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**MWWCA Executive Board Meeting
Friday, November 16, 2012
Kaplan University
Augusta, ME**

MINUTES

Attendance: Travis Peaslee, Al Jellison, Mary Waring, June Mooney, Chuck Applebee, Aubrey Strause, Mac Richardson, Brian Kavanah, André Brousseau, Dan Welch, Alex Buechner, Jeff McBurnie, David Anderson, Matt Bodwell, John Leslie, Matt Timberlake, Paul Rodriguez, Paula Drouin, Leann Hanson, and Joan Kiszely.

Absent: Tom Wiley, Steve Lane, Chris Higgins.

Guest: Norton True, Jeff McNelly.

Introductions:

Call to Order: President Jeff McBurnie called the meeting to order at 9:05 a.m.

Guest Report: Jeff McNelly gave an update on Dig Safe Workgroup. He indicated that the next Dig Safe Workgroup is scheduled for November 27. He reported that the bond issue did pass.

Jeff McNelly gave the following written **REPORT**:

Dig Safe Workgroup Acts on Three of Six Assignments

The Dig Safe workgroup, which had been meeting throughout the summer, voted on three issues at their October 10th meeting. The members voted to take “**no action**” on:

- Creating a new apportionment of the costs of membership in the damage prevention system so that members could pay a flat fee for each notification of pending excavation;
- Authorizing an operator who is not a member of the damage prevention system to be subject to administrative penalties for violations of Title 23, section 3360-A; and
- Developing a process for the commission to keep records of successful markings or excavations completed by members of the damage prevention system

The members also voted to table until the Nov. 1st meeting (which was postponed due to Hurricane Sandy) discussion on the remaining three issues:

- Requiring an operator who is not a member of the damage prevention system to maintain insurance when an excavator is working on that operator's underground facilities;
- Identifying appropriate tolerance zones for marking different types of underground facilities;
- Evaluating the need for an ongoing advisory board to provide input to the commission regarding the damage prevention system. The work group shall consider staffing requirements, membership, funding and the scope of responsibility for the advisory board.

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Jeff McNelly gave the following written **REPORT**:

The workgroup is also working on recommendations, including requiring any owner or operator of underground facilities to be listed on the OKTODIG website and the development and adoption of Best Management Practice Agreements (BMPs), as alternatives to provisions of the existing Dig Safe law and /or Dig Safe rules.

The BMP initiative is one that the association has been working on with contractors and others.

The Office of Public Advocate has offered a proposal to establish a Dig Safe Advisory Board consisting of 25 members.

In addition, there is an effort to bring forth legislation that would mandate membership for water and sewage systems and municipalities.

The association is attempting to understand the financial implications of mandatory membership, particularly for those systems who would be required to become principle members of the Dig Safe system.

From: Robert Finelli
Subject: DS cost study

Hi. Jeff, As you requested, here are some estimated 2013 costs for DS membership for the municipal water companies that would become Principal members of the DS system. I utilized mileage information given to me by the Maine PUC a few years back. I know that Aqua Maine is now Maine Water Company and combines some of the water districts listed below but I don't have that new information.

Bangor Water District - \$878/mth x 12 = \$10,536	195 Miles
Biddeford/Saco Water - \$1030/mth x 12 = \$12,360	232 Miles
Camden/Rockland Water District - \$725/mth x 12 = \$8700	158 Miles
Kennebec Water District - \$763/mth x 12 = \$9156	172 Miles
Kennebunk, Kennebunkport & Wells Water District - \$1755 x 12 = \$21,060	386 Miles
Projected Total Annual Cost - \$61,812	

Please be aware that by adding these members the existing Maine members of Dig Safe will see their annual costs decrease by the \$61,812 dollars. Of the participating DS Principal municipal members Portland Water alone (1228 miles) in 2013 will experience a savings of \$7,000 dollars.

Questions/issues re: DS Cost Study:

Water systems – Augusta, Auburn, Bath, Brunswick & Topsham, etc.

WW systems – how many and who ???

DRAFT LANGUAGE FOR MANDATORY ONE CALL SYSTEM — Rev. A
Benjamin Sanborn, Esq., TAM

Sec. 1. 23 MRSA § 3360-A(1)(F) shall be amended as follows:

F. "Underground facility operator" means the owner or operator of any underground facility, other than an underground oil storage facility as defined in Title 38, section 562-A, subsection 21 or an airport aviation fuel hydrant piping system, used in furnishing electric, telephone, telegraph, gas, petroleum transportation, *water sewage*, or cable television service. "Underground facility operator" does not include a person that owns underground facilities on its own property for commercial or residential purposes.

