

**New England Water Works Association  
Board of Directors Meeting Minutes  
December 16, 2009**

The New England Water Works Association Board of Directors held a meeting on December 16, 2009, at NEWWA's offices in Holliston, Mass. President Christopher Woodcock called the meeting to order at 2:35 p.m. Those present were Patrick Connelly, Christopher Woodcock, David Paris, David Kane, David Polcari, Carol Harris, Michael Covellone, Matthew Pearson, Pam Irwin, Peter Pezanko, Ken Booth, Craig Douglas, David Russell, Robert Beurivage, Louis Schoolcraft, 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 November 18, 2009.**

**Dave Polcari made a motion to accept the consent agenda and minutes. The motion was seconded by Louis Schoolcraft. The motion passed unanimously.**

**Item #2 - Old Business.**

**Item #2A - Mission Sharing.**

Chris reported that there was a letter from Norm Lamie (former NEWWA president) regarding the association's mission sharing initiative and how we used to share revenue with the states from our Spring Conference each year, which we cut in 2009. Norm sent the letter on behalf of himself expressing concern that we had done the wrong thing. The bottom line is that Norm asked if the board would take another look at this issue.

Dave Kane detailed the memo provided in the board package, Craig, Matt, Dave Paris, and Dave Kane all sat on the committee that has developed this initiative. The consensus was to propose that we do start giving some money back to the states starting with 2010; up to \$14,000 in cash or in-kind services to the state associations. The money would be given to the state associations to recognize the attainment of certain goals or objectives. The thought was that when we meet with the states in April we jointly come up with a goal or concept that each state could focus on in the upcoming year for a joint effort. We would then give each state some proceeds. To start, it was proposed \$2,000 to the state associations with \$4,000 going to Massachusetts due to the majority of members coming from that state. This would be a budget item that we would put in each year (which is different from the previous concept of utilizing excess funds).

Dave Paris said this is an opportunity for NEWWA to enlist additional assistance from state associations in the execution of its long-range strategic plan, and that there is something in it for everyone. This is our opportunity to "get more paddles in the water" and make more of a living document with money, resources, in-kind efforts, etc. This is also an effort to re-establish some support to regional associations. This could be as much as \$14,000 in cash or in-kind services and would be a good way for NEWWA to give back to the region and a good way for NEWWA to get its strategic plan out on the street in front of all the other associations.

Pam agreed with what Norm said in his letter about relationship building, as we've been pushing to do more over the years. She asked if it was worth it to pull back financially and risk losing some of that? We need to let all six states know we're all about all six states. The mission sharing supports that philosophy.

Ken Booth asked a question about in-kind services? Dave Paris said there may still be some support NEWWA can provide to states (e.g., Web site improvement/project). It would be something that someone on staff could steer the associations to.

Carol Harris asked that whatever the value of the in-kind service was, could it be a part of the balance of money given to that state?

Pam Irwin said we already partner with state associations to do shows like the Mass. Municipal Association. This is just another example of how we do outreach to partner with other associations.

The process on how to go about with in-kind or monetary value still needs to be finalized. Each state has to request funding and give a rationale on how to utilize it. Would be matching goals of strategic plan – would be something in writing.

Dave Harris asked if this could be used to subsidize training? Yes, possibly.

Matt Pearson said that the board should not be micromanaging the process.

Chris Woodcock said as a board we should look at a budget in April then go from there.

Dave Kane said that there may need to be some board involvement.

**There was a motion by Dave Kane to approve the mission sharing concept. It was seconded by Ken Booth.**

If the monies are approved in April, they will be available on July 1.

There was a discussion on distributing monies in this fiscal year if the budget is doing well. Craig, Matt, and Carol all agreed. This year's money would be a contribution if we decide to disperse. We need to put in place what could be in effect July 1 and what we might want to do this year.

We will wait to hear from Dave Paris, Dave Kane, and Ray by February that we can report to states in March/April.

