



Administrative Guide

2024

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INTRODUCTION

Purpose and Use

The purpose of this Guide is to provide each Executive Committee member with administrative guidance and information regarding association by-laws, organizational structure, procedures, and the duties/responsibilities of holding an Executive Committee position.

The Administrative Guide will provide members with information necessary and helpful in making the Board successful. In this Guide you will find descriptions of each Executive Committee position and the yearly plan of action. In short, this Guide will provide instruction and direction on where to get additional information.

Please review the calendar of events and your position description monthly to ensure all activities requiring your input/actions will be completed.

Mission Statement

Our Mission is to support and enhance Maine's water environment community. To achieve this we will:

- Promote training opportunities for the water environment community;
- Support balanced environmental policy and practice;
- Promote education and collaboration with the public to protect and enhance Maine's water resources; and
- Foster a strong and resilient water environment community.

Meetings and Event Schedule

The events schedule is updated throughout the year, please visit www.mewea.org for the most current events, dates, and locations.

Date	Event
January	Executive Committee Meeting
January	NEWEA Annual Conference
February	Legislative Breakfast
February	Joint Conference with MWUA
February	Executive Committee Meeting
February/March	MEWEA Member Family Skate Night
March	Ski Day with NHWPCA
April	Strategic Planning Session (every other year)
April	JETCC North Country Convention (every other year)
April	National Water Policy D.C. Fly-In
May	Executive Committee Meeting
May/June	NEWEA Spring Meeting
June	Executive Committee Meeting
August	MEWEA/MWUA Member Summer Outing
September	MEWEA Golf Tournament
September	MEWEA Fall Convention
September/October	WEFTEC
November	Executive Committee Meeting & Budget Workshop
December	Executive Committee Meeting, Final Budget & Holiday Luncheon

MEWEA is also involved with events that are planned and carried out by other entities. Participation is determined on a year-to-year basis and depends on whether the event is being held, event relevance to MEWEA mission and goals, and whether there are members available to attend and participate.

Date	Event	Event Organizer
March	Maine Sustainability and Water Conference	University of Maine, Senator George J. Mitchell Center
April	Urban Runoff 5K	Cumberland County Soil and Water Conservation District
May	Southern Maine Children’s Water Festival	University of Southern Maine
August	Paddle After Hours	Androscoggin Land Trust
October	Northern Maine Children’s Water Festival	University of Maine
October	Imagine a Day Without Water	Value of Water Campaign

Strategic Plan

MEWEA typically holds a strategic planning session in April every other year at the Executive Committee meeting. The session aims to assess whether the Association is effectively and efficiently upholding the mission statement through carrying out core strategies. Short-term and long-term goals are reviewed, discussed, and modified as needed.

EXECUTIVE COMMITTEE & COMMITTEE CHAIRPERSONS

2024 Executive Committee

<https://www.mewea.org/executive-board>

PRESIDENT – Emily Cole-Prescott

City of Saco
300 Main Street
Saco, ME. 04072
Phone: 207-282-3487
E-mail: eprescott@sacomaine.org
Term Expires: 12/31/24

PRESIDENT ELECT – Terry Tucker

York Sewer District
21 Bay Haven Road
York, ME. 03910
363-4232
ttucker@yorksewerdistrict.org
Term Expires: 12/31/24

VICE PRESIDENT – Rob Pontau

Brunswick Sewer District
10 Pine Tree Road
Brunswick, ME 04011
Phone: 207-729-0148
E-mail: rpontau@brunswicksewer.org
Term Expires: 12/31/24

IMMEDIATE PAST PRESIDENT – Tim Wade

Peaks Renewables
839 River Road
Clinton, ME. 04927
Phone: 207-485-2135
E-mail: wadelotcare@gmail.com
Term Expires: 12/31/24

TREASURER – Jeff McBurnie

Casella Organics
48 Liberty Dr Ste A
Hermon, ME 04401
Phone: 207-347-3618
E-mail: jeff.mcburnie@casella.com
Term Expires: 12/31/26

DEPUTY TREASURER – Travis Peaslee

Lewiston-Auburn Water Pollution Control Authority
PO Box 1928
Lewiston, ME 04241
Phone: 207-782-0917
E-mail: tpeaslee@lawpca.org
Term Expires: 12/31/25

OUTREACH COUNCIL DIRECTOR - Phil Tucker

York Sewer District
21 Bay Haven Rd
York, ME. 03910
Phone: 207-363-4232
Email: ptucker@yorksewerdistrict.org
Term Expires: 12/31/27

TREATMENT SYSTEMS OPERATION COUNCIL DIRECTOR – Paula Drouin

Lewiston-Auburn Water Pollution Control Authority
PO Box 1928
Lewiston, ME 04241
Phone: 207-782-0917
E-mail: pdrouin@lawpca.org
Term Expires: 12/31/25

PERSONNEL ADVANCEMENT COUNCIL DIRECTOR – Stacy Thompson

City of Saco WRRD
300 Main Street
Saco, ME 04072
Phone: 207-282-3564
E-mail: sthompson@sacomaine.org
Term Expires: 12/31/26

DEP REPRESENTATIVE – Gregg Wood

Maine DEP, Bureau of Water Quality
17 State House Station
Augusta, ME 04333-0017
Phone: 207-287-7693 Fax: 207-287-3435
E-mail: Gregg.wood@maine.gov

MWUA REPRESENTATIVE – Andy Begin

Greater Augusta Utility District
12 William Street
Augusta, ME 04330
Phone: 207-485-3889
E-mail: abegin@greteraugustautilitydistrict.org

ADMINISTRATIVE STAFF – Joan Kiszely

MEWEA Administrative Liaison

15 University Drive

Augusta, ME 04330

Phone: 207-623-9511

E-mail: jkiszely@mewea.org

ADMINISTRATIVE STAFF – Cindy Wade

Maine Water Utilities Association Executive Assistant

15 University Drive

Augusta, ME 04330

Phone: 207-623-9511

E-mail: cwade@mwua.org

NEWEA STATE DIRECTOR – Paula Drouin

Lewiston-Auburn Water Pollution Control Authority

PO Box 1928

Lewiston, ME 04241

Phone: 207-782-0917 Ext. 27

E-mail: pdrouin@lawpca.org

Term Expires: 12/31/24

JETCC REPRESENTATIVE – Peter Zaykoski

584 Main Street

South Portland, ME 04106

Phone: 207-253-8020

E-mail: pzaykoski@neiwpc.org

LEGISLATIVE ADVOCATE – James I. Cohen

Partner Verrill Dana LLP

One Portland Square

Portland, ME 04101-4054

Phone: 207-253-4708 Cell: 207-650-1954

E-mail: jcohen@verrill-law.com

Committee Chairpersons

AWARDS – Mike Guethle

Civil Engineer, WBRC

30 Danforth Street, Suite 306

Portland, ME 04101

Phone: 207-922-1182

Email: guethlema@gmail.com

Term Expires: 12/31/24

COLLECTION SYSTEMS – Ashley Jones, Co-Chair

Vortex Companies

521 Federal Road

Livermore, ME. 04253

Phone: 207-500-1728

E-mail: Ashley.jones@vortexcompanies.com

Term Expires: 12/31/26

COLLECTION SYSTEMS – Kevin Eaton, Co-Chair

York Sewer District

21 Bay Haven Rd, PO Box 1039

York Beach, ME. 03910

Phone: 207-363-4232

E-mail: keaton@yorksewerdistrict.org

Term Expires: 12/31/26

COMMUNICATIONS – Bryanna Denis

Wright-Pierce

11 Bowdoin Mill Island, Ste 104

Topsham, ME 04086

Phone: 207-725-8721

E-mail: Bryanna.denis@wright-pierce.com

Term Expires: 12/31/26

CONVENTION – Justin Barnett, Co-Chair

York Sewer District

PO Box 1039

York Beach, ME 03910

Phone: 207-363-4232

E-mail: jbarnett@yorksewerdistirct.org

Term Expires: 12/31/26

CONVENTION – Tim Wade, Co-Chair

Peaks Renewables
839 River Road
Clinton, ME. 04927
Phone: 207-485-2135
E-mail: wadelotcare@gmail.com
Term Expires: 12/31/26

GOVERNMENT AFFAIRS – Dan Marks, Co-Chair

Town of Falmouth Wastewater Department
96 Clearwater Drive
Falmouth, ME. 04105
Phone: 207-781-4462
E-mail: dmarks@falmouthme.org
Term Expires: 12/31/26

GOVERNMENT AFFAIRS – Amanda Smith, Co-Chair

Bangor Wastewater
760 Main Street
Bangor, ME. 04401
Phone: 207-992-4471
E-mail: amandasmith@bangormaine.gov
Term Expires: 12/31/26

LABORATORY – Stephen Knollmeyer

Alpha Analytical
72 Center Street
Brewer, ME 04412
Phone: 603-436-5111
E-mail: sknollmeyer@alphalab.com
Term Expires: 12/31/26

