Approved

MEWEA Executive Board Meeting
Friday, November 17, 2017
MAINE MUNICIPAL ASSOCIATION, AUGUSTA

MINUTES

Attendance: Matt Timberlake, Paula Drouin, Mary Waring, Mac Richardson, Andy Wendell, Tim Haskell, Brian Kavanah, Scott Firmin, Leonard Blanchette, Phil Tucker, Jeff McBurnie, Travis Peaslee, Zach Henderson, David Beauchamp, Stacy Thompson and MMA - Joan Kiszely.

Absent: Bryanna Denis, Alex Buechner, Mike Guethle, Fred Dillon, Dan Welch, Mo Dube, Tom Connolly

Guest: Bruce Berger, Eric Conrad

Call to Order: President Matt Timberlake called the meeting to order at 9:00 a.m.

Correspondence Folder: Matt Timberlake listed the multiple documents included in the Correspondence folder.

Minutes: Motion made by Jeff McBurnie, seconded by Paula Drouin, all approved the October minutes.

Treasurer’s Report: Jeff McBurnie reported on the September financial report, indicating that everything was in order. There was a brief question and answer period. Motion made by Mac Richardson, seconded by Tim Haskell, all approved the September financial report.

DEP Update: Brian Kavanah reported the following:
- They are starting to consider MEWEA Proposal to Modify the Operator’s Certification qualifications. They need to update the rules and include a reference to the new operator training program.
- Brian is interested in brainstorming ways that DEP can support MEWEA with promoting the bond issue and securing sustainable funding.
- The new EPA Region 1 Administrator is Alexandra Dapolito Dunn.
COMMITTEE / OFFICER REPORT

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

EXECUTIVE COMMITTEE MEETING DATE: November 17, 2017

COMMITTEE/OFFICE NAME: NEWEA Representative

CHAIR/OFFICER NAME: Mac Richardson

RECENT ACTIVITIES:

Put on a training session with Matt Nov 17Timberlake, Amanda Smith, and Ryan Wadsworth at the University of Maine (ASCE student chapter meeting) on November 1. I believe it was well received by the students and something that is valuable for MEWEA.

DECISIONS MADE: None? At the NEWEA executive committee meeting there was a good deal of discussion about getting more people from New England involved in judging the Operations Challenge events at WEF Tech.

MEETINGS HELD/ATTENDED: Attended NEWEA Executive committee meeting in Framingham on Tuesday, Nov 7.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: NEWEA Annual conference in Boston January 21 (Sunday) to January 24. Once again this year there is an emphasis on getting young professionals – including students who attend FREE – to attend.

OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Mac Richardson

DATE SUBMITTED: Nov 13, 2017

DISTRIBUTION:

MMA Affiliate Liaison

Executive Committee Meeting

Newsletter

Other:

Please check if item should be expanded for external release. □
Old Business:
**NMCC Steering Committee:** Matt Timberlake indicated they are looking for someone to serve on this committee. Andy Wendell indicated he is already on this committee. Jeff McBurnie indicated he will back him. John Belyea has been hired to administer the Operator Training Program at NMCC.

**Update on LD881:** Len Blanchette submitted a report on this.

**Update of Wastewater Training Credits:** No update

New Business:

**Guest: Eric Conrad reported on the following:**
Proposed 3% increase in 2018 Administrative Services Agreement

Credit Cards – Changes will be coming the end of 2018

Motion made by Mac Richardson, seconded by Jeff McBurnie, all approved the proposed 3% increase for the MMA 2018 Administrative Services Agreement in the amount of $17,750

MMA is working on a Municipal Work Force Recruitment Campaign – Social Media

**2018 Draft Budget Review:** Jeff McBurnie reviewed the 2018 proposed budget with the Executive Committee. Paula Drouin will work with Jeff McBurnie to finalize the budget and bring it back to the Board at the December Executive Board Meeting.
Committee Reports:

Government Affairs Update: Len Blanchette reported the following:

Attended the November 14th a meeting of the workgroup on Satellite Collection System permitting.

