Approved

MEWEA Executive Board Meeting
Thursday, March 9, 2017
Senator Inn & Spa
Augusta, Maine

MINUTES

Attendance: Matt Timberlake, Paula Drouin, Al Jellison, Tim Haskell, Stacy Thompson, Jeff McBurnie, Lenny Blanchette, Andy Wendell, Mary Waring, Dan Welch, Zach Henderson, Brian Kavanah, Fred Dillon, Alicia Gaudet (MMA); Howard Carter (guest), Nick Konstantoulakis (guest), Amanda Smith (guest), Andy Rudzinski (guest), Leeann Hanson (guest)

Absent: Travis Peaslee, Scott Firmin, Mac Richardson, Tom Connolly, Mike Guethle, Dave Beauchamp, Alex Buechner

Call to Order: President Matt Timberlake called the meeting to order at 9:11 a.m.

Correspondence Folder: Matt Timberlake passed around documents included in the Correspondence folder.

Minutes: Motion made by Jeff McBurnie, seconded by Al Jellison, all approved the January 20, 2017 minutes as is.

Treasurer’s Report: Al Jellison reported on the December financial report, indicating that everything was in order. There was a brief question and answer period. Motion made by Jeff McBurnie, seconded by Stacy Thompson, all approved the December financial report.

DEP Update: Brian Kavanah reported on the following:

- Thanks to MeWEA/MWUA for Legislative Breakfast
- Good chances for Water Quality Bond
- Bills in legislature:
  - Water Quality Standards Bill, 7Q10
  - LD881 to allow licensing of satellite community collection systems
- Tracking current operator certification; certification no longer valid if unpaid by March 1st. DEP will send letters to those operators of record needing to be in compliance.

New Business:
- Discussion regarding credits for storm water sessions at MEWEA conferences
Washington, D.C. Fly-in Attendees: Krystal Flagg, Livermore Falls and Chris _, Hartland

Old Business:
Strategic Plan Committee: The ad hoc committee met last week to discuss restructuring the executive committee. They are still tweaking and outlining a plan. They will make a presentation at the April Strategic Planning Meeting for final feedback. Hopefully the resturing plan will be ready for a vote by the membership at the Fall Convention. Jeff McBurnie suggested
that Matt Timberlake communicate the reasons why these strategic changes are being made, perhaps through the newsletter.

Government Affairs Representative: Tim Haskell submitted the following written COMMITTEE REPORT:

COMMITTEE / OFFICER REPORT

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

EXECUTIVE COMMITTEE MEETING DATE: March 9 2017
COMMITTEE/OFFICE NAME: Government Affairs
CHAIR/OFFICER NAME: Tim Haskell
RECENT ACTIVITIES: Legislative Breakfast Legislative Breakfast Legislative Breakfast
Legislation tracking, trips to state house, finalize our bill LD 1068 with sponsor and cosponsors, review all above with our lobbyist

DECISIONS MADE: Need to review current legislation with Board and confirm action plan

MEETINGS HELD/ATTENDED: MWUA Legislative Committee, numerous phone conferences to set up Leg. Breakfast, trips to state house, delivered Clean Water Week Calendars to ENR, MRC, EUT

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Track legislative calendar for hearings and workshops.

OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Tim Haskell
DATE SUBMITTED: 3/2/17
DISTRIBUTION:

X MMA Affiliate Liaison
Executive Committee Meeting
Newsletter
Other:

Please check if item should be expanded for external release. □
Government Affairs Representative: Tim Haskell submitted the following written COMMITTEE REPORT:

Tim Haskell distributed handout of bills in front of the legislature for this session. MeWEA bill is LD759. Tim will be getting in front of Legislative Committees. Concerns were raised about LD699.
COMMITTEE REPORT:

EXECUTIVE COMMITTEE MEETING DATE: March 9, 2017
COMMITTEE/OFFICE NAME: Laboratory Committee
CHAIR/OFFICER NAME: Andy Wendell

RECENT ACTIVITIES:
Andy made contact with Judy Bruenjes of the Maine DEP to discuss setting up a meeting day/time to discuss lab-committee related items such as unfinished SOPs to be offered to MeWEA members. A meeting was agreed to in principle, but schedules must still be rectified to find a mutually acceptable date and time. Other items discussed by phone included possible lab & science related classes to be offered at JETCC’s North Country Convention and MeWEA’s fall conference. Andy agreed to collaborate with Judy on a TBD lab presentation for the NCC. Andy also informed Leann Hanson of JETCC that he’d offer an ethics training seminar on both NCC days in order to ensure that any participants from any of the Maine Certified Labs in that region will have a chance to attend and fulfill that annual requirement.