MEMBERSHIP – Jennifer Nicholson

Brunswick Sewer District
10 Pine Tree Road
Brunswick, ME 04011
Phone: 207-729-0148
E-mail: jnicholson@brunswicksewer.org
Term Expires: 12/31/25

PROFESSIONAL DEVELOPMENT– Charlene Poulin

Portland Water District
PO Box 3553
Portland, ME 04104
Phone: 207-774-5961 Ext. 3105
E-mail: cpoulin@pwd.org
Term Expires: 12/31/26

PRETREATMENT – Riley Cobb

City of Saco WRRD
300 Main Street
Saco, ME. 04072
Phone: 207-282-3564 ext. 202
E-mail: rcobb@sacomaine.org
Term Expires: 12/31/26

PUBLIC RELATIONS – Evan Pereira

Woodard & Curran
41 Hutchins Drive
Portland, ME. 04102
Phone: 781-619-3299
Email: epereira@woddardcurran.com
Term Expires: 12/31/25

RESIDUALS MANAGEMENT – Travis Peaslee, Co-Chair

Lewiston, Auburn Water Pollution Control Authority
PO Box 1928
Lewiston, ME 04241
Phone: 207-782-0917 Ext. 22
E-mail: tpeaslee@lawpca.org
Term Expires: 12/31/24

RESIDUALS MANAGEMENT - Andrè Brousseau, Co-Chair

Sanford Sewerage District
PO Box 338
Springvale, ME 04083
Phone: 207-324-5313
E-mail: abrousseau@sanfordsewerage.org
Term Expires: 12/31/24

STORMWATER COMMITTEE – Sarah King, Co-Chair

Haley Ward, Inc.
1 Merchant’s Plaza Ste. 701
Bangor, ME 04401
Phone: 207-989-4824
E-mail: swking@woodardcurran.com
Term Expires: 12/31/25

STORMWATER COMMITTEE – Jodie Keene, Co-Chair

City of Portland, DPW, Water Resources
212 Canco Road, Sutie B
Portland, ME 04103
Phone: 207-874-8832
E-mail: jkeene@portlandmaine.gov
Term Expires: 12/31/24

TREATMENT PLANT OPERATORS – Alex Buechner

City of Biddeford
63 Water Street
Biddeford, ME 04005
Phone: 207-205-0469
E-mail: alex.buechner@biddefordmaine.org
Term Expires: 12/31/26

NEW PROFESSIONALS – Sierra Kuun

Brown & Caldwell
PO Box 428
Yarmouth, ME 04096
Phone: 207-671-0275
E-mail: skunn@brwncald.com
Gmail: sierrakuun@gmail.com
Term Expires: 12/31/25

POSITION DESCRIPTIONS

President

The President holds the highest office in the Association, and as such, is responsible for all activities, decisions, and policies of the Association during his or her tenure. The President shall direct the efforts of the Executive Committee to fulfill the needs of the membership. Term length is one year.

DUTIES

1. Chairs the Executive Committee and directs its activities, including agendas for each Executive Committee meeting. Reviews financial report prior to each meeting. Reviews all correspondences prior to each meeting and ensures they are available to other committee members for review.
2. Reviews all committee reports in advance of each meeting and takes appropriate action on any recommendations made.
3. Is empowered to make decisions necessary for the day-to-day needs of the Association between Executive Committee meetings.
4. Presides at all business meetings of the Association, including the Spring Conference and Fall Convention.
5. Presents the Immediate Past President's Award at the Spring Conference, Fall Convention, or other scheduled business meeting.
6. Chooses the President's Service Award recipient at Fall Convention.
7. Assists Awards Committee with candidates for EPA, DEP, and NEWEA awards.
8. Provides the Administrative Services Liaison with a regular President's message for distribution to the membership.
9. Assigns specific tasks for the various committees, including evaluating the effectiveness of all committees.
10. Reviews any potential nominations for MEWEA elected officials. Directs and leads the elected officers to fulfill the Association's needs. Appoints and/or re-appoints committee chairpersons at the end of each term.
11. Responsible for providing direction to the Administrative Services Liaison in relation to the needs of the Association.

12. Works with the Treasurer in developing a working budget for approval by the Executive Committee.
13. Directs the Administrative Services Liaison and their staff to distribute any proposed by-law amendments to the membership no less than thirty (30) days before any business meeting.
14. Initiates annual review of the Administrative Guide, including the oversight of necessary changes.
15. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.
16. Signs contracts on behalf of the Association (e.g., Administrative Services, Legislative Advocate).
17. Meets with DEP Commissioner and/or representatives to communicate on issues of mutual importance.
18. Communicates with members, citizens, outside agencies, and others on Association activities.
19. Observes “Clean Water Week”, including the Poster Contest celebration.
20. Attends the National Water Policy Fly-in at the expense of the Association.
21. Attends NEWEA’s Annual and Spring Meeting at the expense of the Association.
22. Approves any issuance of checks in excess of \$500.
23. Reviews all contracts for the upcoming year.
24. Prepares an annual budget to be submitted to MEWEA’s Treasurer.

President Elect

The President Elect holds the second highest office in the Association. This person shall act in place of the President if he or she is unable to complete their term due to illness or absence. The President Elect reports directly to the President. Term length is one year.

DUTIES

1. Assists the President in the performance of his or her prescribed duties or other tasks as assigned by the President.
2. Reviews agendas for each Executive Committee meeting. Reviews financial reports, committee reports prior to each meeting.
3. Presides at meetings and/or conventions in the absence of the President or at the request of the President.
4. Assists in monitoring/developing long range goals or needs of all aspects of the Association.
5. Assists the Professional Development Committee, as needed, in the solicitation and coordination of technical programs for the Association's Spring Conference and Fall Convention.
6. Attends NEWEA's Annual Conference at the expense of the Association.
7. Meets with DEP Commissioner and/or representatives, either with the President or in his stead, to communicate on issues of mutual importance.
8. Assists the President in communicating with members, citizens, outside agencies, and others on Association activities.
9. Works with the Treasurer to develop a working budget for the upcoming year.
10. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
11. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g., news articles, events held) to the Communications Committee for inclusion in the newsletter.
12. Responsible for overseeing the annual review and revision of the Administrative Guide.

13. Ensures that the actions of the Association conform to its by-laws.
 - a. Inform the Executive Committee of possible non-compliance with the Association's by-laws.
 - b. Develop and submit draft amendments for Executive Committee review and approval.
 - c. Ensures that proposed by-law changes are distributed to the membership thirty (30) days before any convention. Upon approval, the President Elect will ensure all changes are made in conjunction with the Administrative Services Liaison.

Vice President

The Vice President holds the third highest office in the Association. This person shall act in place of the President Elect if he or she is unable to complete their term due to illness or absence. This position reports directly to the President. Term length is one year.

DUTIES

1. Assists the President in the performance of his or her prescribed duties or other tasks as assigned.
2. Presides at meetings and/or conventions at the request of the President.
3. Assists the President Elect in ensuring that the actions of the Association conform to its constitution and bylaws.
4. Assists in monitoring/developing long range goals or needs of all aspects of the Association.
5. Assists the Professional Development Committee, as needed, in the solicitation and coordination of technical programs for the Association's Spring Conference and Fall Convention.
6. Assists the President and President Elect with any and all duties and/or activities as may be requested.
7. Assists the President in communicating with members, citizens, outside agencies, and others on Association activities.
8. Works closely with the Immediate Past President to carry out duties.
9. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
10. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Immediate Past President

The Immediate Past President shall hold a position on the Executive Committee to ensure there is a continuity of management in the activities of the Association. His/her major function shall be to act as an advisor to the Executive Committee. Term length is one year.

DUTIES

1. May be appointed to serve in any capacity as requested by the President.
2. Ensures that the actions of the Association conform to its constitution and by-laws.
 - a. Reviews minutes of committee(s) meetings to determine if any actions may require amendments.
 - b. Informs the Executive Committee of possible non-compliance with the Association's by-laws.
 - c. Develops and submits for Executive Committee, when requested, draft amendments.
3. Assists in monitoring/developing long range goals or needs of the Association. This can include, but is not limited to such items as: membership, certification, legislation, and training.
4. Assists in the solicitation of technical programs for the Association's Spring Conference and Fall Convention.
5. Helps coordinate the activities of the Spring Conference and Fall Convention as directed by the President.
6. Ensures that there are active lines of communications between MEWEA and other organizations (i.e., DEP, NRCM, etc.) under the direction of the Executive Committee.
7. Works closely with the Vice President to assist them with carrying out their duties.
8. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.

Treasurer

The Treasurer is the financial officer of the Association and therefore is responsible for overseeing the Administrative Services Liaison's maintenance and management of the Association's checkbook and administering other financial matters in accordance with the Association's Financial Securities Policy. Term length is three years.

