I. Call to Order, Establishment of Quorum – Introductions and Welcome – Ray Vermette, President
II. Approval of the Agenda – Ray Vermette, President
III. Approval of the Minutes and Announcements of Notices – Ray Vermette, President
IV. Key Officers Report
   A. President – Ray Vermette
   B. President-Elect – Jennifer Kelly Lachmayr
   C. Vice President – Virgil Lloyd
   D. Past President – Janine Burke-Wells
   E. Treasurer – Mac Richardson
   F. State Directors
      Connecticut – Bill Norton
      Maine – Jeff McBurnie
      Massachusetts – Justin deMello
      New Hampshire – Steve Clifton
      Rhode Island – Scott Goodinson
      Vermont – Chris Robinson
   G. Executive Director – Mary Barry
V. WEF Delegate, Council Directors and Committee Reports
   A. WEF Delegates -
      Fred McNeill
      Matt Formica
      Susan Guswa
      Jim Barsanti - incoming
   B. Ad Hoc Committee Council – Virgil Lloyd, Vice President
      ASA/State Director – Virgil Lloyd
      Innovation TF – Howard Carter
      University/College Partnership TF – James Plummer
      Veterans Workforce Development – Peter Goodwin
      Voluntary Certification TF – Tom Groves
   C. Collection Systems and Water Resources Council – John Digiacomo, Director
      Collection Systems – Peter Garvey
      CS Certification – Greg Kidd
      CSO/Wet Weather Issues – Steve Perdios
      Industrial Wastewater – Sarah White
      Stormwater – Angela Blanchette
      Sustainability – Courtney Eaton
      Water Reuse – Rob Scott
      Watershed Management – Jennifer Johnson
   D. Communications Council – Meg Tabacsko, Director
      Journal – Allie Bowen
      Public Awareness – Denise Descheneau
      Website – Rob Musci
   E. Management Review Council – Janine Burke-Wells, Past President
      Assessment and Development – Marylee Santoro
      Awards – Jay Sheehan
      Bylaws – Mike Bonomo
      Comm. Member Apprec. – Denise Descheneau
      Nominating – Ray Willis
      Sponsor – Dennis Vigliotto
   F. Meeting Management – Kate Biedron, Director
      Conference Arrangements – Ron Tiberi
      Exhibits – Clair Meehan
      Program – Amy Anderson
      Registration – Meg Tabacsko
G. Outreach Council – Justin Skelly, Director
   Government Affairs – Bob Fischer
   Humanitarian Assist. & Grants – Marina Fernandes
   Membership – Peter Frick
   Public Education – Lenny Young

   Safety – Dave Wright
   Scholarships – Nick Valinski
   Student Activities – Nick Tooker
   Water for People – Renie Jesanis

H. Treatment, Systems Operations, and Management Council – Phil Forzley, Director
   Asset Management – Dan Roop
   Contaminants of Emerging Concern – Rachel Watson
   Energy – Sharon Nall
   Laboratory Practices – Walter Palm

   Operation Challenge – Travis Peaslee
   Plant Operations – Tom Hazlett
   Residuals Management – Natalie Sierra
   Small Community – Kurt Mailman
   Utility Management – Gary Zrelak

VI. Items for Discussion/Action Items
   A. Item for Discussion - 2019 Planning Session Update - Jennifer Kelly Lachmayr, President Elect
   B. Item for Discussion - NEWEA Financial Policy Update - Mac Richardson, Treasurer
   C. Action Item – Rename Public Ed Committee to Youth Education Committee, and move from Outreach Council to Communications Council - Meg Tabacsko, Communication Council Director
   D. Action Item - PFAS Position Paper - Rachel Watson, CEC Chair
   E. Action Item - NEWEA/NEWIN Merger - Howard Carter, Innovation Task Force Lead
   F. Action Item - NEWEA Only Regulatory Membership - Peter Frick, Membership Chair
   G. Action Item - FY18 Draft Audit – Mac Richardson, Treasurer

VII. Schedule of Events - See Calendar of Events
VIII. Adjournment
I. **Call to Order, Establishment of Quorum – Introductions and Welcome** – Ray Vermette, President. The meeting was called to order at 9:35 AM. Introductions were made around the table. The following Board members were in attendance: Mary Barry, Kate Biedron, Mike Bonomo, Janine Burke-Wells, Howard Carter, Tracy Chouinard, Steve Clifton, John Digiacomo, Scott Firmin, Matt Formica, Phil Forzley, Peter Frick, Peter Garvey, Scott Goodinson, Peter Goodwin, Renie Jesanis, Jennifer Kelly Lachmayr, Jeff McBurnie, Fred McNeill, Colin O’Brien, Walter Palm, James Plummer, Mac Richardson, Chris Robinson, Natalie Sierra, Meg Tabacsko, Ray Vermette, Sarah White, David Wright. Also in attendance: Parliamentarian Charles Tyler and Secretary Linda Austin.

II. **Approval of the Agenda** – Ray Vermette, President. A motion was made by Mr. Richardson and seconded by Mr. McBurnie to approve the agenda. **MOTION CARRIED**

III. **Approval of the Minutes and Announcements of Notices** – Ray Vermette, President. A motion was made by Mr. McBurnie and seconded by Ms. Biedron to approve the Minutes of the January 27, 2019 Executive Committee Meeting. **MOTION CARRIED**

IV. **Key Officers Report**

   A. President – Ray Vermette. Present. Report submitted. Mr. Vermette reported that he attended the recent DC Fly-in and found it to be a very rewarding experience. He went on to thank Messrs. Fischer and Firmin as well as the NEWEA staff for their efforts on this event.


   E. WEF Delegates – Fred McNeill/Matt Formica/Susan Guswa/Jim Barsanti. Messrs. McNeill and Formica present. Report submitted. Mr. McNeill reported that NEWEA would be represented at two of the 2019 WEFMAX meetings. He recently attended the WEFMAX in Scottsdale, AZ and made a presentation on membership retainage and growth. The delegation going to Alabama will also be presenting on membership. Ms. Barry reported on her recent meeting with WEF staff in March. It was emphasized that the WEF Delegates are the MA’s voice to WEF and comments and concerns should be relayed by the WEF delegates to the WEF staff. Mr. McNeill added that an item could be added to future agendas to address any WEF-related issues. It was decided to add this line item in the future to Items for Discussion. Mr. Formica reported that he is a member of the MA Resources workgroup, which has been tasked with collecting the best programs from MAs, e.g., financial, staffing, training, awards and then make that information available to all MAs.

   F. Treasurer – Mac Richardson. Present. No report submitted. Mr. Richardson reported that he has been working with WorldPay regarding NEWEA’s credit card processing fees. Approximately $25,000 is spent yearly on credit card processing fees. The intention is to get the same arrangement as WEF gets with WorldPay, which would reduce the credit card fees. Ms. Barry explained that by having individuals register online and pay with credit card incurs a lesser fee than by having NEWEA staff input registrations. The goal is to have individuals process their own registrations. Mr. Richardson also reported that Committee budget requests will be emailed soon and asks Council Directors to encourage Chairs to meet the deadline. Ms. Barry explains the budget process and indicates that the goal is to get Council Directors more involved and have them participate in process.

   G. State Directors -

   - Maine – Jeff McBurnie. Present. Report submitted. Mr. McBurnie reported that 5 members attended the DC Fly-in and met with all Senators and staff. Sustainable funding, PFAS, and Water Warrior jobs were among the subjects discussed. Mr. McBurnie and Shelagh Connelly spoke at length regarding the PFAS crisis in Maine. They have a tour scheduled for this Friday with state legislators on the PFAS issue.
   - Massachusetts – Justin deMello. Not present. Report submitted. Mr. Tyler reported that Massachusetts will have an Ops Challenge team this year at the Spring Meeting.
• New Hampshire – Steve Clifton. Present. Report submitted. Mr. Clifton reported that nominations for the Peloquin and Operator awards for 2019 have been submitted to NEWEA and that New Hampshire will have an Ops Challenge team this year at the Spring Meeting.

• Rhode Island – Scott Goodinson. Present. Report submitted. Mr. Goodinson reported that 5 plants had open houses on March 29-30 and they were a great success, with 120 students at the Warwick facility.

• Vermont – Chris Robinson. Present. No report submitted. Mr. Robinson reported on the following: the Spring Meeting will be held on May 23 in Killington; water quality day will be on May 30, with 10 facilities giving tours; there are issues securing a venue for the fall trade show since the hotel normally used is under new management; and the VT STEM fair was held in March. He also reported that the GMWEA would like to have NEWEA schedule a meeting in VT.

H. Executive Director – Mary Barry. Ms. Barry provided the following updates on NEWEA office: Janice is working on a location for the 2020 Spring Meeting; the 2022 Spring Meeting will be with NYWEA in NY; the NEBRA/Residuals Conference will be held in Springfield, MA; and ongoing issues with the AMS. Jordan is working on the recent Planning Session follow-up; revitalizing the Water for Life Campaign; videos; and establishing a communication calendar. Ms. Barry also reported that interviewing has begun for the Admin position.

V. Council Directors and Committee Reports

A. Ad Hoc Committee Council – Jennifer Kelly Lachmayr, President Elect for Virgil Lloyd, Vice President. Ms. Lachmayr reported that Mr. Lloyd is planning an ASA call at the end of the month. She relayed that he would like to thank everyone for their efforts on the recent DC Fly-in. It was decided to add the Work Force Development Task Force to future agendas.

ASA/State Director – Virgil Lloyd

Innovation TF – Howard Carter. Present. No report. Mr. Carter deferred to Item VLA.

University/College Partnership TF – James Plummer. Present. Report submitted. Mr. Plummer reported that he would like to reach out to other MAs to see what they are doing regarding students. Ms. Barry reported that NEWEA has set up a mutual agreement with NEWWA on university outreach. Mr. Formica added that WEF maintains a list of all MA’s student coordinators.

Veterans Workforce Development – Peter Goodwin. Present. Report submitted. Mr. Goodwin reported that the committee at a meeting at the recent Annual Conference along with a follow-up phone call.


CSO/Wet Weather Issues – Steve Perdios. Not present. Report submitted. Mr. Digiacomo reported that the committee is planning a webinar. Ms. Barry asked that the committee work with the NEWEA staff on the process.

Industrial Wastewater – Sarah White. Present. Report submitted. Ms. White reported that the committee would like to plan a joint seminar with Lab Practices.


Sustainability – Courtney Eaton. Not present. Report submitted. Mr. Digiacomo reported that the committee is working to develop a list of corporate and municipal sustainability directors.

Water Reuse – Rob Scott. Not present. No report submitted. Mr. Digiacomo reported that he has had discussions with the chair and he is hoping to put more activity into the committee.

Watershed Management – Jennifer Johnson. Not present. No report submitted. Mr. Digiacomo reported that the committee is hoping to have joint specialty conference next year on resiliency with the Stormwater and Sustainability Committees.


Journal – Allie Bowen. Not present. Report submitted. Ms. Tabacsko reported that the transition from Mr. Boccadoro to Ms. Bowen has been seamless. Articles for the summer edition have been finalized and they are currently working with the Collection Systems Committee for articles for the fall edition. Mr. Tyler mentioned the deadline for the fall issue is May 1.

Public Awareness – Denise Descheneau. Not present. Report submitted. Ms. Tabacsko reported that the committee is currently working on the initiatives developed during the recent Planning Session.

Website – Rob Musci. Not present. No report submitted. Ms. Tabacsko reported that the committee is looking for a new Chair.

**Assessment and Development** – Marylee Santoro. Not present. Report submitted. Mr. Bonomo reported for Ms. Santoro and reviewed the A&D Committee charge and indicating that surveys will be going out soon to Committee Chairs and Council Directors. One-third of the committees are reviewed each year. He also reported that the committee is looking into the possible merger of the two certification committees, which is being spearheaded by Walter Palm.


**Comm. Member Appreciation** – Denise Descheneau. Not present. Report submitted. Ms. Burke-Wells reported that the Committee Member Appreciation Event will be held at Kimball Farms, Westford, MA on July 18. The Watershed Committee is moving forward on the Brewing Competition, which will be held at this event.


**Sponsor** – Dennis Vigliotte. Not present. No report submitted. Ms. Biedron reported that the Spring Golf Tournament will be held at the Breakfast Hill Golf Course, Greenland, NH on June 3; there will be a 12:15 shotgun start; and proceeds will benefit Operations Challenge. Ms. Barry reported that the committee will be reviewing the sponsorship program, including charging stations tested at the Annual Conference as well as different sponsorship opportunities after the Spring Meeting.

E. **Meeting Management Council** – Kate Biedron, Director. Present. No report submitted.

**Conference Arrangements** – Ron Tiberi. Not present. No report submitted. Ms. Biedron reported that there are still some rooms available for Monday and Tuesday night at the Spring Meeting.

**Exhibits** – Clair Meehan. Not present. No report submitted. Ms. Biedron reported that NEWEA staff are handling exhibitors for the Spring Meeting.

**Program** – Amy Anderson. Not present. No report submitted. Ms. Biedron reported that there will be 9 sessions at the Spring Meeting. Ms. Barry reported on the highlights of the program including: the Innovation session; the Stormy Awards session; Senator Jeanne Shaheen will be the keynote speaker thanks to the efforts of Mr. Vermette; the Guest Program will be a walking tour of Portsmouth; and the Facility Tour of the Peirce Island WWTF. The Program and Registration should be available next week.


**Government Affairs** – Bob Fischer. Not present. No report submitted. Scott Firmin reported for Ms. Fischer. There were not many responses to the recent survey and the committee will determine whether or not to resubmit. Mr. Firmin thanked the State Directors for their efforts coordinating meetings at the recent DC Fly In. Mr. Firmin attended one of the meetings at the recent DC Fly In on PFAS and reported that the EPA is interested in helping out on this issue.


**Membership** – Peter Frick. Present. Mr. Frick defers discussion to Item VI.C.

**Public Education** – Lenny Young. Not present. Ms. Tabacsko reported that the committee is working with Water for People on the upcoming Kids Fest to be held at Deer Island during the WFP 5K fund raiser. They are also working on the Teacher Training Workshop to be held at the Narragansett Bay Commission on August 20 looking to invite local teachers and giving them a tour of the plant.

**Safety** – Dave Wright. Present. Report submitted. Mr. Wright reported that the committee is planning a specialty conference and met at the Annual Conference to discuss. Vice Chair Horowitz is submitting an article for the Journal. Mr. Wright also reported that the Safety Logo deadline is in May and only one submittal has been received.


**Student Activities** – Nick Tooker. Not present. No report submitted. Ms. Barry reported that the committee is looking for judges for the upcoming Student Design Competition.

**Water for People** – Renie Jesanis. Present. Report submitted. Ms. Jesanis reported that the committee is looking for plans for the WFP 5K Deer Island Dash. There are currently 5 sponsors and are looking for more volunteers to help out at the event. They are also working on the fall schedule of events.

