

Approved

**MWWCA Executive Board Meeting
Friday, November 15, 2013
Maine Municipal Association
Augusta, Maine**

MINUTES

Attendance: Travis Peaslee, Aubrey Strause, Al Jellison, Jeff McBurnie, Matt Timberlake, Mary Waring, Mac Richardson, June Mooney, David Anderson, Brian Kavanah, Paula Drouin, Dan Welch, Scott Firmin, Matt Bodwell, Peter Goodwin, Tom Connolly, John Leslie and Joan Kiszely.

Absent: Steve Lane, Chris Higgins, Andre' Brousseau, Alex Buechner, Tom Wiley, Mike Stein, Mike Hanson.

Guests: Margaret Noel, Eric Conrad

Call to Order: President Travis Peaslee called the meeting to order at 9:15 a.m.

Approval of Minutes: Motion made by Jeff McBurnie, seconded by Al Jellison, all approved the minutes of October 18, 2013.

Treasurer's Report: Al Jellison reported on the September 2013 financial reports, indicating that everything was in order. There was a brief question and answer period. Motion made by Jeff McBurnie, seconded by Mac Richardson, all approved the September 2013 financial report. Al Jellison indicated the audit just got back.

DEP Representative: Brian Kavanah emailed the following COMMITTEE REPORT:

DEP Update for MWWCA Meeting 11/15/13

Submitted by:

Brian Kavanah, Director-Division of Water Quality Management (DWQM)

brian.w.kavanah@maine.gov 287-7700

New Staff in DWQM

DWQM has a new Permit Writer joining the unit on November 12th. Rodney Robert comes to us from Department of Corrections as a Staff Development Coordinator. Rodney spent many years as an officer in the U.S. Army before providing technical consulting services to the military. Bill Hinkel will supervise Rodney.

Ongoing Issues

There are no new developments in the ongoing issues of CSO related bypasses and development of phosphorus limits since last reported in the MWWCA minutes in October. Discussions with EPA are ongoing.

NEWEA State Director: Peter Goodwin emailed the following **COMMITTEE REPORT:**



**NEWEA - Maine State Director Report
Peter Goodwin
November 2013**

The following is a summary of activities since our last meeting:

- I will be attending the NEWEA Executive Committee Meeting on November 13, 2013 in Woburn.
- I obtained input and digital photographs from Executive Committee and Committee Chairs and prepared an Article for the NEWEA Journal.
- I forwarded the final draft 2014 schedule to NEWEA and NHWPCA for their use.
- I coordinated with Dan Welch, Paula Drouin, MEDEP, and our MEMUN little helpers to get the word out with respect to the Industrial Webinar Series.
- I coordinated with Mac and Andre for the MWWCA Ski Day schedule.
- I confirmed with NEWEA GAC Chair that the Washington Fly-In is planned for March 18-20, 2013. Additional information will be forthcoming. We should identify a municipal official or district trustee to accompany our contingent.
- I was able to attend a portion of the NEWEA/NEBRA specialty conference in Concord, NH. Two (2) very strong days of technical and project presentations were held. The second day coincided with the NHWWA Trade Fair and Technical sessions.
- As previously reported, Elizabeth Cutone announced her retirement effective in June 2013. As many know, Elizabeth has a 6 year old that will be starting school next year. The Cutone's plan to move from NH to RI where Elizabeth grew up. The NEWEA Senior Management Team is actively working on a process for replacement. More news to follow.
- NEWEA Awards were announced recently with a strong contingent of ME Award Winners. Of particular note was the partnership led by Matt Timberlake for the Clean Water Week PPH insert with co-award winner MWUA.

It continues to be an exciting time representing MWWCA as your State Director.