DUTIES

1. Is responsible for approving disbursements by the Administrative Services Liaison prior to payment. Is responsible for reviewing and approving monthly financial reports prepared by the Administrative Services Liaison.
2. Advises the Executive Committee of the actual and/or projected financial condition of the Association by comparing anticipated income and expenses in order to provide for sound financial management of the Association.
3. Makes a financial report to the general membership during the business meetings at the Spring Conference and Fall Convention.
4. Reviews Executive Committee minutes to determine what liabilities may affect the finances of the Association.
5. Assists the President in preparing the annual budget of the Association. This task must be accomplished no later than the February Executive Committee meeting. (Fiscal year is January 1 to December 31).
6. In the absence of the Administrative Services Liaison, performs the secretarial duties of the Association.
7. Oversees Administration of MEWEA Scholarship Fund.
8. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
9. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g., news articles, events held) to the Communications Committee for inclusion in the newsletter.

Deputy Treasurer

1. Is a three-year appointed position, intended to shadow and assist the Treasurer in preparation for succession to the office of Treasurer.
2. Is proposed by the Nominating Committee.
3. Following nomination, is appointed by the President with Executive Committee approval.
4. Immediately following appointment, serves alongside the Treasurer in preparation for succession to the office of Treasurer.
5. Is a non-voting member of the Executive Committee.
6. Supports the Treasurer in all finance related issues, such as developing the budget for the next fiscal year, reviewing the state of MEWEA's financial assets and the yearly audit, and supporting other finance-related MEWEA initiatives.

MEWEA Council Directors

1. Purpose: To help better facilitate continuity and collaboration with committee work and activity, Council Directors shall act as a voting officer of the MEWEA Executive Committee (EC) in lieu of individual Committee Chairs. Directors are responsible for attendance and reporting forward at all EC Meetings, considering all matters of business that come before that committee, and acting in the best fiduciary and legal interests of MEWEA regarding all such business. Term length is 3 years.
2. Council Directors shall oversee committees as follows:
 - a. Outreach Council: Government Affairs, Membership, Communications, Public Relations, and Ad hoc Committees (as created by EC).
 - b. Treatment Systems Operation Council: Laboratory, Treatment Plant Operations, Residuals Management, Collection Systems, Pretreatment, Stormwater, and Ad hoc Committees (as created by EC).
 - c. Personnel Advancement Council: New Professionals, Convention, Awards, Professional Development, and Ad hoc Committees (as created by EC).
3. Coordinates with chairs and/or members of the committees within the respective council and should attend those committee meetings whenever feasible.
4. Assists Chairs with Committee recruitment and retainment. Encourages involvement of those members and helps to place members into Committee roles that best fit and benefit the individual and MEWEA. Works to maintain equitable balance of Committee members within council or with other councils.
5. Fosters synergy among the committees on the council regarding technical sessions/specialty seminars, current matters of interest, and general information sharing, etc.
6. Serves as a resource for advice to assigned committee chairs, vice-chairs and other volunteers seeking guidance in the conduct of MEWEA business.
7. Coordinates committee issues that require resolution with MEWEA Officers for review and discussion.

Shares, trades, and discusses relevant information, local news, and common current issues with other Directors, and encourages cross-participation in respective constituent organizational events.

Council Directors and Committee Chair Duties

General:

- Administrative Guide – Ensure that the responsibilities outlined in the administrative guide are understood and adhered to. Many of the duties listed below can be assigned to respective committee chairs, but the Council Director is urged to monitor and encourage follow-through.

Conferences/Sessions:

- MWUA Tradeshow – Abstract reviews, session development, moderators, and opportunities for collaboration with other committees (as appropriate for technical committees).
- Fall Convention – Abstract reviews, session development, moderators, opportunities for collaboration with other committees (as appropriate for technical committees).
- Specialty Conferences – Specialty seminar planning, location, advertisement, call for abstracts, abstract review, session development, moderators, support needed, work with MEWEA staff, other committees co-sponsoring (as appropriate for technical committees).
- Planning Session – Encourage chairs to attend the planning session especially those committees relevant to the specific planning session topic for that year. Raise any issues on committees' behalf.
- Webinars – Secure speaker, set date and time, advertise, work with MEWEA staff.

Communications:

- Position Papers – Develop a position paper for MEWEA to elevate a committee topic to all of MEWEA.
- Newsletter Papers – Write or encourage members or previous presenters to submit newsletter papers.
- Website/Communications – Work with MEWEA staff website administrators (perhaps assigning a committee web site liaison) to post, share and store information germane to the committee, meeting minutes, papers, etc., on the website.
- Social Media - Write or encourage members or previous presenters to write blogs, LinkedIn, Twitter, Facebook, etc.

Committee Issues:

- Membership – Discuss any issues with membership: participation, numbers, etc.
- Vice Chairs – Ensure there is a vice chair, and if not, chair should take steps to secure one.
- Meetings – Ensure that meeting minutes, agendas, calls, etc., are documented and shared with the committee.
- Executive Committee Meetings - Encourage chairs to attend (or to send a committee representative to) Executive Committee Meetings and to submit written reports.
- Budgets – Support committees in developing annual budget.
- File Sharing – Ensure that appropriate committee files are posted to the website, shared with members, and transferred to new chair/vice chair.
- Committee Emails – cc Council Director on committee emails so Council Director can be aware of committee actions.
- Communication – Conduct conference call prior to Executive Committee Meeting with all committee chairs.
- Survey Results – MEWEA survey might have some interesting information that would be helpful, conducting a survey could provide useful information as well.
- Awards – Provide nominees to the Awards Committee by the second Friday in July.
- Maintain a committee membership/contact list.
- Review and maintain committee SOP's.

Collaboration/Coordination/Support:

- Collaboration – A major goal of Council inclusion is to foster collaboration with other like committees. Consider ways to collaborate beneficially.
- Coordination with NEWEA and other MAs – Consider working with counterpart committees in NEWEA and other MAs to get new ideas, share successes and information, advertise conferences, call for abstracts, webinars, etc.
- Help/Issues – In general, the Council Director should strive to be available to help committees as needs arise; the Council Director's, role is to support committees.

Other Council Director Activities and Guidance:

- Executive Committee Meetings - Attend Executive Committee Meeting and submit written reports.
- Planning Session - Attend planning session, when scheduled; this is especially important for those Council Directors and chairs who represent committees relevant to the specific planning session topic for that year.
- Calendar – Develop calendar of major activities each year in concert with the Committee calendar: budgets, abstract review, Executive Committee Meeting reports, etc.
- Collaboration with Other Council Directors – Consider quarterly conference calls with Administrative Services Liaison and President 2 weeks prior to or meet in person at Executive Committee Meetings, collaborate as needed, share ideas.
- MEWEA Staff Support – Ensure awareness of functions that the MEWEA staff can provide to the Council Director and committees.
- Other Support – Executive Committee/Administrative Services Liaison are available to support Council Directors as need.
- Transition Plan – As the council director or committee chair term nears completion, develop a transition plan for the incoming director/chair and provide mentoring.
- Ad-Hoc Committees- Participate in Ad-Hoc committees at the direction of the Executive Committee as deemed relevant to committees or issues under the responsibility of the council director.

DEP Representative (Non-Voting Member)

The DEP Representative provides the Association with a direct means of communication with the Department of Environmental Protection so issues of mutual concern can be addressed.

DUTIES

1. Brings to the Executive Committee's attention proposed regulatory changes which could affect the membership or wastewater treatment facilities in Maine.
2. If the Executive Committee finds it necessary, directs and assists in establishing contacts/meetings between Executive Committee members and DEP's administrators.
3. Keeps the Executive Committee up-to-date on various state awards which require MEWEA input.
4. Presents DEP Certificate of Achievement Awards at the Fall Convention.

NEWEA State Director

The NEWEA State Director acts as a liaison between the Executive Committee and NEWEA on issues of common concern or interest. Term length is three years.

DUTIES

1. Represents the Association in its views to the NEWEA Executive Committee.
2. Ensures that there is ongoing communication between the two associations.
3. Keeps the Executive Committee advised of what areas NEWEA could be of assistance.
4. Advises the Executive Committee of NEWEA issues or developments which could affect the Association.
5. Assists in coordination of MEWEA's representation of NEWEA conventions.
6. Provides the NEWEA Newsletter editor with any required articles concerning MEWEA's activities.
7. Serves as MEWEA's representative to NEWEA's awards committee.
8. Attends the NEWEA Annual Convention and the NEWEA Spring meeting at MEWEA's expense. Is responsible to coordinate arrangements for having the MEWEA booth at the Annual Conference including transportation of the booth to and from the Conference.
9. Attends the NEWEA/WEF Congressional briefing and works closely with the President to determine who is attending and travel arrangement therefore. Takes the primary role in arranging appointments during the trip with Senators, Representatives and their staff.
10. Make arrangements for the Interstate Operator's Exchange by:
 - i. Keeping a list of Maine operators interested in participating as Maine's Exchange Operator;
 - ii. Coordinating with the State Association MEWEA is exchanging with;
 - iii. Providing a schedule for the Exchange Operator coming to Maine; and
 - iv. Serving as guide for the Exchange Operator visiting Maine (or making provisions for another MEWEA member to do so).
11. Participates in the NEWEA Government Affairs Committee.

