dues payments by month has been implemented. Marina will be leaving the association on February 15. We have been interviewing potential candidates and expect to present an offer to an individual by February 15. 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 computer AMS server replacement is still on hold. AWWA staff has determined they will get the new version of software up and running at AWWA. Then they will be better prepared to offer specifics to sections. Cost and time are not definite. They feel that more information will be available in early 2008.

There were written reports for the all programs. Ted began be reviewing the written training report highlights. The spring 2008 sections of the *Drinking Water Operator Examination Review Courses* are currently taking place in preparation for the MA Drinking Water Operators Certification Examination. There are 117 registered. We have exam dates for all states except Vermont and Maine. Massachusetts 2008 dates are still pending because a new exam vendor and online exams are planned for the spring.

The 2008 Section Education Award application was completed and sent to AWWA on NEWWA's 2007 Water Resources Symposium. Contract training with utilities and with states continues to be a busy component of our programs. The details are in the written training report; courses are listed for Boston Water & Sewer Commission, Springfield Water & Sewer Commission, Providence Water Supply Board, Regional Water Authority in New Haven, CT, Town of Westford, MA, R.H. White Construction, and the Massachusetts Water Resources Authority.

The Laboratory Symposium is scheduled for March 5<sup>th</sup> at NEWWA. The mailing for this event went out on February 1. It will be the 10<sup>th</sup> anniversary of this event.

The Water Quality Symposium will be held on May 15 at the Westford Regency Hotel. The agenda is complete and will be mailed at the end of February.

Kirsten then reviewed the Grants and State contracts and Communications Report highlights: MCSSA work has continued and tasks are on schedule. Staffing changes and turnover at several subcontractors are being addressed and positions filled. The 18-month report was completed and sent to DEP. In addition, DEP has requested assistance with performing Sanitary Surveys to TNCs over the next 5 years. A meeting was held with all partners to discuss planning and implementation on how to perform the surveys. Comments are currently being sent to DEP.

EPA projects are continuing. The First Responders sampling guide has been finalized. 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 the first being held on March 6 in Tewksbury, MA. Additional workshops will be held in Bangor, ME; Vermont, Rhode Island, New Hampshire, and Connecticut.

Publications: The December issue of the *Journal* was mailed to the membership in mid-January. Marina is continuing to solicit advertisers for 2008. All advertising information and insertion orders are on the Web site. Also, we were notified in January that CHBS, the firm that performed design services for the *Journal*, is no longer capable of maintaining the work. As a result, we are pulling production of the *Journal* in house. Jacqui will now perform all design and layout services for the *Journal*. This will also make it easier to post articles and abstracts on NEWWA's Web site.

From December 17, 2007 – February 10, 2008 the Web site received 7,118 hits – 60 percent from direct traffic, 30 percent from search engines, and 10 percent from referring sites.

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 meetings.

The committee is also continuing work on the public transportation campaign utilizing AWWA's Only Tap Water Delivers campaign for May 2008 (Drinking Water Week month). To date Portland, Springfield, and Boston have committed to assisting NEWWA with the campaign. Transit ads in those communities on train and bus lines will be posted during May 2008.

Kirsten reported on the Public Relations Committee's effort to have the Tap Water Delivers campaign in buses and trains during May and Drinking Water Week. A number of communities including Portland, ME, Boston, MA and Springfield, MA have agreed to participate.

The committee is asking for funding to print the posters and communities are paying for the display space. Chris Woodcock motioned and Dave Harris seconded to allocate \$2000 from reserves to have 11 x 28 posters of Tap Water Delivers Campaign printed. Motion passed.

It is felt this is a good program and should generate interest and discussion of drinking water.

Pat Connelly suggested we should do something at the Spring Conference to draw attention to this campaign. After a brief discussion Pat Connelly motioned and Chris Woodcock seconded to authorize \$2000 for the purchase of Tap Water Delivers item to be given to Spring Conference attendees. Motion passed.

The Association partnered with MWWA to exhibit and gave a session on rates at the Mass. Municipal Association's conference in January 2008.

NEWWA is assisting in the development of the MA Water and Wastewater Agency Response Network (WARN). The agreement is finalized, with three utilities (Springfield, Boston, and South Hadley Fire Dist. #1) 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. Major utilities and associations from across the state have been participating in the Leadership and Steering Committees. Full marketing of the program began at Lantana and will continue.

All other New England states are either in the process of developing or finalizing their WARNs.

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. So far we have commitments from Maine, Vermont, New Hampshire, Rhode Island, and Massachusetts. The Mass. Drinking Water Day ceremonies will take place on May 7, 2008 at the Massachusetts State House in Boston.

