

MAINE WASTE WATER CONTROL ASSOCIATION
Executive Committee Meeting
Friday, May 16, 2003
Maine Municipal Association, Augusta

Attendance: Al Jellison, Vivian Matkivich, Ron LeTarte, Howard Carter, Tom Wiley, Leonard Blanchette, Brad Moore, Andy Rudzinski, Mac Richardson, Don Albert (DEP), Mary Waring, Janet Abrahamson, Scott Clukey, Chuck Applebee, Joan Kiszely, Nancy Sargent

Absent: Darold Wooley, Mike Farmer, David Anderson, Jeff Pinnette, Steve Lane, and Mike Barden

- I. **Call the Meeting to Order:** Al Jellison called the meeting to order at 9:07 a.m. and asked attendees to introduce themselves. Al noted that the May meeting is usually when NEWEA officers are invited to lunch, but they were unable to come. He reset the NEWEA lunch meeting for July 18th. Mary suggested that the meeting be at Point Sebago since the Committee usually has the August meeting outside of MMA. It was agreed to schedule the July 18th meeting at Point Sebago and have a chicken barbecue. Joan Kiszely will set this up.
- II. **Approval of the Minutes from the March 21, 2003 Meeting:** Mac Richardson made a motion to approve the minutes of the March 21, 2003 meeting, as amended. Mary Waring seconded the motion. All approved.
- III. **Financial Report:** Vivian Matkivich reported on financial reports for the period ending March 31, 2003. Some discussion took place regarding Spring Conference revenues. Mac Richardson made a motion to accept the Financial Report for the period ending March 31, 2003. Brad Moore seconded the motion. All approved.

Vivian then reported on the financial reports for the period ending April 30, 2003. General questions on certain line items were discussed around the table. Mary Waring made a motion to accept the financial report for the period ending April 30, 2003. Mac Richardson seconded the motion. All approved.
- IV. **NEWEA State Director's Report:** Al Jellison reported that Greg was unable to attend today's meeting, but had submitted a written report on the Washington trip. The report summarizes the visits with Congressmen Thomas Allen and Michael Michaud, and Senators Susan Collins and Olympia Snowe. Al further reported that the NEWEA Spring Conference will take place June 1 – 4 at the Woodstock Inn in Woodstock, Vermont.
 - a. **Washington Briefing:** Al reported that MWWCA's representatives met with congressional delegates on Tuesday and Wednesday. Senator Collins' office offered to set up a follow-up meeting with U.S. EPA to discuss MWWCA's

concerns with funding issues. Al wants to make sure the MWWCA goes in with constructive suggestions. If MWWCA's Executive Committee feels the meeting will be beneficial, he and Darrold will agree to go. Al noted that MWWCA wants to point out what its member plants have done to keep plants operating, to budget for upgrades, and what they could do if the proper resources were available. Al wants a clear, positive and to the point agenda for the meeting. Discussion took place on topics of interest for the proposed meeting. Al asked for the Executive Committee's authority to proceed with the meeting.

Mac Richardson moved that it is the consensus of the Executive Committee that a trip to Washington DC, funded by MWWCA, to discuss funding and national pollution issues is warranted. Vivian Matkivich seconded the motion. 12 approved/ 1 opposed. Motion carries.

Al will advise Senator Snowe's office that MWWCA would like to go forward with the meeting. Al noted that he and Darold Wooley would need additional funding for the Officer's Travel budget. He will have an estimate on costs at the next meeting.

- V. **DEP Representative:** Don Albert reported that Commissioner Dawn Gallagher wants MWWCA to know that they were doing a great job. He also noted Sterling Pierce asked him to report that MWWCA did a good job on the mercury amalgam separator bill. Don further reported that DEP is working on their inspection program SOPs. These include SOPs for inspections, process control, pump stations, financial consideration, design related evaluations and lab procedures. He noted that DEP inspectors would like to have representation on the MWWCA Lab Committee to discuss MWWCA's work on updating the lab SOP manual and writing QA procedures for them. Al gave Don a copy of the meeting notes from the Lab Committee Meeting held on May 8, 2003.

