

**Maine Wastewater Control Association
Executive Committee Meeting
Friday, January 21, 2005
9:00 am
MMA, Augusta, ME**

Present: Vivian Matkivich, Darold Wooley, David Anderson, Janet Abrahamson, Tony Gordon, Howard Carter, Brian Kavanah, Andy Rudzinski, Mike Grove, Ron LeTarte, Tom Wiley, Al Jellison, Leonard Blanchette, Mary Waring, Joan Kiszely

1. Call to Order: President Vivian Matkivich called the meeting to order at 9:08 a.m.
2. Approval of the Executive Committee Meeting Minutes: David Anderson made a motion to approve the Executive Committee meeting minutes of December 10, 2004, as amended. Janet Abrahamson seconded the motion. All approved.
3. Treasurer's Report: Dan Bisson was absent. Vivian Matkivich referred the Executive Committee to Dan Bisson's e-mail dated January 19, 2005 with recommended corrections. Vivian noted that the corrections will be reflected on the December 2004 report. Mike Grove made a motion to accept the financial report for the period ending November 30, 2004. Darold Wooley seconded the motion. All approved.
4. Budget Session: The Executive Committee reviewed the proposed 2005 Budget. Changes were discussed; however, it was felt that as the Treasurer was not present to address questions, the budget will be tabled until the February meeting.
5. President's Report:
 - a. MMA Affiliates' Presidents Meeting, January 11, 2005: Vivian Matkivich reported that she and Andy Rudzinski attended the MMA Affiliate meeting on January 11th. Representatives from MMA are going to Washington, D.C. in March and Vivian would like to give them a copy of MWWCA's Washington Briefing brochure from last year. Vivian noted that she met the President of the Community Television Association and they discussed having community television stations play the MWWCA careers DVD. Andy Rudzinski mentioned that the demand for meeting room space at MMA has increased and it could affect scheduling MWWCA committee meetings.

- b. MMA Contract 2005: MMA has not sent MWWCA a Purchase of Service contract for 2005 yet. MMA has promised that any increase will not exceed 3%.
 - c. NEWEA Leadership Conference: Vivian reported that the NEWEA Leadership Conference is on January 24th in Boston and all MWWCA officers are attending.
 - d. Correspondence File: Vivian Matkivich circulated the correspondence file.
- 6. NEWEA State Director's Report: Howard Carter reported that NEWEA's annual Operator's Day is on Tuesday, January 25th. Maine, along with the other five New England states will sponsor an Operators' Reception. Howard asked that the Executive Committee finalize the topics for position papers for the Congressional Briefing on May 3rd and 4th, 2005 at the February meeting. He also needs to know who will be attending the Congressional Briefing. Howard inquired if there was any interest in the NEWEA secondary education scholarship. The money will be available this year and the applications will be reviewed in February.
- 7. DEP Representative Report: Brian Kavanah reported that Barry Mower will attend the February MWWCA Executive Committee meeting. Brian worked with Andy Rudzinski in December on the industrial wipers management issue. Brian noted a letter in the MWWCA correspondence file summarizing the DEP's approach to raising permit fees. There will be no increase for most permit fees, but there will be new fees for plants that have stormwater permits. Brian spoke about the idea of placing DEP staff in different plants for intensive training to get a better understanding of what wastewater employees do. Brian noted that DEP can draft a plan outlining what they would like to accomplish with these visits. He did not see any bills in the Legislature at this point that should cause controversy. There will be a general DEP briefing with the Natural Resources Committee on mercury issues on February 1st. JETCC will also be before the Natural Resources and Appropriations Committee on February 1st. Brian noted that the DEP's proposal for a mercury BAF (bioaccumulation factor) will sent to the Legislature this year.
- 8. Committee Reports:
 - A. Convention:
 - i. **Spring Conference**: Tom Wiley and Joan Kiszely presented a proposed budget for the Meadowmere for the Spring Conference. Tom noted that the 2004 Spring Conference revenue figures seemed to have been incorrect and discussed possible reasons for the inflated figures. For 2005, Tom budgeted \$6,500 in revenue, and expenditures of \$5,156 based on attendance figure of 130. The brochure will

advertise a block of rooms for the night before the Conference priced at \$55.00 per room.

- ii. **Fall Convention:** The proposed contract from Spruce Point has recently been received. Joan Kiszely and Tom Wiley reviewed the proposal from Spruce Point with the Executive Committee. Tom noted that he and Joan will attend a meeting at Spruce Point on February 16th. The proposed dates are September 21, 22 and 23. A postcard with the dates of the convention is being drafted to send to the vendors.