Mike Covellone asked that we plan to allocate \$2,000 for each state except for Mass., so what if a state only asks for \$1,000? Then the rest of the money would go back into the pot for another state to pick up.

Also, Norm's letter should be addressed. We will get back to Norm on this issue.

**From above: (There was a motion by Dave Kane to approve the mission sharing concept. It was seconded by Ken Booth.) The motion passed unanimously.**

Regarding this year, we'll have a better idea on the budget by January/February. Craig suggested we keep the idea of dispersing monies this fiscal year in our back pocket until we have a firm hold on our situation and just focus in March on the upcoming program only. Then if we can allocate funds, we can then do so after the conference, etc.

Carol suggested that in the meeting with the states we clarify what the procedure would be for monies...tie in strategic plan goals, so they have a better understanding of how the idea would work.

Matt would like to see a packet with a proposed plan go out before the meeting for the states to view and comment on. Could prepare it as part of the packet to send to states to announce the March meeting.

Dave Kane said the proposal from the state does not have to be an elaborate response, etc., it should be simple.

**Item #2B – Other By Members.**

Affiliation agreement with AWWA. Bob Beurivage is head of the ad-hoc committee. There are a couple of elements from the old 1988 “agreement” that allowed a person on each Standards Committee with AWWA. We need to make sure all of that is included in the new agreement. Also, all Inc. members being grandfathered into AWWA would change the membership date to reflect member years with Inc. We need to ensure that the special sections in the 1988 agreement are kept in this new affiliation agreement.

Chris said we need a board member to be a part of the Investments Committee. Matt Pearson volunteered. The next meeting is January 21 in New Hampshire.

**Item #3 – New Business.**

**Item #3A– Long-Range Strategic Plan 2010 – 2015 – Dave Paris.**

Dave Paris gave a brief overview, thanked everyone for their participation and asked if anyone had any questions.

Ray clarified a question that we need volunteers for the new Social Networking Committee.

**Dave Polcari made a motion to approve the 2010-2015 Long-Range Strategic Plan. Craig Douglas seconded. The motion was passed unanimously.**

**Item #3B – Other By Members.**

Dave Paris has a letter being finalized regarding the visit to the Champlain Water District by the peer review group for their monochloramine practices. Once the letter is done, it will be sent to Jim Fay at CWD on our letterhead as well as to the state.

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

**Item #4A – October 2009 Financial Report.**

Dave Kane focused on the handout. The association made 7,000 for the month and \$22,000 on the operating side. Two of the Investment funds had lost \$7,000 each in the month, but year to date they are twenty-eight and thirty-seven thousand to the positive.

The graph in the handout is different from the previous board meeting. It shows YTD results. (e.g. in the conference box, the blue bar is actual revenues, maroon is actual expenses, and yellow and green are budgeted revenues and expenses).

For conferences, the YTD revenue is less than what we budgeted, and so are expenses. The gap is a little wider on the actual side. We netted \$11,000 more than what was budgeted. All conference expenses aren't 100 percent in yet, but we anticipate making at least \$10,000.

Dave highlighted a few things on the graph. In training, the revenues and expenses are much higher, but revenues are still higher, so we are ahead of the game by \$90,000 YTD. We're about \$40,000 ahead of where we should be from a net basis.

In the fundraising and other categories, actual revenues are higher than the budget. This is almost 100 percent in investment gains.

In the final item, administration, the actual expenses are higher than the budgeted. This line is for general expenses for the association. A part gets allocated to programs. The actual expenses are actually \$26,000 better YTD, but we're allocating less out to programs (about \$5,000 than budgeted). We just have to keep eye on that line.

We are doing very well with our investments.

On the second page, the two graphs are on training. The blue line is revenues for the month and the red is the budget. You can see that for every single month, the training revenues are higher than the budget so far.

The bottom graph is cumulative numbers for the year. This will allow us to watch throughout the year how we're doing. We are trending very well in training.