Action Plan: Appears there will be a recommendation for MDEP to register SSCS’s. Have simple registration process with a small annual fee. The registration would include system owner, contact info, a brief description of the facility with location of pump stations, system map, etc. Still debating requirements for O & M, but compromise position is likely to include the same SSO reporting requirements as licensed facilities, and spill reporting requirements for satellite facilities. Boyd Snowden (Oakland) volunteered to draft a sample form.

Next meeting: November 28th, 2 pm at DEP, Augusta.
Government Affairs Committee Representative: Len Blanchette (member) 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: Nov 17, 2017

COMMITTEE/OFFICE NAME: Govt. Affairs

CHAIR/OFFICER NAME: by member Len Blanchette


DECISIONS MADE: None at this time.

MEETINGS HELD/ATTENDED: October 03 & 17, 2017: Nov 14, 2017

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Report: Appears there will be recommendation for MDEP to license SSCS’s. Have simple license w/small annual fee. Still debating requirement for O&M Plan and Asset Management.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Dec 05, 2017

OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Len Blanchette

DATE SUBMITTED: 11-13-17

DISTRIBUTION:

MMA Affiliate Liaison
Executive Committee Meeting
Newsletter
Other:

Please check if item should be expanded for external release. □
Executive Committee Meeting Date: 11/17/2017

Committee/Office Name: Government Affairs

Chair/Officer Name: T. Haskell

Recent Activities: Review carry over bills, coordinate date of legislative breakfast, monitor new bills and follow Legislative Council actions, continue work on LD881, work on sustainable funding committee member recommendations.

Decisions Made: Set date for legislative breakfast.

Meetings Held/Attended: Stormwater Conference, Len Blanchette continues to coordinate and attend LD 881 working group meetings.

Action Plan Committee/Officer Assignments: Several members will be attending ENR review hearing on 11/15/2017, Len Blanchette heads working group for LD 881.

Next Meeting/Other Important Dates/Deadlines: November 30 +/- final decisions on new bills to go forward, need to finalize speaker and other items for legislative breakfast and coordinate with other associations.

Other Recommendations & Miscellaneous:

Sign legislative advocate contract, need to coordinate clean water and culvert bond strategy with other member associations.

Report Submitted By: Tim Haskell

Date Submitted: 11/9/17

Distribution:

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

Please check if item should be expanded for external release: □
Additional items Tim Haskell reported on:

- Looking into possible Bonding Limits
- Sustainable Funding for Wastewater Projects – Paul Rodriguez is willing to assist with this. DEP is working to put together information sheets highlighting water and wastewater infrastructure information for individual communities
- Hall of Flags – aiming for February
Membership Committee: Vacant position.
Joan Kiszely reported that we have 715 paid members to date, and 28 unpaid members.
Pretreatment Committee Representative: Dan Welch 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: 11/17/2017

COMMITTEE/OFFICE NAME: Pretreatment Committee

CHAIR/OFFICER NAME: Dan Welch

RECENT ACTIVITIES:
Worked with Pretreatment Communities to schedule a date for a dental amalgam meeting with Jay Pimpire. Will be hosted in Portland on 1/9/18 or 1/11/18. Jay will update us on the rule progress.
Updated SIU discharger information in preparation for the 12/1/17 meeting at MMA.

DECISIONS MADE: None.

MEETINGS HELD/ATTENDED: None. Next quarterly meeting scheduled for December 1, 2017 at MMA.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Welch- Prepare for the December committee meeting.


OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Dan Welch
DATE SUBMITTED: 11/9/17

DISTRIBUTION: MMA Affiliate Liaison
Executive Committee Meeting
Other: ___________________________________________________________

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NEWSLETTER

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Please check if item should be expanded for external release. □
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: November 17, 2017
COMMITTEE/OFFICE NAME: Personnel Advancement
CHAIR/OFFICER NAME: Travis Peaslee
RECENT ACTIVITIES: Finalizing sessions for MWUA trade show. Submitted Budget 2018. Set up Google Drive to store PAC information and better facilitate committee communication.
DECISIONS MADE: Ryan and Scott will take the lead on setting up a session planning meeting for spring conference.

