

FINAL

**MWWCA Executive Board Meeting
Friday, October 19, 2012
Maine Municipal Association
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, Stacy Thompson, Matt Timberlake and Joan Kiszely.

Absent: Jeff McBurnie, Tom Wiley, David Anderson, Steve Lane, Chris Higgins, Matt Bodwell, John Leslie.

Call to Order: Vice President Travis Peaslee called the meeting to order at 9:10 a.m.

Correspondence Folder: The correspondence folder was not available for circulation.

Approval of Minutes: Motion made by Al Jellison, seconded by Dan Welch, all approved the minutes of July 27, 2012.

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

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

DEP Update for MWWCA Meeting 10/19/12

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 has reviewed the rule and approved with the condition that for low dilution situations, the Department fully assess impacts of mass only limits to ensure in-stream criteria are met at lower effluent flows.

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, which is submittal to EPA for review and approval as part of the water quality standards docket, by early November.

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

Staffing Changes

DWQM is in the process of hiring two MEPDES/WDL permit writers to fill the vacancies created when Robert Stratton and Phyllis Rand left the Department. We hope to have the positions filled by early November.

Status of Discharges Report

The Department's annual Legislative Report *Status of Licensed Discharges* is available on the Department's webpage at: <http://www.maine.gov/dep/legislative/reports.html>

The report summarizes a variety of licensing, compliance, enforcement, and needs information for POTWs.

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

10/19/2012

Gil St. Pierre of Presque Isle traveled to New Hampshire as part of Maine's Operator for the Exchange Program. Gil visited the Rochester, Dover, Nashua and Concord Plants as well as attended the New Hampshire Associations Fall Meeting.

Ray McNeil from Dover New Hampshire traveled to Maine as New Hampshire's Operator for the Exchange Program. Ray visited Sanford, Saco, Gardiner and Carrabassett Valley Wastewater System. Ray also attended the Maine Wastewater Conference at Sugarloaf.

I worked with the NEWEA Awards Committee to finalize nominations for this year's annual Conference in Boston. There will be four Maine award receipts at this year's annual conference.

I have submitted an article for the fall NEWEA Journal. Thanks to Darold Wooley for all the photos of our fall conference.

Operator Exchange WEFTEC 2012 – A very respectful showing from the Maine Team.

Maine took first place in the process control event and placed 4th overall in division #2.

Their process score beat all of the division #1 teams.

NH took a first place in the process control for division #1 and was last overall.

Massachusetts finished 26th out of 28 teams for division #2

Vermont finished 12th out of 28 teams also in division #2.

November 28, 2012 NEWEA is having a Government Affairs Meeting and I hope to have dates of the DC fly-in and other efforts coming for 2013.

I will be attending the NEWEA Executive Committee meeting in November.

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

Charles M Applebee

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Old Business:

2012 Strategic Planning Session:

Travis Peaslee gave a brief update on the following:

- Develop Criteria for future Fall Conventions: André Brousseau and Bob Poirier met with the Vendors at a round table at the 2012 Fall Convention and developed a list of vendor “needs” and “wants”. These criteria will be added to the existing list the committee uses to select event locations, with the goal of increasing vendor participation and membership.
- Tom Wiley and Jeff McBurnie are working on plans to increase the number of contractors in Association membership, and should have an update at the next meeting.
- Develop sponsorship levels: This came across negative from the round table discussion with the vendors. Vendors expressed some concern about discontinuing the traditional sponsorship practice completely. Travis and André may reconsider a one-time sponsorship option and develop a hybrid, more flexible approach.
- MWWCA has worked with JETCC to develop a Facilities Directory. The document will be placed on the website in a members-only section. Travis spoke with Joan Kiszely to add member information to the website. We also have an updated vendor list to be put on the members-only section of the website. The members-only section will be added to the new website in the near future.

Aubrey Strause gave a brief update on the following:

- MWWCA has been registered for the University of Maine Career Fair, to be held in Orono on January 30, 2013. New outreach materials need to be developed in advance, and we’ll review the materials that were developed for the last one. André suggested inviting Maine Water Utilities Association to share the booth space with MWWCA. Aubrey will follow up with them.

New Business:

Government Affairs Committee Representative: David Anderson was absent. Aubrey Strause gave an update on the following:

- Over the past month a few groups have had meetings to find an approach to contract with a legislative advocate. Members have split up to do pre-screening interviews with attorneys at both Preti-Flaherty and Eaton-Peabody and plan a third with Pierce Atwood. Based on those meetings, the group needs to develop an RFP with specific scope of work and responsibilities. The board charged David Anderson’s committee to develop this RFP.

Laboratory Committee: June Mooney had no report.

Membership: Chris Higgins was absent. Al Jellison indicated we have 733 members paid to date.

Pretreatment Committee: Tom Wiley was absent. He emailed Joan Kiszely to report the next committee meeting will be in December.

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Personnel Advancement Committee: Aubrey Strause reported on the following:

- Aubrey confirmed that she will step down as chair of the Personnel Advancement Committee when her term expires on December 30, 2012, but will stay heavily involved through the Spring Conference. She has confirmed several members that are interested in being on the committee and will set up a meeting in the Portland area in November to discuss the process with these members and start planning for the Spring Conference.
- She thanked everyone that assisted the PAC to coordinate technical sessions for the 2012 Fall Convention. She indicated that even though there were some last-minute cancellations, the replacement speakers did a great job and ended up with excellent reviews.