12. Attends NEWEA Conventions and the National Water Policy Fly-In in Washington, D.C. at MEWEA's expense.
13. Performs other duties as may be requested by the President or Executive Committee.
14. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
15. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

JETCC REPRESENTATIVE

FUNCTION

Provides the Association with a direct means of communication with JETCC and NEIWPCC regarding training that meets the needs of Maine environmental professionals utilizing the best instructional and technical support available to provide training.

DUTIES

1. Brings to the Executive Committee's attention a proposed schedule of continuing educational and certified training courses.
2. If the Executive Committee finds it necessary, directs and assists in establishing contacts/meetings between Executive Committee members and JETCC administrators.
3. Keeps the Executive Committee up-to-date on various awards which may require MEWEA input.
4. Presents the LEE Agger Award, Founders Award and Hanson Excellence in Management Award at the Fall Convention.
5. Submits newsletter articles and relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Awards Committee

FUNCTION

The Awards Committee schedules and coordinates the nomination and selection of award recipients for awards given at the two MEWEA business meetings. Term length is three years.

DUTIES

1. Maintains a calendar of MEWEA Awards nomination deadlines and provides awards criteria and nomination forms for the website and the Administrative Guide.
2. Regularly reminds the Executive Committee of awards that individual committees should be considering. Communicates with committee chairs at least a month in advance of Fall Conference to see if they have selected recipients.
3. Reminds Executive Committee of the availability of awards that are not nominated by a specific committee.
4. Directly solicits committee and award nominations if none are submitted.
5. Assists the President in developing and carrying out award presentations.
6. Maintains a list of past award recipients.
7. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
8. Contacts potential committee members.
9. Maintains an accurate mailing list of committee members.
10. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g., news articles, events held) to the Communications Committee for inclusion in the newsletter.

Award Descriptions and Criteria

MEWEA believes that individuals and groups should be recognized for meritorious achievements in our industry.

You may nominate yourself or another person or group for these awards by contacting a member of the Executive Committee, a Committee Chair, or by submitting an electronic nomination form on the website, www.mewea.org. The nomination deadline is **June 30th of each year**.

A list of the past award recipients is also available on the website.

ALFRED JELLISON LIFETIME ACHIEVEMENT AWARD

Named for Al Jellison, long-time Chief Operator of the City of Bangor Wastewater Treatment Facility, this award is designed to recognize individuals who have demonstrated an extraordinary level of service and commitment to MEWEA and to the protection of water quality in Maine over the course of their careers. This award was re-named in 2016 to honor Al's many years of service to the clean water profession and to MEWEA.

CHARLES PERRY COLLECTION SYSTEM AWARD

Charles Perry set the standard for wastewater utilities in the State of Maine by utilizing methods that were cutting edge for the time. Mr. Perry was one of the first employees of Wright-Pierce Engineering, worked for Brunswick-Topsham Water District, and finished his career as the Superintendent of Sewers for the City of Portland. Mr. Perry was one of the first to use trenchless technology, recognize the value of televised inspections of collection systems, implement preventative maintenance for collection systems, and was the first in the State to use Hydro-Brakes for CSO remediation. Most importantly, Mr. Perry was dedicated to his crew and his work. He freely gave up his time and was always willing to help by providing advice and suggestions. He recognized the commitment his crew gave to their work.

The Charles Perry Award is given annually by the Maine Water Environment Association to a Collections Systems Operator, Municipality, District, Private Wastewater Collection System, engineer, or educator in Maine. Please include in your nomination how your nominee has met the criteria for the award. Criteria include:

- Exemplary operation and maintenance of the wastewater collection system.
- Extra effort and originality put forth in the operations of a wastewater collection system to reduce the environmental impact on the local community.
- Provide concern for the community by showing interaction with residents, community service and education.

COMMUNICATIONS AWARD

The Communications Award is intended to honor the outstanding efforts of a person, group, utility, agency, or other organization to share the Association's mission or the importance of

investing in and protecting the water environment. The communication effort recognized by this award can have an internal focus (i.e., membership) or an external focus (i.e., the general public, schools, or other associations) and can be implemented via traditional media, social media, or a combination of these. The recipient shall have demonstrated outreach beyond the formal duties of any official position on the committee.

DAVID ANDERSON LABORATORY EXCELLENCE AWARD

Named after David Anderson, long-servicing director of the Portland Water District's Laboratory, this award was designed to recognize individuals for outstanding performance, professionalism, and contributions to the water quality analysis profession.

Please include in your nomination how your nominee has met the criteria for the award.

The criteria for the Laboratory Award are:

- Unusual initiative or performance beyond the call of duty.
- To recognize individuals for outstanding performance, professionalism, and contributions to the water quality analysis profession.
- Employment at an educational facility laboratory, industrial, commercial, or municipal laboratory, which performs wastewater related analysis and must have direct analytical responsibilities.
- Only those who have not been recognized by this award before are eligible.
- The nominee's performance must demonstrate a commitment to high quality control standards.
- The nominee's perspective should be dutiful and conscientious.
- The nominee's actions should demonstrate a commitment to professional development (e.g., by maintaining an active membership in MEWEA).
- A demonstrated commitment to continuing education in the field of wastewater analysis, either by courses taken or presentations delivered at training sessions.

INDUSTRIAL ACHIEVEMENT AWARD

The Industrial Achievement Award is given by MEWEA to recognize a Maine industrial discharger who has made exemplary efforts towards reducing discharge volumes and/or pollutant concentrations in their effluent. This award also considers the extra effort and originality that has been involved in system design and/or operations, as well as the efforts made by the industrial discharger to meet internal environmental stewardship and sustainability goals. The following are the general qualities that determine the recipients of this award.

Please include in your nomination how your nominee has met the criteria for the award

The criteria for the Industrial Achievement Award are:

- Demonstrates exemplary operation and maintenance of the facility.

- Demonstrates a commitment from the business to reduce the volume of and/or the pollutant concentrations in wastewater discharges from the facility through continuous improvement projects.
- Demonstrates a professional and open relationship with regulatory agencies and permit authorities at all times.
- Applies internal sustainability and environmental stewardship policies or goals to wastewater treatment activities.
- Identifies treatment system influent sources and develops continuous improvement projects to reduce the volume or pollutants at the source.
- Provides service to the profession through participation, assistance to others with problems, etc.
- Demonstrates creativity in operations and problem solving.
- Maintains compliance with various permits.

OPERATOR AWARD

The MEWEA Operator Award is given annually to an individual who has shown a high interest and performance in clean water operations and has made significant contribution to the water quality field in Maine.

One or more of the following areas should be discussed in the nomination form to serve as a basis for selection of the award recipient:

- Cost effective operations;
- Cost effective maintenance procedures;
- Public relations;
- Safety;
- Innovative process controls;
- Solids handling and disposal;
- Pretreatment;
- Collection systems/pumping stations;
- Training;
- Odor control; and
- Association contributions.

OUTSTANDING SERVICE AWARD

This Award is intended to honor outstanding service to the Association that deserves special recognition. The recipient can be a person, group, utility, agency, or other organization that has demonstrated strong commitment to the Association's Mission and/or programs.

This award is given at the discretion of the Executive Committee; it is not necessarily awarded each year. Nominations for this Award come from within the Executive Committee. If you wish to encourage the Executive Committee to consider a person, group, utility, agency, or other organization for this Award, contact any member of the Executive Committee.

PRESIDENT'S SERVICE AWARD

This Award is sponsored by the Association President to acknowledge a member, person, or group that provided assistance and support during his or her term that optimized and complimented the President's goals. The intent is to reflect participation beyond the formal duties of any official position on the Committee.

PRETREATMENT EXCELLENCE AWARD

The Pretreatment Excellence Award is given to recognize an industrial facility which is an indirect discharger in Maine who has made exemplary efforts towards meeting the requirements of a State/National Pretreatment Program permit, State or local authority control mechanism. This award also considers the extra effort and originality that has been involved in system design and/or operations, as well as the efforts made by individuals or the organization to meet internal environmental stewardship and sustainability goals.

The following are the general qualities that determine the recipients of this award:

- Demonstrates exemplary design, operation and maintenance of the facility.
- Demonstrates a commitment from the business to comply with their pretreatment permit through continuous improvement projects.
- Demonstrates a professional and open relationship with regulatory agencies and permitting authorities at all times.
- Provides service to the profession through participation outside of the home business, assistance to others with problems, etc.
- Demonstrates creativity in operations and problem solving.
- Not in significant non-compliance in the past 12 months.

