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**MWWCA Executive Board Meeting
Friday, June 15, 2012
Conference Call**

MINUTES

Attendance on Conference Call: Jeff McBurnie, Travis Peaslee, Al Jellison, David Anderson, Matt Timberlake, Mary Waring, Matt Bodwell, Chuck Applebee, Aubrey Strause, Paul Rodriguez, Mac Richardson, Alex Buechner, Tom Wiley, Brian Kavanah, and Joan Kiszely.

Absent: André Brousseau, June Mooney, Dan Welch, John Leslie, Chris Higgins, Paula Drouin.

Call to Order: President Jeff McBurnie called the meeting to order at 9:15 a.m.

Correspondence Folder:

Approval of Minutes: Motion made by Chuck Applebee, seconded by Al Jellison, all approved the minutes of May 18, 2012.

Treasurer's Report: Al Jellison reported on the March 2012 financial reports indicating that everything was in order. There was a brief question and answer period. Motion made by David Anderson, seconded by Chuck Applebee, all approved the March financial report.

DEP Representative: Brian Kavanah emailed the following written COMMITTEE REPORT:

DEP Update for MWWCA Meeting 6/15/12

Submitted by:

Brian Kavanah, Director-Division of Water Quality Management (DWQM)
brian.w.kavanah@maine.gov 287-7700

Toxics Rulemaking

Chapter 530 – Final rule was adopted on March 6. EPA is still reviewing rule for approval.

Chapter 584 – The public comment period of the second draft closed on April 13. Comments were received from three parties. No changes to the second draft are expected as a result of the comments received. The final adoption hearing is scheduled for June 19, 2012 at 1:00 p.m. in the Response Training Room in the Response Building on the DEP/AMHI Campus in Augusta. Interested parties that have participated in the rulemaking process have been notified directly with additional information.

Staffing Changes

Robert Stratton a MEPDES/WDL permit writer will be leaving the Department as of June 22, 2012 for a new job with the Department of Inland Fisheries and Wildlife. An exemption request to rehire the position has been made and is pending approval.

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DEP Representative: Brian Kavanah emailed the following written COMMITTEE REPORT:

CSO Information

The Department's Annual Report of status of CSO abatement was recently completed and is available on the Department's website at: <http://www.maine.gov/dep/water/cso/>

NEWEA State Director: Chuck Applebee emailed the following COMMITTEE REPORT:

6/14/2012

I attended the NEWEA Spring Conference in Newport, Rhode Island June 3rd through June 6th.

At the Conference I attended the following meetings. Executive Committee meeting, Awards Committee meeting, Government Affairs Committee meeting and the Public Awareness Committee meeting: I also attended the Operator Challenge events.

Follow and organization for the two Planning Session topics were followed up on.

1. Public Awareness of the Water/Wastewater Industry in New England

What can NEWEA do to improve Public Awareness and Media Relations including better news outlets and coverage of news worthy stories? If we want to educate the public of the value and benefits of what we do, media coverage can be a "key tool in making this happen." NEWEA will need a solid plan for this to be effective. As evidence of the poor job we have done communicating the critical nature of our work, this past year we tragically lost 2 water professionals in Rutland, VT responding to potential issues at the water supply as a result of Hurricane Irene. There was little media coverage locally and none on a regional or national level. These men were first responders and should have been regarded in the same high esteem as losing first responders from any of public protection and law enforcement professions. This is a clear illustration of the lack of public knowledge and value of what we do.

To continue Jennifer Lachmayr of Malcolm Pirnie is heading up this effort. The Public Awareness focus will be centered on Wastewater Facilities Public Health benefits, resource recoveries, environmental improvements, end products, our history. A thirty second clip video from each state will be developed on what water means and the WEF Waters Worth it campaign. Howard Carter and Aubrey Strause will team up on Maine's effort and coordinate with Ray Vermette from Manchester, N.H. to produce video clips for Maine and New Hampshire.

2. NEWEA Membership Initiatives

Membership is crucial to the well-being of any organization and certainly in NEWEA members are the life blood of everything we do. Our Membership number has hovered around

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NEWEA State Director: Chuck Applebee emailed the following **COMMITTEE REPORT**:

2,000 for over 10 years. While certainly it is a good thing that we have held our own, a thriving organization is both attractive and growing. If NEWEA is an attractive organization, why isn't it growing? This work group will develop specific ideas and plans to help stimulate and grow.