There was a discussion on calibration procedures for laboratory thermometers. Al will ask Dave Anderson and the Lab Committee to write a SOP on verifying thermometer temperatures. Once it is written, it can be posted on the MWWCA website and/or published in the NEWWN. Brad Moore suggested that when DEP completes an inspection they provide a report in a timely fashion. Mr. Albert noted that the turnaround time is 30 days after date of inspection. Mr. Albert suggested that if MWWCA drafts a SOP on thermometers, they have someone from DEP review it.

Al reported on the meeting with the Commissioner Gallagher on April 11th. Vivian Matkivich wrote an article that is on the website and it will be in the paper. Al distributed a copy of the Commissioner's written response to the issues discussed at the meeting. Discussion took place on the meeting. Howard Carter noted that Dawn listened to what MWWCA had to say. Overall, it was a positive meeting.

VI. Old Business:

a. **Spring Conference Critique:** Al Jellison apologized for not being able to attend. He thanked Darold and Howard for their assistance. Tom Wiley reported that the technical sessions were well attended. The final attendee count was 144. Discussion took place on the expenses, registration and bottom line. Al noted that MWWCA collected a little above what was budgeted for the Spring Conference revenues. Joan Kiszely stated that she needs e-mail addresses in order to do electronic notification of meetings. Al felt it was very well attended and noted that the evaluations were positive. Joan reported that she and the Convention Chair would visit Ellsworth to market for next year's Spring Conference.

b. **Legislative Update:** Mac Richardson reported that the latest item of interest is LD 389. He found out about this through the MMA legislative bulletin. The bill would allow citizen initiative petitions to overturn already granted permits for biosolids. The bill went through Committee with the two amendments. Discussion took place on the public hearings. Mac reported that it now looks like the bill has probably been killed. Mac has asked that further bills of this nature be reviewed by Natural Resources Committee and through due process. He noted that he worked with Karen Brown-Mohr.

Al noted that Mike Farmer is no longer with Scarborough and no longer Chair of the Government Affairs Committee. He thanked Mac for stepping in to help with this new problem. The Committee will look for a new Government Affairs Chair.

Janet Abrahamson spoke on LD1485 regarding river re-classification, and proposals for new limitations on D.O. and bacteria. At the public hearing, legislators added an amendment to send the bill back to DEP. Mac noted that several commentators were not happy with DEP's assertion that the bill just incorporates existing federal regulations and there is nothing they can do about it. DEP has broad discretion in how the rules will be set. The D.O. levels for both marine and fresh waters must be proposed by January 2004. Janet noted that if the bill passes it could have a major impact on treatment plants.

Ron LeTarte reported on the mercury amalgam bill. He noted that amendments were made to the bill. It was sent to House, was passed and it is now on the way to the Senate. Ron noted that it should just be a matter of time before Senate approval.

c. **Salary Survey – Membership.** Chuck Applebee is now the Chair of the Membership Committee. He will be meeting with Joan Kiszely and Cindy Wade to go over the salary surveys that were received. Joan noted that there was not enough information submitted to pull averages together. Chuck has a list of all treatment plants and plans to call them directly for survey results. Al noted that if it gets to be very time consuming, it may be wise to just send out new survey forms in the Fall. Discussion took place on the best way to get a complete salary survey this year.

VII. Committee Reports

- a. Government Affairs: Mike Farmer was not present – no report.
- b. Communications: Mac Richardson reported on plans for the next issue of the MWWCA News. It will include a list of this year's Stockholm Jr. Water prize finalists from the various states. He will prepare a notice asking for nominations for the JETCC Board. He will write an article about the winner and runners –up of the MWWCA Clean Water Week poster contest, and note that they will meet with the Governor on June 4th. Al asked for a note regarding nominations for Second Vice President. Ron LeTarte submitted something on the dental amalgam bill that did not make the last issue. Mac will try and get it in to the next issue. Mac would also like to set up a Communications Committee meeting.
- c. Membership: Chuck Applebee noted that the salary survey is the main issue at present. He noted that membership is at 594. Al spoke with three vendors this week to try and encourage corporate membership.
- d. Residuals: Mac Richardson reported that the committee last met on March 11th. They discussed the DEP's winter stacking study. He noted that MWWCA is considering co-sponsoring a new study on the safety of biosolids recycling. The next committee meeting is scheduled for May 20th at Soil Prep at 2:00 p.m.
- e. Laboratory: Janet Abrahamson reported. The lab Committee is revising the Lab Manual. Each member will take a section, compare it to standards and propose any necessary modifications. Quality Control and Assurance procedures for each method will be added to the Lab Manual. Janet told the Executive Committee that DEP plant inspectors are increasingly focusing on laboratory issues. She noted that it is important for treatment plant operators to pay attention to the method they say they are using.