**Young Professionals** – Colin O’Brien. Present. No report submitted. Mr. O’Brien reported that the committee has held two recent conference calls – membership was spotlighted on the March call. They plan to feature a different committee on each call. Mr. O’Brien also reported: the Spotlight article in the Spring Journal was on the YP Committee; 5 YPs attended the recent Planning Session; work has begun on planning the June 1 community service project in Dover at S5 Horn Street with the intention of having a social event at the end of the day. The YP Summit at the Annual Conference continues to grow; there were 60 attendees in 2017, 80 in 2018, and 120 attendees in 2019. A survey has gone out asking for feedback on the summit. They are currently looking for a committee member to spearhead the YP
Summit for next year. The committee is working on finalizing an article for WEF and would like to work further on sponsorship opportunities. Mr. O’Brien mentioned that the Utility Management Committee would like to have the YP Committee present at his next specialty conference. The committee continues to partner with NEWWA on various projects and would like to form partnerships with additional associations. Discussion followed regarding a possible sponsorship by NEWEA for a YP to attend the AWWA/WEF YP Summit at the AWWA/WEF Utility Management Conference in February 2020 in Anaheim, CA.

G. Treatment, Systems Operations, and Management Council – Phil Forzley, Director. Present. No report submitted. Asset Management – Dan Roop. Not present. Report submitted. Mr. Forzley reported that the committee is planning a joint NEWWA/NEWEA IT Fair in Holliston, MA on November 5. They are also looking for a Vice Chair. Contaminants of Emerging Concern – Rachel Watson. Not present. Report submitted. Energy – Sharon Nall. Not present. Report submitted. Tracy Chouinard reported for Ms. Nall. The committee is planning a joint conference in spring 2020 with the Plant Operations Committee. They are also reviewing energy-related legislation in each New England state. Laboratory Practices – Walter Palm. Present. Report submitted. Mr. Palm reported that he has reached out to Tom Groves to identify the need to standardize certification exams. The have had a demonstration by two exam grading companies as a possible option for NEWEA certification exam grading and will be presenting their findings soon. Mr. Palm asked that if anyone would like to participate in a demonstration to let him know. Operation Challenge – Travis Peaslee. Not present. Report submitted. Mr. Goodinson reported for Mr. Peaslee. The Ops Challenge Training Day will be held on Friday, April 12 in West Warwick, RI. There are currently 36 people registered and 5 teams.


VI. Items for Discussion/Action Items

A. Item for Discussion – NEWEA/NEWIN Partnership - Howard Carter, Innovation Task Force Lead. Mr. Carter made a presentation on the possible partnership history with NEWIN. He will present an Action Item to at the June Executive Committee Meeting to launch a merger in with NEWIN in October 2019. He discussed the various NEWIN membership categories and financials through the last five years. Discussion followed regarding the financial structure of NEWIN and their integration into NEWEA.

B. Item for Discussion – Rename Public Ed Committee to School Education Committee and move from Outreach Council to Communications Council – Meg Tabacsko, Communication Council Director. Ms. Tabacsko proposed that the Public Education Committee change its name to the School/Youth Education Committee since most of their work involves grade school and high school efforts. The committee plans to present an Action Item in June.

C. Item for Discussion – NEWEA Regulatory Membership - Peter Frick, Membership Chair. Mr. Frick reviewed the NEWEA Regulatory Membership category. A motion was made by Mr. Richardson and seconded by Ms. Burke-Wells to make the Regulatory Membership a permanent membership category of NEWEA. With a quorum not present, the voting is suspended and will be discussed further at the next meeting.

D. Item for Discussion – 2019 Planning Session Update - Jennifer Kelly Lachmayr, President Elect. Ms. Lachmayr thanks all for their efforts during the recent Planning Session. Ms. Lachmayr reviewed the two focus areas – Public Awareness and Government Affairs – and reported that progress has been made on both. Since both areas have committees, no task forces need to be formed. Ms. Lachmayr reported that the Government Affairs group has developed a toolkit and will be contacting legislators with the intent on working more closely with and becoming their trusted advisors. The toolkit will provide talking points, strategies, links with other existing programs, and opportunities to have further face-to-face meetings. The Facilitators will be initiating “Civics 101”, which is meant to be a training session led by Scott Firmin. Its intent is to have the membership work more closely with local state leadership, yet still provide the opportunity to attend the DC Fly In. Mr. Lachmayr reported that the Public Awareness group, led by Denise Descheneau are planning to identify organizations for NEWEA to partner with. They will work with the State Directors to identify talking points and needs. The Chairs of both committees will report at the June meeting. Minutes and milestones are online at the NEWEA website. Mr. Formica suggested that resources be identified so that they can be put in the budget. Ms. Barry reported that this has been discussed with the Treasurer.

E. Item for Discussion – Role of the WEF Delegates - Jennifer Kelly Lachmayr, President Elect. There was discussion on this topic. General discussion included working with WEF Delegates to better engage the NEWEA Board, Executive
Office and members on what WEF can do for the Association, and then bring that back to WEF. The goal being that WEF Delegates serves as advocates for the Association to WEF. See 5E.

F. Item for Discussion – Website Committee. Need a new Chair. Ms. Tabacsko will reach out to Jack Troidl to see if he is still interested in becoming the Chair next January. Ms. Jesanis expressed an interest in possibly chairing this Committee.

G. Action Item – 2019 Proposed Nominating Committee – Ray Willis, Past President. Ms. Burke-Wells reported on the Action Item for Mr. Will. Since there was no longer a quorum, a vote by email will be taken. Vote taken via email on April 16, 2019. MOTION CARRIED

H. Action Item – FY19 Q2 Report – Mac Richardson, Treasurer. Mr. Richardson reviewed the 2019 Q2 Financials. Vote taken via email on April 16, 2019. MOTION CARRIED

I. Statement. Since there was no longer a quorum, a vote by email will be taken.

VII. Schedule of Events - See Calendar

VIII. Adjournment – A motion is made by Ms. Biedron and seconded by Mr. Robinson to adjourn the meeting at 1:20 PM. MOTION CARRIED.
Executive Committee Meeting Date

June

Name of Committee or Office

President

Activities/Decisions Since Last Executive Meeting

4-3/4-4 Attended the DC Fly-In
4-4-19 Represented Awards at the NHWPCA Trade Fair.
4-10-19 Held the April ECM in Dover,NH.
Worked with the YP Committee in planning for the Community Service Project taking place in Dover on 6-1-19.
Worked on getting Senator Shaheen as out Keynote Speaker for the Spring Meeting.

Meetings/Conference Calls Held

Held Monthly SM calls.
Participated in Spring Meeting planning calls.
Participated in monthly Innovation calls.
3-20-19 Veterans Workforce call.

General Comments

I will be attending the Spring meeting and Participating in the Community Service Project on 6-1-19 through 6-5-19.

Report Submitted by

Raymond Vermette Jr.

Submitter's Email

sonnyvermette@yahoo.com

Date Submitted

05/28/2019
Subject: Committee/Officer Report Submission  
Date: Wednesday, May 29, 2019 at 12:31:27 PM Eastern Daylight Time  
From: Jennifer Lachmayr  
To: mail@newea.org  

Executive Committee Meeting Date  
June  

Name of Committee or Office  
President Elect  

Activities/Decisions Since Last Executive Meeting  
Attended SMT, finance, ASA and follow on planning committee meetings  

Meetings/Conference Calls Held  
Attended WEFMAX meeting in Orange Beach AL. May 15-17 2019 Biggest takeaway that I want to discuss with folks is on 1) Should we consider making the website committee a subcommittee under the YP Committee. I noticed that is how some other MAs are handling it. 2) Lot of issues with AWWA and the combined WEF-AWWA chapters. In some states they are no longer allowing them to have 'joint' conferences. The real issue/concern for the WEF MAs with joint meetings is that the insurance from AWWA does not cover the joint conference so it's possible that NEWEA could be exposed to further liabilities in 'joint conference' meeting situations.  

Attended the CAWPCA Meeting on May 3 2019. Represented the awards that were presented at the annual meeting in January. NEWEA put together a nice slide show of the awardees.  

Action Plan Committee/Officer Assignments  
Discuss the website committee with SMT and Mary Lee Santora (A&D Committee) and the YP committee requested a meeting with the Executive Director and Communications Council Director to review our Communications Plan and follow on funding of the Media Relations position  

Report Submitted by  
Jennifer Lachmayr  

Submitter's Email  
jennifer.lachmayr@arcadis.com  

Date Submitted  
05/29/2019
Subject: Committee/Officer Report Submission

Date: Friday, May 31, 2019 at 3:24:13 PM Eastern Daylight Time

From: Virgil Lloyd

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Vice President

Activities/Decisions Since Last Executive Meeting

see below.

Meetings/Conference Calls Held

Attended Senior Management Team meetings; attended meetings of Utility Management Committee, Awards Committee;
Planning Session followup: participated in several followup meetings/conference calls for Government Relations and Public Awareness initiatives;
Conducted quarterly conference call of ASA leaders and State Directors; participated CT legislative group planning meetings.
Phone calls with Peter Goodwin/Veterans Workforce Development; follow up on Voluntary Certification Task Force with Tom Groves, and James Plummer/Jim Barsanti with University/College Partnership Task Force.
Attended CWPAA board meetings, and will be conducting strategic planning this summer; attended NHWPCA Spring Meeting, CWPAA’s Trade Show, and CAWPCA’s Spring Workshop.

Action Plan Committee/Officer Assignments

Attended CT’s first legislative reception, which consisted of CWPAA and CAWPCA hosting an informal event for all legislators. The event featured hands-on displays such as CIP pipe samples, and SCADA demonstrations. The event was well attended by legislators, as well as CTDEEP staff. This was intended as an informative event, scheduled late in the session.

Report Submitted by

Virgil Lloyd

Submitter’s Email

vlloyd@fando.com

Date Submitted

05/31/2019
Subject: Committee/Officer Report Submission
Date: Thursday, May 30, 2019 at 11:26:29 AM Eastern Daylight Time
From: JANINE Burke-Wells
To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Past President

Activities/Decisions Since Last Executive Meeting

Participated in monthly Senior Management Team conference calls as well as a couple of Finance Committee conference calls.

Represented the SMT at the Rhode Island/NWPCA annual awards ceremony where I represented the NEWEA awards.

Meetings/Conference Calls Held

Participated in conference calls with the Public Education Committee to assist with organizing the Teacher Training event which will be held in Rhode Island (Narragansett Bay Commission facility) this year. Worked with NWPCA to get sponsorship money to subsidize the training for teachers.

Action Plan Committee/Officer Assignments

Following up on the Planning Session in March, I organized a call to begin planning for a "Civics 101" or government affairs training session at the annual conference in January. Circulated a draft and agenda and shared ideas for speakers and presentations. Teri Demers and Jay Sheehan will be assisting with the session planning in conjunction with the Government Affairs Committee.

General Comments

"Nothing in life is to be feared; it is only to be understood."
Marie Curie

Report Submitted by

JANINE Burke-Wells

Submitter's Email

janineburkewells@gmail.com

Date Submitted

05/30/2019
Subject: Committee/Officer Report Submission

Date: Friday, May 31, 2019 at 9:31:38 AM Eastern Daylight Time

From: Mac Richardson

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Treasurer/Finance Committee

Activities/Decisions Since Last Executive Meeting

Updated the Accounting and Financial Policies Manual. This is stated (in the manual) be done annually but it has been a number of years since the manual has been update. Acceptance of the finance Committee's update manual is an action item for the ECM of 6/2/19.

Worked with (the new) World Pay for a new Credit Card Processing agreement based on the agreement that WEF has with WorldPay (the new world pay is the result of a merger between the old WorldPay and a larger company formerly known as Vantive, upon merger the company took the name of the smaller firm, WorldPay). It is expected that NEWEA will save NEWEA approximately $11,800 per year.

Reviewed the 2018 audit report. Approval of the audit report is also an action item for the ECM at Sunday's meeting. Some highlights of the audit: Our total assets have increased from $94,832 to $1,028,722; Net assets are up to $770,523 from $735,175; registration fees were up significantly but program services were also up -- this is as expected because we had a greater number of specialty conferences in 2018 versus 2017; at year end we had very healthy cash and cash equivalents of $379,920; we had no accounts receivable determined to be "uncollectable"; our investments "marketable securities" increased from $239,150 to $518,331.

Meetings/Conference Calls Held

We held two conference calls since January the most recent being this last Tuesday, May 28.

Action Plan Committee/Officer Assignments

The committee will be working in the next few months to put together the 2020 budget. Committee chairs are urged to complete your committee budget requests as soon as you are able. If you fail to do so, either your council director, one of the finance committee members or I will be harassing you!

I hope to work the Citizen's Bank concerning means to have all of our checking account and savings account funds be covered under FDIC insurance (there is a limit of $250,000 that can be insured by a single institution for a given customer. I am aware of other banks use to allow balances to be swept to cooperating banks to allow full insurance even when the total value is in excess of the $250,000 Federal Limit. More on this later....

Report Submitted by

Mac Richardson

Submitter's Email

mrichardson@lawpca.org

Date Submitted

05/31/2019
Subject: Committee/Officer Report Submission

Date: Thursday, May 30, 2019 at 2:00:10 PM Eastern Daylight Time

From: Bill Norton

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Connecticut State Director

Activities/Decisions Since Last Executive Meeting

NEWEA Winter Meeting March 10th & 11th Workshops on Government Relations and Public Awareness
Washington DC Water Week Fly-In April 3rd & 4th. Met with 6 out of the 7 Federal Representatives and/or staff for the State
CWPAA Trade Show Thursday April 25th
CAWPCA Spring Workshop May 3rd
Memorial Day Lunch with Congressman Jim Himes on Friday May 24th at the Fairfield WPCF

Meetings/Conference Calls Held

CWPAA Monthly Meetings - February, March, April & May
Several conference calls on Washington Fly-In coordinating events and meetings
Several workshops and meetings held with Connecticut Plant Officials and WPCA regarding the Miscellaneous Industrial User General Permit and Significant Industrial User General Permit. Also met with State of Connecticut DEEP Officials regarding the same topic, DEEP would like to push the permits onto the Municipalities much in the same way they have done with the FOG Permits. DEEP does not have enough staff/manpower to perform this work any longer but neither does most of the Municipalities. Discussions continue.

Action Plan Committee/Officer Assignments

None at this time.

Committee Member School Outreach Activities

Three Tours of the Fairfield WPC Facility:
Sacred Heart University March 20th 20 students and 2 Professors
Fairfield Prep High School, 2 tours, total of 31 students and 1 Professor

General Comments

None at this time.

Report Submitted by

Bill Norton

Submitter's Email

wnorton@fairfieldct.org

Date Submitted

05/30/2019
Subject: Committee/Officer Report Submission

Date: Friday, May 24, 2019 at 1:05:04 PM Eastern Daylight Time

From: Jeff McBurnie

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

State Director - Maine

Activities/Decisions Since Last Executive Meeting

NEWEA Awards - ME Nominees Selected (Peloquin, Operator)

Meetings/Conference Calls Held

- JETCC (NEIWPC) North Country Convention
- Moderated/presented in a Biosolids PFAS tack
- MEWEA helped staff a lab training track using the College's Water Utility Program training facility/resources
- ASA Conference Call
- NEWEA Gov't Affairs Outreach Subcommittee Conference Call
- NEWEA Awards Committee Conference Call
- MEWEA Executive Committee
- State of Maine PFAS Task Force (1 of 2 MEWEA Rep.)