Convention Committee: André Brousseau reported that 194 were in attendance at the Fall Convention. He also noted that he has signed a contract for 2013 Fall Convention with Sugarloaf. The joint conference with the Maine Water Utilities Association will be February 5 & 6, 2013 at Holiday Inn, Portland, with the luncheon on February 6th and the wastewater sessions on February 5, 2013. He noted he has lined up the sessions for this conference. They include: “Construction Collaboration with Water, Sewer, and Town Entities” (Michael Hanson, Superintendent Sanford Sewerage District and David Parent, Superintendent Sanford Water District), “Blueprint Reading” (Mike Stein and Brian Cataldo, Woodard & Curran), “DEP Method Update Rules” (Sterling Peirce, MEDEP), “Trench Safety & Confined Space” (Tyler Servery, United Rentals), and “7Q10 & Monthly Stream & River Flows (Greg Stuart, USGS).

He noted he has a contract for Ski Day at Saddleback. It was the consensus that Ski Day would be on March 8th. He indicated that the Spring Conference is April 26th at the DoubleTree Hilton in Portland. It was noted that the North Country Conference is April 3 and 4th, 2013.

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



Public Relations Committee Report

October 2012, 2012

Prepared by: Matt Timberlake

1. SRF outreach update
2. Update of work with the MWUA PAC
3. Career Fair at Leavitt High School with MWUA feedback
4. 2012 University of Maine Career Fair
5. Maine Clean Water Week Poster Contest update - Need to clarify prizes. A few different versions were published and winners are asking.

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

6. 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: Mac Richardson reported that the Communications Committee has a newsletter going out the first week of November. He would like everyone to submit articles by October 26th. He noted he does not have a lot of material at this time for the newsletter. The following articles are currently included in this issue: Spring Conference announcement, Fall Convention review, Ski Day announcement, Career Fair in Orono announcement, Strategic Plan update Operator Exchange (two articles; one from each Gil St. Pierre and Ray McNeil), article by Spring 2012 Operator Scholarship winner, Joint Conference with MWUA announcement, and an Ops Challenge article.

Aubrey Strause reported that the new website is up and running. The website has been created to use a Content Management System to keep material on the website up-to-date, and she's learning how to use it. Currently, Steve Lane, Mac Richardson, Paula Drouin, Matt Timberlake, JETCC, and MMA have also been given accounts for the CMS on that system. Once she's comfortable with it, she will host a meeting and provide training to the others and to review rules and procedures for the new website.

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

Collections Committee Report

- The committee met on June 12th, 2012.
- Topics Discussed
 - Charles Perry Award nominees
 - Awarded to Tim Haskle
 - New member recruitment
 - Training Course
 - Suggested Topics
 - CSO / Flow Monitoring
 - Asset Management
 - Pipe Inspection / CCTV
 - Manhole & Pipe Line Cleaning
- Action Items
 - Work with Awards Committee on awarding the Charles Perry award.
 - Work with MWWCA on getting training course suggestions.

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Residuals: John Leslie was absent.

Operations Challenge: Alex Buechner introduced Stacy as a fellow member of the Ops Challenge team, and indicated that he was pleased on how the team did at WEFTEC in New Orleans. They took 4th out of 28 teams. It was requested that Alex Buechner do an article for the newsletter. Alex Buechner thanked everyone for their support.

Industrial Representative: Dan Welch indicated he had no report. He thanked everyone for the award he received. There was a brief discussion on how to get more Industrial Pretreatment nominees for the award.

Awards Committee: Mary Waring had no report. She did indicate that she is running low on the medallions and that now might be a good time to change the Association's name and/or logo. She is looking for feedback on this question. It was noted that this could be discussed at the 2013 Strategic Planning Session. It was suggested that we do an email to ask the membership for suggestions but there were mixed responses. Travis Peaslee noted he wanted to table this until January 2013. Mac Richardson stated that he will write his Soapbox feature for this newsletter around the name-change topic.

Young Professionals: Paula Drouin was absent.

JETCC Committee Representative: Leeann Hanson submitted the following written COMMITTEE REPORT: Represented JETCC at today's meeting



Maine Wastewater Control Association Convention JETCC Report for October 19, 2013

The Fall Training Schedule is well under way

- On October 16 we kicked off a new 4 week (24 hour) Basic WW class with 27 students
- Space is available in all upcoming classes.
- A good class for exam prep is "Hands-On Laboratory Testing" on November 7 in Brewer.
- For more advanced Lab personnel we are offering "Laboratory Certification" with Andy Fish in Yarmouth on October 30 & 31.
- On December 19, JETCC is partnering with Maine Water Utilities Association on Disinfection Practices: From Source to Estuary"

The 4th Year of Management Candidate School began on October 10 with 19 students

One again class is evenly divided between WW and DW Operators! Thank you to all who helped promote and make this class possible! As of the Fall convention we were unsure we would have enough interest to conduct a 4th year. JETCC will soon invoice MWWCA for their sponsorship.

We are already getting ideas for Spring 2012 Training Schedule

Please forward suggestions to JETCC and also let Leeann know if you would like to hosts a particular class

Mark your calendar for The **North Country Convention** scheduled for April 3 & 4, 2013 in Presque Isle

Exam Dates

The Fall exam will take place on Wednesday November 14th. 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
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www.jetcc.org**

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WEB Developer: Steve Lane was absent.

MMA Rep: Joan Kiszely had no report.

1st Vice President Report: Travis Peaslee wanted to know where all the pictures are that Darold Wooley took at the 2012 Fall Convention. Joan Kiszely noted she has a disk in her office and will give it to Aubrey Strause.

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

Immediate Past President Report: Paul Rodriguez was absent.

Other New Business: Travis Peaslee requested all the board members to submit their budget requests to him by November 9, 2012.

Adjournment: Motion made by Al Jellison, seconded by Dan Welch, all approved to adjourn the meeting at 11:00 a.m.