

**New England Water Works Association
Board of Directors Meeting Minutes
March 31, 2009**

The New England Water Works Association Board of Directors held a meeting on March 31, 2009, at the Hilton Garden Inn in Worcester, Massachusetts. President Patrick Connelly called the meeting to order at 4:35 p.m. Those present were Patrick Connelly, Christopher Woodcock, David Paris, Jim West, Kathy Pedersen, Dave Polcari, Barbara Cook, Peter Pezanko, Craig Douglas, Ken Booth, Louis Schoolcraft, Dave Harris, Dave Kane, and Ray Raposa (ex-officio and non-voting). NEWWA Deputy Executive Director, Ted Kenney and Kirsten King, Director of Communications, as well as Rick Kenney of the town of Hartford, Vermont, were also in attendance.

Item #1 – Consent Agenda & Minutes of February 11, 2009. Dave Paris motioned and Barbara Cook seconded to accept the minutes of February 11, 2009. Motion passed unanimously.

Item #2 – Treasurer’s Report – Financial Update.

Kathy Pedersen reported that the association is now at a \$192,645.90 negative operating budget, which is a YTD loss of \$55,232 for the operating budget. Adding in unrealized losses from investments raised the total to \$202,904.63. The Investments Committee has an upcoming meeting scheduled and is watching investments closely.

At the end of each quarter NEWWA’s Accounting Manager, Pam Amalfi, does a projection. At the end of last quarter NEWWA projected a loss of \$69,020.

The Worcester Conference is doing well. In 2008 the association realized \$300,000 in income. The 2009 conference is already at \$320,000 in income. This is a result of more exhibitor booths. Walk-in registrations in 2008 totaled 450 people.

At this point, revenue projections for the Worcester Conference will be up.

The association is currently at \$429,500 in income for its training programs, with 4 months to go. March and April totaled \$56,930. We anticipate meeting our projected training fees of \$660,000.

We are also anticipating that the New Hampshire program will be up and running before the end of this fiscal year. We should also have income from the Portland Conference with Maine Water Utilities. Overall, training and registrations are doing well for the spring, and the Worcester Conference is doing well. We anticipate breaking even on the association’s operating budget for the remainder of the year.

Jim West motioned to accept the treasurer’s report. Dave Harris seconded. The motion was passed unanimously.

Item #3 – Old Business.

Item #3A – Monochloramines – New Proposed VT Legislation.

David Paris reported that the current legislation put forth in the house, which would ban the use of monochloramine across Vermont, has been lifted. A proposed study is now in the works with a deadline of January 2010 so more fact finding can be done. NEWWA will send out a survey to all monochloraminated systems in New England, approximately 28, during the week of April 6.

In addition, the Champlain Water District has asked that the association perform a peer review of its monochloramine practice. The association will organize a group to take a trip to Burlington, VT. The deliverable will be a letter report that would incorporate what the group observes in its peer review of Champlain’s practice and testing/control protocols compared to a summary of results from the

survey. This will help determine if Champlain fits within the accepted practice of treatment in New England.

Item #4 – New Business

Item #4A – Proposed Budget FY2010

Chris Woodcock presented the proposed budget for FY10. Highlights include no increases in dues, training costs, or advertising rates. However, in terms of the NEWWA, Inc., dues there will be an increase as Inc.'s dues are tied to AWWA's dues. AWWA recently had a dues increase, and since most NEWWA members are section members, the association Board policy says the members who are members of NEWWA Inc., ought to have a commensurate increase so they are paying the same amount as those who are AWWA members.

The association also talked about having a contingency in the budget for incidentals that come up throughout the year. As things transpired with the change in the economy, this was not incorporated.

Moving money back into reserves was also discussed (e.g., a "rainy day" fund). As the association is currently well below those numbers, it was not included either.

For priorities, the association wants to maintain its preeminent position on training. Chris noted that NEWWA puts on the best training programs that are available and the board wants to ensure the quality is maintained. The association also wants to maintain the Only Tap Water Delivers campaign and advocacy for the profession.

Chris gave kudos to Ray, Ted, Kirsten, and the NEWWA staff for all the hard work they have put in to the budget process.

The proposed FY '10 budget is \$2,387,350 in expenses, which is a reduction of 7 percent from FY '09. Revenues are \$18,000 over projection. This includes \$51,400 for building depreciation, which is money used for capital projects. Currently the Facilities Committee is looking at how the association does capital improvements and it will make recommendations on how to improve or streamline the process.