ROGER GAGNE AWARD

The Roger Gagne Award is based solely on long-term service to the Association. Members of the Executive Committee submit nominations and the full Executive Committee selects the winner of the award annually. Nominations are not accepted from the general MEWEA membership.

As a bit of background, Roger Gagne worked at the SD Warren Mill in Westbrook. He headed up the Treatment Plant from when the mill was built. He was very involved in the wastewater field and active with the Maine Wastewater Control Association. Roger was the first person to service more than one term as President of MEWEA. He was the President in 1968 and 1972-1973. Roger died of a heart attack. It is believed the award was created in 1978 when Bill Varney was President.

RICHARD B. GOODENOW AWARD

The Richard B. Goodenow Award is given to recognize the efforts of a water pollution control facility in Maine. The Award is given in recognition of the efforts of the facility's personnel to maintain the best quality effluent.

This is not strictly measured by compliance with license limits, but also considers the extra effort and originality that has been involved in the treatment plant's operations.

The following are the general qualities that determine the recipients of this award:

- Exemplary operation and maintenance of the facility.
- A working environment that provides opportunities for personal growth and promotes activities that provide for this growth.
- A concern for community, exemplified by interaction with residents, working toward community based goals, public education, etc.
- Training opportunities for employees to enhance growth, safety training, first aid, systems operations, record keeping, management of people, etc.
- Problem resolution through identification of creative approaches to analysis, evaluation, identification, resolution, and implementation.
- Services to the profession through participation, assistance to others with problems, etc.
- Creativity in operations and problem solving.
- Compliance with various permits.

STORMWATER AWARD

The MEWEA Stormwater Award is given annually to a member who has demonstrated exceptional awareness and dedication to advancing stormwater management practices in the State of Maine. It recognizes outstanding individuals who are helping to protect and restore Maine's valuable water resources through a variety of activities, including, but not limited to:

- Improve public understanding and involvement in developing and implementing practical stormwater solutions.
- Engage in developing state or national policies that promote innovative stormwater solutions to improve water quality.
- Advance the development and implementation of innovative best management practices to improve water quality.
- Serve as liaison to encourage the sharing of information and resources between MEWEA and interlocal stormwater working groups throughout the State.
- Advance the engagement of a diverse membership of stormwater professionals in MEWEA.

Please use at least one of the criterion listed above in your nomination to describe why the candidate is being nominated to receive the award.

NEW PROFESSIONAL AWARD

This award, given annually at the MEWEA Fall Convention, will recognize the achievements of a new professional. Candidates for nomination will have made noticeable contributions to or achievements within the water environment industry and/or to MEWEA.

A successful applicant will have the following qualities:

- Member of MEWEA.
- Less than 5 years in water environment industry.
- Demonstrated achievements and contributions to enhancing the goals of the MEWEA through active participation in a standing committee or Association sponsored program; notable contributions to clean water operations or design; and/or improvement in the fundamental knowledge wastewater collection, distribution and treatment systems, stormwater treatment and conveyance, water resource protection, and research on water quality topics.

Link to MEWEA Awards and past recipient list: <https://www.mewea.org/awards>

Link to NEWEA Awards: <https://www.newea.org/about-us/awards/>

Link to WEF Awards: <https://www.wef.org/membership/awards-recognition/>

Link to MWUA Awards: <https://mwua.org/awards/>

Link to JETCC Awards: <https://jetcc.org/index.php>

Collection Systems Committee

The Collection Systems Committee works with and represents the members of the Association involved with the operation and maintenance of wastewater collection systems. Term length for chairperson is three years.

DUTIES

1. Work with JETCC and other training organizations, and the Professional Development Committee to develop training for Collection System operators.
2. Seeks nominations, select, and award the *Charles Perry Award*.
3. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
4. Maintains an accurate mailing list of committee members and contact potential committee members.
5. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications committee for inclusion in the newsletter.

Communications Committee

The Communications Committee is responsible for working with the members of the MEWEA and people outside the association to provide an informative, readable and interesting newsletter. This committee also oversees content of and revisions to the website and social media feeds. In addition, the Committee is tasked with supporting methods and infrastructure needed to keep our members informed and support the water protection community in Maine. Term length for chairperson is three years.

DUTIES

1. Works with the Administrative Services Liaison and Publications Staff to develop and edit the newsletter, principally in terms of selecting articles for the newsletter for timeliness, length and general “readability”. Assures that an adequate volume of interesting and timely material is available.
2. Maintains the website and social media feeds by providing updated and relevant content. Monitors website and social media accounts for broken links, obsolete content and typographical errors.
3. Continues to explore opportunities for rapid communications between municipal facilities and other members to support other MEWEA goals and initiatives.
4. Monitors internet and industry journals for articles of interest, regulatory news and industry updates for placement on the website and social media accounts.
5. Develop new website features and publish content submitted from the Association’s committees to promote the programs and objectives of MEWEA.
6. Answer emails related to website information inquiries, and forward such inquiries to the appropriate contact.
7. Prepares an annual budget to be submitted to MEWEA’s President and Treasurer.
8. Maintains an accurate mailing list of all committee members.

Convention Committee

The Convention Committee provides for the MEWEA Spring Conference and Fall Convention including arranging for the facilities, meals, space for technical sessions and vendor areas. Term length for chairperson is three years.

DUTIES

1. Begins arrangements with the Administrative Services Liaison to choose sites and dates for their convention.
2. Works with the Administrative Services Liaison to plan the Fall Convention.
3. Participates in site visits to potential new venues.
 - a. Coordinates with facility for meeting areas and vendor areas.
 - b. Works with Executive Committee to choose luncheon, and develop prices for meals, registration, and vendor registration.
 - c. Solicits door prizes and sponsors for specific events of the Fall Convention.
4. Coordinates annual Ski Day with New Hampshire Water Pollution Control.
5. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
6. Contacts potential committee members.
7. Maintains an accurate mailing list of committee members.
8. Submits newsletter articles and relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Government Affairs Committee

The Government Affairs Committee promotes legislation and regulations in the best interest of the Association members, and to inform the members of new legislation and regulations which may affect their facilities. Term length for chairperson is three years.

DUTIES

1. Organizes a Committee to best address the needs of MEWEA, and schedule meetings as required to deal with the issues as they come up.
2. The Chairperson shall represent the Committee at the Executive Committee meetings, shall attempt to attend 75% of those meetings, and shall keep the Executive Committee abreast of new issues.
3. Tracks proposed legislation and regulations affecting the members of the Association and, where appropriate, prepare and deliver comment for the Association.
4. Alerts the membership on proposed or new legislation and regulations to allow them to prepare their own comment or be aware of their new requirements and obligations.
5. Develops and maintains a communications and resource network with organizations having similar goals. Partner with them in legislative action and public advocacy.
6. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
7. Contacts potential committee members.
8. Maintains an accurate mailing list of committee members.
9. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Laboratory Committee

The Laboratory Committee shall serve to provide a forum for MEWEA members to meet and discuss current issues regarding laboratory analyses associated with Wastewater Treatment Operations. Term length for chairperson is three years.

DUTIES

1. Prepares an annual budget to be submitted to MEWEA President and Treasurer.
2. Submits, when requested, comments on laboratory issues to Government Affairs Committee.
3. Contacts guests for Laboratory Committee meetings to further the scope of the Committee.
4. Contacts potential Laboratory Committee members.
5. Maintains an accurate mailing list of Committee members.
6. Presides over all Laboratory Committee meetings.
7. Encourages active participation from all Laboratory Committee members.
8. Acts as liaison between the Laboratory Committee and the MEWEA Executive Committee.
9. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Membership Committee

The Membership Committee encourages, promotes, and retains the membership of the Association. Term length for chairperson is three years.

DUTIES

1. Develops a committee and schedules meetings.
2. Works with the Administrative Services Liaison to develop and maintain membership list and analyze changes in membership.
3. Works with the Administrative Services Liaison to review membership data and analyzes, tracks and assesses trends, costs, numbers and other pertinent information.
4. Works with Associate and Industrial Representative to develop a list of companies who are not, but should be members of the Association.
5. Works with the President on the Membership Drive.
6. Prepares a summary of the committee activities, accomplishments, and/or the membership survey for publication in Association publications.
7. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
8. Contacts potential committee members.
9. Works with Administrative Services Liaison to maintain an accurate contact list of committee members.
10. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Nominating Committee

Overall Charge

To nominate one or more candidates for election to each of the offices prescribed in Articles VI and VII of the Bylaws (and for appointment to important non-voting positions as appropriate), and obtain the consent of the nominees to serve, if elected.

Membership

The committee shall consist of the three most immediate Past Presidents that are active within the association, President Elect, and Vice President with the Immediate Past President as the Chair. In the event that there are not enough past presidents available the Executive Committee may designate who will reside on the committee.