Ray reported next on Conference and Meetings. The Site Selection Committee continues to work on next year's meeting and annual conference sites for September 2011 & 2012. It will be on hold until the staff vacancy is filled. The 2008 Spring Conference currently has 141 companies registered with 184 booths sold. These numbers are consistent with the previous year. The conference program was mailed the last week of January to all members.

We have become very busy in Public Policy. Dave Polcari reported on the Massachusetts Infrastructure coalition. First, there is a public awareness / education program aimed at educating people about water and wastewater infrastructure. The program is called Liquid Assets and it will include a PBS TV program. The project is sponsored by a number of groups including AWWA, WEF, ASCE, and many others. Information about the program and its rollout are available on <http://www.liquidassets.psu.edu/index.html> Second, the Commission is trying to develop a series of forums to generate support for investment in infrastructure from the ground up. They are currently planning a transportation forum initially. The thought would be move this forum every month to a different location (i.e. south shore, north shore, Boston) and tie in different politicians and speakers from each region targeting key decision makers in state Government as keynote speakers.

The work in Massachusetts on water demand is continuing and our ad-hoc committee has prepared comments. This was covered under old business. Vermont has an issue underway regarding secondary disinfectants for use in water supply. An ad-hoc group will meet on this and comments will be submitted when appropriate.

We have finalized the agreement with AMWA to participate in the WaterISAC. Diane VanDeHei, Executive Director, has supplied the needed information. The agreement has been signed and check mailed in January.

Membership. The membership numbers have evened out and numbers as of January 31, 2008 are below. The committee chose the winners of the 2007 membership drive at the membership breakfast on December 20 at Lantana. Winners were announced that day and will be posted in the winter 2008 *Source*. Discussions have continued with NEWWA and NEAPWA about a joint student membership, but no progress has occurred this fall/winter. We had hoped to have completed this by now, but changes and other priorities by the various organizations have slowed this. The brochure and letter are still in development.

The membership presently stands at 2,198 section members, 145 multi-section members, 613 Inc.

only members for a total of 2,956 as of January 31, 2008. These numbers include 225 representatives of companies and utilities.

**Item #7 Council Meeting. 7A Council Director.** David Harris reported on the Standards Council. He heard back book from 15 of the Standard Committees. A few Committees reported there would be minor changes in some standards.

Dave Polcari responded on the Administration Council. He reported the site Selection Committee, Sponsor Services and the Facilities Committee all report progress on their programs. These committees have brought programs to the Board at time during the past six months.

Ken Booth's report gave an update on the Operation Council. He started by noting the Safety Committee has a new chair, Jim DeCelles. Distribution and Storage are delivering some Training Programs this year as is the Groundwater Committee.

The Information Technology Committee has been developing new ways of meeting and will run a test web conference presentation.

Policy Council coordinated by Barbara Cook has had a very active year to date. They have been working on water management position paper and has an Ad Hoc Committee working on Water Demand Tool Box and related positions.

The Water Resources Committee held a Symposium in October. The Conservation Committee is taking the lead on a present Training Program with the Public Relations committee this spring.

**7B) Spring Council Meeting.** It was commented by Jim West the next All Council meeting is May 2<sup>nd</sup> and directors should encourage all committees to be represented.

Ideas were shared that include: should the concept of the Spring Conference and Exhibition be taken on the road. We should look at joint projects with State Associations. Is it possible to take some of the programs/sessions we offer to other states, Maine, New Hampshire, Vermont, etc.

It may be a good topic for the meeting with the State Association leaders in April. There are many good programs and this could be a way to get value from them for the associations and members.

**8 Committee Report: 8 A). Asset Management Committee** could hold an organization meeting in April at the conference.

B) NEWWA, NEWEA, and APWANE will meet at the Spring Conference. Pat Connelly reported from the joint leadership meeting in January. The joint student application is still moving forward. We discussed having the annual calendar include information from all regional and state associations. There was some missing information presently from all organizations. They discussed each group would pay the cost for their own copies.

A comment was made to how could we get each Community's Executive Manager more aware of our goals and programs. The idea is would this be more helpful in building support for all Association Activity and participation.

There was no other business.

A reminder noted that the Executive Committee and Budget Committee had a joint meeting scheduled for March 20<sup>th</sup>.

Chris Woodcock motioned and Ken Booth seconded to adjourn the meeting at 11:40 AM. Motion passed.

Respectfully Submitted,

Raymond L Raposa  
Executive Director

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