There is also an additional \$22,000 for depreciation that will ultimately go to reserves. The association's accountant requires a budget for depreciation.

Budget highlights include maintaining most of the cuts talked about in the previous board meeting (i.e., no soup at next year's Worcester conference, and only \$6,000 in staff pay increases). The association will continue to enhance its financial reporting process. There is no staff reductions included in the FY '10 budget. \$25,000 has been included for an additional financial person or a reorganization that provides more time for financial reporting. Funds also included a Web site update and most of the Only Tap Water Delivers program.

Regarding the Worcester Conference, \$12,000 was originally budgeted to state associations. This was cut to \$6,000 for FY '09. State associations have also been notified that there will be no budget sharing in FY '10.

Newsletters have also seen a change in budget. *The Source* will be cut to 12 pages and the production of *Currents* is being pulled in house.

Money was also cut money for the Planning Session held in July, and it will be held at NEWWA's facility in Holliston.

There was also some discussion of a joint management conference with New England Water Environment Association as well as the New England Chapter of the Association of Consulting Engineering Companies. The organizational committee the three organizations have agreed to postpone the event from November 2009 to November 2010. Money for this has been excluded from FY '10 budget.

A total of \$93,000 was cut from revenue and training costs were cut by \$53,000.

David Kane has been working on how financial reports are presented.

Chris thanked the budget committee and staff, including Kathy Pedersen, Dave Kane, Dave Paris, Jim Marvel, Ken booth, Kirsten King, Ted Kenney, Ray Raposa, and Pam Amalfi. He had presented this budget to the Executive Committee at its previous meeting. The Executive committee recommended the adoption of the budget.

Dave Paris motioned to approve the FY '10 budget. It was seconded by Jim West.

Craig Douglas asked a question: What percent do we expect to lose and what was our basis for choosing the number we chose?

Answer: The association has kept its membership at the same level it was earlier in year and it is not expecting to lose members in the upcoming year.

Craig Douglas asked another question regarding classes: How many less students are we anticipating and what are the calculations based on?

Ray responded: The association budgeted for 12 less classes and then reduced the number of people thought to be an average attendance. The association analyzed what the numbers really were and offered less classes.

It was confirmed that a \$17,000 surplus at the end of the budget means that the association has that much to remove if future cuts are needed.

Jim West asked a question regarding the joint management conference and why revenue and expenses were taken out of the budget, including what was the budget for? The initial budget had monies in it for a break even event. A lot was based on a similar AWWA event held in New Orleans where attendance was not high. That gave the association an indication that even management types would probably have reductions in expenses as well for the upcoming fiscal year.

The motion to approve the proposed FY2010 budget was passed unanimously.

Item #5 – AWWA Update

Jim Marvel was not able to attend the meeting. He sent an AWWA update in his absence.

Item #5B – AWWA/Section Affiliation Agreement

David Kane asked a question about the section's affiliation agreement with AWWA. AWWA was concerned about its ability to obtain insurance coverage on all volunteers from every section. AWWA's current policy would not cover the U.S. and Canada. AWWA did find a new company, but had to move into affiliation agreements with the sections because it did not have business agreements with sections. Now AWWA will negotiate business agreements and have agreements that all sections will be able to sign to protect each other's intellectual property.

Specifics will get into business agreements between AWWA and sections. AWWA has a committee to deal with affiliation agreements and sections. There is a person assigned to the New England section. No meetings have been held yet. The association will eventually sign a written document.

Item #6 – Executive Director and Staff Reports

Written reports were provided for all programs and staff gave the following highlights:

Training

Ted updated the board on training and distributed a summary. Operator exam review classes are now underway for spring '09. Attendance is currently at 125 and the program has been revamped. Paul Riendeau has taken over teaching the treatment section since Don Burford's passing.

The first week of May has excavation and machine training classes that are now full. The cross connection program continues to be strong.

Symposia – The Laboratory Operations Committee did an outstanding job on the 11th Annual Symposium in March with 45 in attendance. This was a very specialized program with a full hands-on and vendor components.

11th Annual Water Quality Symposium – There will be posters and information in the exhibit hall at the Worcester Conference. Attendance is currently at 25. Rob Renner from AWWARF is coming in as the keynote for this program that will focus on energy.

Ted stated that there was a full update on contract training in the report. There is also a new drinking water center officially opening on April 9 at the Springfield Water and Sewer Commission.