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Jeff McNelly gave the following written **REPORT**:

Sec. 2.23 MRSA § 3360-A(1-A) shall be amended as follows:

1-A. Damage Prevention System. Each underground facility operator shall be a member of and participate in an underground facility damage prevention system, referred to in this section as the "system." The system shall operate during regular business hours throughout the year and maintain adequate operations at all other times to receive and process emergency notifications of proposed excavations. The system shall receive notices of proposed excavations and immediately transmit those notices to underground facility operators whose facilities may be affected. The cost for operation of the system must be apportioned equitably among members. Nothing in this subsection prohibits an entity that owns or operates an underground facility from voluntarily becoming a member of the system. Notwithstanding subsection 1, paragraph F, a person that voluntarily becomes a member of the system is deemed an underground facility operator for the purposes of this section.

Sec. 3. 23 MRSA § 3354 shall be amended as follows:

A. The road commissioner, the commissioner of public works or such officer as the municipal officers may appoint in the absence of a commissioner shall keep a record of all permits granted by that person, work done by the municipal employees excepted. The applicant shall pay to the municipal treasurer for every permit for making an excavation within the driveways of any public highway paved with broken stone, concrete, bitulithic, granite block, brick, wood block, sheet asphalt or other pavements fees established by the municipal officers. *Except as otherwise set forth in subsection B of this section, those fees may not exceed the reasonable cost of replacement of the excavated pavement and base material as well as inspections performed by or for the municipality.* The requirement for municipal inspections must bear a reasonable relationship to the complexity of the project or the performance history of the permittee. All such fees paid to the municipal treasurer must be regularly accounted for in the treasurer's report to the municipal officers and constitute a special fund for the repaving of excavations, repair of any roadway adjacent to the excavations and inspections. When such excavations are repaired or inspected by the municipality, the cost must be charged to the special fund.

Existing definition of Underground Facility

E. "Underground facility" means any item of personal property buried or placed below ground for use in connection with the storage or conveyance of water, sewage, electronic, telephonic or telegraphic communications, electric energy, oil, gas or other substances and including, but not limited to, pipes, sewers, conduits, cables, valves, lines, wires, manholes, attachments, appurtenances and those parts of poles below ground. This definition shall not include highway drainage culverts or under drains. [1979, c. 362, §2 (NEW).]

Correspondence Folder: President Jeff McBurnie distributed the correspondence folder.

Approval of Minutes: Motion made by Mac Richardson, seconded by Al Jellison, all approved the minutes of October 19, 2012.

Treasurer's Report: Al Jellison reported on the August 2012 financial reports, indicating that everything was in order. There was a brief question and answer period. Motion made by Travis Peaslee, seconded by Dan Welch, all approved the August financial report.

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DEP Representative: Brian Kavanah emailed Joan Kiszely the following written **COMMITTEE REPORT**:

DEP Update for MWWCA Meeting 11/16/12

Submitted by:

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

Staffing Changes

On November 5th, DWQM hired two MEPDES/WDL permit writers to fill the vacancies created when Robert Stratton and Phyllis Rand left the Department.

Cindy Dionne comes to us from the private sector and also previously worked in the Submerged Lands Program in the Department of Conservation and has previously worked as a laboratory technician at a waste water treatment facility in Massachusetts.

Yvette Meunier comes to us from the drinking water program at DHHS where she oversaw compliance for up to 1,200 small water systems.

The Department also has a new Deputy Commissioner. John Silvestri joined us October 29. John's previous experience includes working as a private environmental consultant and as the environmental manager for a facility in Lisbon Falls.

Lastly, long time DEP staffer (over 40 years) David Courtemanch will be retiring from the Department as of November 21. Dave has served as the Director of the Division of Environmental Assessment for many years.

Toxics Rulemaking

Chapter 584 –The final rule was adopted on June 19, 2012 and has been approved by the office of the Secretary of State. The Department expects to complete the final step of submittal to EPA for review and approval as part of the water quality standards docket by mid-November.

NEWEA State Director: Chuck Applebee distributed the following report.
COMMITTEE REPORT:

Maine WasteWater Control Association
NEWEA Report by Chuck Applebee
11/12/2012

I submitted the letter of request for the \$500.00 NEWA contribution to the Operator Exchange Program.

We will be attending the Nov. 15, 2012 NEWEA meeting in Woburn, MA.