Action Plan Committee/Officer Assignments

Working with MEWEA on Fall Conference Planning

Committee Member School Outreach Activities

MEWEA sent two representatives to staff a booth at the Southern Maine Children's Water Festival
For the sixth year in a row, MEWEA fielded the largest non-profit group for the Urban Runoff 5K

General Comments

Please visit our website for more details and up to date news.
https://www.mewea.org/

Report Submitted by

Jeff McBurnie

Submitter's Email

jeff.mcburnie@casella.com

Date Submitted

05/24/2019
**Subject:** Committee/Officer Report Submission  
**Date:** Tuesday, May 28, 2019 at 5:20:30 PM Eastern Daylight Time  
**From:** Steve Clifton  
**To:** mail@newea.org

---

**Executive Committee Meeting Date**  
June

**Name of Committee or Office**  
New Hampshire State Director

**Activities/Decisions Since Last Executive Meeting**

The New Hampshire Water Pollution Control Association met on April 5th at the Annual Trade Fair. Discussions included the following:

- The DC - Fly In was discussed. Shelagh Connelly, Dan Driscoll, Tracy Woods (NHDES) and Ray Vermette (NEWA President) attended from NH.
- Wild NH day was held on April 20th in Concord, NH. It is put on by the NH Fish & Wildlife. NHWPCA attended.
- Poster contest winners were presented their awards on May 16th at the State Library, with a reception held after the awards event.

NHWPCA also met on May 10th, however I was not able to attend and therefore cannot report on the meeting at this time.

The NHWPCA Operations Challenge team consists of the following members:

- Dan Tanzella
- Mike Patrick
- Dave Jones
- Phil McHenry
- Patty Chesebrough

The NHWPCA Summer Outing is on June 21st at the Ellacoya State Park. The Fall Meeting is on September 13th at the North Conway Water Precinct.

**Meetings/Conference Calls Held**

April 19th - NHDES SRF Training Program was put on by NHDES staff on April 19th. This training program provide information for both the Clean Water and Drinking Water SRF programs along with the special Drinking Water and Ground Water Trust Fund (DWGWT) that provides a combination of grants and low interest loans for drinking water programs impacted by MTBE pollution.

April 29th - Conference call for the Quarterly ASA/State Director meeting from 2 to 3 pm. Virgil Lloyd, Chairperson, covered the following items: SRF programs, VT permits, CT Industrial user proposed changes; ASA Updates and March Planning Session overview

**Action Plan Committee/Officer Assignments**

N/A

**Committee Member School Outreach Activities**

N/A

**Report Submitted by**

Steve Clifton

**Submitter's Email**

sclifton@underwoodengineers.com

**Date Submitted**
Subject: Committee/Officer Report Submission

Date: Friday, May 31, 2019 at 2:43:02 PM Eastern Daylight Time

From: Scott Goodinson

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

State Director - Rhode Island

Activities/Decisions Since Last Executive Meeting

Activities/Decisions since last meeting: The NWPCA reviewed all the 2018 nominations and voted on the select winners of the following awards.

- James Marvelle- Kim Sandbach
- Collections System Operator of the Year – Joe Colicchio
- Robert Markelewicz – Dave Brouillard
- A. Joseph Mattera Safety Award, more than 5 MGD – West Warwick WPCF, less than 5 MGD- Narragansett WPCF.
- Plant Platinum Award, (Zero violations 3 consecutive years or more) Narragansett, Burrillville, New Shoreham
- Plant Gold Award, (Zero violations) – Cranston, South Kingston, Smithfield, Quonset Point WPCF
- Silver Award, (One violation) – NBC- Fields Point, Warwick, Woonsocket WPCF
- NEWEA Awards – Nick DeGemmis (Peloquin) and Craig Danella (Operator of the Year).

Meetings/Conference Calls Held

- April 5, NWPCA Awards Committee Meeting
- April 11, NWPCA at Johnston High School Career Day
- April 12, OC Training Day, West Warwick, RI
- April 29, ASA/State Director quarterly call
- May 14, NWPCA Board Meeting

Action Plan Committee/Officer Assignments

- Operation Challenge fundraising – ongoing
- By-laws Committee met several times this quarter

Committee Member School Outreach Activities

- April 23, OC conference call to discuss discounted rate for OC volunteers
- May 14 – Annual Awards banquet – 140 in attendance!
- June 2-5th NEWEA Spring Meeting, New Castle, NH
- June 24 – NWPCA Annual Golf Classic – sold-out!

General Comments

More info – www.rinwpca.org or RINWPCA Facebook

Report Submitted by

Scott Goodinson

Submitter's Email

scott.c.goodinson@warwickri.org

Date Submitted

05/31/2019
Subject: Committee/Officer Report Submission

Date: Thursday, May 30, 2019 at 9:11:18 AM Eastern Daylight Time

From: Chris Robinson
To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Vermont Director

Activities/Decisions Since Last Executive Meeting

GMWEA held their Spring Meeting in Killington. GMWEA awards were presented as well as re-presented the NEWEA’s VT awards. The membership approved a bylaw change that allows for remote/call-in of BOD members for monthly meetings. The previous version only allowed for physical attendance or you were deemed absent. Our bylaws state that if you miss too many meetings per year you can be voted off the board by the BOD.

Water Quality Day was held on May 30th with 20 facilities participating throughout the state. Planned tours and activities were scheduled.

GMWEA will be holding a stormwater training program in the Fall. This technical training will be for stormwater designers and based on the new Vermont Stormwater Manual.

GMWEA/VLCT is considering using NEON for a membership database. More to come.

Currently working on a corporate sponsorship program modeled after NEWEA’s a la carte menu.

Meetings/Conference Calls Held

April 10 Monthly meeting
May 8 Monthly Meeting

General Comments

The George Dow Memorial Golf Tournament will be held on Friday August 23 at the Cedar Knoll Country Club in Hinesburg VT.

GMWEA Charity Bike Ride will be held in September. The exact day is TBD.

Report Submitted by

Chris Robinson

Submitter’s Email

crobinson@shelburnevt.org

Date Submitted

05/30/2019
Executive Committee Meeting Date

June

Name of Committee or Office

WEF Delegate

Activities/Decisions Since Last Executive Meeting

I have been working with the WEF Collection Systems Committee and Public Communications and Outreach Committee. Beginning in October, I will be serving as the CSC’s Project Manager for the Operation and Maintenance Technical Practice Group (O&M TPG). My activities with the PCOC currently include reviewing nominations for the WEF 2019 Public Outreach awards.

I have been serving as a mentor for the MIT Innovation Prize competition which began in February and was completed in late April. I attended the project pitch night at MIT and met my fellow mentors and several of the project team finalists who all did excellent jobs presenting their projects. It was truly an amazing event that I intend to continue to support and remain involved.

Meetings/Conference Calls Held

Emails between the WEF Delegates planning attendance at upcoming WEFMAX events and assisting with the Journal WEF Delegate Report. I volunteered to participate with my fellow WEF Delegates in a subcommittee that will be planning the WEFMAX 2022 in New England. We will be having a kickoff meeting on Tuesday June 4th at the Spring Meeting.

Action Plan Committee/Officer Assignments

None at this time.

Committee Member School Outreach Activities

Since my last report, I participated in the Framingham Walsh Middle School Career Day and met with the NEWEA AAEES Student Chapter at WPI. At the WPI meeting, the students viewed the water themed Chronicle episode that aired on WCVB in March, and then I presented our recent emergency preparedness activities that are underway in Framingham. I coordinated a field trip to DPW with Norfolk County Agricultural High School teacher John Lee for several of his environmental science students that are completing their course in Water Treatment. I took them on a tour of our Indian Head Water Storage Tank construction site, our Pleasant Street Water Pump Station, and the utility features located at the Cochituate Rail Trail.

General Comments

I suppose I could collect my books and get on back to school...or steal my daddy's cue and make a living out of playing pool...or find myself a rock and roll band, that needs a helping hand...

Report Submitted by

Jim Barsanti

Submitter's Email

jrb@framinghamma.gov

Date Submitted

05/16/2019
Subject: Committee/Officer Report Submission
Date: Friday, May 31, 2019 at 11:09:16 AM Eastern Daylight Time
From: Peter Goodwin
To: mail@newea.org

Executive Committee Meeting Date
   June

Name of Committee or Office
   Veterans Workforce Development Committee - Ad Hoc

Activities/Decisions Since Last Executive Meeting
   Continued conversation with Military Talent Source on potential for engagement with a pilot "Apprenticeship" program utilizing GI Bill Stipend..
   Looking to create sub-committee to work with NEWEA staff on targeted recruiting document
   Follow up with Maine DOL Vet Rep on open house invitation at North Country Convention

Meetings/Conference Calls Held
   No meetings or conference call with Ad Hoc
   Conference Call with NYWEA staff and volunteers to discuss WWJI
   Conference Call with Nevada WEF group on same

Action Plan Committee/Officer Assignments
   Follow up with State Association Champions on initiative

Committee Member School Outreach Activities
   Maine DOL
   Military Talent Source

General Comments
   It seems that everyone is extremely busy and finding it hard to carve out time to push things on the STATE level.

Report Submitted by
   Peter Goodwin

Submitter's Email
   peter.goodwin@tedberrycompany.com

Date Submitted
   05/31/2019
Subject: Committee/Officer Report Submission
Date: Friday, May 31, 2019 at 3:13:09 PM Eastern Daylight Time
From: Fred McNeill
To: mail@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
WEF - Delegate

Activities/Decisions Since Last Executive Meeting
Attended WEFMAX in Scottsdale, AZ in March. WEFMAX focused on membership engagement, workforce development, diversity, and partnerships. I presented on NEWEA's membership retention and growth.

Meetings/Conference Calls Held
Supporting WEF in delegate activities

General Comments
My term as a WEF delegate expires in October at WEFTEC.

Report Submitted by
Fred McNeill

Submitter's Email
FMcNeill@ManchesterNH.gov

Date Submitted
05/31/2019
Executive Committee Meeting Date

June

Name of Committee or Office

Collection Systems Committee

Activities/Decisions Since Last Executive Meeting

- Competed white paper for FOG
- Completed white paper for private inflow
- Reviewed and selected abstracts for June meeting

Meetings/Conference Calls Held

- In person (at NEWEA Woburn) and conference call held in mid May to brainstorm CSC activities for the next couple years. Good turnout and great participation

Action Plan Committee/Officer Assignments

- Lander to take over as chair in January
- Loto to stay as Clerk
- Looking for new vice chair

Committee Member School Outreach Activities

NA

General Comments

- Looking forward, we see WEF CSC conference coming to New England in 2021/2 and we are engaging w WEF CSC. Garvey and DiGiacomo are on WEF CSC

Report Submitted by

Peter Garvey

Submitter's Email

pgarvey@dewberry.com

Date Submitted

05/24/2019
Executive Committee Meeting Date

June

Name of Committee or Office

Collection Systems & Water Resource Council

Activities/Decisions Since Last Executive Meeting

Working with Committee Chairs on preparing for 2019 Spring Meeting
Sending out Committee Review forms to Select Committee Chairs
Emails and Conference Calls with Committee chairs to aid committees in day to day business

Action Plan Committee/Officer Assignments

Need to coordinate a meeting between chairs of multiple committees within my council to determine if collaboration on a Specialty Conference is feasible

General Comments

Working with my chairs to help them prepare for 2019 Spring Meeting and continue working on the day to day business of their committees.

Report Submitted by

John Digiacomo

Submitter's Email

jdigiacomo@natickma.org

Date Submitted

05/20/2019
Subject: Committee/Officer Report Submission
Date: Friday, May 31, 2019 at 1:36:56 PM Eastern Daylight Time
From: Steve Perdios
To: mail@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
CSO/Wet Weather Issues

Activities/Decisions Since Last Executive Meeting
No activities since April report

Meetings/Conference Calls Held
Some emails but no calls

Action Plan Committee/Officer Assignments
Intend to put a webinar together over the next couple of months

Committee Member School Outreach Activities
none

Report Submitted by
Steve Perdios

Submitter's Email
SPerdios@Dewberry.com

Date Submitted
05/31/2019
Subject: Committee/Officer Report Submission
Date: Friday, May 24, 2019 at 2:13:54 PM Eastern Daylight Time
From: Sarah White
To: mail@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
Industrial Wastewater

Meetings/Conference Calls Held
a call is planned for early June

Action Plan Committee/Officer Assignments
Will begin exploring the possibility of holding a joint specialty conference with Lab Practices committee in 2020 or 2021.

General Comments
Looking forward to working with Rebecca Weidman this year on taking over the chair position in 2020.

Report Submitted by
Sarah White

Submitter's Email
sarah_white@unifirst.com

Date Submitted
05/24/2019
Subject: Committee/Officer Report Submission
Date: Wednesday, May 29, 2019 at 5:20:24 PM Eastern Daylight Time
From: Angela Blanchette
To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Stormwater Committee

Activities/Decisions Since Last Executive Meeting

The SW Committee has been reviewing the Water for Life Campaign to see if there is an opportunity to utilize for MS4 outreach materials. We have been discussing how we may modify or enhance the materials to better align with New England’s regional stormwater group programs.

Committee members have been engaged in the WEF On-Demand Wastewater Library initiative and providing assistance for stormwater topics. The Committee will review the outline for the OWWL Stormwater topics at the spring meeting in order to provide feedback to the national group.

Meetings/Conference Calls Held

Conference calls have been held regarding both the WEF OWWL initiative and the Water for Life Campaign reutilization.

Report Submitted by

Angela Blanchette

Submitter's Email

ablanchette@scarboroughmaine.org

Date Submitted

05/29/2019
Subject: Committee/Officer Report Submission
Date: Tuesday, May 28, 2019 at 2:26:59 PM Eastern Daylight Time
From: Courtney Eaton
To: mail@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
Sustainability

Activities/Decisions Since Last Executive Meeting
Still reviewing potential Green Steps Award winner and working out details on when and how best to 'promote' the award winner; stay tuned
Have developed a list of Sustainability Directors within NE - we will begin to outreach to them during the summer months with the intent to get as many as possible on a couple of planning calls in the fall
Continue to have a presence in the online NEWEA newsletter and contribute an article to the NEWEA Fall Journal
Discussing pulling together a webinar on sustainable planning / decision making - date TBD

Meetings/Conference Calls Held
Held conference calls in April and May

Action Plan Committee/Officer Assignments
none

Committee Member School Outreach Activities
none

Report Submitted by
Courtney Eaton

Submitter's Email
ceaton@kleinfelder.com

Date Submitted
05/28/2019
Subject: Committee/Officer Report Submission
Date: Friday, May 24, 2019 at 1:59:59 PM Eastern Daylight Time
From: Robert Scott
To: mail@newea.org

Executive Committee Meeting Date
January

Name of Committee or Office
NEWEA Reuse Committee

Activities/Decisions Since Last Executive Meeting
- Reached out to the listed committee members on the Reuse roster - edited and updated the roster to reflect current active members - distributed the contact list/spreadsheet to the Committee.
- Provided the updated information to Linda Austin
- Named Bruce Douglas the Vice Chair for the Reuse Committee and informed the active members
- Submitted the proposed Committee budget

Meetings/Conference Calls Held
Chair/Vice Chair:
- Held a general meeting/telephone discussion with Bruce Douglas thanking him for his willingness and acceptance of the Vice Chair role
- Explained the expectations and role of the Committee as well as the past practices and activities
- Discussed the direction the Committee should take going forward and steps to increase involvement and participation.
- Detailed telephone conversation with Janice Moran - Explanation of NEWEA support services available and a good overview/summary of the Committee and Member roles/expectations.