Specific Duties

1. To seek advice on, deliberate on, and nominate candidates for positions of President, President Elect, Vice President, Outreach Council Director, Treatment Systems Operation Council Director, Personnel Advancement Council Director, and NEWEA State Director.
2. To inform candidates of the duties and responsibilities and obtain consent of the nominees to serve if elected.
3. To present the slate of nominees to the membership at the Fall Convention Annual Business Meeting of the Association for vote of the membership.
4. Review Administrative Guide and By-laws and make recommendations to the Executive Committee.

Liaison with Others

Current Officers.

Committee Activity

To prepare a slate of one or more candidates for election to each of the offices prescribed in Articles VI and VII of the Association's Bylaws. Submit to the Executive Committee at least 30 days prior to the Fall Conference. Subsequently present the approved Slate of candidates to the membership at the Fall Convention.

Tasks

1. Seek advice on, deliberate on, and review qualifications of candidates for the

positions of President, President Elect, Vice President, State Director, and Council Directors whose terms expire.

2. Consult with retiring State Director, who shall act as liaison for recommendations on the position of State Director upon completion of, or resignation by, the current State Director. The recommendation of the Current State Director will be considered when choosing a candidate for State Director, but the good of the Association will be the main determinant in selection.
3. Consult with each retiring Council Director, who shall aid in soliciting nomination recommendations from appropriate constituencies for continuation of constituent representation in the Council Director office. The solicited recommendation will be considered when choosing a candidate for Council Director, but the good of the Association will be the main determinant in selection.
4. Obtain the consent and the commitment of the nominees to serve if elected.
5. Report to the Executive Committee, no later than the August Executive Committee Meeting, or preferably at the July Executive Committee Meeting, on the Nominating Committee's recommendations for officers of the Association.
6. Present the slate of the nominees at the Annual Business Meeting at the Fall Convention of the Association for election vote.

Professional Development Committee

The Professional Development Committee is responsible for coordinating all details for the technical sessions of the MEWEA Spring Conference and Fall Convention (in cooperation with the Chair of the Convention Committee). Term length for chairperson is three years.

DUTIES

1. Develop a Committee to accomplish the objectives and set up meetings to accomplish the required tasks.
2. Solicit suggestions for technical session topics from Chairs of other Committees and directly from the MEWEA members at Spring Conference and Fall Convention.
3. Receive and review all applications submitted to the Operator Scholarship program, and compile these applications for quarterly review by the Professional Development Committee. The Committee shall determine which applicants are eligible for assistance and allocate available funds to selected recipients.
4. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
5. Contacts potential committee members.
6. Maintains an accurate mailing list of committee members.
7. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Pretreatment Committee

The Pretreatment Committee works with and represents the members of the Association that maintain a Pretreatment Program, and promote the goals of the Clean Water Act by reducing or eliminating pollutants which would adversely impact POTW's or the environment. Term length for chairperson is three years.

DUTIES

1. Develops a committee to best represent those affected by pretreatment requirements, and schedule meetings to keep them updated on the regulations and methods of dealing with them.
2. Selects the annual recipient of the Pretreatment Excellence Award and Industrial Achievement Award.
3. Tracks proposed legislation and regulations dealing with Pretreatment, and where appropriate, prepare comment.
4. Maintains relations with the EPA Pretreatment Coordinator, the DEP Pretreatment Coordinator, and others as needed (e.g. other areas of DEP: water quality, oil and hazardous waste, etc. EPA Water Quality Division, laboratory persons, and NEWEA and WEF Pretreatment persons).
5. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
6. Contacts potential committee members.
7. Maintains an accurate mailing list for committee members.
8. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Public Relations Committee

The Public Relations Committee actively promotes the MEWEA and its mission through specific activities targeted towards the general public. Term length for chairperson in three years.

DUTIES

1. Improve the visibility of the MEWEA through participation in events, including identifying new events.
2. Develops the MEWEA activities for the annual observation of Clean Water Week, including the poster contest.
3. Is responsible for displaying the MEWEA booth at appropriate events (e.g. MEWEA Fall Convention, MEWEA Annual Conference, water festivals).
4. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
5. Contacts potential committee members.
6. Maintains an accurate mailing list of committee members.
7. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Residual Management Committee

The Residuals Management Committee promotes the safe use of biosolids through beneficial reuse, and to work with and represent the membership in all areas of wastewater solids management, including landfilling and incineration. Beneficial reuse of wastewater solids is a goal supported by the Association, and is a primary focus of the Committee. Term length for chairperson is three years.

DUTIES

1. Hold meetings as necessary to achieve stated duties. Prepare meeting agendas and ensure that all committee members receive meeting agendas prior to meetings and meeting minutes after meetings.
2. Maintain an awareness of issues facing the beneficial use of biosolids and related products. Inform membership of important issues, which may impact their utilization programs. Serve as a clearing house within the wastewater treatment community for information on wastewater solids management practices within Maine.
3. Serve as a public spokesperson or for the Association on residuals related issues.
4. Maintain close ties with the Government Affairs Committee to deal with governmental and regulatory issues affecting beneficial use of these products.
5. Develop programs to promote the beneficial use of biosolids.
6. Maintain contact with and provide representation to regional residuals management organizations including NEBRA and NEWEA Residuals Management Committee.
7. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
8. Maintains an accurate mailing list of committee members.
9. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Stormwater Committee

The Stormwater Committee advances understanding of how the implementation of stormwater best management practices (including best asset management practices) and policies contributes to the protection and restoration of water resources and increases community resiliency; to promote efficient, effective and balanced water resources compliance strategies by integrating key common interest areas of stormwater and wastewater management; to define and promote stormwater management governance capacity. The Committee shall have at least one chairperson and no more than two co-chairpersons. Term length for chairperson (or co-chairperson) shall be at least two years.

DUTIES

1. **Educate and raise awareness** of MEWEA members, the public and decision makers on relevant national and regional studies, technical best practices, regulatory approaches, and innovations in the stormwater management profession. Collaborate with organizations and groups to advance and promote the benefits of sound stormwater management decision making for Maine communities.
2. **Evaluate state or national policies and programs regarding stormwater management**, in close consultation with interlocal stormwater working groups, regulatory agencies, nonprofit technical organizations, and other related groups, that may influence the stormwater management profession and the ability of managers to advance best practices.
3. **Review and provide comment on proposed legislation and regulations**, when appropriate, to ensure balance with other regulatory and financial obligations.
4. **Advance best management practices** through the review of technical practices, technologies, governance, legal, financing and surveys and disseminate information through manuals, technical sessions, workshops or other means to MEWEA membership, decision makers and the public regarding stormwater management terminology, technologies, financing and management techniques.
5. **Serve as a liaison and encourage the sharing of resources** between MEWEA and the several established interlocal stormwater working groups throughout the state, including but not limited to: the Bangor Area Stormwater Working Group, the Androscoggin Valley Stormwater Working Group, the Interlocal (Greater Portland) Stormwater Working Group, and the York County Small Municipal Separate Storm Sewer System (MS4) communities, and the organizations supporting those groups.
6. **Advance engagement of a diverse membership** of stormwater management professionals in MEWEA through direct solicitation, collaboration and engagement.

7. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
8. Contacts potential committee members.
9. Maintains an accurate mailing list of committee members.
10. A chairperson shall represent the Committee at the MEWEA Executive Committee functions. When there is one chairperson, the chairperson shall attempt to make at least 75% of the meetings. When there are two chairpersons, the chairperson will attempt to coordinate such that at least one chairperson is present at each MEWEA Executive Committee function.
11. The chairperson shall present a monthly report of activities to the Executive Committee.
12. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

Treatment Plant Operators Committee

The Treatment Plant Operators Committee provides resources to make the association a productive tool for operations and maintenance staff as well as to promote the development of the Maine Operations challenge team. Term length of the chairperson is three years.

DUTIES

1. Promotes the development of the committee and the Operations Challenge team(s) throughout the state.
2. Makes provisions for team(s) to attend the NEWEA OP's Challenge Training Day, held in early May.
3. Coordinates, with the NEWEA OP's Challenge Chairperson, to compete in the regional competition to be held at the NEWEA Spring Conference.
4. Makes arrangements for winning team(s) to compete in the Water Environment Federation's National Competition (if applicable).
5. Develops funding strategy to help support the team(s) at the National Competition (if applicable).
6. Prepares and administers the annual budget for the Committee.
7. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
8. Maintains an accurate mailing list of committee members.
9. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

New Professionals Committee

The New Professionals committee empowers new professionals (less than 5 years in the environmental field) in the Association by creating an active environment of learning, networking, and leadership. Term length is three years.

DUTIES

1. Plan and facilitate networking.
2. Organize mentoring at the Fall Convention.
3. Identify and provide other high value opportunities for new professionals (e.g. tours, training events, meetings).
4. Coordinate outreach efforts with other committees to spread awareness about job opportunities in the environmental field and about the Association (e.g. job fairs).
5. Work with the Membership Committee to establish and maintain a database of new professionals and mentors.
6. Provide input to the Association about the needs of new professionals.
7. Prepares an annual budget to be submitted to MEWEA's President and Treasurer.
8. Contacts potential committee members.
9. Maintains an accurate mailing list of committee members.
10. Submits newsletter articles, content for posting on the website and social media platforms, and other relevant items (e.g. news articles, events held) to the Communications Committee for inclusion in the newsletter.