Andy also contacted Jennifer Jamison of the Maine Lab Cert Program to discuss LCP ethics training requirements. Ethics training is also referred to as ‘Data Integrity Training’. Andy already developed an Ethics training PowerPoint for ClearWater Lab in-house purposes, but has also offered that training to several other facilities, including two in the Presque Isle area. It was already understood that ideally such an ethics program should exist for each facility for the purpose of training new employees, such training is accepted from external sources. It is however important that attendees are able to take home written documents for later reference, and Jennifer also said it is also important that part of the training should also be facility-specific.

The Data Integrity Training details relate to MeWEA because it is a lab committee goal to offer some sort of Ethics materials along with the QA Manual and SOPs we wish to make available to our members. I asked Jennifer if MeWEA offered a basic Data Integrity PowerPoint, would that satisfy the Lab Cert requirement. She said that it could, provided that written documents are made available and some mechanism is included for the facility itself to tailor part of the talk.

DECISIONS MADE: None
MEETINGS HELD/ATTENDED: Discussion only for setting up a meeting between Andy and Judy.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES:

OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Andy Wendell
DATE SUBMITTED: March 1, 2017

DISTRIBUTION:
X MMA Affiliate Liaison
X Executive Committee Meeting
X Newsletter
Other: 

Please check if item should be expanded for external release. □

Membership Committee: Vacant
Dan will write disclaimer to put on website under the BMP’s the committee has posted. Paula recommended that this go in the Members Only section. Matt Timberlake felt that the risks to MeWEA are minimal.
Dan will be reaching out to the Maine Brewer’s Guild, to discuss their wastewater regulation policies. There is a national program for brewers concerned with clean water.
Personnel Advancement Committee Representative: Travis Peaslee submitted the following written COMMITTEE REPORT:

COMMITTEE / OFFICER REPORT

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

GUIDELINE FOR OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: March 9, 2017
COMMITTEE/OFFICE NAME: Personnel Advancement
CHAIR/OFFICER NAME: Travis Peaslee

RECENT ACTIVITIES: Finalized spring sessions with DW and DEP TCH approvals. Contacted PAC members that cannot attend the next meeting to discuss session ideas. Also contacted the Safety, Collection system, and Lab committee chairs to see if they could provide session ideas for the fall convention.

DECISIONS MADE:

MEETINGS HELD/ATTENDED: Attended MWUA joint show where we offered a total of 8 training sessions.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Stacy is helping solicit moderators for the spring conference at the EC meeting and will work with the PAC to fill any vacant spots.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: March 7th 10-noon at PWD east end facility to start planning fall convention sessions.

OTHER RECOMMENDATIONS & MISCELLANEOUS:
Reminders will be sent to spring conference speakers and moderators in the next couple weeks.

REPORT SUBMITTED BY: Travis Peaslee
DATE SUBMITTED: 2/23/2017

DISTRIBUTION: MMA Affiliate Liaison
Executive Committee Meeting
Other: 

----------------------------------------------
NEWSLETTER

Please check if item should be expanded for external release. ☐
**COMMITTEE / OFFICER REPORT**