MEETINGS HELD/ATTENDED:

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: We need to find 5 moderators for the MWUA show sessions.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Hopefully late November or Early December for spring conference planning.

OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Travis Peaslee
DATE SUBMITTED: 11/13/2017
DISTRIBUTION: MMA Affiliate Liaison
Executive Committee Meeting
Other: __________________________

NEWSLETTER

Please check if item should be expanded for external release.
CONVENTION COMMITTEE REPORT

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

EXECUTIVE COMMITTEE MEETING DATE: November 17, 2017

COMMITTEE/OFFICE NAME: Convention

CHAIR/OFFICER NAME: Stacy Thompson

RECENT ACTIVITIES: Finalized a contract with Four Points by Sheraton in Bangor for the Spring Conference in 2018. Will be getting a proposal for 2020 at Sunday River (Jordan)

DECISIONS MADE: After discussions with Joan about 2019 contract, we are signing with Point Lookout for September 10-13, 2019. Golf tournament will be held at the Rockland Country Club. Travis is finalizing a contract for Ski Day 2018 at Black Mountain in Rumford.

MEETINGS HELD/ATTENDED: N/A

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: I will be transitioning out of the role of Convention chair in 2018.


OTHER RECOMMENDATIONS & MISCELLANEOUS: N/A

REPORT SUBMITTED BY: Stacy Thompson

DATE SUBMITTED: November 11, 2017

DISTRIBUTION:

X MMA Affiliate Liaison
X Executive Committee Meeting
Newsletter
Other:

Please check if item should be expanded for external release. □
Public Relations Committee Representative: Vacant position.

Safety Committee Representative: Tom Connolly was absent.

Collection Systems Committee Representative: Dave Beauchamp reported the following:
  ➢ They have a meeting in two weeks and are working on next year’s JETCC class that they will be offering. They are starting to put together a plan for next year’s Fall Convention.
Communications Committee Representative: Bryanna Denis & Mo Dube 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: November 17, 2017

COMMITTEE/OFFICE NAME: Communications Committee

CHAIR/OFFICER NAME: Bryanna Denis / Mo Dube

RECENT ACTIVITIES: Working on November newsletter

DECISIONS MADE: Al Jellison Memorial cover

MEETINGS HELD/ATTENDED: No meetings

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: Feedback on the Newsletter

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Draft Newsletter to Jamie on Friday November

OTHER RECOMMENDATIONS & MISCELLANEOUS:

REPORT SUBMITTED BY: Bryanna Denis

DATE SUBMITTED: November 11, 2017

DISTRIBUTION:

MMA Affiliate Liaison
Executive Committee Meeting
Newsletter
Other:

Please check if item should be expanded for external release. □
Residuals Management Committee Representative: Jeff McBurnie reported on recent developments regarding PFOA’s, and on the proposed revisions to Chapter 418 of Maine’s Solid Waste Management Rules that contain very restrictive screening standards for these compounds.

Ops Challenge Committee Representative: Ales Buechner was absent.

Industrial Committee Representative: Vacant position.

Young Professionals Committee Representative: Mike Guethle was absent.

Awards Committee Representative: Mary had no report.
MAINE WATER ENVIRONMENT ASSOCIATION
Local Government Center
60 Community Drive
Augusta, ME 04330

GUIDELINE FOR OFFICER / COMMITTEE REPORT

EXECUTIVE COMMITTEE MEETING DATE: November 17, 2017
COMMITTEE/OFFICE NAME: JETCC CHAIR/OFFICER NAME: Leonard Blanchette – JETCC Board Chair

RECENT ACTIVITIES:
- Also are also now taking suggestions for Spring classes!
- New Management School started on November 8 with 24 students
- New Wastewater Operator School (WOS) scheduled to start on January 18 at Portland Water District. Note: Last year’s class filled quickly! (see flyers)

MEETINGS HELD/ATTENDED:
- Leeann, Scott Firmin and Judy Bruenjes met to finalize 2018 WOS curriculum.
- JETCC Board met on November 14th.
- New Management School started on November 8 with 24 students.
- Leeann attended NEIWPCC meeting with lots of good historical presentations on history of CWA and water pollution control successes in our industry.