Action Plan Committee/Officer Assignments
- Hold a general informal meeting in the late summer/early fall to get the members together
- Develop a NEWEA Reuse brochure for distribution at the 2020 meeting in Boston
- Develop a list of the Reuse Facilities and Projects in the New England Area

Committee Member School Outreach Activities
- University of Connecticut Reuse Facility staff have been working very closely with the University professors and Faculty providing many Facility tours and presentations.

General Comments
- Very delayed start and limited activity for the Reuse Committee in early 2019 due to family illness. Things are getting back on track and we look forward to an active Fall.

Report Submitted by
Robert Scott

Submitter's Email
rscott@woodardcurran.com

Date Submitted
Subject: Committee/Officer Report Submission

Date: Wednesday, May 29, 2019 at 8:40:34 AM Eastern Daylight Time

From: Jennifer Johnson

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Watershed Management Committee

Activities/Decisions Since Last Executive Meeting

The Watershed Management Committee continues to have monthly calls to review committee activities and plan for this year’s activities. The 2nd annual homebrewing competition - now called "Source Water Brewers" has expanded to 8 brewers for 2019 (up from 2 brewers in 2018). We have been working with Janice Moran to finalize plans for the tasting at the Committee Appreciation Event in July. This year will include new t-shirts, new sponsors, more educational signage, and "official" judging of homebrews by tasters. We are excited to continuing expanding this event and hope the other committees will support us by visiting our booth in July!

Meetings/Conference Calls Held

April 10, April 22, May 8, May 31

Action Plan Committee/Officer Assignments

Continued planning for 2019 Source Water Brewers, Webinar coming up for Fall 2019, looking forward to potential resilience specialty conference in 2020

Committee Member School Outreach Activities

Jenn is participating in a United Way BoSTEM event on May 31 and will include a note about the importance of professional societies like NEWEA!

Report Submitted by

Jennifer Johnson

Submitter’s Email

jjohnson@nitscheng.com

Date Submitted

05/29/2019
Executive Committee Meeting Date

June

Name of Committee or Office

Communication Council

Activities/Decisions Since Last Executive Meeting

* Renie Jesanis is the New Chair of Website Committee
* Forwarded A&D Survey to Public Awareness Committee

General Comments

Thanks, Renie, for taking over Website Committee!

Report Submitted by

Meg Tabacsiko

Submitter’s Email

meg.tabacsiko@mwra.com

Date Submitted

05/23/2019
Subject: Committee/Officer Report Submission  
Date: Wednesday, May 15, 2019 at 1:32:36 PM Eastern Daylight Time  
From: Alexandra Bowen  
To: mail@newea.org  

Executive Committee Meeting Date  

June  

Name of Committee or Office  

Journal Committee  

Activities/Decisions Since Last Executive Meeting  

Working on the Summer Journal - Wastewater Treatment themed to be sent to membership on June 22. We are on schedule with good articles in production. The Committee has been working closely with the Collection Systems committee to solidify articles and Guest Editors for the Fall Journal (collection systems themed). The Committee has been brainstorming ideas for the Winter Journal (safety themed) and beginning to identify targeting authors and articles.  

Meetings/Conference Calls Held  

Conference call was held with volunteers from Collection Systems Committee to discuss the production process and timeline for the upcoming Fall Journal.  

Action Plan Committee/Officer Assignments  

Committee members to finish completing the Summer Journal and working with authors for Fall Journal.  

Committee Member School Outreach Activities  

Spring Journal will be distributed to membership on June 22.  

General Comments  

We are looking for Safety- themed articles and willing authors for the Winter Journal. The deadline for the submission of Safety-related articles is September 25, 2019.  

Report Submitted by  

Alexandra Bowen  

Submitter's Email  

bowenab@cdmsmith.com  

Date Submitted  

05/15/2019
Subject: Committee/Officer Report Submission

Date: Thursday, May 30, 2019 at 10:11:49 AM Eastern Daylight Time

From: Renie Jesanis

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Website Committee

Activities/Decisions Since Last Executive Meeting

None

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

Currently transitioning to Renie Jesanis as chair of the committee. Undergoing a review of the committee charter and roles and responsibilities for committee members.

Committee Member School Outreach Activities

none

General Comments

See action plan. Renie is just getting situated and should have a more in depth update at the next EC meeting.

Report Submitted by

Renie Jesanis

Submitter's Email

renie.jesanis@mwra.com

Date Submitted

05/30/2019
Subject: Committee/Officer Report Submission
Date: Monday, May 27, 2019 at 10:55:36 AM Eastern Daylight Time
From: Marylee Santoro
To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Assessment and Development

Activities/Decisions Since Last Executive Meeting

Committee Surveys were sent out to Council Directors
Committees up for review were the following:
Assessment and Development
Sponsors
Public Awareness
Website
Asset Management
CEC's
Utility Management
Collection Systems Certification
Collection Systems
CSO/Wet Weather
Sustainability
Water Reuse
Government Affairs
Humanitarian Assistance/Grants
Safety
Veterans Work Force Development

Action Plan Committee/Officer Assignments

Breakfast meeting scheduled on Monday June 3, 2019 of Spring Conference
to be followed up by conference calls

Report Submitted by

Marylee Santoro

Submitter's Email

msantoro@stamfordct.gov

Date Submitted

05/26/2019
Subject: Committee/Officer Report Submission

Date: Thursday, May 23, 2019 at 7:39:15 AM Eastern Daylight Time

From: Meg Tabacsko

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Registration

Activities/Decisions Since Last Executive Meeting

* Sent out email recruiting committee members to work Registration Booth at SM Pre-Reg. # as of 5/21 - Full Mtg., 111, 1 Day Mon: 31, 1 Day Tues: 24, 1 Day Wed: 8, Guest Prog: 8, Exhibitors: 17, Ops Challenge: 22, Mon. Reception: 21, Tues. Dinner: 17, Tour: 11, Bike Ride: 9, YP Service Event: 18 - Numbers will most likely go up, will give update at ECM

Meetings/Conference Calls Held

* Participated in Meeting Management Council Conference Call on May 23, 2019

Report Submitted by

Meg Tabacsko

Submitter's Email

meg.tabacsko@mwra.com

Date Submitted

05/23/2019
Subject: Committee/Officer Report Submission

Date: Monday, May 20, 2019 at 3:38:41 PM Eastern Daylight Time

From: Jay Sheehan

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Awards Committee

Activities/Decisions Since Last Executive Meeting

• NEWEA staff sent reminder e-blast of May 24 Award Deadline on April 11
• Awards blurb added by NEWEA to May Newsletter e-blast (sent on May 6)
• Awards Committee reached-out to State Directors for status check via conference call on 5/9
• Awards Committee to make individual reach-outs to Council Directors that have Committee Awards (since these Committee Directors did not make 5/9 conference call)

Meetings/Conference Calls Held

• Awards Committee Check-in Call with State Directors on 5/9
  - All States are in good shape on both Peloquin & Operator Awards
  - Surprisingly, none of the Council Directors made the call - status of Committee Awards varies greatly
• Individual reach-outs to Council Directors ongoing
• Significant correspondence/coordination on individual awards is ongoing

Action Plan Committee/Officer Assignments

• Chair to develop Agenda, organize Award spreadsheet for June 4 Awards Committee Meeting in NH
• Chair to send Outlook invite to June 4 Awards Committee meeting
• Chair/Vice-Chair & Committee still need to:
  - discuss communication strategy with Jordan Gosselin (NEWEA Com Director)
  - talk to EPA (Mark Spinelli) about how they communicate their awards
  - talk to WEF (Kelsey Hurst) about how they communicate their awards
  - communicate need for WEF Awards more robustly, targeting 2 for 2020
  - notify NEWEA Directors & Award Nominators of people receiving awards

Committee Member School Outreach Activities

N/A

General Comments

For people that read Committee Reports, please thank Mike Wilson for his service. When I hear he has been thanked 3 times, I will no longer include this message: THANK YOU TO MIKE WILSON FOR YOUR TIME & COMMITMENT LEADING THE NEWEA AWARDS PROGRAM FOR THE PAST 2 YEARS!!!

Report Submitted by

Jay Sheehan

Submitter’s Email

JSheehan@WoodardCurran.com

Date Submitted

05/20/2019
Subject: Committee/Officer Report Submission
Date: Saturday, June 1, 2019 at 7:48:41 AM Eastern Daylight Time
From: Mike Bonomo
To: mail@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
ByLaws

Activities/Decisions Since Last Executive Meeting
ByLaws was asked by Pete Frick, Membership Committee Chair, to review the question of whether adding a
NEWEA only Regulator Category membership would require a By Laws change.
It was the consensus of the Committee that this new Membership Category will require a modification to the
Organization Manual but not a By Laws change.

Meetings/Conference Calls Held
None

Action Plan Committee/Officer Assignments
None

Committee Member School Outreach Activities
None

General Comments
None

Report Submitted by
Mike Bonomo

Submitter's Email
mbonomo@idexcorp.com

Date Submitted
06/01/2019
Subject: Committee/Officer Report Submission

Date:   Friday, May 24, 2019 at 2:57:33 PM Eastern Daylight Time

From:  Denise Descheneau

To:     mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Committee Member Appreciation

Activities/Decisions Since Last Executive Meeting

Annual Event at Kimball Farm booked for July 18, 5-10PM

Meetings/Conference Calls Held

N/A

Action Plan Committee/Officer Assignments

N/A

Committee Member School Outreach Activities

N/A

General Comments

N/A

Report Submitted by

Denise Descheneau

Submitter's Email

ddescheneau@ubwpad.org

Date Submitted

05/24/2019
Subject: Committee/Officer Report Submission
Date: Friday, May 31, 2019 at 11:09:39 AM Eastern Daylight Time
From: Ray Willis
To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Nominating Committee

Activities/Decisions Since Last Executive Meeting

At March ECM, the Executive Committee voted to approve the two additional members from the Executive Committee, Kate Biedron and Chris Robinson, to fill the remaining two positions of the Committee.

Action Plan Committee/Officer Assignments

Accepting nominations for Officer positions from the membership until June 14, 2019. After the membership's nomination period ends, the Committee will convene to review the nominations and to discuss the potential slate of officers.

Report Submitted by

Ray Willis

Submitter's Email

rwillis@onsite-eng.com

Date Submitted

05/31/2019
Subject: Committee/Officer Report Submission

Date: Wednesday, May 29, 2019 at 3:09:00 PM Eastern Daylight Time

From: Robert Fischer

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Government Affairs Committee

Activities/Decisions Since Last Executive Meeting

April: developed/sent Thank you letter templates for the DC Fly-in
April: submitted GAC meeting request for Spring Show. June 3, 2019 1000-1100
May 1: NACWA PFAS Crisis Communication discussion

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

None

Committee Member School Outreach Activities

None

Report Submitted by

Robert Fischer

Submitter's Email

bfischer@sburl.com

Date Submitted

05/29/2019
Subject: Committee/Officer Report Submission
Date: Thursday, May 30, 2019 at 9:32:41 AM Eastern Daylight Time
From: Peter Frick
To: mail@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
Membership

Activities/Decisions Since Last Executive Meeting
The WEF complimentary memberships that expired in April were distributed to NEWEA platinum sponsors (Arcadis & Flow Assessments). The committee will next be working on those that expire in November 2020.

Committee submitted an action item to the ECM to formalize the NEWEA-only membership category.

Membership also provided suggestions to improving WEF membership cards. WEF membership is now finalizing the new template.

The new members this year total 56 with 12 joining as young professionals.

Meetings/Conference Calls Held
No conference calls or meetings were held in May. Next meeting is set for June 4th at the Spring Conference.

Report Submitted by
Peter Frick

Submitter's Email
pfrick@idexcorp.com

Date Submitted
05/30/2019
Subject: Committee/Officer Report Submission  
Date: Wednesday, May 29, 2019 at 11:48:33 AM Eastern Daylight Time  
From: Leonard Young  
To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Public / Student Education Committee

Activities/Decisions Since Last Executive Meeting

May (the) 4th (Be With You) Deer Island Dash and Kids Fest. successful joint event with WFP.

Meetings/Conference Calls Held

April 25th Meeting / Conference call to review SJWP submissions and select students to represent New England.
May 8th Conference Call regarding success of Deer Island Dash, YP Spring Meeting Project, Mr and Mrs Fish Wed AM of Spring Meeting, Upcoming PEC Teacher Training, and other volunteer opportunities.
May 9th Conference call regarding teacher Training, possible sponsors for breakfast and lunch, we are confident that this will be the best Teacher Training Yet!

Action Plan Committee/Officer Assignments

YP Service project June 1st, asked for a Table to be set up with NEWEA School Kits etc. on Saturday before Spring Meeting
Mr and Mrs Fish, June 5th two shows Wed Morning of Spring Meeting, 129 students scheduled to attend.
Teacher Training, August 20th NBC, Providence, RI

Committee Member School Outreach Activities

YP Service project asked for a Table to be set up with NEWEA School Kits etc. on Saturday before Spring Meeting

General Comments

Please remember to fill out the presenters survey on our web page for any who have done public outreach.

Report Submitted by

Leonard Young

Submitter’s Email

leonard.young@mwra.com

Date Submitted

05/29/2019
Subject: Committee/Officer Report Submission
Date: Sunday, June 2, 2019 at 8:39:56 AM Eastern Daylight Time
From: Nick Valinski
To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Nick Valinski

Activities/Decisions Since Last Executive Meeting

No activities to report.

Meetings/Conference Calls Held

No meeting to report.

Report Submitted by

Nick Valinski

Submitter's Email

nvalinski@gmail.com

Date Submitted

06/02/2019
Subject: Committee/Officer Report Submission

Date: Wednesday, May 22, 2019 at 11:49:24 AM Eastern Daylight Time

From: Nick Tooker

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Student Activities Committee

Activities/Decisions Since Last Executive Meeting

Student Design Competition was held at Northeastern University. There were several teams who expressed initial interest, but ultimately only one that participated. The team from Northeastern University was recommended to proceed to the national competition at WEFTEC in September.