**MAINE WATER ENVIRONMENT ASSOCIATION**  
Local Government Center  
60 Community Drive  
Augusta, ME 04330  

**GUIDELINE FOR OFFICER / COMMITTEE REPORT**

<table>
<thead>
<tr>
<th>EXECUTIVE COMMITTEE MEETING DATE:</th>
<th>N/A</th>
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<tbody>
<tr>
<td>COMMITTEE/OFFICE NAME:</td>
<td>Convention Committee</td>
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<td>CHAIR/OFFICER NAME:</td>
<td>Stacy Thompson</td>
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<td>RECENT ACTIVITIES:</td>
<td>Spoke with Elaine from Cliff House to see what they had to offer in the Fall Convention department. Prices most likely will be an issue, but I can wait to share what she has when I get it. MWUA trade show seemed well attended and when I talked Bruce, he said they had actually cut off online registration because of such a high number. I didn’t hear of any complaints and I thought the sessions were good overall.</td>
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<td>DECISIONS MADE:</td>
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<tr>
<td>MEETINGS HELD/ATTENDED:</td>
<td>N/A</td>
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<td>ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:</td>
<td>N/A</td>
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<td>NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES:</td>
<td>Ski Day March 24th and Spring Conference April 14th.</td>
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<td>OTHER RECOMMENDATIONS &amp; MISCELLANEOUS:</td>
<td>N/A</td>
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<td>REPORT SUBMITTED BY:</td>
<td>Stacy Thompson</td>
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<tr>
<td>DATE SUBMITTED:</td>
<td>February 28, 2017</td>
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| DISTRIBUTION: | X MMA Affiliate Liaison  
X Executive Committee Meeting  
Other: |

Please check if item should be expanded for external release. □

Stacy spoke with Cliff House after this report was submitted; room prices will be too high. Samoset Resort may be an option. Downside to Sebasco Harbor Resort is that golf is not on site. Nick K. recommended Poland Spring Resort. Concerns raised regarding the Sunday River Golf Club ownership issue. Howard Carter has contract with Harris Golf (previous owners) for 2017.
Matt Timberlake will work on a lunch speaker for the spring conference.

Public Relations Committee Representative: Vacant position.

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<th>Safety Committee Representative: Tom Connolly submitted the following written COMMITTEE REPORT:</th>
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<tr>
<td>Absent</td>
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Communications Committee Representative: Mac Richardson submitted the following written COMMITTEE REPORT:
GUIDELINE FOR OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: March 9, 2017
COMMITTEE/OFFICE NAME: Communications Committee
CHAIR/OFFICER NAME: Mac Richardson
RECENT ACTIVITIES: Everyone should have received the February issue of the newsletter via email by now.

DECISIONS MADE

MEETINGS HELD/ATTENDED: None
ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Feedback on the newsletter and a new communications chair desired.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: The next deadline for material is June 2, 2017.

OTHER RECOMMENDATIONS & MISCELLANEOUS: We have not had any advertisements sent in. If anyone is interested or can encourage companies to advertise, we are pretty inexpensive.

REPORT SUBMITTED BY: Mac Richardson
DATE SUBMITTED: February 23, 2017
DISTRIBUTION: MMA Affiliate Liaison
Executive Committee Meeting
Other:

NEWSLETTER

Please check if item should be expanded for external release.

Collections Committee Representative: Dave Beauchamp submitted the following written COMMITTEE REPORT:

Absent

Residuals Management Committee Representative: Jeff McBurnie reported on the following:

- Rulemaking, Chapter 418 is being revised. There was a stakeholders meeting last week attended by the DEP Commissioner. A draft for public review should be ready by April or May.
➢ Discussion regarding land application of biosolids.

**Ops Challenge Committee Representative:** Alex Buechner

➢ Training Day upcoming in Holyoke, MA

**Industrial Committee Representative:** Position vacant.
Young Professionals Committee Representative: Mike Guethle submitted the following written COMMITTEE REPORT:

COMMITEE REPORT

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center : 60 Community Drive : Augusta, ME : 04330

Executive Committee Meeting Date: March 9 2017
Committee/Office Name: YP Committee
Chair/Officer Name: Mike Guethle

Activities/Tasks Since Previous Report (Last report submitted on 1/20/2017):

✓ January 25, 2017: ACE Mentoring Meet & Greet, Oxbow Brewery (Portland)
  o ACE is a group in the Portland area that mentors high school students on STEM fields. Mike attended to discuss their networking event on January 25th to see if there is any opportunity to partner for students who may be interested in water/wastewater/stormwater. No further action on this item.