Respectfully,
Peter Goodwin

Peter Goodwin also reported the following:

April 7-9, 2014: Washington Fly-In

June 2-4, 2014: Samoset, Rockport

Old Business:

Name Change Development: Margaret Noel reported on the timeline she & Joan Kiszely drafted for MWWCA. She indicated that she contacted the Maine Secretary of State's (SOS) office and got a copy of the Articles of Incorporation as well as the paperwork needed to complete the name change. The fee is \$10.00. It costs \$3.00 to get a copy of the Articles of Incorporation. In order to move forward, the Association needs to

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approve the minutes from the meeting on September 19, 2013 (fall convention) in order to attach those as backup to the amendment form. We also need the current and updated by-laws to attach. SOS has about a 7-10 day backlog for processing, so this might take a few weeks. As soon as the paperwork from SOS comes back, Margret will contact the IRS to change the legal name for the Tax ID number. We will need the amended articles approved by the state for this next step. Margaret reviewed the project timeline as well as the amendment to the administrative services agreement.

Travis Peaslee reported they started an ad hoc group. They reviewed the logistics and legal issues associated with the name change. He indicated they have a proposed timeline and logo.

Mac Richardson had some questions in regards to the Name Change Project – Administrative Services Agreement. Eric Conrad answered his concerns. He would like the minimum charge language taken out of the agreement and in its place, the wording "base fee". Also instead of paying for all the work in full before completion on January 31, have the contract be paid in full by June 30, 2014. Additional work would be pre-authorized by Travis, as the head of the name change ad hoc committee. A change should also be made to #1 Section A – strike "should MWWCA not seek legal counsel" and have the language reflect that – MMA will not be liable for any errors not directly performed by or decided upon by MMA in completing this project (without regard to whether MWWCA has legal counsel or not).

Motion made by Jeff McBurnie, seconded by Matt Timberlake, all approved the Name Change Project – MMA Administrative Services Agreement Amendment at a base cost of \$1,000 with the language changes described above.

September 19, 2013 Business Meeting Minutes: Motion made by Mac Richardson, seconded by Jeff McBurnie, all approved the MWWCA September 19, 2013 business meeting minutes with the changes.

2014 Budget Development:

Travis Peaslee, Aubrey Strause and Al Jellison reviewed the 2014 proposed budget with the executive committee. In moving forward, Al Jellison will finalize the budget and report back at the December 2013 meeting.

New Business:

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

MWWCA Government Affairs Committee Report for November 15, 2013 Exec Meeting

The Legislative Council has reviewed the bills submitted by legislators for the second session. The outcomes of titles of interest are as follows:

- LR 2669 "Sharing of Liquor License Revenue" by Sen. Alford. We have to guard our SRF match funds. *This bill relates to an issue between the Cumberland County Civic Center and the Portland Pirates hockey team. It is not related to the liquor contract funds.*
- LR 2627 "An Act To Authorize a General Fund Bond Issue To Fund the Safe Drinking Water Revolving Loan Fund" by Sen. Cleveland. There are also bond issue LD's carried over from the last session. *The bill was rejected by the Council.*
- LR 2437 "Standard Water District Enabling Act" by Rep. Dunphy. *The bill was rejected by the Council.*
- A Dig Safe bill by the PUC. There is also a Dig Safe bill carried over from the last session.

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The Subcommittee on Solid Waste Management of the Environmental and Natural Resources Committee is considering a proposal that would establish a \$15/ton landfill dumping fee. Scott Firmin is exploring the effects of this fee on utilities that send their biosolids to landfills. He estimates this could cost over \$600,000 to our members.

As part of the State budget the Legislature set up some task forces. One of those is the “Mandate Working Group”. Its focus is on all obligations or activities that pertain to your work that are required by state law or regulation which you believe could be repealed or redesigned. Much of our work is regulated by the Clean Water Act but there may be some other state or local mandates which could be reexamined.

Submitted by,
David Anderson

Motion made by David Anderson, seconded by Jeff McBurnie, all approved to officially adopt February 27, 2014 for the MWWCA Legislative Breakfast at the Senator Inn.

There was a brief discussion on having a presence at the Material Management Stakeholder Group of MEDEP. Mac Richardson indicated the next meeting is November 20th at 12:30 p.m. to 4:00 p.m. John Leslie noted he would go and represent MWWCA.