This effort continues and with follow up calls being made to past members with efforts for new recruitment under way. Storm Water training and awareness will be one of the initiatives for recruitment.

The Ops Challenge Events took place in each of the five categories:

1. **Maintenance:** Teams will be required to pull and perform various maintenance procedures and electrical tasks.
2. **Collection Systems:** Teams will cut out a "cracked" section of eight inch (8") gravity PVC sewer pipe with water circulating through it. Drill a four inch (4") hole in a piece of eight inch (8") PVC pipe on a separate stand. Install a saddle connection with gaskets and two straps to represent a house connection. Cut and install the 8" PVC section with saddle and install the section with "flexible" repair couplings. The water tightness of the repair will be evaluated.
3. **Safety:** Teams will respond to an unconscious worker overcome by an unknown chemical in a manhole requiring rescue.
4. **Process Control:** Teams will solve problems including process control "story" problems and multiple choice theory and math.
5. **Laboratory:** Teams will perform the set up for a seeded BOD and calculations to complete a BOD bench sheet.

Maine placed a respectable third place finish overall.

The Government Affairs efforts continue and a "Waters Worth It" forum was held with PW Directors, Mayors and Wastewater Directors from Rhode Island speaking on their communities experience and efforts to improve the environment. This was a first for NEWEA and similar efforts will be attempted in each member state.

Awards Committee is on its way to planning the Awards Banquet for the Annual Meeting. Both Peloquin and Operator of the Year nominations were selected for each state.

I will be attending the Executive Committee meeting in September.

I appreciate the opportunity to serve as the Maine Director for NEWEA and MWWCA.

Charles M. Applebee.

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Old Business:

July Summer Executive Board Meeting: Jeff McBurnie indicated that the Augusta Country Club has been confirmed for a Board meeting and a BBQ for July 27th. Joan Kiszely needs to know by July 6, 2012 how many would like to golf, so she can confirm a tee time. The fee is \$40 to walk, and \$60 with a cart.

2012 Strategic Planning Session:

Travis Peaslee gave a brief summary on the progress his group has made to date. He indicated that there are drafts of the Fall Convention location criteria form as well as the Vendor Sponsorship forms. There have been initial discussions with JETCC regarding development of an electronic membership directory. They indicated they are willing to assist in this process and he will be in touch with them early next week to continue this effort. No progress has been made to date on reaching out to contractors, septic haulers, and public works departments but Jeff McBurnie and Tom Wiley have indicated they plan to start on this shortly.

Aubrey Strause gave a brief summary on the progress her group has made to date. She indicated they have a detailed proposal from a website designer but that it does not address all requirements, such as confirmation that the designer commits to complete the work within the Association's timeframe. They do not have pricing yet. She asked the Board if she needs to solicit 3 proposals for the website design. It was the consensus that she does not have to have 3 proposals; however, Mac Richardson noted he would like to have at least 2 quotes and that they are reasonable and comparable. She will try to have a request for the Board to authorize an Agreement for website designer by the July meeting.

NEWEA State Director: Jeff McBurnie reported that Peter Goodwin has expressed an interest from Woodard & Curran. It was noted that Jeff McBurnie and Tom Wiley noted they were interested if no one else was interested. Motion made by Aubrey Strause, seconded by Mac Richardson, all approved that Peter Goodwin be nominated for the NEWEA State Director to represent Maine.

Other NEWEA Officer Nominations: It was indicated that there are other committee or committee chair positions available. Chuck Applebee noted if anyone is interested in being on a committee, please let him know.

New Business:

Government Affairs Committee Representative: David Anderson had no report. Aubrey Strause reported the following: Related to the non-dispersibles issue, she and Scott Firmin (Portland Water District) gave a Pump Clog SOP presentation to the City of South Portland this week. The City has committed to collecting data for one year and sending it to Scott. Scott and Aubrey were invited to participate on a conference call with the NEWEA Collection System Committee on June 14 to review the Association's work on this issue over the last two years, and address what needs to be done now. NEWEA expressed support for MWWCA's success with the non-dispersibles issue. The CSC is considering creating a

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subcommittee to focus this support. The group also agreed to spread the word about the Pump Clog SOP, the importance of gathering the data, and to encourage towns to send their data to Scott.

Laboratory Committee: June Mooney was absent.

Membership: Chris Higgins was absent. Al Jellison noted that we currently have 720 members.