We also be participating in the November 28, 2012 NEWEA Government Affairs Committee meeting via phone conference. Hope to have dates for this year's DC Fly-in and other information

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NEWEA State Director: Chuck Applebee distributed the following report.

COMMITTEE REPORT:

and dates for 2013.

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

Submitted by: Charles M. Applebee

Old Business:

2012 Strategic Planning Session:

Strategic Planning Committee Chair: Travis Peaslee distributed the following report.

COMMITTEE REPORT:

Strategic Planning Update - 11/16/12

- 1) Developing criteria for choosing the Fall Conference location-I believe André and Bob have completed this action item and will start utilizing moving forward.
- 2) Reach out to contractors, septic haulers, and Public Work Departments-Tom Wiley and Jeff McBurnie are working on this.
- 3) Develop sponsorship levels-A recommendation from the Fall Convention vendor round table was to offer the annual sponsorship levels with corresponding incentives. Incentives we might want to consider would be to allow vendors to advertise in the newsletter, advertise on our website, or to only allow certain level vendors to access components of the soon to be formed “member only section”.
- 4) Develop a membership, facility, and vendor list-For the most part this is complete. I currently have an updated facility directory that JETCC created, a member directory that MMA created, an updated Vendor directory that André and I worked on, and now just need a place to put it all. Aubrey is working with the web developer to create a “member only section” on our website for it.

2013 Budget Development: Jeff McBurnie, Travis Peaslee, and Al Jellison reviewed the 2013 proposed budget with the executive committee. In moving forward, Al Jellison will finalize the budget and report back at the December 2012 meeting.

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New Business:

Government Affairs Committee Representative: David Anderson emailed the following
COMMITTEE REPORT:

MWWCA Government Affairs Committee
Report for November 16, 2012 Exec. Meeting

Water/Wastewater Bond Issue Referendum

The \$7.9 million bond issue passed with 63% of the vote. We appreciate the confidence shown to our industry by the people of Maine. Special thanks go to Jeff McNelly, Jeff McBurnie, John Ziegler, the MWUA Public Awareness Committee, and the MWWCA Public Relations Committee for their work on advocating for the passage of the bond issue. The Governor has said he will not authorize the issuance of bonds until the State's finances meet his approval. With the change in the political landscape in Augusta following the election we will have to wait to see what transpires.

Search for Legislative Advocate

An RFP has been prepared and sent to:

- Eaton Peabody Consulting
- Pierce Atwood
- Preti Flaherty

We are requesting a response by November 22nd.

Following is an excerpt from the RFP:

To further support the work of its Government Affairs Committee, MWWCA is requesting the following:

- Legislative Advocacy services from a third-party firm or consultant:
- Set up appointments with key leadership in the Legislative and Executive branches prior to public hearings and/or work sessions on bills that impact MWWCA or its members.
- Guide the Association's approach to legislation, including recommending sponsors, building coalitions, and informing the Association on what legislative proposals would likely be "dead on arrival," and are not worth additional outreach or effort.
- Assist MWWCA in monitoring new proposed legislation of importance to our members, through regular contact with the Legislature, focusing on key Committees and Governor's Office staff members. Notify the MWWCA Government Affairs Committee Chairperson regarding new proposed legislation through regular communication via email and telephone contact.

I want to thank Jeff McBurnie, Travis Peaslee, Aubrey Strause, and Paul Rodriguez for participating in the initial interviews and for their work on preparing the RFP.

Submitted by David Anderson

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David Anderson noted he will work closely with MWUA on the Dig Safe issues. It was suggested that the Collections Committee become involved with the issues.

Laboratory Committee: June Mooney indicated she was one of the presenters at a “hands on lab” WW class in Brewer and met a lot of people from up country and they are looking forward to the North Country Convention. There is also a lot of interest in more training up north....

Membership: Chris Higgins was absent.

Pretreatment Committee: Tom Wiley was absent. Tom Wiley emailed Joan Kiszely to report his next quarterly luncheon meeting will be December 6th.

Personnel Advancement Committee: Aubrey Strause offered the following: **COMMITTEE REPORT:**

Personnel Advancement Committee Report
MWWCA Executive Committee Meeting: November 16, 2012
(Submitted by Aubrey Strause)

The Personnel Advancement Committee will hold a formal planning meeting at the office of Tata & Howard on Monday, November 19 at 10 a.m.