Brian Kavanah gave a brief update on the SRF issue. (grant money/fund/match)

Travis Peaslee indicated there was a standard sewer district bill that got carried over to this legislative session. As conceived the bill seeks to make the charter language for water and sewer districts standard statewide. He will be attending a meeting next week with Mike Hansen, Jeff McNelley, and Dan Wells to discuss the bill and what the position of MWWCA and MWUA should be.

John Leslie reported about the solid waste subcommittee meeting he attended. Specifically LD 1483 is an attempt to support the incinerators built in Maine, by adding additional fees onto materials that are recycled or disposed of in landfills. This is counter to the solid waste hierarchy by which State policy is supposed to be guided. They are going to come up with a report. He thinks MWWCA and the Portland Water District should make calls to the subcommittee members to influence how the report is written. They can talk about how LD 1483 was proposed. He indicated that LD 1483 was tabled this year and carried over. David Anderson will distribute talking points that will be developed by John Leslie.

Update on Non-Disperseables: Aubrey Strause reported that while things have been relatively quiet lately, the group is continuing with sorting out the materials responsible for system clogging in anticipation of the public relations campaign aimed at getting people to stop flushing non disperseables. She also thanked everyone who has contributed to the effort financially.

Laboratory Committee Representative: June Mooney emailed the following COMMITTEE REPORT:

**Report to MWWCA Executive Committee
From the Laboratory Committee Chairperson
November 15, 2013**

I spoke with Kelley Perkins who is the former Certification Officer and now works at DEP. There has been some concern and confusion with regards to which laboratory to use for analysis since the standard has always been to use a certified laboratory.

Some analytes have multiple methods available for use and certified labs can choose which method to use. There are differences in detection limits, reagents used, and sample handling.

The DEP is interested in making sure all their data is generated with a particular method, rather than an assortment of methods, which is why they are being more specific as to which labs they will accept data from.

Submitted by:
June Mooney
Water Quality Specialist
Greater Augusta Utility District
jmooney@augustawater.org

Membership: Chris Higgins was absent. Al Jellison reported MWWCA has a total of 624 members to date.

Aubrey Strause reported that she and Travis Peaslee have been confirming committee chairs.

Pretreatment Committee Representative: Tom Wiley emailed the following COMMITTEE REPORT:

EPA and NEWEA Pretreatment Conference - The 15th Annual New England Pretreatment Conference was held in October at Chelmsford, MA. Maine was well represented by having 6 industrial pretreatment programs represented by 11 staff members. Rebekah Sirois from PWD spoke on the district's use of Asset Management in their pretreatment program and Vivian Matkivich from LAWPCA led one of the roundtable discussion sessions regarding permitting and fact sheets.

NEWEA Industrial Wastewater Webinar - The first class was this past Wednesday. There are still two sessions regarding WET testing and pretreatment program goals and objectives. Check out the NEWEA website to register.

Quarterly Meeting Update - We have confirmed our next MWWCA Pretreatment Committee Meeting will be Thursday December 5th at Texas Instruments. We will conduct our regular business session of our meeting and then break for lunch and a facility tour. This will be our second facility tour for this year.

Personnel Advancement Committee Representative: Mike Stein emailed the following COMMITTEE REPORT:

Personnel Advancement Committee Report
Submitted by Mike Stein
November 7, 2013

MWUA Meeting and Trade Show

Members of the Personnel Advancement Committee met on October 17, 2013, at the Portland Water District's East End WWTP to plan the five hours of sessions that MWWCA is allotted for the February 2014 Maine Water Utilities Association (MWUA) Meeting and Trade Show to be held at the Holiday Inn By the Bay in Portland. The five hours allotted for the MWWCA sessions have been finalized for presenters and moderators and have been divided into four sessions. The morning will have two 1.5-hour sessions and the afternoon will have two 1-hour sessions.