Pretreatment Committee Chair: Tom Wiley emailed the following written COMMITTEE REPORT:



MWWCA Pretreatment Committee Report to Executive Committee For June 15, 2012

Next Meeting - The committee is scheduled to meet again on Thursday, June 28th. The meeting will be held at the Inland Technologies Propylene Glycol facility at the Portland Jetport. Among the items we regularly discuss are state and federal initiatives, and we will also look at the latest changes to approved laboratory methods. The meeting will conclude with a facility tour.

Upcoming Training Programs

NEIWPCCA will be sponsoring a local limits and sewer use ordinance workshop featuring Curt McCormick of CWACS. He is a renowned speaker in the pretreatment field. This training will be held in Concord, New Hampshire on August 20th and 21st. Curt was EPA Region and Pretreatment Coordinator from 1990-2007, earning several awards for his pretreatment and enforcement work. He directly implemented the pretreatment program for EPA in several states and oversaw the other Region 8 states. Curt is a nationally recognized expert in the field who has coordinated many regional Industrial Pretreatment Workshops and participated in Clean Water Act Civil and Criminal Pretreatment Enforcement cases.

Additionally, the Annual New England Pretreatment Conference is scheduled for October 17th and 18th in Chelmsford, Mass. More details will be forthcoming.

Personnel Advancement Committee: Aubrey Strause reported that they are wrapping up the Technical Sessions. She noted the theme will be "Resources at Your Fingertips."

Newsletter: Mac Richardson noted that Aubrey Strause and Jaime Clark did a good job on the last newsletter. He is looking for articles for the next one. The Committee aims to get it out in early August so award nominations can be reviewed before the Fall Conference.

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Communications: Social Media Policy: Aubrey Strause noted that Joan Kiszely emailed out the proposed final revisions of the Social Media Policy showing proposed differences from the approved October 2011 policy. Changes allow the MWWCA social media feed to expand beyond Twitter, but do not change controls or “checks and balances.” Motion made by Mac Richardson, seconded by Travis Peaslee, all approved the proposed final revisions of the Social Media Policy.

Convention Committee Chair: Prepared by Joan Kiszely for André Brousseau the following written COMMITTEE REPORT:



June, 2012

Prepared by: Joan Kiszely for André Brousseau

- ❖ MWWCA Fall Convention Vendor Packet and Attendee Packet is in draft format at this time. Anticipated time to mail out the Vendor Packet is the last week of June, and the Attendee Packet will be emailed / mailed out the week of July 9th.
- ❖ Session planning is in the final stages.
- ❖ Joan Kiszely has drafted a proposed Activities Conference Registration form for Attendees/Guest for Wednesday during the Golf Tournament and will review this with André Brousseau and Travis Peaslee.
- ❖ A meeting has been scheduled for August 3rd with Sugarloaf to go over the function sheet/details of the upcoming Conference/Golf Tournament. I will attend this meeting with Joan Kiszely, Travis Peaslee, Howard Carter, and Nancy Sargent.

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Public Relations: Matt Timberlake emailed the following written COMMITTEE REPORT:



June, 2012

Prepared by: Matt Timberlake

1. Maine Clean Water Week Poster Contest Update:
 - a) Request to Governors Office - denied / Alternatively, I have a commitment from Senator Thomas Saviello whom is a supporter of MWWCA effort (worked on LD 781). Presentation will be Tuesday, July 17th at 9:00 a.m. at the Maine State House in Augusta. A Press Release will go to local news outlets. Attending will be Senator Tom Saviello; Matt Timberlake, MWWCA; Jeff McBurnie, MWWCA; Travis Peaslee, MWWCA; Ezra Smith-winner, Kaylee Townsend-2nd place, Stephanie Ayotte-3rd place.
 - b) Presentation at MWWCA Fall Convention / Senator Saviello is willing to help present again at the MWWCA Fall Luncheon to winners if they can attend.
 - c) Printing and layout of calendar - I need to get this moving forward.
 - d) Need to purchase prizes for three winning students. Have budget from Al Jellison and I will make purchases and submit for reimbursement, per MWWCA SOP.
 - e) Need to correct the 2011 promise I made to Central Middle School for a microscope they never received.
2. Want to work with Communications Committee as well as YP Committee to continue public outreach through newsletter and new social media outlets.
3. Trade shows
 - a) APWA - with JETCC / Leeann attended (no support from Matt (?)) Both were positively received although traffic was very slow at show this year.
 - b)

Matt Timberlake Ted Berry Company Inc 521 Federal Road Livermore, Maine 04253
matt@tedberrycompany.com 207-897-3348 office 207-754-4282 cell

Matt Timberlake indicated that the Governor reconsidered and has committed to do the presentation on July 17th. He is hoping the Governor can make July 17th so they do not have to change the date. He will update his report once he has finalized everything.