Action Plan Committee/Officer Assignments

Planning to have a call/discussion this summer to address three main items:
1) Student participation at the Annual Conference. Should we resurrect a Student Presentation Session? How do we keep a high-quality Student Poster Session, while maintaining open participation?
2) Student participation in the Student Design Competition. The past several years have had multiple teams express interest in the competition, only to back out at the last moment. We will need to figure out ways to increase participation from multiple different schools.
3) Committee succession plan. We currently do not have a vice-chair, and will be looking for someone to take over the Committee Chair position in the next 1-2 years.

Committee Member School Outreach Activities

Committee partnered with the YP committee on a Poo & Brew event where ~ 15 students from UMass Amherst and Smith College attended. We are planning a similar partnership for an event in October in conjunction with the NEWEA/NEBRA conference in Springfield.

General Comments

We are looking for consultants/communities/utilities/partners to sponsor projects for the 2019-2020 academic year. These projects could be used for senior capstone design projects and also for the Student Design Competition. Sponsorship includes providing 1) a problem statement, design information, and data, and/or, 2) providing financial support to send the team(s) to WEFTEC where they present at the national competition. In the last two years, our NEWEA teams have won 3rd place!!

Report Submitted by

Nick Tooker

Submitter's Email

nbtooker@gmail.com

Date Submitted

05/22/2019
Subject: Committee/Officer Report Submission

Date: Friday, May 31, 2019 at 3:45:17 PM Eastern Daylight Time

From: Colin O'Brien

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Young Professionals

Activities/Decisions Since Last Executive Meeting

Include in updated budget, proposal for one YP committee member to attend the WEF YP Summit.
Attempt to hold more YP meetings in person.

Meetings/Conference Calls Held

• April YP Meeting conference call April 26th ; 12 -1 PM
• Upcoming June 3rd YP Committee meeting (in person meeting and conference call, Mentor program graduation)

Action Plan Committee/Officer Assignments

Comment planning for the 2020 YP summit with NEWWA YPs in June
Debrief on the 2019 YP Service Project success
Continue planning remaining Poo and Brews for the year and provide a list to the membership
Coordinate possible opportunities with Harpoon regarding some NEWEA branding opportunities. Peter Enright has contacts with the marketing department at harpoon and has expressed some interest in collaborating with them. We are waiting to follow up after Harpoon fest is complete.

Committee Member School Outreach Activities

Coordinated with Public outreach committee on the YP service project. Community outreach was incorporated into the project and materials explaining the project and what NEWEA is about and was doing for the service project was included. There was a community flyer that was also sent out as part of the service project to notify the community of the upcoming project and opportunities were given to have the public involved with the project.

General Comments

The committee continues to grow and be busy. We are beginning planning for the 2020 YP Summit. Two Poo and Brews were also recently held, one in May 17th at the South Windsor CT WWTF. On April 24th a poo and Brew was also held in Amherst MA at the Amherst WWTF. We have recently been offering discounted student registration which has been very successful and the committee plans to continue to implement this fee structure. The YP committee has also been successful at acquiring two sponsors per Poo and Brew which has significantly offset the cost of hosting these events. The YP committee is also sponsoring a YP (all are welcome) Bowling Event at Wamesit Lanes in Tewksbury, MA. Enjoy a night of bowling, education, food and networking. All are welcome. Sponsored by Burt Process and NEWEA Young Professionals Committee. The YP committee continues to collaborate with other YP groups, a liaison has been established between the MEWEA YP group and the NEWEA YP committee, Daryl Coppola from FR Mahoney has taken on this role.

Report Submitted by

Colin O'Brien

Submitter's Email

cobrien@brwncalid.com

Date Submitted

05/31/2019
Subject: Committee/Officer Report Submission

Date: Wednesday, May 22, 2019 at 10:46:03 AM Eastern Daylight Time

From: Rachel Watson

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Contaminants of Emerging Concern

Activities/Decisions Since Last Executive Meeting

No activities

Meetings/Conference Calls Held

None

Action Plan Committee/Officer Assignments

Joint Poo and Brew with YP Committee

Report Submitted by

Rachel Watson

Submitter's Email

rachel.watson@stantec.com

Date Submitted

05/22/2019
Subject: Committee/Officer Report Submission

Date: Wednesday, May 22, 2019 at 12:21:28 PM Eastern Daylight Time

From: Walter Palm

To: mail@newea.org

Executive Committee Meeting Date

June

Name of Committee or Office

Lab Practices Committee

Activities/Decisions Since Last Executive Meeting

The Lab Practices Sub-Committee is tasked with developing new exam questions for the Analyst 1 Exam. The new questions will be used in the new exam format and test document. The Prov company provides custom written exams and grades the exams. Our committees intend to recommend how to proceed with NEWEA Exams and protocol for securing the exam documents, teaching classes, and proctoring exams.

Meetings/Conference Calls Held

Walter Palm, Tom Groves, and Marylee Santoro met phone conferenced with a vendor from the Prov company in March. The sub-committee met in March.

Report Submitted by

Walter Palm

Submitter's Email

wpalm@narrabay.com

Date Submitted

05/22/2019
Subject: Committee/Officer Report Submission
Date: Monday, May 20, 2019 at 11:23:11 AM Eastern Daylight Time
From: Tom Hazlett
To: mail@newea.org

Executive Committee Meeting Date
June

Name of Committee or Office
Plant Operations

Activities/Decisions Since Last Executive Meeting
Reviewed abstracts for one Plant Ops session at the spring meeting in NH. Worked on budget request for upcoming year.

Meetings/Conference Calls Held
Correspondence on spring meeting. Began preliminary correspondence with NEIWPCC on potential for TR-16 update.

Action Plan Committee/Officer Assignments
Involved Vice Chair in budgeting to facilitate change in chair in January. John Adie will take over as chair and new vice is still to be finalized but there is interest among current committee members.

Committee Member School Outreach Activities
Various individual efforts.

Report Submitted by
Tom Hazlett

Submitter's Email
thazlett@woodardcurran.com

Date Submitted
05/20/2019
Executive Committee Meeting Date
June

Name of Committee or Office
Residuals

Activities/Decisions Since Last Executive Meeting
Call for abstracts for the fall specialty conference has closed and the committee will be reviewing abstracts and creating the program in a conference call on June 10th. We are also in the process of reviewing the applications for the Biosolids Award and will make a selection after our June 10th call.

Report Submitted by
Natalie Sierra

Submitter's Email
nsierra@brwncaid.com

Date Submitted
05/31/2019
I. **INTRODUCTION**

This manual is intended to serve as a guide for accounting and financial reporting for the New England Water Environment Association (NEWEA). It establishes the basic accounting framework for receipt and disbursement procedures. In addition, the manual also outlines procedures that reflect the handling and flow of transactions. These procedures generally relate to documentation of activities that enhance the reliability and integrity of financial and accounting reporting. Where separation of duties critical for internal controls are not feasible due to the size of the Association, further authorization approvals are required to validate transactions and maintain internal controls.

NEWEA’s financial system utilizes the QuickBooks accounting software to record financial and accounting transactions. The software generates financial reports necessary for management controls, planning and other decision making. The QuickBooks financial reporting system provides complete audit trail from data input to the financial reporting stage.

This manual will attempt to describe the accounting policies of NEWEA, present the procedures for cash receipts and check disbursements used for recording and posting of transactions, and discuss accounting procedures and related internal controls inherent in the procedures. In addition, budgeting will be discussed. Monthly and periodic reporting will also be discussed.

The accounting policies and financial reporting adopted for this manual are consistent with Generally Accepted Accounting Principles (GAAP) in the United States of America. All transactions and accounting procedures shall conform with relevant State and Federal legislation as they pertain to the Association.

The NEWEA Finance Committee shall be responsible for formulating NEWEA’s overall financial policies as part of its responsibility for the financial management of the Association. The Finance Committee is vested with the final and legal responsibility for all aspects of the Association’s financial management.

Under the direction of the Treasurer, who shall serve as the committee chair, the Finance Committee shall review this document yearly. Recommended changes shall be presented to the Executive Committee for review. Minor edit can be made to the accounting and financial policies manual at the discretion of the Finance Committee without the need to be formally adopted by the Executive Committee.
II. ACCOUNTING POLICIES

The NEWEA Executive Committee shall have the sole authority over the following matters:

- Approval of annual operating and capital budget;
- Salaries of the Association staff;
- Incurring of debt, mortgages, and other financial commitments;
- Investment policies;
- Purchase and sale of properties and other assets; and
- All other activities associated with the operations and management of NEWEA.

Signature Authorities
To ensure adequate segregation of authority, the Executive Director and Treasurer shall have the signatory authority for checks and all other cash transactions. Individual checks in excess of $20,000 and not included in the annual budget approved by the ECM, will require dual signoff prior to check issuance. (See additional procedures in “Check Signers” section.)

Security of Financial Data
NEWEA’s accounting software should ensure that access to financial data is limited by the use of password protection and authorizations for inquiries or browse only functions. The Executive Director and shall maintain the password security to set controls. The Executive Director or designated bookkeeper (currently performed by the Executive Director and Office Administrator) shall have unlimited access to transactions and reports and shall perform the correction of errors and adjustments through journal entries, which must be recorded and numbered numerically.

The accounting data must be backed-up weekly to ensure the recoverability of financial information in case of software failure. The backed-up data must be stored in a safe and secured area away from the Association premises and is to include the “Originals” noted below.

The accounting policies and financial reporting adopted by NEWEA are consistent with Generally Accepted Accounting Principles (GAAP) in the United States of America and the Financial Accounting Standard Board. Accordingly, NEWEA has adopted FAS 116 – Accounting for Contributions Received and Contributions Made; and FAS 117 – Financial Statements of Not-For-Profit Organizations.

Originals are to include the following:
- The Association’s bylaws and related amendments;
- IRS Communications;
- Agreements;
- Fixed Assets inventory, including Financial Statements;
- Insurance policies;
- Checks, unclaimed checks and signed checks awaiting disbursement;
- Revenue and cash receipts original documents; and
- Vendor Invoices

The accounts of NEWEA shall be organized by classes of Unrestricted, Temporarily Restricted, and Permanently Restricted Net Assets.

**Accounts Payable & Receivables**
A schedule of aged accounts receivables and payables for all categories shall typically be prepared quarterly for review by the NEWEA Executive Director and CPA.

**Annual Budget and Financial Reports**
The NEWEA Finance Committee shall prepare an annual operating budget of revenue and expenses as outlined in the “Finance, Budget and Accounting Schedule” section of this manual. These budgets shall be reviewed and approved by the NEWEA Executive Committee. Financial Statements displaying actual versus budget shall be prepared by the Executive Director/bookkeeper. The reports shall be reviewed and approved by the NEWEA Executive Committee. The Executive Director and Treasurer shall present quarterly financial reports at the NEWEA Executive Committee meetings and members shall be given opportunities to ask questions before the report is adopted. Discussion of the budget continues at “Finance, Budget and Accounting Schedule” section of this manual.

**Record Retention and Disposal**
Books, records, documents and other supporting evidence including paid invoices, cancelled and/or voided checks, accounts payable records, vendor invoices, payroll sheets, payroll registers, tax withholding statements, employees’ timesheets, and all other statutory corporate and legal documents shall be retained for a period of seven years after the original entry date.

The latest accounting and financial policies included in this manual were approved by the NEWEA Executive Committee at the June 2019 Executive Committee meeting. All members and others acting on behalf of the Association (or agents of the Association) are bound by the policies herein, and any deviation from established policy without prior approval of the Executive Committee is prohibited. However, minor edits can be made to the accounting and financial policies manual at the discretion of the Finance Committee without the need to be formally adopted by the EC.
III. **FINANCIAL GOALS**

Financial Goal #1: NEWEA will establish an annual operating budget which will use the accrual based accounting method.

Financial Goal #2: NEWEA will maintain a Reserve Fund at or above a target amount of 30% of its annual operating budget. Reserve monies shall be invested with a strong reputable organization to maximize interest return while balancing risk. Reserve monies shall be defined as Certificates of Deposits and Bonds, Money Market, Bonds and Mutual Funds, Equities (managed high quality stocks) and Cash Reserves.

Financial Goal #3: NEWEA will maintain a minimum balance in available liquid funds to cover no less than three month’s worth of operating expenses.

IV. **ACCOUNTING & FINANCIAL POLICIES**

Access to Records: At the discretion of NEWEA and in accordance with applicable law, NEWEA may provide copies of the following records of the Association to any member in good standing appearing at the Association office during normal business hours of operations. Copies will be made available within 30 days to any member requesting these documents by mail or email. Requests must be made either in person or in writing (telephone requests will not be honored). Hard copies of any of these documents will be made available for a fee to cover printing and mailing costs.

- IRS Form 990 – most recently filed;
- Not-for-profit tax-exempt status letter from IRS; and
- Financial statements – balance sheet and income statement for most recent quarter.

Accounting Method: It is the policy of NEWEA to utilize the accrual basis of accounting that recognizes revenues when earned and expenses when incurred during the fiscal year.

Bank Reconciliation: It is the policy of NEWEA to address bank statements to the Executive Director at the Association office. The Executive Director will review the bank statements and will reconcile the accounts in QuickBooks. The CPA will review all activities. The CPA shall routinely conduct an internal financial audit to compare monthly bank statements with the monthly QuickBooks reconciliations. The Treasurer will report financial summaries to the Executive Committee on a quarterly basis.

Capital Items: It is the policy of NEWEA to capitalize all furniture and equipment purchases, property betterments, and property renewals valued over $500.

Cash Management Policy: Separate checking and investments accounts will be maintained.
NEWEA will maintain:

1. An operating checking account in which all deposits will be made and which will be used to pay Association expenses and will be maintained at a minimum of 3 months of the association’s operating expenses. No account will exceed $250,000, which is currently the FDIC limit for each checking account.
2. Investments accounts at various financial institutions.

**Chart of Accounts:** It is the policy of NEWEA to maintain a chart of accounts. All persons involved with accounting coding responsibilities will be issued a chart of accounts.

**Check Disbursements:** It is the policy of NEWEA to keep unused check supplies safeguarded under lock and key at the office of the Association. All check disbursements will require approved invoices or expense vouchers. The resulting checks will be signed by an authorized signer as described in “Check Signers”.

**Check Signers:** It is the policy of NEWEA to give check-signing authority to the following positions: Executive Director and Treasurer. Those persons serving in these two positions will be given authority at the commencement of their term of office. New signature cards will be executed at that time.

The Executive Director will be the primary check signer. All payments will be processed through electronic checking. Any vendor payment less than $20,000 requires only Executive Director approval. Any vendor payment equal to or greater than $20,000 must have approval of both the Executive Director and the Treasurer.

If the situation arises when the Executive Director has an invoice larger than $20,000, the Treasurer will be notified by the Executive Director of the request at which time the Treasurer will then provide approval.

**Collection Procedures:** It is the policy of NEWEA to invoice for services immediately following completion of service. If payment is not received according to schedule, the Treasurer, after consultation with the finance Committee may authorize the use of a collection agency. Attempts to collect payments will be noted and kept on file.

**Contract Signing Authority:** It is the policy of NEWEA to grant authority to sign contracts to the Executive Director and Programs Director as long as the financial implications of the contract are included in the Association’s approved budget.

