

FINAL

**Maine Wastewater Control Association  
Executive Committee Meeting  
Friday, May 20, 2005  
9:00 am  
MMA, Augusta, ME**

Present: Vivian Matkivich, David Anderson, Lenny Blanchette, Brian Kavanah, Ron LeTarte, Tom Wiley, Janet Abrahamson, Dan Bisson, Margaret Langhill, Jeff Pinnette, Mary Waring, Bill Brown, Darold Wooley, Joan Kiszely, Andy Rudzinski, Al Jellison, Chuck Applebee.

Guests: Kirk Laflin, Andy Fiske, Bill Brown, and Don Albert

- I. Call to Order: President Vivian Matkivich called the meeting to order at 9:11am.
- II. Approval of the Executive Committee Meeting Minutes: Jeff Pinnette made a motion to approve the Executive Committee meeting minutes of March 18, 2005, as amended. Ron Letarte seconded the motion. All approved.
- III. Treasurer's Report: Dan Bisson reported that there have been staff changes in the Finance Department at MMA. That, in addition to conflicts in his own schedule, has prevented him from attending the most recent Executive Committee Meetings. As such, January through March 2005 financials need to be voted on at this meeting. Dan reported that he has reviewed January through March, and has found a few corrections to be made, and has contacted MMA to make these changes on the April 2005 Financial reports. Dan reported that he would be meeting with Vivian Matkivich, Margaret Langhill and Sarah Ledoux after the Executive Committee Meeting to discuss the changes and protocols. Concerning the January 2005 Financial Reports, Dan noted that one correction needs to be made, but it does not affect the bottom line. Jeff Pinnette made a motion to accept the January 2005 financial reports with flaws as reported. Dave Anderson seconded, all approved. Dan reported that the February 2005 Financial Reports also have a few reclassification issues, not affecting the bottom line. He noted that the Ops Challenge Donations account deficit is an accounting and timing issue, but it does net out. The donations for John Hart's trip to Argentina were entered in 2004, but the expense was paid in 2005. Dan recommends that the February 2005 Financial Reports be approved. Jeff Pinnette made motion to accept the February 2005 Financial Reports with flaws as reported, seconded by Tom Wiley, all approved. Dan reported that the March 2005 Financials also need a few reclassification adjustments, but they will not affect the bottom line. Dan recommended approval of the March 2005 Financial Reports. Jeff Pinnette made motion to accept the March 2005 with flaws as reported, Ron seconded. All approved. Dan noted that these corrections would be reflected in the April 2005 Financial Reports.

- IV. Briefing on Plans for a New Community College Based Wastewater Treatment Education program—Brian Kavanah kicked off the discussion with an explanation that there was a bill introduced to review sewer districts and regulations. During testimony on the bill, it was pointed out that it is difficult to get trained operators, as there is no educational program available in the Maine College System. The Joint Standing Committee on Utilities and Energy sent a letter of endorsement to the Community College System to create coursework and a program. Kirk Laflin reported that he received a call from the Community College System and was approached by two legislators to find out why the previous wastewater treatment training program was dropped. Kirk does not represent the Community College System, but he does work with the Community College System with regard to Environmental Health Programs. Kirk indicated that the program was dropped due to low enrollments and budget restraints. Kirk has recommend one-year certificate program, or associate degree program that the Community College System introduces an Environmental Program that would include wastewater topics, with some hands-on activity, and some online coursework. SMCC may create an environmental science program, and this could be created to combine with wastewater topics. A program could be available to start as early as this fall. The Executive Committee agreed that Vivian should send a letter (with MWWCA DVD) in support of this program to the President of the Community College System (President Fitzsimmons), encouraging them to launch the program, and to entertain a meeting between MWWCA, DEP, DOL, and the Community College System Committee to discuss and to work together on this.
- V. Briefing on Proposed Toxics Rule—Mike Barden was unable to attend.
- VI. DEP Representative Report: Brian Kavanah reported that he had brought guests. Andy Fiske was there to discuss operator certification. Bill Brown and Don Albert were there to talk about BOD sample holding time rules. Andy Fiske reported that he is looking for input from the MWWCA Executive Committee about out-sourcing the administrative portion of the DEP's Wastewater Operator Certification Program to JETCC. Due to increasing needs for DEP staff time, resources and budget constraints, DEP wants to move the responsibility to JETCC. Andy is confident that JETCC would be able to handle the administrative portion of the certification process at the same level of service being provided by the DEP. The DEP would still proctor exams and handle appeals. Andy noted that the exam fee would be increased from \$45 to \$75. Darold Wooley asked if 100 % of the fee revenue would go to JETCC. Andy said yes. There was discussion about who would approve courses for certification. Andy noted that DEP would still approve courses for credits. Janet Abrahamson noted that the increased fees would be an issue for the smaller communities. Brian noted that a proposed rule addresses sizes of facility, special criteria for lagoon operators, and this should help these smaller communities.