Participants include:

- Glen Bellefleur, Operator at Scarborough Sanitary District
- Bruce Berger, Business Development at Wright-Pierce
- Tom Connolly, Superintendent of Yarmouth’s WWTF and MWWCA Second Vice President
- Rob Pontau, Assistant General Manager at Brunswick Sewer District
- Rebecca Reynolds, Trainer with RCAP Solutions
- Nick Rico, Engineer at the Kennebunk Sewer District
- Steve Sloan, Chief Operator Portland Water District’s East End WWTF
- Mike Stein, Senior Engineer at Woodard & Curran
- Chris Perkins, Weston & Sampson

The group will review the process for scheduling technical sessions, MMA’s schedule for the Spring Conference, and the documents Aubrey has developed over the years. The group will also discuss ideas and options for selecting a new Committee Chair.

The group will suggest ideas for the Spring 2013 Conference in South Portland.

Convention Committee: André Brousseau had no report.

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Public Relations: Matt Timberlake distributed the following written **COMMITTEE REPORT**:



Public Relations Committee Report
November, 2012
Prepared by: Matt Timberlake

1. Need to work with Travis and other Committees on Public Relations Committee budget for 2013. I do not have good information on what has made up past budgets and what exactly should be paid for out of the PR budget. I have ideas and have talked with Aubrey in regards to communication and there appears to be some crossover between the two committees. I still need a copy of the "admin guide" so I can better understand the expectations of the PR Committee.
2. Received login info from Steve Lane regarding the new website. Will await training that is being coordinated for administrative access.
3. Update of work with the MWUA PAC / Unable to attend 11-14-12 meeting but have asked them for some thoughts on strategic goals of collaboration and will report back at next EC meeting.
4. 2012 University of Maine Career Fair. Who is attending from MWWCA?
5. Creating of "bill stuffer" for Maine utilities for wastewater system communication to general public,

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

Safety Committee: Al Jellison had no report.

Communications Committee Chair: Mac Richardson distributed the following report.
COMMITTEE REPORT:

Report of the Communications Committee for November 2012

The most recent edition of the newsletter is set to go out as of November 8. Thanks to Aubrey (as usual), Gilles St. Pierre, Tim Levasseur, Alex Buechner, and anyone else who submitted material. Jamie, of course has done another stellar job of putting it all together. This quarter's issue has quite a lot of "milestones information" and we have incorporated a disclaimer for the Soapbox.

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Communications Committee Chair: Mac Richardson distributed the following report.

COMMITTEE REPORT:

The next issue is due out in February, so we will be looking for submissions by the last Friday in January.

I have no information at this concerning Twitter or face book activity, I will check with Paula Drouin and Aubrey before the meeting.

Respectfully submitted,
Mac Richardson 11/8/2012

Aubrey Strause reported: **COMMITTEE REPORT:**

Communications Committee Report
MWWCA Executive Committee Meeting: November 16, 2012
(Submitted by Aubrey Strause)

Newsletter

November issue went out on November 9, 2012.

Next issue will be February 2013. Deadline for submissions will be January 28, 2013.

The group will try out a new cloud-based platform to share and edit articles and submit final articles to MMA for production.

Website Redesign

Steve Lane and Aubrey are meeting with designer Matt Zetterman the week of November 26 for training on the new website's Content Management System (CMS). After that, training will be provided to several other Executive Board members. Accounts have been set up for the CMS.

Matt will be working on a new "members-only" section of the website. Group needs to discuss how information will flow back and forth between the website and MMA before this platform can be built.

Collections Systems Committee Chair: Matt Bodwell emailed the following **COMMITTEE REPORT:**

Collections Committee Report

- The committee met on October 23rd, 2012.
- Topics Discussed
 - JETCC Class
 - Fleshed out rough class syllabus

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Collections Systems Committee Chair: Matt Bodwell emailed the following **COMMITTEE REPORT**:

- Action Items
 - Finalize the syllabus and send to Leeann at JETCC.
 - Locate funds for class (\$350 to \$550, location dependent)

Next Meeting: November 27th a 11:00 a.m.
Hydro International
94 Hutchins Drive
Portland, ME 04240

MWWCA Collections System Committee JETTC Asset Management Training Program

Schedule:

800 am – 830 am	Registration	
830 am – 840 am	Introductions and Opening Remarks	M. Bodwell
840 am – 910 am	Introduction to Asset Management & CMOM Regulatory and Risk Management Requirements C of CMOM: Capacity	C. Perkins
910 am – 930 am	M ₁ of CMOM: Management System Mapping & GIS Development	C. Perkins
930 am -1010 am	O of CMOM: Operations CSO/SSO Management, Training, Work Orders Portland Water District Asset Management System	C. Poulin
1010 am – 1020 am	Break	
1020 am – 1130 am	M ₂ of CMOM: Maintenance	D. Beauchamp C. Perkins
1130 am – 100 pm	Lunch	
100 pm – 200 pm	Field Demonstrations GIS Data Collection CCTV & Smoke Testing	C. Perkins D. Beauchamp
200 pm – 210 pm	Closing Remarks	

Goals:

- Broad range of material for operators thru superintendents
- Combination of presentations and field demonstrations
- Suitable for varied sized systems

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Collections Committee: Matt indicated that his committee will be meeting November 27th.