**Control over Checks, Cash and Credit Card Payments:** It is the policy of NEWEA that checks and cash will be deposited on at least a bi-weekly basis.

**CPA Firm – Audited Financial Statements:** It is the policy of NEWEA to direct the Treasurer and the Executive Director to distribute the audited financial statements to the Executive Committee. The decision to accept this financial audit prepared by the Accounting firm will be made at the June Spring Meeting or as soon as available
thereafter, where the financial statement will be presented by the Treasurer and the Executive Director.

**CPA Firm – Selection of Firm:** At the recommendation of the Treasurer and the Executive Director, the Executive Director will select a CPA firm experienced in auditing not-for-profit organizations. Rewarding the contract for auditing services to the existing firm is acceptable as long as its performance is satisfactory and its continued use is cost effective.

**Credit Cards:** It is the policy of NEWEA that the Association will establish a credit card account and credit cards will be issued to the Executive Director, Programs Director, Communications Coordinator and the Office Administrator. The credit card limit will be $10,000 per card. The credit card account will be reviewed on a monthly basis by the Executive Director. All credit card charges over $2,000 will need prior approval of the Executive Director.

**Finance, Budget, and Accounting Schedule:** The Treasurer, the Executive Director, and the Finance Committee shall establish an annual schedule for budget preparation and approval, budget review, fiscal year audit, program budget estimates, committee budgets, and appropriate other reports. Schedule is based on a fiscal year from October 1 to September 30.

- **April** Committee Chairs receive requests for budgets
- **July/August** Budget Request forms and other program forms due
- **July/August** Finance Committee meets and reviews proposed committee and program budgets and formulates proposed Association budget
- **September** Treasurer/Finance Committee presents proposed Association budget to Executive Committee
- **Immediately Following Sept ECM** Approved individuals program and committee budgets emailed to Committee Chairs

**Financial Statement Preparation and Distribution:** It is the policy of NEWEA for the Executive Director and the Treasurer to prepare the financial reports every quarter for review and approval by the Executive Committee at their meetings.

**Fiscal Year:** The fiscal year shall be from October 1 to September 30.

**Independent Contractors:** It is the policy of NEWEA to evaluate criteria established by the IRS when assigning individual employee or independent contractor status. Individuals qualifying as independent contractors will sign a contract or invoice and will be issued IRS Form 1099 if compensation is $600 or more during the fiscal year. All
independent contractors and vendors will be required to submit IRS Form W-9 (Request for Tax Payer Identification Number and Certification).

**Insurance:** It is the policy of NEWEA to have an independent insurance consultant review the Association’s insurance policies annually to ensure coverage and limitations adequately meet the needs of the Association and members.

Insurance will be secured as follows:

1. General Liability Insurance is purchased through an independent company to cover NEWEA office slip & fall insurance, commercial general liability, property insurance, employee health, employee accidental death, employee long-term disability, and workers’ compensation insurance.
2. Insurance is purchased for Directors’ and Officers’ liability for NEWEA.

**Investment Plan for Reserves:**

**Objectives:** NEWEA will maintain a Reserve Fund at or above a targeted amount of 30% of its annual operating budget. Reserve monies shall be invested with a strong reputable financial investment organization to maximize interest while balancing risk. Reserve monies shall be defined as Certificates of Deposit, Money Market, Bonds and Mutual Funds, and Cash Reserve accounts. This is exclusive of restricted funds and exclusive of the main Checking Account.

Investments must be designed to support subsidies and donations.

**Purpose:** The purpose for reserves is to ensure the long-term financial health of the Association and to meet financial obligations.

**Goals:** The use of reserves that will lower the reserves below 30% of the annual operational budget shall be considered as a last resort.

Reserve funds would be available to meet the Association’s financial obligations that cannot be met through actual revenue sources or through other budgeting measures.

Due to FDIC limitations, monies greater than $250,000 invested in one financial institution shall be reviewed by the Executive Director and Treasurer. Investments less than $250,000 in one financial institution are acceptable if they are backed in full faith and credit of the United States government.

**Types of Investments:** Investments shall be short-term cash surpluses in FDIC-insured certificates of deposit and money market, bond and mutual funds, and/or cash reserve accounts. Funds with defined
maturity dates (ex. CDs) may be invested for a period of up to 2.5 years and are subject to consideration for renewal at maturity.

Investments shall be short-term cash surpluses in United States government obligations or federal agency obligations which are backed by the full faith and credit of the United States government.

The Treasurer and the Executive Director will be tasked with oversight of all investments including stocks and will monitor the actions and results obtained by the Association’s investment advisor, currently Merrill Lynch and will be responsible to recommend changes to the management of investments should it become prudent to change investment advisors or policies. Any and all interest income earned from these investments may be used as current fiscal year operating funds. The budget will reflect such anticipated revenues.

The Finance Committee shall review investment opportunities on an annual basis or as needed.

Bonds and Mutual funds shall have no penalty for withdrawals. Investment firm will provide initial 90 day review on new funds and quarterly follow-up meetings. This maybe adjusted at the discretion of the Executive Director and Treasurer.

**Loans Prohibited:** It is the policy of NEWEA to prohibit loans to members under all circumstances.

**Purchasing Authority:** If an item is not included in the approved budget and is over $20,000 then it must be presented to the Executive Director and Treasurer for approval. If this item will affect the approved budget, then the Executive Committee must approve an adjustment to the budget. Under special circumstances, the Senior Management Team may authorize such an expense to continue the operation of the Association.

**Records Retention and Destruction:** It is the policy of NEWEA to retain records as required by law and to destroy them when appropriate.

**Refunds:** It is the policy of NEWEA to publish the Association’s Refund Policy on all order forms. No refunds will be allowed for dues. Full refunds for Conference/Seminars, less a processing fee, if appropriate, may be granted at the discretion of NEWEA if the customer or member requests the refund in writing, which explains why they are requesting the refund. Refund requests must be provided to NEWEA prior to the stated deadline or 30 days, whichever is less. Refunds issued will reduce the corresponding revenue account accordingly.

**Software:** QuickBooks shall be the base software for financial management.
A. TRAVEL POLICY: FINANCIAL GUIDELINES -- GUIDELINES FOR DEVELOPING OFFICER AND NEWEA DIRECTOR BUDGETS

1. Officer Budgets

Since NEWEA is a Not-for-Profit Association of volunteers, budgets are intended to subsidize the cost of executing officer duties and responsibilities.

In general, when an individual accepts the nomination to become an officer, NEWEA assumes that the individual with concurrence of his or her employer will be able to carry out his or her officer responsibilities without significant reliance upon NEWEA. Therefore, NEWEA assumes that each individual will be responsible for the overwhelming majority of expenses associated with the time and expenses to carry out officer duties and responsibilities. NEWEA understands that not every officer will have the ability to defer every expense relating to executing officer duties and responsibilities. Therefore, NEWEA has prepared budgets for each officer to help subsidize costs that might not be able to be reimbursed elsewhere.

The NEWEA fiscal year begins on October 1 of each year. All officer budgets are Fiscal Year annual budgets and are intended to be utilized during the year for which they have been approved. Unexpended budgets will not be "rolled over" to a subsequent year.

There are a number of activities and/or events that NEWEA would like to see officers participate in. The following table presents Officer budgets’ and a matrix of the types of activities and/or events – outside of the Annual and Spring Meetings, Executive Committee Meetings, Specialty Conferences and other routine Association activities - that these budgets are encouraged to subsidize if need be:
<table>
<thead>
<tr>
<th>Officer</th>
<th>Budget</th>
<th>WEFTEC</th>
<th>WEFMAX</th>
<th>Planning Session</th>
<th>ASA, Other Aff.</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>$3,000</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>President Elect</td>
<td>$2,500</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Vice President</td>
<td>$2,000</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$1,000</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Past President</td>
<td>$1,500</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>WEF Delegate (3)</td>
<td>$1,500</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>NEWEA State or Council Director (9)</td>
<td>$1,000</td>
<td>√</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Extraordinary Travel Expenses</td>
<td>$1,000</td>
<td>?</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>Extraordinary Visiting Dignitary Expenses</td>
<td>$1,000</td>
<td>?</td>
<td>?</td>
<td>?</td>
<td>?</td>
</tr>
</tbody>
</table>

While each budget can be used for purposes not included within the above matrix, it is assumed that most or all other activities and/or events are routine and less likely to need to be subsidized.

2. Other Budgets

Officers and/or others, upon approval of the President or the Executive Director if the President is not available, may request additional funding from one of two additional accounts: Extraordinary Travel and Extraordinary Visiting Dignitary Expenses.

Extraordinary Travel is considered travel not originally budgeted for but required unexpectedly by a member. Example: NEWEA needs representation at an ASA meeting from an individual who had not planned to attend and whose employer will not pay for lodging and meals.

Extraordinary Visiting Dignitary Expenses are considered to be those expenses relating to the professional courtesy that NEWEA might give to an individual from WEF or another MA when visiting NEWEA or vice versa. Example: An Officer meets a visiting dignitary for dinner at a NEWEA event. Once again, reimbursement will be considered if there is no other means for the officer to be reimbursed.
In either case, Extraordinary Travel or Extraordinary Visiting Dignitary expenses’, the individual requesting reimbursement must receive approval prior to expending any funds for an intended purpose.

3. **Annual Budget Preparation Guidelines Instructions**

   a) Familiarize yourself with the *Guidelines for Annual Budget Preparation* before preparing your budget. If you have any questions or comments, please contact the NEWEA office.

   b) Committee expenses are divided into various categories as shown on the NEWEA COMMITTEE BUDGET REQUEST FORM distributed by the Finance Committee Chair (a sample copy is included in the appendix to this manual). Expenses associated with the Annual and Spring meetings should be listed in the appropriate column. The budget amounts to be included in the Annual and Spring meeting columns should be coordinated with the Programs Director as these costs will vary from venue to venue. Sufficient backup or justification must be included to support all budget requests.

   c) In addition to completing the NEWEA COMMITTEE BUDGET REQUEST FORM described above, the COMMITTEE BUDGET REQUEST FORM - NARRATIVE must be completed to explain how the budget(s) requested will be used by the committee. Narratives should be as detailed as possible in order to facilitate review by the Finance Committee.

   d) If your committee is planning a specialty seminar, a SPECIALTY PROPOSAL FORM must be completed in addition to your NEWEA COMMITTEE BUDGET REQUEST FORM. All forms must be submitted to the NEWEA Programs Director for inclusion with the Finance Committee Budget package for review and approval.

4. **Annual Budget Preparation Guidelines**

When preparing your committee budget, be reminded that NEWEA is a not-for-profit organization that depends upon its Committee Chairs and members to provide volunteer services. The following are provided as guidelines for budgeting for committee meetings with the understanding that specific circumstances may vary and variance from these guidelines may be warranted.
5. **Committee Meetings and Associated Costs**

When preparing your budget, always consider the following:
   a) Is the expenditure necessary?
   b) Where is the meeting being held?
   c) Can I opt for a conference call?
   d) How many people will be participating?
   e) Will I need any outside support - audio or visual etc.?
   f) What do I really need?
   g) Would I spend this amount if I were paying for it personally?
   h) Is the budget reasonable considering other activities I expect to carry out with my committee?

6. **Mailings/Postage**

Large mailings (over 250 pieces) can be printed, collated and mailed using the NEWEA “contracted” printer and bulk mail permit provided the mailing is available to the printer at least 3 weeks in advance of the expected delivery date. For all other mailings, current first class mailing rates should be used. Contact the NEWEA office for details when preparing your budget if you plan on using the bulk mail permit.

7. **Copying/Printing**

When necessary, the NEWEA “contracted” printer can be utilized for large amounts of copying or printing. Contact the NEWEA office assistance in obtaining cost estimates if you are planning on using the NEWEA “contracted” printer.

8. **Airfare**

For individuals traveling on NEWEA related business or when budgeting for out-of-town speakers whose presence at a meeting would not otherwise be possible, only the cost of coach airfare will be allowed for reimbursement.

9. **Ground Transportation**

For individuals traveling on NEWEA related business, public transportation when available should be the travel means of choice. If NEWEA business is incidental to other planned employer related business travel, costs should not be considered for reimbursement by NEWEA.

10. **Personal Auto/Parking**

Where NEWEA business requires use of an individual’s personal automobile, only approved mileage will be reimbursed. Approved mileage will be reimbursed at the current IRS approved mileage rate. For approved parking, only reasonable self parking charges will be allowed for reimbursement.
ACTION ITEM: Formalizing the Regulator Membership Category

By a unanimous vote of the Membership Committee, I submit the following NEWEA-only Membership Category for approval to the ECM at the NEWEA Executive Committee Meeting on June 2, 2019:

As discussed at the April ECM in Dover, the Membership Committee proposes to formalize the Regulator Membership category. The regulator community participation in the association benefits all our members and helps to diversify the NEWEA membership.

The pilot program started in 2016 as a NEWEA-only membership category with each of the New England Environmental Regulatory Agencies, including USEPA Region 1, Connecticut Department of Energy and Environmental Protection, Maine Department of Environmental Protection, Massachusetts Department of Environmental Protection, New Hampshire Department of Environmental Services, and the Vermont Department of Environmental Conservation participating.

During the pilot phase, seventy-two (72) members have used this category with forty-five (45) remaining as current members. Additionally, thirty-one (31) have joined in the past two years. Each regulatory agency has at least one member utilizing the regulatory category, again addressing diversity within the NEWEA membership.

While these NEWEA-only members do not count towards the NEWEA membership for our WEF delegates, their participation in member challenges discussions are important and warrant the reduced fees. The Regulator Member will not be a member of WEF or receive any of WEF’s benefits (publications, webinars, etc.). The action of formalizing this membership category has no breach of the current by-laws as confirmed by the By-Laws Committee.

The Membership Fee for the Regulator Category has been set at $50.00 annually, subject to annual increases as recommended by the Membership Committee and approved by the ECM, with reduced rates for specialty conferences.

Upon formalization of this category, it will become the responsibility of the Membership Committee - working in tandem with our State Associations - to maintain active members within the regulatory community.

The Membership Committee requests that the NEWEA-only Regulator Membership Category be formalized and added to the annual Membership Association Dues Report Form.

Respectfully Submitted ECM June 2, 2019 by the NEWEA Membership Committee

Chair: Peter Frick

ACTION ITEM

The NEWEA Membership Committee recommends that the Executive Committee accept this action.

Action: ___________Approved ___________Approved as Amended ___________ Denied
ACTION ITEM: Change the Name of Public Education Committee to Youth Education Committee and Move this Committee from Outreach Council to Communication Council

To more accurately reflect the mission of the Committee, it is recommended that the Public Education Committee be renamed Youth Education Committee. It is further recommended that this Committee be moved from the Outreach Council to the Communication Council so to be in the same Council as the Public Awareness Committee.

Respectfully submitted June 2, 2019 by the NEWEA Communication Council

Meg Tabacsko, Council Director

ACTION ITEM

The NEWEA Communications Council recommends that the Executive Committee accept name change of the Public Education Committee to Youth Education Committee and move this Committee from Outreach Council to Communication Council as described above.