The Connecticut Section joint education program is running strong and the fall program is also done. Staff will meet with the section before Labor Day to establish the spring program.

New Hampshire is continuing its ERG grant training funding for 24 additional months through 2011. The association's proposal is now in and covers 40 classes over 2 years.

The association also held programs at the Maine Water Utilities Association meeting in Portland back in February.

The association was awarded a contract with Rhode Island and are now in the process of getting a contract issued. The contract will be for six potential years – 2 years each with two contract renewals.

Grants/Communications

Kirsten updated the board on a number of initiatives. NEWWA has booked and taught its first two courses of four under the MCSSA contract (Groundwater O&M). One is being taught in each Massachusetts DEP region during March and April 2009. It has also booked four courses on the Groundwater Rule for May and June. In-house staff will be teaching all the above-mentioned courses, which will allow for more staff time to be billed to the grant instead of NEWWA overhead. All other programs are running as scheduled.

The Law Enforcement CD ROM is reproduced, and the association is currently working with EPA on how to distribute.

NEWWA also secured a subcontract with the CADMUS group (EPA monies) to develop and execute asset management and energy efficiency classes across New England in 2009. Total contract amount is \$24,000. The contract is still not signed, due to hold-ups with the stimulus package on EPA's end.

Staff had a meeting with Region I to discuss how to best utilize the remainder of the association's grant monies. This will be done primarily through training programs, using the monies as subsidies.

Planning for these will take place during the spring/summer 2009.

The March 2009 *Journal* issue is currently at the printer. The spring 2009 *The Source* is currently at the printer and will be mailed the week of April 6. The remaining *The Source* deadlines for 2009 are May 1, August 14, and November 6. Kathy Pedersen offered to do the In the Boardroom article for the summer, Dave Paris for the fall, and Louis Schoolcraft in the winter. The E-Source continues to go out every other Friday with an approximate open rate of 34 percent. NEWWA's Facebook page grows by the week, and NEWWA now has 127 fans as of March 30.

The Web site continues to be updated with information as it becomes available. From February 11, 2009 to March 30, 2009, the Web site received 7,473 hits – approximately 55 percent from direct traffic, 34 percent from search engines, and 10 percent from referring sites. A new Web site proposal (for design, development, maintenance, and hosting), is currently in the works to update the look of the site as well as its functionality for members and staff. It is being proposed for FY 2010.

The PR Committee is now planning to launch the “Only Tap Water Delivers” campaign again for May 2009 to coincide with Drinking Water Week. Tactics include radio PSAs, news releases, and Web site content, and issuing a “day without water” challenge to media outlets who can then report on their findings.

Coordination for the Massachusetts Drinking Water Day activities, in conjunction with MWWA and MA DEP is underway.

Executive Director Update

Ray distributed the ACE luncheon flyer for those attending the annual conference.

AWWA said it will give us an update on their software issue and should have a proposal ready for discussion soon. If NEWWA upgraded to its own software, the fee has dropped by \$10K to the \$50-60K range. The AWWA proposal may be in \$30K range, but we are waiting for the proposal.

The association had a small increase in members by gaining five members since February.

Preregistration for the Worcester Conference was currently at 2,033. The number was 2,162 in 2008. Half of the drop in attendance in 2009 is the lack of MWRA members attending. Iseult sold out the exhibit hall, with 214 exhibitors booked.

Ray pointed out that on the board meeting agenda are all committee meetings over the next few days. All board members are encouraged to attend their council committee meetings as well as the Young Professionals Meet and Greet breakfast at 8:00a.m. on April 1.

Ray also informed the board of the student poster session also going on on the second floor of the DCU Center on Wednesday only.

Pat Connelly also requested that the board members thank the vendors for their support and business.

Kirsten distributed Wii raffle tickets to the board to sell to help boost funds for NEWWA's educational programs.

Louis Schoolcraft made a motion to approve the executive director and staff reports. Ken Booth seconded. Motion was passed unanimously.

Item #6A – Value of Water Campaign

This initiative between the Mass DEP and NEWWA is currently on hold due to the project manager leaving the MassDEP.

Item #6B – Facilities Maintenance Plan

The Facilities Committee is currently working on a maintenance plan for the Hopping Brook Road facility, but the chair of committee is on Worcester conference program and requested the plan be postponed until after the conference. The plan will be comprehensive and include pictures.

Ray also reported that Diane Kokoszka, the association's materials preparation assistant, has left. Staff will work on hiring a replacement.