- Don Albert reported on the BOD sample holding time issue. DEP will set policy that the legal holding time is 24 hours after the last aliquot of a composite sample. Don handed out a written report and outline, which he reviewed in detail. There was detailed and lengthy discussion on the hardships this policy will make for facilities, which for various reasons, may do BODs as soon as possible, but still need more than 24 hours. These facilities rely on the published EPA holding time of 48 hours. Don reported that these issues would be addressed on a case-by-case basis. Brian Kavanah reported that LD1450 (Androscoggin River TMDL, Gulf Island Impoundment, D.O. etc) happened. He also reported that there would be a public hearing on the Toxics Rule on June 2, 2005 at the Ground Round in Augusta at 1:00 p.m., and the comment period was extended until June 13, 2005.

VII. NEWEA State Director's Report: Howard Carter was absent, but Vivian reported that she, Greg Cataldo, Andy Rudzinski, and Howard Carter conducted the annual Congressional Briefing and that it went very well. They met individually with Senator Snowe and Congressman Michaud, as well as staff from all four offices. There was a lot of follow-up on the Blending Issue. A written report was submitted for the MWWCA & NEWEA Washington Briefing. Vivian noted that the NEWEA Spring Meeting will be in Ogunquit, June 5-8, 2005. MWWCA is listed as a Co Sponsor as a courtesy, but there is no cost to MWWCA associated with the sponsorship. Vivian will be attending for MWWCA, making some opening remarks, greeting keynote speaker Tom Allen of Maine, and attending receptions and Ops Challenge events. Janet Abrahamson noted that NEWEA had asked MWWCA to recommend a facility to tour, and NEWEA has chosen South Berwick. Janet encouraged all who were able to tour this unique and excellently managed facility.

VIII. President's Report: Vivian Matkivich reported on the following:

- Meeting with Maine Water Utilities Association (MWUA) on 4/7/05. Meeting notes were distributed. Discussed: the success of the joint venture at the MWUA February Trade Show; doing more joint training projects; communications on government affairs. Janet Abrahamson reported that the MWWCA Personnel Advancement Committee would be meeting with the MWUA Program Committee on May 25<sup>th</sup>.
- Meeting with Maine Fire Chiefs Association (MFCA) and MMA's Risk Management Services to design a joint training session at Fall Conference on how to integrate public emergency services during an emergency. MWWCA and the other groups are working on grants and sponsorship for the conference.
- Vivian shared her Correspondence File with Committee members for review.
- Vivian asked volunteers to visit local Congressional Offices, to distribute Clean Water Week posters, but also to introduce MWWCA as a resource and interested party, and establish a dialogue. Vivian Matkivich and Dan Bisson will go to offices in Auburn and Lewiston. David Anderson will do it in Portland, Chuck Applebee in Augusta, and Al Jellison & Andy Rudzinski will cover Bangor. Vivian will organize the packets to the

volunteers: Framed poster (one each per Delegate), unframed poster, Careers in wastewater DVD, MWWCA Position Brochure (2005), NEWEA Position Brochure (2005), Admin Guide list of Officers and Committee Chairs.

IX. Committee Reports:

Convention: Tom Wiley reported that it looks like the net profit for the Spring Conference will be \$2,701.00 for Spring Conference. There is still \$3,100 in unpaid invoices on the books. There were 110 attendees. Tom noted that there was some confusion about time allotted for the rental of the West Meadow Pub. The Meadowmere apologized and refunded half of the fee for the use of the room. Tom reported that he and Joan have booked Jeff's Catering for April 7, 2006 for next year's Spring Conference. Plans for the 2005 Fall Conference including inviting Maine Fire Chiefs Association (MFCA) members to attend at MWWCA rates. MWWCA and MFCA will be co-sponsoring a technical session on Emergency Incident Integration, combined space rescue, incident command; etc Joan will be contacting MMA's Risk Management Services for speakers and sponsorship. Tom reported that this year's price only includes lunches, and that MWUA and MFCA can register at the MWWCA member price. Due to limited availability in accommodations, the rooms for MFCA and MWUA will be offsite.

Tom exhibited a sample vendor packet. He noted that MMA now has a graphic designer on staff and that he is happy with the quality of this year's brochure. He wants to get the vendor packets out in about a week, and then mail attendee packets just after. Howard Carter will be organizing the Golf Tournament. Tom noted that the Executive Committee meeting on July 22, 2005 is at the Spruce Point Inn.

Past President: Darold Wooley had nothing to report.

Laboratory Committee: David Anderson noted that the BOD holding time issue was already addressed. He noted that he is trying to get more representation from the commercial labs on the Lab Committee, and that he has one new member. David noted that there will be a mammoth re-writing of the lab certification rules, and that MWWCA needs to keep an eye on this.

