

**FINAL**

**MWWCA Executive Committee Meeting  
Friday, November 20, 2009  
Portland Water District  
Portland, ME**

**MINUTES**

**Attendance:** Tom Wiley, Dan Bisson, Chris Higgins, Brian Kavanah, Alex Buechner, Travis Peaslee, Doug Howard, David Anderson, Mike Hanson, Mary Waring, Ryan Wadsworth, Steve Lane, Al Jellison, Jeff McBurnie, André Brousseau, Paul Rodriguez, Mac Richardson, Aubrey Strauss, June Mooney, Chuck Applebee, Greg Kidd, Joan Kiszely.

**Absent:** Karen Tangeman, Brad Moore, Mike Micucci.

**Call to Order:** President Tom Wiley called the meeting to order at 9:40 a.m.

**Approval of Minutes:** Motion made by Al Jellison to accept the minutes of October 23, 2009, seconded by André Brousseau. All approved with minor revisions.

**Treasurer's Report:** Dan Bisson reported on the September financials. Jeff McBurnie made a motion to approve the September financial reports. Al Jellison seconded the motion. All approved. In September, he saw a few items that needed to be modified. These changes will reflect on the October financials.

**2010 Budget Development:** Dan Bisson reported on the budget. Dan Bisson reported that you are only allowed to spend what is in the budget that was approved. Dan Bisson noted that if you are going to go over on your particular budget line, you need to bring it to the Board for a vote to increase the amount.

There was a brief discussion on the Proxy Tax. He reported that he is working with Sarah to see how the Proxy Tax is going to impact MWWCA. Once he gets the results, MWWCA may want to have a sub-committee to review this.

There was a brief discussion on the Funds Report of the financial report.

**Collaborative Conference:** Travis Peaslee noted we should set up a new account for the MWUA Joint Conference. Dan Bisson will contact Sarah Ledoux to set up this new account.

**DEP Representative:** Brian Kavanah reported on the following:

- **LD 650:** Coalition of the partners met. They talked about how the money will flow in and be distributed by priorities. The coalition had a lengthy discussion on who would be on the Advisory Board and the distribution of the monies. Brian Kavanah noted they have a good unified coalition. He thanked MWWCA for working this issue and moving this forward. Paul Rodriguez noted that the report is good on the details. Chuck Applebee noted he is happy with the report and the outcome.
- **Bonds:** He reported the Governor's position is detrimental to our communities and needs to be addressed. He noted that the Governor will not be moving forward this session with any bonds.

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- Phosphorus Rule: Tom Danielson is reviewing data, and the working group will see an email from him. He will put out a revised draft of the rule to the working group.
- Energy Seminars: There will be some energy seminars coming up in March. The first one will be March 17<sup>th</sup> in Hallowell and March 18<sup>th</sup> in Presque Isle. These seminars will be advertised through JETCC.

**NEWEA State Director:** Brad Moore absent. Tom Wiley reported on the following for Brad Moore:

- Dates for Washington trip – March 15<sup>th</sup> & 16<sup>th</sup>.
- NEWEA will hold a breakfast – March 15<sup>th</sup>.
- NEWEA will be involved in distributing a WEF survey for operators.
- Mike Grove attended the NEWEA meeting with Brad Moore on Thursday as a start of his introduction to the NEWEA ECM.

**Old Business:** Status reports for Strategic Goals - Tom Wiley reported the following:

### Short Term Initiatives

- Annual State of Maine Water Environment Letter.  
Status: Mac Richardson noted he has a draft letter completed. He is recommending that this be a two page document for the Legislators to be able to scan this. His next step is for him to make edits and then print out some copies to go out to Senators and Legislators. This would be included in the packet for the Legislative Breakfast. The message is that we have made a lot of progress.
- Membership Survey.  
Status: Completed and reviewed at last month's meeting.
- Effectively utilize committee – develop plan: Administrative Guide.  
Status: No report.
- Local Utilities Host Open House.  
Status: André Brousseau reported he has a Open House brochure draft. This will be distributed to every treatment facility, be placed on the MWWCA booth, and it's going on the website, also.
- Environmental Group.  
Status: A continuous work in progress.
- Joint Conference.  
Status: Travis Peaslee noted he is still working on the details to what is required of MWWCA.

### Committee Reports:

**Government Affairs:** David Anderson submitted a report. See report on MWWCA website. He noted that the Legislative Breakfast is February 23, 2010 at the Senator Inn. He noted that they will schedule a conference call to come up with a timeline for the Legislative Breakfast. The three main groups are NEWEA, MWUA, and MWWCA.

LD 1650: Paul Rodriguez reported that the mission was accomplished on the report. MWWCA needs to understand what the issues are. It was suggested that once the report is final, it can go into the newsletter to share with the membership. Other issues that were discussed were the concept of the funding. The philosophy approach is that you make it broad base. The goal is to encourage asset management.