Action: __________ Approved __________ Approved as Amended __________ Denied
New England Water Environment Association
Executive Committee Meeting
June 2, 2019

ACTION ITEM: Approve updates to the Accounting and Financial Policies Manual

By vote of the Finance Committee, the Executive committee approves the updates to the Accounting and Financial Policies Manual on June 2, 2019.

Respectfully submitted June 2, 2019 by the NEWEA Finance Committee: The Accounting and Financial Policies Manual Updates are intended to bring the policies into alignment with current practices, most significantly, electronic payment of most invoices (as opposed to paper checks) and investment policies to reflect our current practice and provider, Merrill Lynch.

ACTION ITEM

The NEWEA Finance Committee recommends that the Executive Committee accept the updated Accounting and Financial Policies manual as reviewed and approved by the finance committee.

Action: __________Approved __________ Approved as Amended __________ Denied
New England Water Environment Association  
Executive Committee Meeting  
June 2, 2019  

ACTION ITEM: PFAS POSITION STATEMENT

The Contaminants of Emerging Concern Committee and the Residuals Committee submit the attached NEWEA Position Statement on PFAS for acceptance at the June 2, 2019 Executive Committee meeting.

Respectfully submitted June 2, 2019 by the NEWEA Contaminants of Emerging Concern Committee and the NEWEA Residuals Committee

Rachel Watson, Natalie Sierra, Priscilla Bloomfield, Ned Beecher, Laurel Schaider, Randy Braley

ACTION ITEM

The NEWEA Contaminants of Emerging Concern Committee and the Residuals Committee recommend that the Executive Committee accept the PFAS position statement as described above.

Action: __________ Approved __________ Approved as Amended __________ Denied
New England Water Environment Association  
Executive Committee Meeting  
June 2, 2019  

ACTION ITEM: Approval of the 2018 Financial Audit

By vote of the Finance Committee, I submit the fiscal year 2018 Financial Audit, which was accepted by an affirmative vote during the NEWEA Executive Committee held on June 2, 2019.

Respectfully submitted by the NEWEA Finance Committee, June 2, 2019:

Clayton Richardson, Treasurer  
Mary Barry, Executive Director  
Jennifer Lachmayr, President Elect  
Virgil Lloyd, Vice President  
Kate Biedron, Meeting Management Council Director  
Janine Burke-Wells, Past President

________________________

ACTION ITEM

The NEWEA Finance Committee recommends that the Executive Committee accept the FY 2018 Financial Audit as described above.

Action: ___________Approved ___________Approved as Amended ___________Denied
New England Water Environment Association  
Executive Committee Meeting  
June 2, 2019

ACTION ITEM: To merge the North East Innovation Network (NEWIN) Organization and create an Innovation Council and Initial Innovation Committee within NEWEA with NEWIN and NEWEA volunteers

The missions of the two organizations are very much aligned and with this merger, NEWEA has an opportunity to become a real leader in advancing innovative ideas, processes and technologies to help our members solve clean water challenges in New England.

- 2017 - Explored NEWEA/NEWIN Partnership
- 2018 - Discussed Formal Merger
- 2018 – Planned for Innovation Pavilion and Continued Merger Discussions
- 2019-
  - January - Successful NEWEA/NEWIN Innovation Pavilion
  - March - NEWEA/NEWIN Merger presentation to SMT for Approval
  - April - NEWEA/NEWIN Merger presentation to ExCom
  - June - Vote on NEWEA/NEWIN Merger
  - July - September – Further define implement plan and integration and structure
    - Define Budgets
    - Review processes and systems
    - Define rebranding
  - October - NEWIN officially merges with NEWEA
    - Launch aligned NEWEA/NEWIN Brand
    - Outward facing - 2 separate organizations in a strategic partnership
    - Internally – NEWIN contractors continue as needed
    - NEWEA Executive Office gradually takes on Association Management Responsibilities (Events, Communications and Finances)
    - Innovation direction comes from Innovation Council and with backing from Board
    - NEWEA Formerly adds 7th Council - Innovation
- 2020 – 2021 Market NEWIN Brand as Part of NEWEA (subsidiary)
- 2021 – 2022 Market NEWIN as NEWEA’s Innovation Program (i.e. Lift within WRF)

Respectfully submitted June 2, 2019 by the NEWEA Innovation Task Force:

Patrick Wiley, Susan Sullivan, Miles Walker; Stacy Thompson, Joe Witts, Mary Barry, Ray Vermette, Howard Carter, Marianne MacDonald, Todd Brown, James Plummer, Dan Bisson, Jim Barsanti, Robert Dunn, Jason Turgeon, David Archard, Hichem Hadjeres

ACTION ITEM

The NEWEA Innovation Task Force Committee recommends that the Executive Committee to merge the North East Innovation Network (NEWIN) Organization and create an Innovation Council and Initial Innovation Committee within NEWEA with NEWIN and NEWEA volunteers

Action: ___________Approved ___________ Approved as Amended ___________Denied
New England Water Environment
Association, Inc.
Financial Statements
and
Independent Auditor's Report
Years ended September 30, 2018 and 2017
New England Water Environment Association, Inc.

Financial Statements
Years ended September 30, 2018 and 2017

Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent auditor's report</td>
<td>2</td>
</tr>
<tr>
<td>Financial Statements</td>
<td></td>
</tr>
<tr>
<td>Statements of financial position</td>
<td>4</td>
</tr>
<tr>
<td>Statements of activities</td>
<td>5</td>
</tr>
<tr>
<td>Statements of functional expenses</td>
<td>6</td>
</tr>
<tr>
<td>Statements of cash flows</td>
<td>7</td>
</tr>
<tr>
<td>Notes to financial statements</td>
<td>8</td>
</tr>
</tbody>
</table>
Independent Auditor’s Report

The Board of Directors
New England Water Environment Association, Inc.
Woburn, Massachusetts

We have audited the accompanying statements of financial position of New England Water Environment Association, Inc., (a nonprofit organization) as of September 30, 2018 and 2017 and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.
Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New England Water Environment Association, Inc. as of September 30, 2018 and 2017 and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Our audit was conducted for the purpose of forming an opinion of the financial statements as a whole. The schedule of functional expenses on page 6 is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Randolph, Massachusetts

May 27, 2019
New England Water Environment Association, Inc.
Statements of Financial Position
September 30, 2018 and 2017

**Assets**

<table>
<thead>
<tr>
<th>Asset</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>379,920</td>
<td>336,395</td>
</tr>
<tr>
<td>Temporary Cash Investments</td>
<td>5,687</td>
<td>12,312</td>
</tr>
<tr>
<td>Marketable securities</td>
<td>610,737</td>
<td>563,614</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>8,188</td>
<td>11,138</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>18,213</td>
<td>12,826</td>
</tr>
<tr>
<td>Security deposit</td>
<td>5,700</td>
<td>5,700</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>1,028,445</strong></td>
<td><strong>941,985</strong></td>
</tr>
</tbody>
</table>

**Fixed Assets**

<table>
<thead>
<tr>
<th>Asset</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property, plant and equipment</td>
<td>60,800</td>
<td>60,800</td>
</tr>
<tr>
<td>Less: Accumulated depreciation</td>
<td>(60,523)</td>
<td>(59,953)</td>
</tr>
<tr>
<td><strong>Net fixed assets</strong></td>
<td><strong>277</strong></td>
<td><strong>847</strong></td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td><strong>$1,028,722</strong></td>
<td><strong>$942,832</strong></td>
</tr>
</tbody>
</table>

**Liabilities and Net Assets**

<table>
<thead>
<tr>
<th>Liability</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable and accrued expenses</td>
<td>137,199</td>
<td>51,837</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>121,000</td>
<td>155,820</td>
</tr>
<tr>
<td><strong>Total current liabilities</strong></td>
<td><strong>258,199</strong></td>
<td><strong>207,657</strong></td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td><strong>258,199</strong></td>
<td><strong>207,657</strong></td>
</tr>
</tbody>
</table>

**Net Assets**

<table>
<thead>
<tr>
<th>Asset</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>770,523</td>
<td>735,175</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td><strong>770,523</strong></td>
<td><strong>735,175</strong></td>
</tr>
<tr>
<td><strong>Total liabilities and net assets</strong></td>
<td><strong>$1,028,722</strong></td>
<td><strong>$942,832</strong></td>
</tr>
</tbody>
</table>

See accompanying notes to financial statements.
New England Water Environment Association, Inc.

Statements of Activities

For the Years Ended September 30, 2018 and 2017

<table>
<thead>
<tr>
<th>Changes in unrestricted net assets:</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues and gains:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td>$514,447</td>
<td>$451,858</td>
</tr>
<tr>
<td>Exhibitor Fees</td>
<td>270,315</td>
<td>266,000</td>
</tr>
<tr>
<td>Membership Dues</td>
<td>52,852</td>
<td>51,030</td>
</tr>
<tr>
<td>Pass Through Dues</td>
<td>58,405</td>
<td>63,068</td>
</tr>
<tr>
<td>Advertising and Subscriptions</td>
<td>117,741</td>
<td>118,138</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>75,584</td>
<td>73,782</td>
</tr>
<tr>
<td>Certification Fees</td>
<td>17,377</td>
<td>17,900</td>
</tr>
<tr>
<td>Investment income</td>
<td>45,599</td>
<td>61,134</td>
</tr>
<tr>
<td>Other income</td>
<td>29,648</td>
<td>30,842</td>
</tr>
<tr>
<td>Total unrestricted revenues and gains</td>
<td>1,181,968</td>
<td>1,133,752</td>
</tr>
<tr>
<td>Total unrestricted revenues, gains and other support</td>
<td>1,181,968</td>
<td>1,133,752</td>
</tr>
</tbody>
</table>

Expenses

<table>
<thead>
<tr>
<th>Expenses</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program services</td>
<td>844,935</td>
<td>739,129</td>
</tr>
<tr>
<td>Management and general</td>
<td>256,934</td>
<td>252,997</td>
</tr>
<tr>
<td>Pass Through Dues</td>
<td>44,751</td>
<td>35,343</td>
</tr>
<tr>
<td>Total expenses</td>
<td>1,146,620</td>
<td>1,027,469</td>
</tr>
<tr>
<td>(Decrease) Increase in unrestricted net assets</td>
<td>35,348</td>
<td>106,283</td>
</tr>
</tbody>
</table>

Net assets, beginning of year

| Net assets, beginning of year | 735,175 | 628,892 |

Net assets, end of year

| Net assets, end of year | $770,523 | $735,175 |

See accompanying notes to financial statements,
<table>
<thead>
<tr>
<th><strong>Programs</strong></th>
<th><strong>Supporting Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries and wages</strong></td>
<td>$226,774</td>
</tr>
<tr>
<td><strong>Employee benefits</strong></td>
<td>$27,719</td>
</tr>
<tr>
<td><strong>Payroll taxes</strong></td>
<td>$16,500</td>
</tr>
<tr>
<td><strong>Total personnel and related expenses</strong></td>
<td>$270,993</td>
</tr>
<tr>
<td><strong>Annual conference</strong></td>
<td>$276,584</td>
</tr>
<tr>
<td><strong>Spring meeting</strong></td>
<td>$104,906</td>
</tr>
<tr>
<td><strong>Operations challenge</strong></td>
<td>$17,405</td>
</tr>
<tr>
<td><strong>Seminars</strong></td>
<td>$90,873</td>
</tr>
<tr>
<td><strong>Ad-Hoc Council</strong></td>
<td>$1,639</td>
</tr>
<tr>
<td><strong>Journal printing</strong></td>
<td>$92,539</td>
</tr>
<tr>
<td><strong>Planning Sessions expense</strong></td>
<td>$143</td>
</tr>
<tr>
<td><strong>Committees</strong></td>
<td>$25,888</td>
</tr>
<tr>
<td><strong>Professional development</strong></td>
<td>$235</td>
</tr>
<tr>
<td><strong>WEF Dues expense</strong></td>
<td>$44,751</td>
</tr>
<tr>
<td><strong>SJIP Expense</strong></td>
<td>$2,364</td>
</tr>
<tr>
<td><strong>WEFTEC reception</strong></td>
<td>$5,045</td>
</tr>
<tr>
<td><strong>Congressional/State briefing briefs</strong></td>
<td>$11,551</td>
</tr>
<tr>
<td><strong>Executive committee</strong></td>
<td>$6,540</td>
</tr>
<tr>
<td><strong>WFP Contributions</strong></td>
<td>$322</td>
</tr>
<tr>
<td><strong>Water Champions Campaign</strong></td>
<td>$4,000</td>
</tr>
<tr>
<td><strong>Office expense</strong></td>
<td>$33,760</td>
</tr>
<tr>
<td><strong>Office equipment</strong></td>
<td>$4,060</td>
</tr>
<tr>
<td><strong>Consultants</strong></td>
<td>$22,219</td>
</tr>
<tr>
<td><strong>Audit fees</strong></td>
<td>$8,046</td>
</tr>
<tr>
<td><strong>Accounting fees</strong></td>
<td>$5,163</td>
</tr>
<tr>
<td><strong>Professional service</strong></td>
<td>$5,992</td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>$7,021</td>
</tr>
<tr>
<td><strong>Postage</strong></td>
<td>$2,632</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>$38,090</td>
</tr>
<tr>
<td><strong>Bank charges &amp; credit card fees</strong></td>
<td>$27,807</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td>$570</td>
</tr>
<tr>
<td><strong>Dues and subscriptions</strong></td>
<td>$3,200</td>
</tr>
<tr>
<td><strong>Travel</strong></td>
<td>$13,046</td>
</tr>
<tr>
<td><strong>Scholarships</strong></td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>Other expenses</strong></td>
<td>$13,110</td>
</tr>
</tbody>
</table>

| **Total expenses before allocation** | $546,386 |
| **Allocation of General & Administration** | $206,010 |
| **Total expenses** | $752,396 |

See accompanying notes to financial statements.
New England Water Environment Association, Inc.

Statements of Cash Flows
For the Years Ended September 30, 2018 and 2017

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash flows from operating activities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change in net assets</td>
<td>$35,348</td>
<td>$106,283</td>
</tr>
<tr>
<td>Adjustment to reconcile change in net assets to net cash used in operating activities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>570</td>
<td>2,385</td>
</tr>
<tr>
<td>(Increase) decrease in accounts receivable</td>
<td>2,950</td>
<td>12,196</td>
</tr>
<tr>
<td>(Increase) decrease in prepaid expenses</td>
<td>(5,387)</td>
<td>3,999</td>
</tr>
<tr>
<td>(Increase) decrease in temporary cash investments</td>
<td>6,625</td>
<td>14,849</td>
</tr>
<tr>
<td>(Increase) decrease in marketable securities</td>
<td>(47,123)</td>
<td>(72,444)</td>
</tr>
<tr>
<td>Increase (decrease) in deferred revenue</td>
<td>(34,820)</td>
<td>(69,220)</td>
</tr>
<tr>
<td>Increase (decrease) in accounts payable</td>
<td>85,362</td>
<td>12,349</td>
</tr>
<tr>
<td><strong>Net cash used in operating activities</strong></td>
<td>43,525</td>
<td>10,397</td>
</tr>
</tbody>
</table>

| Net increase (decrease) in cash and cash equivalents | 43,525 | 10,397 |
| Cash and cash equivalents at beginning of year     | 336,395| 325,998|
| Cash and cash equivalents at end of year            | $379,920| $336,395|

See accompanying notes to financial statements.
1. **Type of Organization**

New England Water Environment Association, Inc. (NEWEA) was incorporated in October 1929 under the laws of the Commonwealth of Massachusetts as a nonprofit, trade organization. Its goals are: to provide a forum for the advancement of knowledge of the design, construction, operation and management of waste treatment works and water pollution control activities; and to provide an opportunity for the encouragement of friendly exchange of information experience. Activities and programs organized and promoted by New England Water Environment Association include seminars, annual conferences, meeting forums and journal publication.