BY-LAWS

**Maine Water Environment Association
By-Laws
Revision Approved September 12, 2019
Revision Approved April 6, 2023**

ARTICLE I – The name of this organization shall be Maine Water Environment Association.

ARTICLE II – MISSION STATEMENT

Our Mission is to support and enhance Maine’s water environment community. To achieve this, we will:

- Promote training opportunities for the water environment community;
- Support balanced environmental policy and practice;
- Promote education and collaboration with the public to protect and enhance Maine’s water resources;
- Foster a strong and resilient water environment community.

ARTICLE III – MEMBERSHIP

Section 1- Membership may consist of five (5) classifications to be known as Active, Student, Life, Group and Corporate.

Section 2- Active members shall be any water professional (e.g., wastewater, drinking water, stormwater, biosolids management, environmental engineer or scientist) or: any person interested in water treatment in the State of Maine. Active members shall have the right to vote. An active member may hold an elected office.

Section 3- Student members shall be regularly enrolled in college or vocational school. Student members shall have the rights and privileges of active members except for voting or holding office. Student members may not retain this class of membership beyond the end of the calendar year in which they are enrolled as students.

Section 4- Life members shall be members in good standing for at least 20 years who have attained the age of 65 and retired from active work in the water industry and shall be exempt from further dues. Members over 65 years of age who have retired from active work in the field of water pollution control and who have paid dues for at least 20 years may be elected Life members by unanimous vote of the Executive Committee, based on their service to the Association. Life members shall be entitled to the same privileges as active members.

Section 5- Group members shall be two or more water professionals representing a nonprofit organization that is interested in water quality in the State of Maine. Group members have the right to vote. Group members may hold an elected office.

Section 6- Corporate members shall be of any business, company or firm which delays directly or is interested in water quality in the State of Maine. Corporate members shall have the right to vote. Corporate membership allows a business, company or firm to pay reduced rates for vendor registration at MEWEA conventions. Corporate members may hold an elected office.

Section 7- **AFFILIATION WITH THE MAINE WATER ENVIRONMENT ASSOCIATION**

MEWEA AFFILIATION GOAL:

To provide Association membership the opportunity to strengthen its commitment to water quality through affiliation with other environmental focused organizations, and to benefit professionally from such a relationship.

CRITERIA FOR AFFILIATION:

Those professional organizations which are actively involved with and dedicated to the protection and preservation of water quality and other natural resources shall be considered for affiliation with the MEWEA.

COST OF AFFILIATION:

No fee shall be charged for affiliation with the MEWEA.

SERVICES AND AFFILIATE RESPONSIBILITIES:

1. The president or a designee of the affiliated organization shall serve on the Maine Water Environment Association Executive Committee.
2. The affiliate group shall have access to the MEWEA membership mailing list in exchange for its own. The MEWEA membership mailing list will be provided for the sole use of the affiliated group.
3. Members of the affiliate groups shall be offered the privilege of attendance at the fall MEWEA convention at MEWEA membership rates. Attendance shall be coordinated through a duly authorized representative of the affiliate group.
4. MEWEA publications shall be provided at no charge to the duly authorized representative of the affiliated group.
5. The affiliate group shall be offered the privilege of securing a display table, at no charge, at the annual Convention sponsored by MEWEA. This is, however, contingent upon a reciprocal agreement with the affiliate group.

6. The affiliate group shall agree to offer MEWEA the opportunity to co-sponsor training seminars and/or activities serving the direct interests of its membership in exchange for the same privilege.

AFFILIATE DECISION:

Any group or organization interested in forming a professional affiliation with MEWEA must submit a written request to the Executive Committee. Approval shall be determined through a formal voting procedure to take place at a scheduled Executive Committee meeting.

MEWEA reserves the right to relinquish or withdraw an affiliation agreement if such association is deemed detrimental or contrary to the goals and reputation of the organization.

ARTICLE IV – DUES

Section 1- The annual dues for active, student, group and corporate members shall be determined by the Executive Committee. These dues shall be payable in advance of the fiscal year, which shall begin January 1st and end on December 31st. No dues are payable in the case of members holding Life and Student Memberships.

MEMBERSHIP CATEGORIES:

- Active Membership
- Student Membership
- Life Membership
- Group Membership
- Corporate Membership

Section 2- Membership of persons whose dues have not been paid on or before December 31st shall be terminated January 31st.

ARTICLE V – MEETINGS

Section 1- There shall be regular meetings of the Association held at least twice each year. The purpose of these meetings is expressed in the mission statement, article II. The location for the meeting shall be selected by the Executive Committee. Other meetings may be scheduled at other times of the year at the discretion of the Executive Committee.

Section 2- A business meeting shall be a part of the regular meeting. Thirty days' notice of such meetings shall be given to all members.

ARTICLE VI – ORGANIZATION

Section 1- The affairs of the Association shall be conducted by the members assembled at the regular meetings. Between regular meetings the work of the Association shall be carried on by an Executive Committee.

Section 2- The officers of the Association shall be a President, a President Elect, a Vice President, 3 Council Directors, and a Treasurer.

Section 3- The Executive Committee shall consist of:

- A. The President
- B. The President Elect
- C. The Vice President
- D. The Immediate Past President
- E. The Treasurer
- F. The Chairpersons of Appointed Committees (non-voting)
- G. Outreach Council Director
- H. Treatment Systems Operation Council Director
- I. Personnel Advancement Council Director
- J. The DEP Representative (Non-voting)
- L. The MWUA Representative
- L. The NEWEA Representative (State Director)
- M. The JETCC Representative

Section 4- The term of office for the President, President Elect and Vice President shall be one (1) year. Officers, with the exception of the Treasurer, shall be elected at the Fall meeting of the Association and will take office the following January 1st when the terms of President, President Elect and Vice President expire. The Treasurer shall be selected and removed by a majority vote of the Executive Committee.

Section 5- The President, President Elect and Vice President shall not serve more than two (2) years consecutively in the same office.

Section 6- A quorum of the Executive Committee shall consist of at least half of the voting members. Except for the President, any member of the Executive Committee may designate a proxy to act for him/her if he/she is unable to attend a meeting. All such proxies shall be counted in determining a quorum. In no case shall any individual cast more than one vote.

ARTICLE VII – COUNCIL DIRECTORS

Section 1- Council Directors shall be elected at the fall convention for a term of 3 years with the following exception. For the purpose of continuity, the first Outreach Council Director shall serve a term of 4 years, the first Personnel Advancement Council

Director shall serve a term of 3 years, and the first Treatment Systems Operation Council Director shall serve a term of 2 years. This will allow for the election of 1 Council Director each year thereafter. In the event that a Council Director resigns prior to the expiration of their term the Executive Committee may by a majority vote appoint a new council director until the next Fall Conference. At that time a membership vote must be taken to elect a new director for the remainder of that term. The council directors will be as follows:

- a. Outreach Council Director: Government Affairs, Membership, Communications, Public Relations, and Ad hoc Committees (as created by the Executive Committee).
- b. Treatment Systems Operation Council Director: Laboratory, Treatment Plant Operations, Residuals Management, Collection Systems, Pretreatment, Stormwater and Ad hoc Committees (as created by the Executive Committee).
- c. Personnel Advancement Council Director: New Professionals, Convention, Awards, Professional Development, and Ad hoc Committees (as created by the Executive Committee).

ARTICLE VII – COMMITTEES

Section 1- In addition to the elected officers and council directors, there shall be several committees to carry on the technical and service affairs of the Association. The following committees with designated chairpersons shall be appointed by the Executive Committee:

- A. Government Affairs Committee
- B. Membership Committee
- C. Communications Committee
- D. Public Relations Committee
- E. Laboratory Committee
- F. Treatment Plant Operations Committee
- G. Residuals Management Committee
- H. Collections Systems Committee
- I. Pretreatment Committee
- J. Stormwater Committee
- K. New Professionals Committee
- L. Convention Committee
- M. Awards Committee
- N. Professional Development Committee

Section 2- The Government Affairs Committee shall focus on the promotion of legislation which is in the best interest of the Association members. It shall keep the

membership informed of legislative changes which may affect their facility operation.