✓ January 27, 2017: MEWEA Family Ice Skating at Thompson’s Point (Portland); 5:30-8:00 PM.
  o Repeating last year’s family day at Thompson’s point as a way to get together as a group, internally, in a more laid-back situation.
  o 16 attendees
  o Event is growing and will continue to participate in going forward

Meetings Held/Date/Attendee Information:

✓ January 17; event location: Augusta DEP
  o Discussed upcoming events and spring plans
  o Discussed committee goals for 2017
  o Planned for upcoming events

Upcoming Activities:

✓ Next meeting: March 22; event location: Wright-Pierce Portland
  o Plan Urban Runoff, Spring Convention attendance, re-coup for summer activities

✓ April 22: Urban Runoff, Deering High School
  o Registration is live! Please sign up under the “Maine Water Environment Association” Group: https://racewire.com/register.php?id=7087
  o Booth & Activity: Booth is to be standard set-up. Activity will be Eimhoff cones and display, which places treated wastewater next to drinking water to indicate the minor difference between the two.
  o Hoping to have assistance setting up the booth. Any volunteers? Please?
  o Shirts: Mike to reach back out to Paula re: shirts
  o Reached out to Stormwater Group for additional assistance/stormwater demo

Coordination Items With Other Committees: NONE

Items for Discussion with Executive Committee: NONE

Other Recommendations & Miscellaneous:

Report Submitted By: MAG/YP Chair
Date Submitted: January 2017
Distribution: Executive Committee Meeting

Please remember to submit quarterly newsletter articles
Awards Committee Representative: Mary Waring reported the following:

- Reminder to committee chairs to let Mary know if they need to get awards made to present at the Spring Conference.

JETCC Committee Representative: Leonard Blanchette reported on the following:

- Leeann Hanson passed out Committee Report.
- Request to renew Mark Holt’s appointment to JETCC Board for 3 year term.
  Motion made by Jeff McBurnie, seconded by Al Jellison, all approved.
- Discussed concerns with the aging workforce.
- Will graduate 150th management school student at Fall Convention. Would like to present something special to the graduates.
- Leeann requested feedback regarding curriculum through the community colleges.
New Media Representative: Paula Drouin submitted the following written COMMITTEE REPORT:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

EXECUTIVE COMMITTEE MEETING DATE: 3/9/2017
COMMITTEE/OFFICE NAME: New Media
CHAIR/OFFICER NAME: Paula Drouin
OTHER RECOMMENDATIONS & MISCELLANEOUS:

• I renewed our post on the UMaine career page (links to our career opportunities page on the website).

• Update on social media followers:
  Facebook: 234
  Twitter: 745

  “Maine Water Professionals Discussion forum on Facebook”: 66 members.

  Please spread the word about this. It is an excellent way for folks to connect!

REPORT SUBMITTED BY: Paula Drouin
DATE SUBMITTED: 3/1/2017
DISTRIBUTION:

X MMA Affiliate Liaison

X Executive Committee Meeting

Newsletter

Other:

Please check if item should be expanded for external release □
Stormwater Representative: Zach Henderson and Fred Dillon submitted the following written COMMITTEE REPORT:

MAIN REPORT

COMMITTEE / OFFICER REPORT
MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

EXECUTIVE COMMITTEE MEETING DATE: March 9, 2017 (submitted 2/28/17)
COMMITTEE/OFFICER NAME: Stormwater Committee
CHAIR/OFFICER NAME: Zach Henderson & Fred Dillon (Co-chairs)

RECENT ACTIVITIES:
- 1/30/17: coordinated statewide stakeholder meeting at MMA for MS4 clusters to share perspectives on 2018-23 MS4 General Permit renewal provisions and process.
- 1/30/17: participated in meeting with DEP permit writer Gregg Wood to begin MS4 General Permit discussions in preparation for formal permit negotiation process.
- 1/30/17 & 2/27/17: participated in meetings with Maine Water Utilities Association and Maine Rural Water Association to provide assistance for development of statewide public water line flushing BMP manual.
- 2/7/17: Coordinated and moderated technical session on Low Impact Development for joint MEWEA-MWUA Conference.
- Submitted article on MS4 General Permit renewal process and reviewed / edited article on Casco Bay Estuary Partnership for Feb. 2017 MEWEA Newsletter.
- Working with Government Affairs Committee to develop display / presentation for 2017 Legislative Breakfast.

DECISIONS MADE: See above

MEETINGS HELD/ATTENDED: See above

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: None

NEXT MEETING/OR OTHER IMPORTANT DATES/DEADLINES: Committee to meet again some time in spring 2017; 3/23/17: DEP-led stakeholder meeting to discuss MS4 General Permit renewal process.