Janet also noted that the State of Maine has been awarded Federal Emergency Management disaster relief funds due to the extreme cold weather last winter. Ten counties were declared disaster areas. Other counties didn't get declarations because they didn't have enough data.
- f. Personnel Advancement: Janet Abrahamson reported. She sent thank you notes to all Spring Conference speakers. She noted that abstracts were received and MWWCA has five speakers already for the Fall: CMP, Pete Atherton; CDM (2 programs), and Brown & Caldwell will speak on various topics. Janet will call a committee meeting to wrap up plans for the Fall Conference. She would like to do some more lab-oriented programs. Brief discussion on the programs.

g. Public Relations: Brad Moore reported that Kim Gauding, the Governor's meeting scheduler, requires written requests for meetings with the Governor. Brad has Ms. Gauding's phone number. Brad sent letters to the entrants and the three winners of the Clean Water Week Poster Contest. MWWCA will present the winners on June 4th at the Governor's Office. Brad noted that NEWEA has published a draft of its brochure on wastewater treatment careers. If anyone wants the draft brochure or accompanying poster electronically, let Brad know.

Brad asked if there was any interest in updating the Facility Directory. It has not been revised since 2000. The Executive Committee supported the idea. Mac suggested a couple copies be made available at the Fall Convention along with a sign asking people to make any necessary changes. Brad would like to change the format so that it is more user friendly and could also be sent out electronically. Discussion on possibilities for sending and receiving forms for updates. Brad will talk to his committee. Tom Wiley advised Brad that Joan Kiszely plans to distribute leftover bookmarks at the Mr. and Mrs. Fish presentation.

Brad asked about displaying the MWWCA booth at the NEWEA Spring Meeting in Woodstock. Al can take it over and set it up.

John Bronson is waiting to hear from Brad on completing filming for the MWWCA video. Brad will get moving on that project.

h. Safety: Andy Rudzinski reported that there are federal monies available to wastewater treatment plants in Maine to prepare Hazard Analyses (vulnerability assessments) specific to security issues. The money has been made available to Maine DEP from the EPA. He noted that members should contact Dick Darling at DEP for further information.

Andy reported that he thought the Bureau of Labor Standards Inspection session at the Spring Conference went well. It was well attended and he heard positive comments on it.

Discussion then turned to Severe Acute Respiratory Syndrome (SARS). He noted that there is limited information concerning SARS in wastewater at the CDC website. Andy distributed a report found at the Fox News website regarding possible water borne transmission of SARS in Hong Kong.

Brad Kaherl of CMP has tentatively agreed to conduct a class on industrial electrical safety at the Fall Convention on Friday, September 19th. He asked MWWCA to consider providing overnight accommodations. Mac Richardson made a motion to provide a complimentary room at the Fall Convention for Brad Kaherl. Vivian Matkivich seconded the motion. All approved. Andy will get in touch with him and give him Janet's number to set-up the program.

i. Collection Systems: Leonard Blanchette had no report.

j. Operations Challenge: Vivian Matkivich reported that the team is practicing weekly, weather permitting. The team will compete at the NEWEA challenge in Woodstock, Vermont on June 2nd and 3rd. The top two four-person teams go on to the nationals at WEFTEC in Los Angeles. Vivian thanked the companies who have donated materials to the team.

k. Web Master: Steve Lane was absent – no report.

l. Industrial Representative: Mike Barden was absent – no report.

m. Awards: Mary Waring reported that MWWCA members should start thinking about MWWCA awards for the Fall Convention. Ron LeTarte was unsure if there would be a Pretreatment award this year. Ron will send the nomination forms out to his committee members. Mary noted that she received an e-mail from Roger Gagne's family and they were surprised that the award is still given out. Mary will make contact with them to possibly get a biography of Roger Gagne and possibly have a member of the family present the award at the convention. Only the Charles Perry award will go in the paper. Mary will bring up the award nominee matters at the next meeting. She reported that they are not giving the Goodenow award this year. Nominees will be discussed at the June meeting.