Agenda for MWWCA Sessions February 4, 2014
Session Time: 8:00 AM – 9:30 AM Energy Management: Two Wastewater Treatment Case Studies Presenters: Maureen Neville, CDM Smith Mac Richardson, Lewiston Auburn Water Pollution Control Authority Travis Peaslee, Lewiston Auburn Water Pollution Control Authority Moderator: Dan Bisson, CDM Smith
Session Time: 10:00 AM – 11:30 AM MSDS Name Change and Safety Updates Presenter: Ed MacDonald, Maine Municipal Association Moderator: Steve Sloan, Portland Water District
Session Time: 1:00 PM – 2:00 PM Gizmos and Gadgets Presenters: Michael Courtenay, Warren Sanitary District Rob Pontau, Brunswick Sewer District Steve Sloan, Portland Water District Moderator: Mike Stein, Woodard & Curran
Session Time: 2:15 PM – 3:15 PM CMOM and Asset Management Presenter: Jack Healey, EPA Region 1 – New England Moderator: Chris Perkins, Weston & Sampson

Call for Abstracts

Mike Stein will be forwarding a "Call for Abstracts" to all MWWCA members this month for the April 2014 Spring Conference and September 2014 Fall Convention.

Convention Committee Representative: Andre Brousseau emailed the following COMMITTEE REPORT:

Convention Committee Report

The Ski day contract has been signed for March 14, 2014 to be held at Saddleback in Rangeley Maine. The contract is identical as last year's: \$48 per person which includes a \$29 lift ticket and \$19 lunch. Our committee will be contacting vendors to offset the cost of the appetizers during the après social hour.

Public Relation Committee: Matt Timberlake email the following COMMITTEE REPORT:



Public Relations Committee Report

November 2013 Prepared by: Matt Timberlake

1. Present 2014 PR Committee Budget Request.
 - 1) See supplied Excel budget worksheet
2. Draft 2013 Clean Water Week Poster Contest Rules. Consider adding a "celebrity" name to assist in marketing and have a few ideas, I have spoken to Bill Greene and he may be a good candidate.
 - 1) Have winners by age group to promote participation of all ages grades K-12
3. Proposed changes to the Public Relations Committee structure have been forwarded to the Executive Committee for action. Have not received feedback but would like to consider a discussion in greater detail regarding future mission and working together with Executive Committee and other associations PR campaigns.
4. Check requests for Clean Water Poster Contest Winners to Al Jellison

Matt Timberlake matt@tedberrycompany.com 207-897-3348 office 207-754-4282 cell

Proposed changes to Clean Water Week Program: Matt Timberlake reported on the following:

- Changes to the Clean Water Week Poster Contest
- He would like to challenge the High School students to submit posters
- Theme: Discussion from the Executive Board on the proposed two themes – What Clean Water Week Means to ME or Waters Worth It? After a brief discussion it was the concensus of the board to use Why CleanWater's Worth it to ME.
- Groups: Grade 1-3, Grades 4-6, Grades 7-8, Grades 9-12

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Communications Committee Representative: Mac Richardson reported on the following:

- Newsletter – Gave update on what he has for content to date. He said that at this point we probably need to go with what we have in hand and just get the newsletter out.

Safety Committee Representative: Al Jellison emailed the following COMMITTEE REPORT:

The Safety Committee met 12:30 10/18/2013. The Committee reviewed OSHA/ BLS Standards and how Safety Works functions. Actions to be done for 2014 are:

- Recommend Al Jellison stay chair for another year
- Submit articles to Newsletter
- Do a Safety training session at both Spring/ Fall Conferences
- Work with BLS to keep MWWCA members updated on current issues
- Meet every three months or sooner

Collections Committee Representative: Matt Bodwell had no report. Their next meeting will be December 10th.

Residuals Committee Representative: John Leslie had no report.

Operator Challenge Committee Representative: Alex Buechner was absent. No report.

Industrial Committee Representative: Dan Welch had no report.