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS:
- If you have a past graduate that did not his/her pin please contact JETCC
- Leeann is seeking industry veterans to serve as program hosts at the WOS program (mostly Portland Water District) between January and May. This is a great opportunity to connect with and welcome new personnel in our industry, share your insights while getting some training! Call Leeann for dates and more info.

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES:
- Next JETCC Board meeting scheduled for

OTHER RECOMMENDATIONS & MISCELLANEOUS:
- Call Leeann if interested in hosting or teaching a Spring 2018 class

REPORT SUBMITTED BY: Leeann Hanson DATE SUBMITTED: November 13, 2017
DISTRIBUTION: MMA Affiliate Liaison
Executive Committee Meeting
Other:

NEWSLETTER

Please check if item should be expanded for external release
New Media Committee Representative: Paula Drouin had no report. Paula Drouin has started a Past Presidents page.
Stormwater Committee Representative: Fred Dillon & Zach Henderson 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: November 17, 2017
COMMITTEE/OFFICE NAME: Stormwater Committee
CHAIR/OFFICER NAME: Zach Henderson & Fred Dillon (Co-chairs)

RECENT ACTIVITIES:

- Contributed to Maine Stormwater Conference as a Silver Sponsor – SW Committee member involvement in planning committee for the conference helped us obtain a reduced sponsorship fee for higher sponsorship level. Good turnout and interest in MEWEA display at Maine Stormwater Conference. Hope to see some membership from our involvement.

- SW Committee members Kristie Rabasca and Fred Dillon attended Casco Bay Nutrient Council meeting on November 13, 2017. Lots of discussion about better identification of potential nitrogen sources – particularly from POTW’s and stormwater runoff.

- SW Committee members Zach Henderson, Kristie Rabasca and Fred Dillon providing continued support for MWUA/MRWA Hydrant Flushing Manual and may review final draft.

- Considering Spring Meeting sessions that continue to build on nutrient management and integrated sewer/stormwater themes. Open to suggestions or ideas.

DECISIONS MADE: See above

MEETINGS HELD/ATTENDED: See above

ACTION PLAN COMMITTEE/OFFICER ASSIGNMENTS: None

NEXT MEETING/OTHER IMPORTANT DATES/DEADLINES: Committee to meet again (TBD) related to final draft MS4 General Permit.

Plan to officially sign up as member organization with NMSA in late fall for next calendar year fee.

OTHER RECOMMENDATIONS & MISCELLANEOUS:

1) The Stormwater Committee respectfully requests modifications to the membership page of the MEWEA website and display (and membership form) to be more inclusive of stormwater management professionals.

REPORT SUBMITTED BY: Zach Henderson & Fred Dillon
DATE SUBMITTED: 10/10/2017

DISTRIBUTION:

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

Please check if item should be expanded for external release.
MMA Representative: Joan Kiszely had no report.

President Matt Timberlake submitted the following written REPORT:

1st Vice President Paula Drouin reported on the following: Maine Sustainability & Water Conference will be March 30th. MEWEA has a 2 hour block. They are looking to Paula Drouin for speakers and topics. The Emerging Nature of Protecting Maine’s Water was chosen.

2nd Vice President Stacy Thompson reported on the following:

➢ Stacy indicated that she will work with Paula Drouin to update the Admin Guide

Past President Scott Firmin had no report.

6. Other New Business:

➢ Bruce Berger reported that MWUA hopes to host a Technology Seminar in collaboration with MEWEA. They plan to hold tech classes throughout the day (e.g. Computers, GIS, Advanced Technologies), and to include vendors.

7. Adjournment: Motion made by Mac Richardson, seconded by Tim Haskell, all approved to adjourn the meeting at 11:33 a.m.