Personnel Advancement Committee (PAC): Janet Abrahamson reported that the PAC will be meeting on May 25<sup>th</sup>, with a working lunch at MMA in the Salisbury room from Noon-1:00pm. Janet reported on the different topics discussed for Fall Conference, and wanted to know if the Executive Committee wanted a session with Mr. & Mrs. Fish. The consensus is that MWWCA still supports having them work with local students at our conferences. Janet noted that she will be looking for a volunteer for the Operator Exchange Program and that this year we will exchange with either Connecticut or Rhode Island.

Collection Systems: Lenny Blanchette had nothing to report.

Ops Challenge Coordinator Report: Tony Gordon was absent, but submitted a written report. Vivian will follow up with Tony.

Membership Committee: Al Jellison reported that there is a \$195.00 discrepancy between the financial report YTD and membership list. The Financial Report is

showing more revenue than the membership list would indicate. He also reported that membership is slightly down from last year, at 581 members.

Safety Committee: Al Jellison reported on a proposed amendment to the Clean Water Act, which would remove the word “navigational” out of the “navigational waters” statement. Al also reported that the City of Bangor was fined by the Department of Labor for not having job assessments done. He suggested that everyone have them done.

Public Relations Committee: Brad Moore was absent. No report.

Vice President: Andy Rudzinski reported that the Washington Briefing went well. He noticed that we are starting to see correspondence from Senator Michaud with regard to other issues besides the ones brought up at the Briefing Andy felt it was a productive event and hopes we keep the momentum going. He feels that the Executive Committee is moving in the right direction by fostering cooperative efforts with other Associations on training and public affairs.

Government Affairs Committee: Mike Grove was absent. . Darold Wooley noted that it would be good idea for the Executive Committee to give him feedback about what should be said about the Toxics Rule at the public hearing. David Anderson remarked to Brian Kavanah that there is general concern that the some DEP staff view notices in the newsletter as official notification of rule changes to permittees. Brian remarked that he would tell DEP administrators that MWWCA thinks that official policy statements and rule changes should be sent in formal letters to each affected facility.

Pretreatment Committee: Ron LeTarte submitted a written report. He discussed the activities of his Committee, including assisting Maine DEP in writing up a model Sewer Use Ordinance.

Awards Committee: Mary Waring reported that she has updated all of the awards listing for the Admin Guide, and that the list of life members has not changed.

Communications Committee: Mac Richardson was absent. No report.

Residuals Management Committee: Jeff Pinnette submitted the March Residuals Management Committee meeting minutes and reported that their next meeting would be next week. He reported that the White Paper has been published and that he is pleased with the overall tone. He is still waiting for the (hard copy) printed version. Jeff asked if the Executive Committee would support a survey of sludge disposal costs. The Executive Committee believed this was a good idea and that it was public information anyway.

X. Old Business:

- Admin Guide: Mary had a few questions about the Admin Guide updates available at this meeting. There are still 2 committee rosters missing. The NEWEA list needs to be updated. Dan Bisson will get a copy to Margaret. The internet/website contract is outdated. Margaret noted that the one in the current admin guide is the most recent copy made available to MMA. Lobbyist contract is outdated. Vivian needs to follow up with Mike Grove to see if we have a contract. Mary noted that the Table of Contents needs revision. , Margaret will work on getting more corrections and information for the next meeting.

XI. New Business:

- Audit of 2004 MWWCA financial records: Jeff Pinnette made a motion to have MWWCA's 2004 financial records audited, seconded by Al Jellison. Dan Bisson will ask MMA to participate in finding an auditor. Motion amended by Jeff Pinnette to audit the financial statements for 2004 within the cost budgeted by MWWCA, Mary Waring seconded the amended motion. All approved.
- Charles Perry Trust Fund: Vivian reported that the Chair of the Collection Systems Committee currently manages the fund. She wanted that Lenny has been doing an excellent job, but that she would like the Executive Committee to have more information about the Trust, and copies of the agreement with the Perry Family in the Admin Guide. The Executive Committee needs to review what MWWCA's obligations are. Lenny Blanchette said he would get the documentation to the Committee. There was detailed discussion about the trust being handled by volunteers. There were suggestions on changing the way we handle the trust, including having the fund managed by the MWWCA Treasurer, or returning the money to Mr. Perry.
- Stockholm Jr. Water Prize: Vivian reported that Ashley Malinowski, Oak Hill H.S., has been chosen to represent Maine. NEWEA has decided to award prizes in each New England State this year. The National Competition is June 16<sup>th</sup> in Portland, OR. The winner will move on to the International Competition in Stockholm, Sweden. MWWCA will award a plaque to Ashley at an Honors Assembly on June 3<sup>rd</sup>. Vivian hopes to get photos for a press release.

- XII. Adjourn: Al Jellison made a motion to adjourn. Dan Bisson seconded. All approved to adjourn the meeting at 12:24pm.