- B. Past President: Darold Wooley reported that he's been working with the Maine Water Utilities Association on MWWCA sponsored sessions set for their conference in February. Vivian Matkivich noted that the Maine Water Utilities Association representatives are invited to the May 2005 Executive Committee Meeting.
- C. Laboratory Committee: David Anderson submitted a written report. David reviewed the date of the "Understanding Your Laboratory QA/QC" conference and gave a brief description of what the workshop will entail. He noted that by December 31st, everyone will have completed their organization chart and have it in their lab QA/QC book. Janet Abrahamson noted that she has e-mailed most labs a template to make the QA/QC planning process easier.
- D. Personnel Advancement Committee: Janet Abrahamson reported the Committee met this morning and completed the Spring Conference tech session schedule. There will be three concurrent sessions in the morning and afternoon. Janet reviewed the sessions with the Executive Committee. Speakers still need to be confirmed, but topics are set.
- E. Collection Systems: Lenny Blanchette reported that unfortunately, he has not had time to do what is needed as Chair of the Collection Systems Committee. Therefore, he is stepping down. He is hoping to get a new Committee Chair by next month.
- F. JETCC: Lenny will be at the February 1st Legislative meeting on behalf of JETCC.
- G. Ops Challenge Committee: Tony Gordon reported. He noted that Brian Cataldo has said he would like to put a 2005 Ops Challenge Team together. Tony further reported on who would be attending the awards banquet and the reception at the NEWEA conference.

- H. Membership Committee: Chuck Applebee was absent. Al Jellison reported that dues renewals went out in January and approximately \$8,000 has been received thus far.
- I. Safety Committee: Al Jellison reported that he is in the process of putting a committee together.
- J. Public Relations Committee: Brad Moore was absent. Al Jellison reported that the career video disks have been distributed and he can get more if anyone would like one. Vivian noted that she will ask Brad to get something in the MWWCA paper promoting the video.
- K. Vice President: Andy Rudzinski had nothing to report.
- L. Government Affairs Committee: Mike Grove reported that there is a sub-group working on the State Revolving Loan Fund (SRF) issues and the meetings have gone very well. Mike gave a brief description of what the group is trying to accomplish. He attended the DEP briefing of the new Legislature and noted it went very well. Things are quiet on the government affairs front at the moment. He is unable to attend the briefing for legislators on environmental issues on February 1st and feels someone should be there.
- M. Pre-Treatment Committee: Ron LeTarte reported that things are quiet. At his next committee meeting, he will be reviewing some of the program topics discussed at the national pretreatment conference in Norfolk, VA.
- N. Awards Committee: Mary Waring reported that MWWCA will be presenting two lifetime achievement awards and the traditional past president's award at the Spring Conference.
- O. Communications Committee: Mac Richardson was absent. Vivian Matkivich reported that Heidi Gage needs one more page of information and that Heidi would like an article about partnering with the Maine Water Utilities Association.
- P. Website: Steve Lane was absent – no report.
- Q. Residuals Management Committee: Jeff Pinnette was absent - no report.

9. Old Business: None.

10. New Business:

- a. **Spring Conference Fee Increase:** Tom Wiley recommended an increase in the Spring Conference fee from \$55 to \$65. The \$65 fee is what the Spring Conference Budget is based on and he feels it is fair. Mike Grove made a motion to increase the Spring Conference fee to \$65 for 2005. Darold Wooley seconded the motion. All approved.
- b. **Update to the Convention Policy:** Tom Wiley reviewed a draft amendment with the Executive Committee. After lengthy discussion, it was noted that it may be better to have two policies, one for speakers and one for award recipients and possibly change the wording in the title to read “guidelines” rather than “policy”. Tom will work on this issue and address it at another meeting.
- c. **Incoming Committee Chairs:** Vivian Matkivich asked that all Committee Chairs provide their committee lists to Margaret as soon as possible. New lists will go in the updated Admin Guide.
- d. **By-Law Change (proposal to eliminate the Industrial Representative):** Vivian Matkivich noted that there has not been an Industrial Representative for quite some time and she feels that maybe it is time to just do away with the position. (Art VI/Sect.3) Discussion took place on whether to remove, re-name or keep the Industrial Rep. Andy Rudzinski made a motion to amend the By-Laws to eliminate the Industrial Representative position from the Executive Committee. Mike Grove seconded the motion. 4 In Favor/ 6 Opposed. Motion failed.

Brief discussion took place on February agenda items.

11. Adjourn: Al Jellison made a motion to adjourn. Howard Carter seconded. All approved.

The meeting adjourned at 12:10 p.m.