Residuals: John Leslie had no report.

Operations Challenge: Alex Buechner had no report.

Industrial Representative: Dan Welch indicated he had no report.

Awards Committee: Mary Waring had no report.

Young Professionals: Paula Drouin had no report.

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



Maine Wastewater Control Association Convention JETCC Report for November 16, 2013

We had a number of rescheduled classes in October but the good news is, people can still register for the rescheduled dates!

- **“Laboratory Certification” and optional NEWEA Exam** with Andy Fish has been rescheduled for December 6 & 7 in Yarmouth.
- **“Pigging to Increase Hydraulic Capacity”** taught by Ted Berry Company was rescheduled for Tuesday, November 20 in Ellsworth.
- Space is available in next weeks **JETCC/NEIWPCW Wastewater Collection Systems class with Voluntary NEWEA Exam** at Portland Water District (November 27 – 29)
- On December 19, JETCC partners with Maine Water Utilities Association on **“Disinfection Practices: From Source to Estuary”**
- The 4 week Basic WW class concluded on November 8 with 27 students. Seventeen of those students sat for the exam on Wednesday, November 14
- We held another great “Hands-On” Lab Testing class in Brewer which June Mooney and Pete Sherwood helped teach along with DEP Inspector. The class received excellent reviews! People clearly love hands-on training!
- **Operator renewal notices** will be mailed in January. For most accurate records operators should submit proof of training to JETCC before the end of December. Operators can call JETCC anytime to check their training records.

We are still collecting suggestions for Spring 2012 Training Schedule. Please forward suggestions to JETCC and also let Leeann know if you would like to host a class.

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

The next **North Country Convention** on April 3 & 4, 2013 in Presque Isle is in the works. Contact Leeann if you wish to provide a presentation!

The 4th Management Candidate School began in October with 19 students. We are pleased with the response and waited until the class was certain before billing the partners. JETCC will continue to propose a budget line each year but will also assess continuation of the program based on as each new year's registration response.

Maine Wastewater Control Association, Maine DEP, Maine Water Utilities Association and Maine Dept. of Health and Human Services were all favorably recognized as partners on Maine's Management Candidate School in a New York Water Environment Association's quarterly Clear Waters magazine.

Exam Dates

Results from the most recent WW exam are expected just before Christmas. Spring Exam date is Wednesday, May 15, 2013. The deadline for Spring exam is March 29, 2013.

Please contact Leeann directly if you have any ideas, training needs or would like to assist with hosting or teaching a class.

**JETCC
PO Box 487
Scarborough, ME 04070
253-8020**

www.jetcc.org

WEB Developer: Steve Lane was absent.

MMA Rep: Joan Kiszely reported she will be distributing disks for the Administrative Guide, rather than the binders. She indicated that this will save time and money, especially when there are changes to be made.

1st Vice President Report: Travis Peaslee had no report.

2nd Vice President Report: Aubrey Strause had no additional report.

Immediate Past President Report: Paul Rodriguez had no report.

Other New Business:

Name Change of MWWCA: Travis Peaslee reported that he talked with Margaret Noel and Joan Kiszely about how much work it took for the MTCMA (spell out – who is this group?) to change their name. He indicated he invited her (Margaret?) to the Strategic Planning Session to discuss the details of what would be involved and what the change would cost. It was suggested that MWWCA do a survey of the membership to see what their opinion would be on whether or not

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to change the name. Aubrey Strause noted that we could use Survey Monkey to do this survey. There was a brief discussion on the possible name change. Motion made Mary Waring, seconded by Travis Peaslee, all approved to have the Communications Committee survey the membership to see if they would like to have a MWWCA name change.

2013 Committee Chairs: Travis Peaslee reported that there are two committee chairs whose terms are expiring: Personal Advancement Committee and NEWEA State Director.

Adjournment: Motion made by Al Jellison, seconded by Mac Richardson, all approved to adjourn the meeting at noon.