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June Bond Issue – As indicated in the DEP report, the governor expects no bond issues to move forward.

David Anderson noted he will keep an eye on the Pharmaceutical Bill. We will also invite Ann Pistell to an upcoming board meeting.

**Laboratory:** June Mooney reported that they have not done anything this month.

**Membership:** Chris Higgins – no report.

**Personnel Advancement:** Greg Kidd – no report. Travis Peaslee reported there will be eleven sessions at the Spring Convention.

**Convention:** Travis Peaslee reported on the Spring Convention. It will be at Hollywood Slots Hotel & Raceway in Bangor on April 23, 2010. He is going to schedule a breakfast speaker then move on to the sessions. He reported on the Joint Conference being February 8-9, 2010.

**Public Relations:** Ryan Wadsworth reported that his committee doubled. Aubrey has joined the committee. She suggested flyers on the website that would be in PDF format so that members can download. They also want to update the MWWCA booth. He noted he talked with MMA in regards to doing some new graphics. He will work with Jaime Clark and Joan Kiszely on this project. He would like to have a session at breakfast or at lunch on Ski Day. Some of the Board voiced their opinion to keep it social. It was suggested that he market the attendees to see if they would be in favor of the concept of having training at Ski Day. It was suggested that possibly the sponsors exhibit on the side. He will table the training idea and move on letting the sponsors have a small exhibit.

André Brousseau noted that last month Brad Moore discussed having World Water Day Monitoring kits available to members. Ryan Wadsworth noted that he is getting a price to do up calendars instead of posters for Clean Water Week and will report back.

**Safety:** Al Jellison reported that there is an evaluation of the Dig Safe program in the works. They want to look at the trenching laws. Doug Howard will attend this.

**Communications:** Mac Richardson reported the newsletter is completed. He noted that Jaime Clark is terrific to work with. The next newsletter will be February.

**Collection Systems:** Doug Howard reported that they met two weeks ago. Only a couple of members showed up for the meeting, so it wasn't really productive. He is trying to get the Charles Perry Award information out.

**Residuals Management:** Jeff McBurnie reported late October they had a meeting. John Leslie will chair this committee next year. The overall meeting was brief. They discussed the committee status.

**Operations Challenge:** Alex Buechner had to leave the meeting ahead of time. Tom Wiley reported that they will have a team. Three of the members are at the Biddeford plant. If anyone has interest, please let Alex know.

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**Pretreatment:** Tom Wiley reported that they met and they want to do a training on local limits. He is working with Joan Kiszely to schedule a workshop date to host in the new MMA Conference room.

**Awards:** Mary Waring reported about past awards that were presented. She noted that traditionally we gave a Pretreatment Award. She also noted that we occasionally had given an Industrial Plant Award. It was noted to talk to Dan Welch from General Dynamics. He is employed by the Saco General Dynamics facility and might be interested in being the Industrial Rep. on the MWWCA Executive Committee. Mary also noted that we had given a Communication Award (previously as well). She will see what she can get for nominations on the Richard B. Goodenow Award. She noted the past 5 years some of these awards have not been given out because the committee is not active.

**JETCC Representative:** Mike Hanson reported on the following:

- JETCC Management Class.
- 2010 Management Candidate Class – JETCC submitted a budget request.
- Energy Assessment.
- 2010 Training Classes – work in progress.
- North Country – Scheduled for 2011.
- Next Wastewater Exam – May 12, 2010.
- Next JETCC Meeting – December 4<sup>th</sup> in Waterville.

**WEB Developer:** Steve Lane distributed a report. Tom Wiley noted that Steve has created an FAQ section of the website. This will contain information about the MMA salary survey.

**MMA Representative:** Joan Kiszely reported that they will be moving into the new wing around December 14<sup>th</sup>.

**1<sup>st</sup> Vice President Report:** André Brousseau reported that the calendar is drafted. He will work with Joan Kiszely to finalize the calendar. He reported that he sent out letters to confirm chairs of his committees.

**2<sup>nd</sup> Vice President Report:** Paul Rodriguez – no report.

**Immediate Past President Report:** Chuck Applebee - no report.

### **Other New Business:**

**December Meeting:** It was the consensus that MWWCA move their December Board meeting to MMA. They would like Sharon Brunette to cater the luncheon. If it is possible to have the next Board meeting at MMA, they would like chicken pot pie. Joan Kiszely will get back to Tom Wiley and let him know if the room is available.

**Facebook:** Brief discussion about conducting business on Facebook. It was suggested that before we move on this we need to be educated. Ryan Wadsworth noted that he feels we need to be able to pay with credit cards and register on-line before we move on to new technology.

**Adjournment:** Mac Richardson made a motion to adjourn. Al Jellison seconded the motion. All approved to adjourn the meeting at 1:20 p.m.