Young Professionals Representative: Paula Drouin emailed the following COMMITTEE REPORT:

1. Mentor/Mentee Program at the Fall Convention was a success. 9 mentees participated.
2. Moving forward, we are:
 - a. Building membership. Focusing on engaging members online. Looking into Skype (for meetings) and possibly a discussion forum on the website.
 - b. Continuing to develop an annual schedule of events, including ways to attract YPs to participate.
3. 2014 Budget Request

Item	2012	2013	2014
Seed money allotted from Personnel Advancement Committee	\$1,000	0	0
Fall Convention - Twitter Chase/ other vendor-related activity - Activity for YPs (e.g. zip lining) - Activity during golf day (fundraiser to give away a free JETCC class(es) to YPs)	0	\$400	\$700
Job Fairs - UMaine Career Fair, January 14 - USM Fall Technology Job Fair, November - Possibly 1-2 others (In collaboration with MWUA when possible)	---	---	\$400
Urban Runoff 5k - April 26, 2014 - YP race team t-shirts - Booth set up at post-race community festival with kid's activities and Water's Worth It merchandise to give away	---	---	\$400
Source to the Sea Trek (kayaking) - Summer, - Multiple dates/locations along the Androscoggin River. Hosted by Androscoggin River Watershed Council. Free event (donations accepted). Would like to get people to participate in 1-2 of the days.	---	---	\$100
Meetings (4-6) - Coffee/refreshments, possibly lunch depending on length of meeting and attendance. Would like to schedule meetings at different facilities and include a tour.	0	\$100	\$500
Gift Cards for trivia question winners (4 @ \$25 ea.) - YP section in each newsletter, and as a part of the piece a wastewater related trivia question will be posted. All correct answers will be put into an entry for a gift card.)	0	\$100	\$100
Misc - TBD and approved by YP committee - These funds were not used in 2013, but should be reserved for committee development.	0	\$500	\$500
Totals	\$1,000	\$1,100	\$2,700

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Awards Committee: Mary Waring reported on the following:

Norton True, John Hart & Mary Waring attended the Brunswick Sewer District Trustee Board meeting and re-awarded the Goodenow Award for the Outstanding Treatment Plant.

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



JETCC Report Maine Wastewater Control Association Monthly Meeting November 13, 2013

- **We're having a great turnout in classes so far this Fall.** Just concluded the 4-week Basic WW class with 22 students, most of whom took the test on Wednesday, November 13th.
- Would like to be sure everyone knows about the **“Trustees”** training scheduled for **Thursday Night, November 21 at Brunswick Sewer District**. This is a great way to make sure those decision makers understand the importance of the work you do and the needs of infrastructure maintenance.
- Other upcoming classes to think about:
 - **Fats, Oils, Grease in your WWCS?** November 20th at Northeast Harbor.
 - **DEP Issues in Augusta, December 4th**. This is the first DEP issues class in a couple of years. DEP Commissioner Patti Aho, and Bureau of Land and Water Quality Director, Mickey Kuhns will be there, and this is a great opportunity to learn what's been going on with the department.
 - Seeking an advanced course to gain a better hands-on understanding of the wastewater treatment practices! Check out *Optimizing Activated Sludge Systems with Solids Flux Analysis on December 5th at Portland Water District's WWTP*.

JETCC's Spring 2014 training calendar is being developed! Call now to request training in your location or if you would like to assist by teaching a class!

Detailed descriptions of all courses on JETCC's table or visit www.jetcc.org

➤ **The Spring Wastewater Operator Exam is Wednesday, May 14, 2014.**

Applications are due to JETCC on March 28, 2014.

WEB Developer: Steve Lane was absent.

MMA Rep: Joan Kiszely had no report.

1st Vice President Report: Aubrey Strause reported on the following:

- Non-Diseriables had fifth Pre-education campaign sewer clog sorting
- Sent 20 thank you letters to those that donated

2nd Vice President Report: Tom Connolly had no report.

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Immediate Past President Report: Jeff McBurnie had no report.

Other New Business:

2014 Administrative Services Agreement: Motion made by Jeff McBurnie, seconded by Mary Waring, all approved the 2014 Administrative Services Agreement with the 1.75% increase. Eric Conrad indicated that MMA appreciates them and thanked them for doing business with us.

Adjournment: Motion made by Mac Richardson, seconded by Al Jellison, all approved to adjourn the meeting at 12:55 p.m.