**Pete Pezanko made a motion to approve the Treasurer's Report. It was seconded by Ken Booth. The motion passed unanimously.**

**Item #4B – Holliston Building Mortgage Refinance.**

The Budget Committee thought we should look at the outstanding loan on our building. We currently have a variable rate loan with a balloon payment at the end. Dave Russell volunteered to see if we could get a permanent fixed-rate loan and if it will make the best sense for the Association. He is researching competitive rates with other banks to see what would be best to make the switch.

**Item #5 – AWWA Update.**

Jim Marvel still out on leave. Pat Connelly updated the board that the AWWA election is in January for president, vice president, and director-at-large. Those who have ideas for candidates from New England should let Jim know as he is our representative.

**Item #6 – Executive Director and Staff Reports.**

**Ray**

Lseult sent a reminder for rooms in Portland as well as ACE 2010. Ray reminded the board to get back to Lseult with any reservations they may need.

There are 91 exhibitors with 126 booths sold so far for the Spring Conference. We are also starting to plan the 2010 Annual Conference. The Program Committee is finished with the Spring Conference program. The program will go back to the committee tomorrow morning so it can be mailed in mid-January.

The Laboratory Operations and Water Quality Symposiums are also scheduled.

The 2013 conference most sites being researched are in Vermont. Specific location still needs to be determined.

Regarding public policy pieces, Mass. is going slow with regards to the ad-hoc committee set up by MWWA by operators regarding the course people will be required to take before sitting for an operator exam. This should take at least a year to go through. It is moving ahead, with 2012 the most likely date for it to become effective.

Ray also had a note about the Sustainability Committee. He gave a list of both our committee and 12-15 volunteers from partnering organizations that have agreed to be a part of the committee. We have gained 9 members.

He also distributed two organizational charts and noted that one of our part-time employees has left. There is an organizational chart for staff, which is proposing to move people around in their duties. The chart will provide some connection to the entire organization.

In the second chart, Ray tried to tie the main person in a council to a staff liaison. He is trying to tie up the appropriate staff person to the appropriate council and committees that they work with. The chart will match the name of the staff person who is the primary contact for the council.

The charts will try to have all new positions connected, as we want to make shifts in making the board stronger as far as financial reports, minutes, packets, etc. are concerned. Jacqui is taking a bigger role with membership/committee liaisons, etc. The other piece is to have Pam concentrate on the financial piece. We have made Jeanne the Registrar/Program Leader, who will help with scheduling a lot of courses to free up time for instructors. Jeanne and Linda will work together. Also contract training has grown. Jeanne will have a bigger role with the financial aspect of contract training.

Also, the new position: "record/database assistant" will assist Jeanne so Jeanne can take on other areas and duties.

### **Ted**

Ted reported that it is the end of a recertification cycle in MA and NH. This was one of the factors that we planned for and as a result implemented 28 programs in 6 states over the past month.

The pursuit of contract training is doing well.

Regarding Operator Exam Review Classes, we had 300 students in the spring, summer, and fall. The new electronic exams in MA have evened out attendance.

The 2010 excavation safety/machine training programs are scheduled out.

Our Cross Connection Program is very busy across NE and PA, NJ, NY, etc.

The Water Quality Symposium program is being finalized. David Raeger from Cincinnati has been scheduled as the keynote speaker.

The Laboratory Operations symposium is coming up in March.

There is also a list of contract training in place. We are finishing the end-of-fall semester jointly with the CT section. Attendance has been very strong. These programs are also scheduled out through Spring 2010. We are also working with GMWEA at CWD. The NH grant is back in place through 2012, and we are conducting 10 courses every 4-5 months. We are also scheduled and have three programs coming up with MWUA next February. The RI ERG grant is back in place and we have been offering programs. Spring courses are currently being scheduled.

#### **Kirsten**

The December 2009 *Journal* is currently at the printer and will be mailed prior to January. The winter 2010 *Source* Newsletter is in the works and will be at the printer prior to Christmas. This issue will also include the Sponsor Services calendar. *Currents* remains on schedule for the membership mailings. All advertising slots (seven) have been filled for the year. 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. There were 3,671 visitors to the Web site between November 15 and December 10, 2009. The Facebook page is holding strong with 202 fans. The site is updated at least twice a week. NEWWA is also on Twitter and can be found at @newwaterworks. We currently have 36 followers.