Item #7 – Council Director Updates on Committee Actions.

Item #7A – Council Meeting

Dave Paris reported that the Council Meeting is scheduled for Friday, May 1. There was a March 18 Strategic Planning and Organizational Development meeting to help prepare for the Council Meeting.

Key themes will be that NEWWA needs to remain young, vital, engaged, and relevant.

Participants at the Council Meeting will break out into groups and look at the vision/mission of NEWWA and determine if it is current. Participants will also talk about today's members and some of their needs as well as environmental stewardship and the potential establishment of a Public Interest Advisory Forum, similar to what AWWA had for years.

Also, due to budgetary constraints, the summer Planning Session will not be a retreat, but held in Holliston at NEWWA's facility. The schedule still needs to be discussed.

Item #7B – Council Director Updates

Barbara Cook reported on the Administrative Council. The Program Committee has been planning for the Worcester Conference for the past 6 months. They have a scavenger hunt, 9-poster poster session, and will also repeat the Young Professionals session and judging for the best YP paper. They are also in the process of planning the Annual Conference. The program will be complete by May 1 and will incorporate a sustainability technical session. They also plan to hold the tank contest again. The committee is also hoping to offer more active activities since they are already included in the hotel fee.

Barbara also distributed a report from the Sponsor Services Committee. For one of first times ever the Sponsor Services calendar was distributed in January with *The Source*. The annual Ski Classic held in January was one of best attended ever.

Facilities Committee - Ray provided an update earlier in the meeting.

Site selection - The summer Planning Session will be held in Holliston. The 2011 Annual Conference will be at the Newport Marriott in Newport, RI.

Louis Schoolcraft reported on the Recognition Council. He has been e-mailing back and forth with different Awards Committee chairs. They are currently looking for nominations for awards. June 1 is first deadline. Matt Mostoller is helping out with Young Professional involvement. Ian Mead was also contacted to help.

Ken Booth reported on the Operations Council. The Distribution and Storage Committee is conducting training programs on metering, O&M, distribution systems, water tank storage, etc. They also sponsor a session at the Worcester conference. The committee is also producing a column called "Distribution Corner," in *The Source* newsletter. There are 29 members total on the committee.

The Safety Practices Committee is chaired by Jim Decelles and now has 14 active members. They are working on doing updates on the Web site, etc.

Dave Polcari reported on the Professional Development Council. The Young Professionals Committee is conducting an event over at the Worcester Polytechnic Institute, which was set up through ASCE. The committee is doing a presentation on what NEWWA is about and may also do a small tank contest. The Sponsor Services Committee also provided prizes for the winner of the tank contest.

Dave Harris reported on the External Affairs Council. The Membership Committee is doing great job. There are now nine members on the Mentor/Mentee Committee. They had their first get together at Lanes and Games in Cambridge, MA. There was a good mix of 2008/2009 mentors/mentees. He thanked the board for donating money toward the event. Three new members have joined the committee – all of which were mentees from last year. There will be a NEWWA 101 presentation at the Young Professionals meet and greet at the Worcester conference. They will also put up the membership booth from AWWA.

Iseult created a list of vendors from the show that details who are members and who are not. The Membership Committee will be going around and encouraging vendors to sign up.

In the fall Matt Mostoller is scheduled to talk to students on natural resources/drinking water supplies.

Jim Holeva has noted that out of 3,000 testers on file, only 100 are members of NEWWA.

Water For People Committee – Larry Durkin is continuing as committee chair. We still have to get the remainder of gala funds to Denver. The committee is also planning a meeting at the Worcester conference on Wednesday afternoon. They are looking at a possible gala again in 2010. They have also met with the NEWEA representative and WFP chair and are looking to do a similar Red Sox event like the one in 2008.

Larry would like to talk to the board about putting a World Water Day together. NEWWA and WFP could answer phones for a PBS pledge drive.

The Scholarship Committee is in the process of updating the rules governing the Scholarship Committee and will send a draft to Ray and Dave Kane for approval. May 1 is the new deadline for scholarship applications. They are also working on the scholarship selection procedures and are trying to get a new member on the committee.

There was no report from the Historical Landmarks Committee.

The Student Activities Committee is doing a lot of work with the young professionals.

Craig Douglas reported on the Standards Council. He still has a lot of people to contact and a lot of vacancies that need filling. He also reported that Ed Baruth, director of standards for AWWA, is leaving the association.