OTHER RECOMMENDATIONS & MISCELLANEOUS:
1) The Stormwater Committee would like to request modifications to the membership page of the MEWEA website (and membership form) to be more inclusive of stormwater management professionals.
2) The Stormwater Committee would like to request approval from the Executive Committee for MEWEA to become a formal Member Organization (MO) of the newly organized National Municipal Stormwater Alliance. Annual membership dues are $500. Zach Henderson will act as Voting Member for NMSA and Fred Dillon will act as Alternate Voting Member. These can be modified at any time by the MO.

REPORT SUBMITTED BY: Zach Henderson & Fred Dillon
DATE SUBMITTED: 3/1/17

DISTRIBUTION:
- MMA Affiliate Liaison
- Executive Committee Meeting
- Newsletter
- Other:

Please check if item should be expanded for external release: ☐

- Maine Stormwater Conference: Zach and Fred will be coming to the board regarding sponsorships soon. Committee is currently planning, jointly with NEWEA. Conference will be at Holiday Inn by the Bay in Portland.
- Zach requesting committee meeting at MeWEA Spring Conference. Will work with Stacy on where/when.
- Committee hoping for board support of becoming a member organization of the National Municipal Stormwater Alliance. Motion made by Jeff McBurnie, seconded by Tim Haskell, all approved.

<table>
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<th>President Matt Timberlake submitted the following written REPORT:</th>
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Please visit the link below to view the Weekly President’s messages:

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

EXECUTIVE COMMITTEE MEETING DATE: 3/9/2017
COMMITTEE/OFFICE NAME: Vice President
CHAIR/OFFICER NAME: Paula Drouin
NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES:
I will be attending the following:

- Maine Sustainability and Water Conference - 3/30 @ Augusta Civic Center. Representing MEWEA.
- Spring Conference - 4/13-4/14 @ Ramada Lewiston. Currently working on strategic planning session.
- Urban Runoff – 4/22 @ Deering High School in Portland. Participating in race as part of the MEWEA team and public outreach.
- North Country Convention - 4/26 – 4/27 in Presque Isle to represent MEWEA and offer laboratory training. I have never been to this convention or met with the folks up north. I would like to bring the MEWEA booth and offer information about our association as well as learn what the needs of the water professionals there are.

REPORT SUBMITTED BY: Paula Drouin
DATE SUBMITTED: 3/1/2017
DISTRIBUTION:

MMA Affiliate Liaison

X Executive Committee Meeting

Newsletter

Other:

Please check if item should be expanded for external release □
2nd Vice President Stacy Thompson submitted the following written REPORT:

COMMITTEE / OFFICER REPORT

MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

GUIDELINE FOR OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: N/A

COMMITTEE/OFFICE NAME: Second VP

CHAIR/OFFICER NAME: Stacy Thompson

RECENT ACTIVITIES: Nothing to report at this time.

DECISIONS MADE: N/A

METINGS HELD/ATTENDED: N/A

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: N/A

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: N/A

OTHER RECOMMENDATIONS & MISCELLANEOUS: N/A

REPORT SUBMITTED BY: Stacy Thompson
DATE SUBMITTED: February 28, 2017

DISTRIBUTION: X MBA Affiliate Liaison
               X Executive Committee Meeting
               Other: __________________________

NEWSLETTER

Please check if item should be expanded for external release. □
6. Other New Business

- Al Jellison asked how much we should bill supporters of the Legislative Breakfast.
  - Tim Haskell will follow-up with major organizations MRWA, NEIWPCC, AGC, MWUA, MEWEA

- Lenny Blanchette requested a letter of support for the additional funding request that JETCC will present to the legislature. Matt Timberlake will do this.

- Tim Haskell was contacted by Rob Wood from the Nature Conservancy. They have a small energy grant, and are looking to pinpoint wastewater systems to save energy.

- Tim Haskell reported on Kittery Water, KKW, York Sewer, York Water effort; Tim would like MeWEA to link to this on our website.

- Tim Haskell has additional calendars for distribution.

- Howard Carter gave a WEF update: developing pitches, redoing membership classifications, new training manual, working with Association Boards of Certification on new certification exam (coordinating operator certification across the US), Worldwide Water Day

Adjournment: Motion made by Al Jellison, seconded by Jeff McBurnie, all approved to adjourn the meeting at 11:38 a.m.