NEWWA continues its assistance with the MA Water and Wastewater Agency Response Network (WARN). There are currently 49 utilities in Massachusetts signed on to the agreement. Next steps are to continue marketing the WARN and to gain more members, as well as enhance the Web site with a resource list for all members. We obtained \$12,000 from MassDEP for WARN training and Web site support and will commence with these projects after the new year.

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

We have recently signed up to exhibit again at the Mass. Municipal Association Conference in January 2010 and have joined forces for the first time with the Rhode Island Water Works Association to exhibit at the RI League of Cities and Towns conference in February 2010.

NEWWA has finalized the splitting of the remaining \$100K of RCAP funds with the other partners via site visits and a new pilot program initiated by MassDEP. This contract officially ends on June 30, 2010. We are anticipating receiving the new MCSSA RFP for the next contract by early January 2010.

NEWWA has completed its CUPSS training via the EPA contract, and is now planning the asset management trainings.

**Pam Irwin made a motion to approve the executive director and staff reports. Dave Harris seconded. The motion passed unanimously.**

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

**Item #7A – Council meeting – Review and Comments for 2010.**

Dave Paris reported that we conducted a council meeting and membership meeting for the first time with the November Monthly Meeting. Ken thought it worked out well, and received good feedback.

**Item #7B – Council Directors Updates – Committee Updates.**

The Nominating Committee is having its first meeting of the season tomorrow at Lantana (December 17). Pat said if anyone is interested in the vice president position or know of anyone who would be qualified for the position to let him know.

Carol had an update from the Standards Committee. Mark Aigen is retiring and is currently on the Meters Standards Committee. He would like to stay on, perhaps with a co-chair. Carol asked for suggestions and feedback.

**Item #8 – Committee Reports.**

Ken Booth reported on the Sustainability Committee on their first joint meeting with interested parties. They had good participation from invited parties, and talked about the mission of the committee and its mission statement. There is another meeting scheduled for early January 2010. All agreed that we need to balance both sides of the fence. The Sustainability Congress is hopefully going to be scheduled for May/June 2010, and the committee is looking at having a model demonstration, which the other parties are enthusiastic about. A large part is to get the water supply community involved. One potential topic that came up was allocation/streamflow standards. Some want to focus on it, some do not. The committee will need to frame topics appropriately in order for this to work.

Chris Woodcock was very happy – seemed there was a good consensus between the two groups that we need to work together.

Mike Covellone said we need to emphasize where we have commonality with the other groups.

**Item #8C – Other By Members.**

Chris announced that from the Environmental Working Group report recently published, 5 of the top 25 water systems were in New England.

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

Chris highlighted the upcoming meetings at Lantana, specifically the New Member Breakfast and Toys for Tots campaign.

Ray showed the board the updated logos for the signs outside the building so they are better visible to folks coming to the facility.

Ray also read a letter from a utility member who is celebrating its 100 year anniversary and asking NEWWA to be sponsors for their celebration.

**Craig Douglas made a motion to give Harrisville Fire District in Rhode Island \$100 and that we give \$100 to future utilities celebrating an anniversary and who ask for donations.**

Ken Booth had an issue with just giving cash.

Pam Irwin suggested a plaque.

**Craig withdrew the motion.**

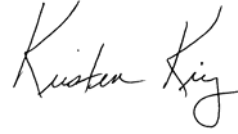
**Carol made a motion that we send them a plaque to recognize their achievement of reaching 100 years. Pam Irwin seconded the motion. The motion passed unanimously.**

**Dave Polcari motioned to adjourn and Craig Douglas seconded at 4:38 p.m. The motion passed unanimously.**

Respectfully submitted,



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



Kirsten King  
New England Water Works  
Director of Communications