The group discussed inviting Senator Thomas Saviello as the Keynote Speaker at the Fall Convention. No Committee members objected. Aubrey Strause indicated that she will send a draft a letter on behalf of the President inviting Senator Saviello.

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Safety Committee: Al Jellison had no report.

Collection Systems Representative: Matt Bodwell emailed the following written **COMMITTEE REPORT**:

- The committee met on June 12, 2012.
- Topics Discussed:
 - o Charles Perry Award
 - o Direction of the Committee
 - o Initiatives/Goals
- Action Items:
 - o Investigate arranging a class focused on a Collection System issue
 - o Investigate and execute advertising for the Charles Perry Award
 - o Work with MWWCA Fall Conference Committee; Help as necessary
 - Contacting CCTV Inspection operators about presenting at the Conference

Residuals: John Leslie was absent.

Operations Challenge: Alex Buechner reported that they all went to NEWEA. Refer to Chuck Applebee's report for more detail.

Industrial Representative: Dan Welch was absent.

Awards Committee: Mary Waring reported that she will be sending out an email for nominations on the Roger Gagne Award. The Committee can discuss at the July meeting.

JETCC Committee Representative: Leeann Hanson emailed the following written **COMMITTEE REPORT**:



JETCC Report
Maine Wastewater Control Association Monthly Meeting
June 15, 2012

- **Thank you for lending JETCC, the MWWCA booth for the Highway Congress on June 7 in Skowhegan!** Along with the MWWCA banner, material posted at the booth included information on pump clogs and sewer obstructions, Wastewater Collection Systems training, MWWCA membership, WW Operator Certification, and other educational material on WW

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JETCC Committee Representative: Leeann Hanson emailed the following written **COMMITTEE REPORT:**

and DW treatment and training. JETCC's overall focus was on infrastructure and the industry connection with public works. "Liquid Assets" played constantly while "Water's Worth it" and pens from MWUA were popular takeaway items. This group really likes the little take away goodies! This Convention is organized annually by the Maine Chapter of the American Public Works Association. JETCC arranged two DEP presentations, as well as for licensed operators to receive continuing education credit for some of the other training activities that were offered. The booth had a lot of traffic and a number of people were given the SOPs for dealing with sewer obstructions. Being a new vendor, Leeann was also video interviewed by the Conference coordinators and the video might show up on their website.

- **Leeann still has the crate with booth material and the DVD player.**
- **There is still time to recognize your most extraordinary operator with the JETCC Founders Award!** Applications are due by June 18, 2012. They are available at www.jetcc.org.
- JETCC is working on the **Fall Training schedule**. If there is a particular class you wish to attend or would like to host, call Leeann.
- JETCC is still seeking a central Maine location for the **24-hour Basic Wastewater Course** to start in October.
- Notice will be out in July for the **4th Management Candidate School** to begin next fall.
- Invitees or folks interested in JETCC's planning meeting on June 22, 2012. If you have not done so yet, please confirm your participation with the JETCC office! DEP Commissioner Aho and new Division Director, Mick Kuhns have RSVP's Yes! The JETCC Board will meet directly after that morning planning session.

For more information on any of these items call contact JETCC
(207) 253-8020 or JETCC@maine.rr.com

WEB Developer: Steve Lane was absent.

MMA Rep: Joan Kiszely had no report.

1st Vice President Report: Travis Peaslee no report.

2nd Vice President Report: Aubrey Strause no report.

Immediate Past President Report: Paul Rodriguez no report.

Other New Business:

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UMAINE Engineer Fair: Jeff McBurnie will try to put his time in at the UMaine Engineering Fair in October. He would like to see the schedule prior to committing to his attendance. This is an important fair to have a presence at with the booth.

MMA Annual Conference: Jeff McBurnie got an email about their conference. Joan will email to the Board the general sessions.

Adjournment: Motion made by Mac Richardson, seconded by Al Jellison, all approved to adjourn the meeting at 9:55 a.m.