Mary noted that Greg Cataldo will be asking for nominations for NEWEA awards at the July meeting of the Executive Committee.

n. Past President: Howard Carter had no report.

o. Pretreatment: Ron LeTarte reported that the committee last met on April 3rd. There are two new members, Paul Hunt from Portland Water District and Peter Sherwood from KSTD. The dental amalgam bill and the lab performance standards were discussed. A copy of the minutes from the Pretreatment Committee Meeting of April 3rd was distributed. Copies are available upon request.

p. JETCC: Scott Clukey reported on the JETCC Board planning meeting on May 15th at the Augusta Civic Center. JETCC would like a letter from MMA recommending that Scott be the municipal board member of JETCC since Scott is no longer in the wastewater field. Joan Kiszely will be sure the letter is sent. Scott's transfer would leave an opening for a municipal wastewater system board member. The next JETCC board meeting is September 12th. Mac Richardson will note the opening in the paper and Steve Lane will post it on the website. Scott noted that it was a very productive meeting. They planned the fall calendar. One of the big topics was options for JETCC program funding. Scott reported that there will be a minor fee increase on the classes and they will now bill out 100% of Leeann's time to all clients. Scott further reported that JETCC is considering a one-day spring specialty seminar to take place in the southern part of the state. They would like to get some high profile speakers in order to get

some people from other states and possibly do a joint venture with MWWCA. Lenny Blanchette clarified that if MWWCA did partner with JETCC on this venture, JETCC would like MWWCA to pay the up front costs of getting the speakers then settle a way to distribute any profits from the seminar. Brad noted that the communication should be clear between MWWCA and JETCC if the decision is made to enter this joint venture. Al will put this item on the agenda for June.

q. Convention: Tom Wiley reported that his committee visited Sunday River as a proposed venue for a future fall convention. He was impressed with what he saw and thought it looked promising. Next week he is meeting with the conference coordinator at Point Sebago to finalize some details for this year's convention. Vivian reported that she is trying to stir up interest in a Point Sebago Ops Challenge Invitational. They will see what the interest is and if it will be feasible to have it there.

r. 1st Vice President: Darold Wooley was absent – no report.

s. NEWEA: Greg Cataldo was absent. No report.

t. 2nd Vice President: Vivian Matkivich had no report.

VIII. New Business:

a. Travel Policy: Vivian noted that there is a travel policy in the Admin Guide that was established in January of 1996. Vivian noted that MWWCA is reimbursing people for their costs, rather than directly paying for things like hotel rooms. She proposed a procedure for per diems similar to federal and state employee programs. Mac opposes per diems. He suggested that if someone wanted an advance, the executive committee could approve it, but receipts are necessary and would be asked for regardless. The Committee noted that they would rather keep the travel advance than have per diems. The Committee also discussed obtaining a MWWCA credit card to pay for hotel charges, etc. rather than paying with a check. If the Committee chooses this option, a written policy will be required.

Vivian asked that the mileage reimbursement be raised from 27.5 cents per mile to 36 cents which is the current IRS rate. Al noted that maybe the policy should be that the current mileage reimbursement would be consistent with the IRS figure set at the beginning of each year. Tom Wiley made a motion to set the mileage reimbursement rate consistent with the current IRS rate. Vivian seconded the motion. Mac noted that he would be inclined to oppose the motion because he feels 27.5 cents would be adequate. No further discussion. 12 approved/1 opposed. Motion passes.

Mary Waring felt that the travel reimbursement policy should be changed to clarify that reimbursement is half of the cost of a room when a spouse or children are sharing with the officer or the cost of the single occupancy rate. Discussion on what the new language should be. Mary Waring made a motion to have the travel reimbursement policy changed to read that the Association will pay the cost of a single occupancy rate for a room for approved travel. Howard Carter seconded the motion. 12 approved/1 Abstained. Motion carried.

IX. Adjourn: Brad Moore made a motion to adjourn. Andy Rudzinski seconded the motion. All approved.

The meeting was adjourned at Noon.