Peter Pezanko reported on the Management Council. The Organizational Diversity Committee is thinking about reorganizing into the Young Professional group.

The Management Development Committee, chaired by Dave Edson, has not met in well over a year. They run the Essentials of Management course annually and developed and ran the first Leadership Institute. Dave is formally stepping down as chair.

He did not have a report from the Financial Management Committee. Chris Woodcock reported the committee is doing a number of seminars and working with the Conservation Committee and putting together BMPs on rates. They meet every other month.

Dave Paris reported on the Public Policy Council for Jae Kim. The Conservation Committee, in conjunction with the PR Committee is doing a joint seminar in early June. They are also working on BMPs.

The Water Resources Committee had a planning meeting for the annual symposium. This year's topics include water resiliency and dealing with climate change.

The Legislative and Regulatory Committee is dealing with monochloramines. Steve Estes is also spending lot of time tracking TCR revisions, etc.

Item #8 – Committee Reports

Item #8A - Executive Committee

The Executive Committee met on March 18 and had a lengthy discussion on monochloramine legislation in Vermont. Ray also provided an update on the January financials. Chris presented the FY '10 budget – same as what was heard today. Ray also provided an update about the AWWA Leadership Conference and affiliation agreement. Dave Polcari did a great job in writing the meeting minutes.

Item #8B – State Association Regional Officers Meeting

This effort was a highlight during Jim West's presidency. A meeting took place earlier in the day where the Sustainability Committee and its plans were discussed. Ken Booth distributed an AV presentation that explains what the Sustainability Committee has done. Other than Vermont, we have someone from each state association on the Sustainability Committee. There is good buy-in as to where we're going.

The committee is looking for state input that will help it best achieve its goals. The committee meets again on April 30.

Peter Pezanko asked if we could incorporate the Only Tap Water Delivers campaign into the committee's message.

They did have a discussion on the value of tap water as well as on the brain drain. They also talked about what MWWA is doing with voc/tech schools as part of their MCSSA assignment.

States are also looking for credit hours for attending events/conferences.

General public policy issues were also discussed, including streamflow, the value of drinking water, hierarchy of use, monochloramines, and sprinklers in Mass.

Finally, there was an update on each state's Water and Wastewater Agency Response Network (WARN) programs.

Item #8D – Ad-hoc Committee on Board Orientation/Policies

Craig Douglas reported that there is lots of information coming together for the packet. He wanted to do a poll on a conflict of interest policy. Bob Beurivage forwarded some comments and he also received some from AWWA.

Craig took a quick poll of the board to obtain a general feeling as to if we should go with a simple conflict of interest policy or a more complex one.

Ken Booth raised a question to some of the “older” questions. There are implied and obvious conflicts – has there ever been a conflict in the past? Dave Paris noted that there has not been a problem in NEWWA in the past. We are doing this so we can have one, not because there has been a problem. Other associations, including NH, and AWWA all have them.

Jim West was concerned that the “devil is in details,” and that people should be careful of what they ask for. The way NEWWA funds events, how we run events, etc., makes him concerned that we’ll be signing COI contracts. He does not want to create a situation where half the board cannot vote on a situation.

Ken suggested that we just have conflict of interest policy, and not something that is signed.

Chris Woodcock said he has heard in past members raise questions about conflict. He sided with Jim, saying we need to be careful. He suggested some kind of simple, “sign if you understand” type of document.

Barbara Cook also leaned in Jim’s direction.

Dave Harris suggested we just have a written policy of what it is.

Dave Kane was trying to understand if there was a financial gain someone is making. Pat Connelly provided the example – if a consulting firm had a person doing training and we are voting on a pay hike for instructors, then there is a conflict.

Ted Kenney reported that as an IACET commissioner, they have policy statements, but members don’t have to sign. It is up to ones self to excuse yourself from a situation.

Craig, Ray, and Jim Marvel will submit a packet to Pat, then have the Executive Committee review before it goes to the board for approval.

The deadline of May 1 was established to get a document to the Executive Committee with the overall goal of having the document finalized by the Planning Session.

Item #9 – Announcements and Meetings

Ray asked Louis Schoolcraft to be the head judge of the Young Professionals Session, in conjunction with Justin Connor, and Kevin Reilly.

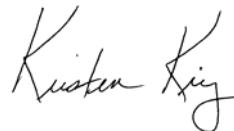
There were no other questions or business.

Craig Douglas motioned to adjourn and Dave Polcari seconded to adjourn at 6:46 p.m. Motion passed.

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