- Section 3- It shall be the assigned task of the Membership Committee to encourage and promote membership of the Association to qualified persons.
- Section 4- It shall be the responsibility of the Communications Committee to maintain the Association website, post relevant information to Association social media platforms, and to provide the MEWEA members with an informative and professional publication that reflects the environmental concerns of the Association of Maine.
- Section 5- It shall be the responsibility of the Public Relations Committee to publicize the activities and accomplishments of this Association and to further its goals as directed in the Mission Statement. This Committee shall be responsible for the Associations' display booth.
- Section 6- The Laboratory Committee shall serve to provide a forum for MEWEA members to meet and discuss current issues regarding laboratory analyses.
- Section 7- The Treatment Plant Operations Committee shall serve to provide a forum for MEWEA members to meet and discuss treatment plant operations. This includes identifying operator training needs as well as sharing expertise and technical service. The committee shall also promote the benefits of the Operations Challenge program by assisting the competitors and acting as a liaison where appropriate. (Vendors, MEWEA, NEWEA, travel etc.).
- Section 8- It shall be the responsibility of the Residuals Management Committee to work with and represent the portion of MEWEA membership involved in all areas of sludge disposal (i.e., landfilling, incineration, land application, composting, etc.).
- Section 9- It shall be the responsibility of the Collection Systems Committee to work with and represent the portion of MEWEA membership involved in the collection of wastewater.
- Section 10- The Pretreatment Committee shall exist to represent and work with issues related to the pretreatment of wastewater as it affects wastewater treatment systems and operations.
- Section 11- The Stormwater Committee shall exist to advance understanding of how the implementation of stormwater infrastructure best management practices and policies contribute to the protection and restoration of water resources; to promote efficient and effective water resources protection strategies by integrating key common interest areas for stormwater and wastewater infrastructure management.

- Section 12- The New Professionals Committee shall exist to attract and engage new professionals in the Association by creating an active environment of learning, networking and leadership.
- Section 13- The Convention Committee will serve to coordinate activities for each scheduled meeting of the Association. This includes the planning of technical sessions; arranging vendor display tables; and selecting the location of each convention, at minimum.
- Section 14- The Awards Committee shall be responsible for the scheduling and coordination of awards to be given at the scheduled conventions of this Association.
- Section 15- The Professional Development Committee shall work with certification issues; provide training opportunities for the membership; and promote the Wastewater Treatment Operator as a professional so as to provide career opportunities for the members of the Association.
- Section 16- The Nominating Committee will nominate one or more candidates for election to each of the offices prescribed in Articles VI and VII of these Bylaws (and for appointment to important non-voting positions as appropriate), and obtain the consent of the nominees to serve, if elected.
- Section 17- The Executive Committee may, when it deems necessary, establish an ad hoc committee to accomplish a task that may not fall within the established scope of an existing committee. An ad hoc committee may also be established to perform a task that is within the scope of a standing committee, but because of constraints, can perform the task in a more timely and/or effective manner. An ad hoc committee will enjoy the same privileges as all other committees. Upon completion of its task or at the direction of the Executive Committee, the ad hoc committee will be discharged.

ARTICE VIII – NOMINATION AND ELECTION OF OFFICERS

- Section 1- The Nominating Committee shall nominate one or more candidates for election to each of the officers prescribed in Article VI, Section 2, and Article VII, and obtain the consent of the nominees to serve if elected. The nominations can be made and seconded from the floor during business meeting of the fall convention.
- Section 2- Voting for the candidates shall be conducted by means of a written ballot or by a show of hands at the direction of the President. In instances of more than one candidate for an office, the candidate receiving the majority of votes shall be declared elected.
- Section 3- In the event of a vacancy in the office of the President, the President Elect shall act in his/her place for the balance of the unexpired term. In the event of a vacancy in the offices of President Elect or Vice President, or Treasurer, the

Executive Committee shall have the authority to appoint an interim replacement. This appointed person shall have the privilege of running for official nomination for election to office at the next scheduled meeting of the Association.

ARTICLE IX – PUBLICATIONS

Section 1- There shall be regular publications which shall serve to disseminate items of interest to members of the Association.

Section 2- The Communications Committee Chairperson shall be appointed by the President.

ARTICLE X – AMENDMENTS

Section 1- Upon petition of ten or more members, or upon the motion of the Executive Committee, amendments to the Articles of the Association By-laws may be made by an affirmative vote at regular meetings of a majority of the voting membership present, at least thirty days' notice having been given of the proposed amendments in the call for the meeting.

ARTICLE XI – DISPOSITION OF ASSETS UPON DISSOLUTION

Section 1- In the event of dissolution of the Association, the property and assets thereof, after providing for all obligations and liabilities of the Association, shall then be disposed of exclusively for purposes voted upon by a majority of the Executive Committee. The assets must be distributed to such an organization(s) exempt from taxation under Section 501(c)(3) of the Internal Revenue Code of 1954.

Policies, Standard Operating Procedures & Forms

MEWEA maintains records of Association Policies, Administrative Standard Operating Procedures (SOPs) and Forms. These documents are available electronically to committee chairs and committee members as a resource. When applicable, they are posted to the Association website and distributed to the general membership. They are also available to the general membership upon request.

Policies, SOPs and Forms Master List	Maintained By
Award Nomination Form	Awards
Award Winner Registration Policy	Awards
Budget Request Form	Treasurer
Cash Advance Request Form	Treasurer
Chart of Accounts	Treasurer
Check Request Form	Treasurer
Clean Water Week Poster Contest SOP, Announcement Letter & Entry Form	Public Relations
Committee/Officer Report Form	Administrative Services Liaison & Staff
Credit Card Policy	Treasurer
Cornhole Tournament SOP	Collection Systems
Educational & Promotional Materials Funding Policy	Treasurer
Expense Guidelines Policy	Treasurer
Expense Report Form	Treasurer
Fall Convention SOP	Convention
Financial Securities Policy	Treasurer
Golf Tournament Policy & SOP	Convention
Invoicing for MEWEA Events Policy	Treasurer
National Water Week – D.C. Fly-In SOP	MEWEA State Director
Newsletter SOP	Communications
Operator Scholarship Rules and Nomination Information	Treatment Plant Operators
Payment of Expense Policy	Treasurer
Residuals Policy	Residuals
Sales Policy	Treasurer
Ski Day SOP	Convention
Social Media Policy & SOP	Communications
Speaker Registration Policy	Professional Development
Spring Conference SOP	Convention
Treatment Plant Operators SOP	Treatment Plant Operators
New Professionals Committee meeting SOP	New Professional
New Professional Higher Education Award	New Professional
New Professional Scholarship Rules and Nomination Information	New Professional

ADMINISTRATIVE SERVICES CONTRACT

See Appendix A

General Liability Insurance

MEWEA has commercial general liability insurance. The policy is available for review upon request.

MEMBERSHIP

Membership Information

Membership information, including application and renewals can be found on the website: <https://www.mewea.org/membership>

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Charter Members

Francis Anderson

Arthur Bergeron

Mel Cash

Theodore Churchill

Blaine Conley

Robert Dodge

Les Dorr

Ray Fields

Doc Fortune

Roger Gagne

Claude Lombard

Norman Niles

Aubrey Palmer

Fred Pelletier

K. Lennart Rost

Ed Ryan

Otis J. Sproul

Past Presidents

1966-67	Norman Niles	2002	Howard Carter
1968	Roger Gagne	2003	Alfred Jellison
1969-70	Leslie Dorr	2004	Darold Wooley
1971	Richard Goodenow	2005	Vivian Matkivich
1972-73	Roger Gagne	2006	Andrew Rudzinski
1974-75	Richard Sarle	2007	David Anderson
1976-77	Donald Johnson	2008	Chuck Applebee
1978	William Varney	2009	Tom Wiley
1979-80	Dennis Caron	2010	Andrè Brousseau
1981-82	Charlene Powell	2011	Paul Rodriguez
1983	John Hart	2012	Jeff McBurnie
1984	Stephen Broadbent	2013	Travis Peaslee
1985	Thomas Todd	2014	Aubrey Strause
1986	Jon Carman	2015	Tom Connolly
1987	Darold Wooley	2016	Scott Firmin
1988	Michael Grove	2017	Matt Timberlake
1989	James Fitch	2018	Paula Drouin
1990	Sandra Perry	2019	Stacy Thompson
1991	Douglas Miller	2020	Michael Guethle
1992	Richard Bentzel	2021	Philip Tucker
1993	Gilles St. Pierre	2022	David Beauchamp
1994	Mark Lorello	2023	Tim Wade
1995	Phyllis Rand		
1996	Michael Bolduc		
1997	David Keith		
1998	Tom Wiley		
1999	Clayton "Mac" Richardson		
2000	Mary Waring		
2001	Janet Abrahamson		

Current Affiliates

	<p><u>Joint Environmental Training Coordinating Committee (JETCC)</u></p> <p><u>http://jetcc.org/index.php</u></p>
	<p><u>Maine Water Utilities Association</u></p> <p><u>https://www.mwua.org/</u></p>
	<p><u>North East Biosolids & Residuals Association (NEBRA)</u></p> <p><u>https://www.nebiosolids.org</u></p>
	<p><u>New England Water Environment Association (NEWEA)</u></p> <p><u>https://www.newea.org</u></p>
	<p><u>Maine Municipal Association (MMA)</u></p> <p><u>https://www.memun.org</u></p>