**Summary of Significant Accounting Policies**


**Financial Statements of Not-for-Profit Organizations.** Under these standards, New England Water Environment Association, Inc. (NEWEA) is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, NEWEA is required to account for contributions received and contributions made as follows: Contributions received or pledged are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions.

**Revenue and Expenses** - Contributions received or receivable are recorded as unrestricted, temporarily restricted or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions. Donations of property and equipment are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose.

**Fixed Assets and Depreciation** - Fixed assets are stated at cost when purchased or at fair value at date of receipt when received as a donation. Donations of fixed assets are recorded as support at their estimated fair value. Such donations are reported as unrestricted support unless the donor has restricted the donated asset to a specific purpose. Assets donated with
1. **Type of Organization - Continued**

*Fixed Assets and Depreciation - Continued*

explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted support. Absent donor stipulations regarding how long those donated assets must be maintained, NEWEA reports expirations of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor.

Depreciation is calculated by straight line method over the estimated useful life of the asset ranging from five to seven years for both income tax and financial reporting purposes. Maintenance and repairs are charged to operations when incurred. Significant betterments and renewals are capitalized. It is New England Water Environment Association policy to capitalize all furniture and equipment purchases, property betterments and property renewals valued over $500.

*Cash and Cash Equivalents* - For the purposes of financial statement presentation, New England Water Environment Association considers all highly liquid investments with maturity of three months or less to be cash equivalents.

*Functional Expenses* - Expenses by function have been allocated among program and supporting services based on direct charge, analysis of personnel time and space utilized for the related activities.

*Income Taxes* – New England Water Environment Association is exempt from income taxes under Section 501(c)(3) of the United States Internal Revenue Code; the Organization has been determined to be an organization which is not a private foundation.

*Concentration of Credit* - Financial instruments which potentially subject New England Water Environment Association to concentration of credit risk consist principally of marketable securities. As of September 30, 2018 and 2017, New England Water Environment Association had marketable securities of $518,331 and $239,150 respectively.

*Estimates and Assumptions* - The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

*Bad Debts* – Bad debts are recorded using the allowance method for accounts deemed doubtful or uncollectible. For the years ended September 2018 and 2017, there were no accounts receivable deemed uncollectible.
New England Water Environment Association, Inc.
Notes to Financial Statements - Continued
September 30, 2018 and 2017

2. **Property, Plant and Equipment**

As of September 30, 2018 and 2017, property, plant and equipment consist of the following:

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment</td>
<td>$43,694</td>
<td>$43,694</td>
</tr>
<tr>
<td>Furniture and fixtures</td>
<td>17,106</td>
<td>17,106</td>
</tr>
<tr>
<td></td>
<td>60,800</td>
<td>60,800</td>
</tr>
<tr>
<td>Less: Accumulated depreciation</td>
<td>(60,523)</td>
<td>(59,953)</td>
</tr>
<tr>
<td>Net property and equipment</td>
<td>$277</td>
<td>$847</td>
</tr>
</tbody>
</table>

Depreciation expense for the years ended September 30, 2018 and 2017 were $570 and $2,385 respectively.

3. **Investments**

The following schedules summarize investments for the years ended September 30, 2018 and 2017.

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Temporary Cash Investments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merrill Lynch cash</td>
<td>$5,687</td>
<td>$12,312</td>
</tr>
<tr>
<td><strong>Marketable Securities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merrill Lynch Mutual Funds</td>
<td>610,737</td>
<td>563,614</td>
</tr>
<tr>
<td>Total</td>
<td>$616,424</td>
<td>$575,926</td>
</tr>
</tbody>
</table>

4. **Fair Value Measurements**

NEWEA measures the fair value of its financial instruments in accordance with accounting standards relative to fair value measurements, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs to determine the fair value of financial instruments. Also in accordance with these standards, NEWEA categorizes its financial instruments, based on the priority of inputs to the valuation technique, into a three-level hierarchy, as discussed below.
4. Fair Value Measurements - Continued

Instruments measured and reported at fair value are classified and disclosed in one of the following categories:

Level I - are quoted prices in active markets for identical investments that the company has the ability to access at the measurement or reporting date. The type of investments generally included in this category includes listed equities and mutual funds.

Level II - are inputs (other than quoted prices in active markets included within Level I), which are either directly or indirectly observable as of the reporting date, and fair value is determined through the use of models or other valuation methodologies. Investments which are generally included in this category include corporate bonds, less liquid and restricted equity securities, and certain over-the-counter derivatives.

Level III - are unobservable inputs for the investment and includes situations where there is little, if any, market activity for the investment. Unobserved inputs are those that reflect the Company’s own assumptions about the determination of fair value and require significant management judgement or estimation. Investments which are generally included in this category may include private equity funds, hedge funds, partnerships and limited liability companies.

In certain cases, the inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, an instrument’s level within the fair value hierarchy is based on the lowest level of input that is significant to the fair value measurement. The Company’s assessment of the significance of a particular input to the fair value measurement in its entirety requires judgement and considers factors specific to the investment. NEWEA has marketable securities classified as Level I, which has a fair value of $610,737 and $563,614 as of September 30, 2018 and 2017, respectively.
NEWEA does not have any Level II or Level III investment.
New England Water Environment Association, Inc.
Notes to Financial Statements - Continued
September 30, 2018 and 2017

4. Fair Value Measurements - Continued

The following table presents New England Water Environment Association's fair value hierarchy for the financial assets measured at fair value on a recurring basis:

<table>
<thead>
<tr>
<th></th>
<th>Fair Value</th>
<th>(Level 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2018</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merrill Lynch Cash Reserve</td>
<td>$ 5,687</td>
<td>$ 5,687</td>
</tr>
<tr>
<td>Merrill Lynch Mutual Funds</td>
<td>610,737</td>
<td>610,737</td>
</tr>
<tr>
<td><strong>2017</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merrill Lynch Cash Reserve</td>
<td>$ 12,312</td>
<td>$ 12,312</td>
</tr>
<tr>
<td>Merrill Lynch Mutual Funds</td>
<td>563,614</td>
<td>563,614</td>
</tr>
</tbody>
</table>

5. Lease Agreement

New England Water Environment Association, Inc. entered into a commercial lease extension with Cummings Property Management, Inc. for the office space located at 10 Tower Office Park, Suite 601, Woburn, Massachusetts. This fourth lease extension with annual rent of $35,196 was executed on January 10, 2018 for an additional three (3) years ending July 30, 2021. Rent expense on leased premises for the years ended September 30, 2018 and 2017 were $38,090 and $33,969 respectively.

Minimum future rental payments under operating leases having terms in excess of one year as of September 30, 2018 for each of the next three years and in the aggregate are:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>Total payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 30,</td>
<td>$ 35,196</td>
<td>35,196</td>
<td>29,330</td>
<td>$ 99,722</td>
</tr>
</tbody>
</table>

-12-
6. **Deferred Revenues**

Deferred revenue represents fees paid by corporations and individuals to rent exhibition space at New England Water Environment Association’s annual conference. The registration applications are mailed in the current period for the following year’s conference. Deferred revenue for the years ended September 30, 2018 and 2017 were $121,000 and $155,820 respectively.

7. **Net Assets**

Net assets of $770,523 and $735,175 as of September 30, 2018 and 2017 respectively, were unrestricted.

8. **Scholarships**

NEWEA awarded scholarships of $3,000 and $3,000 for the years ended September 30, 2018 and 2017 respectively.

9. **Pension Plan**

The organization has a defined contribution retirement plan under section 403 (b) of the Internal Revenue Code. The company provides for 5.3% of the employee’s salary. For the years ended September 30, 2018 and 2017, the amounts of pension expense were $11,571 and $10,683 respectively.

10. **Cash Deposits**

New England Water Environment Association maintains an operating checking account at Citizen’s Bank. Accounts are insured by the Federal Deposit Insurance Corporation (FDIC) up to $250,000. As of September 30, 2018 and 2017, the confirmed balances at Citizen’s Bank were $129,919 and $86,395 respectively in excess of FDIC coverage limit. Management believes that the organizations financial resources are deposited in a solid banking institution and its exposure to credit risk in regard to uninsured cash balances is minimal.

11. **Uncertain Tax Positions**

NEWEA accounts for the effect of any uncertain tax positions based on a “more likely than not” threshold to the recognition of the tax positions being sustained based on the technical merits of the position under scrutiny by the applicable tax authority. If a tax position or positions are deemed to result in uncertainties of those positions, the
11. Uncertain Tax Positions - Continued

An unrecognized tax benefit is estimated based on a "cumulative probability assessment" that aggregates the estimated tax liability for all uncertain tax positions. NEWEA has identified its tax status as a tax exempt entity regarding its tax position; however, it has determined that such a tax position does not result in an uncertainty requiring recognition. NEWEA is not currently under examination by any taxing jurisdiction. Its Federal and State tax returns are generally open for examination for three years following the date filed.

12. Subsequent Events

New England Water Environment Association, Inc. has evaluated the financial statement impact of subsequent events occurring through May 27, 2019, the date that the financial statements were authorized to be issued.
Take Home Messages

• Wastewater treatment processes do not utilize or add PFAS chemicals; they convey the PFAS that initially enter society through commercial products. Additionally, PFAS are highly resistant to treatment and remediation.
• Prevention, product evaluation and control of PFAS-containing products are necessary to address the sources of PFAS.
• Continued funding and facilitation of research and monitoring are necessary to understand the impacts PFAS and other contaminants have on the environment, wastewater and associated media.
• Wastewater treatment utilities are unable to afford the costs to measure, monitor and treat PFAS that arrive at facilities.

PFAS – Contaminants of Emerging Concern: In March 2019, NEWEA renewed its position statement on the prevention of and research on Contaminants of Emerging Concern (CECs). This document is an addendum to that statement and concerns one particular class of CECs that rose to prominence in the 2010s: PFAS – per- and polyfluoroalkyl substances.

What Are PFAS? PFAS are a group of man-made chemicals that includes over 4,700 chemicals and polymers. PFAS contain many carbon-fluorine bonds, making them very chemically stable and highly persistent. PFAS have been manufactured and used in a variety of products and industries in the United States and around the globe since the 1940s. Epidemiological and laboratory-based studies have found associations between PFAS exposure and testicular and kidney cancers, thyroid disease, immune suppression and other health effects.

How Are Humans Exposed to PFAS? In some communities, high levels of PFAS exposure occur through contamination of drinking water supplies. Sources of water contamination include a class of firefighting foams, AFFF, used at military bases and airports, as well as industries that manufacture or use PFAS. Exposure also comes from food and consumer products, such as food packaging, dental floss, nonstick cookware, stain resistant textiles and waterproof clothing. As a result, nearly all Americans contain traces of PFAS in their bodies.

PFAS in Wastewater and Associated Residuals: Wastewater treatment plants do not utilize or add PFAS chemicals, and because of the persistent nature of PFAS, these chemicals are highly resistant to treatment and remediation. Some PFAS are therefore released from wastewater treatment plants into surface water and groundwater, which can be sources of drinking water. Trace amounts are also found in associated media, such as wastewater solids, sludges, biosolids, incinerator ash and air emissions.
Prevention: NEWEA commends the voluntary removal of PFOA and PFOS in products, facilitated by U.S. EPA, and advocates for additional measures aimed at reducing one of the main sources of PFAS contamination in the environment – commercial products. Such source control is the most effective method of addressing PFAS concerns. Proper disposal of existing materials is a necessary additional step for removing these chemicals from the human and natural environment. Although newer PFAS chemicals are slightly different, for regulatory and policy practicality, consideration should be given to restricting all PFAS-containing products as a class.

Product Evaluation and Control: NEWEA urges the U.S. EPA, the U.S. Food and Drug Administration, other government agencies and U.S. Congress to review and advance regulatory actions aimed at evaluating PFAS replacements and other emerging chemicals prior to their production and use.

Research: NEWEA encourages research organizations, states, and the federal government to coordinate funding and facilitate research on:

- The presence, fate and impacts of PFAS in wastewater and associated media;
- Cost- and energy-efficient methods for minimizing conveyance of PFAS via wastewater and associated media, such as source control and industrial pretreatment; and
- Cost-effective technologies to reduce background PFAS concentrations in wastewater collection systems, wastewater treatment facilities and associated operations.

Monitoring: NEWEA requests that U.S. EPA increase its resources dedicated to monitoring PFAS through:

- Standardized analytical methods for quantifying PFAS concentrations in non-potable waters (e.g., groundwater, wastewater), solids (e.g., soils, sediments, biosolids), and other media (e.g., incinerator ash, air emissions); and
- Enhanced monitoring of PFAS chemicals to identify pollution sources and characterize environmental fate and transport.

Public Outreach: NEWEA urges U.S. EPA, other federal agencies, state regulatory agencies and its members to advance balanced risk communications related to PFAS contamination in the environment, the implications for public health and the consequences on wastewater treatment and associated operations. The following facts are critical to NEWEA and our members:

- Wastewater treatment processes do not utilize or add PFAS chemicals. Wastewater conveys traces of PFAS that initially enter into Americans’ lives by the manufacturing of commercial products.
- In the rare instances where PFAS is present in wastewater at levels higher than trace amounts, the underlying source is often an upstream industrial discharge. Eliminating such discharges with industrial pretreatment will lower the burden on municipal plants and on the environment.
- The largest releases of PFAS to the environment are from firefighting foams and industrial uses; these releases have orders-of-magnitude greater impact than the trace levels found in typical wastewaters. These large releases should continue to be the priority for regulatory policies and actions.
- Wastewater treatment utilities and their ratepayers, septic system owners, and municipalities are unable to afford the costs of measuring, monitoring, researching and treating the trace PFAS that arrive at the facilities.

Conclusions: Water and wastewater infrastructure is under stress and in need of repair and replacement. The added burden of addressing PFAS concerns without extensive federal and state funding and technical support could result in compromises at public utilities and financial burdens on municipal budgets and ratepayers. The most cost-effective way to minimize discharges of these highly persistent and mobile chemicals into the environment is to restrict the class of PFAS at the source. Safe, non-PFAS alternatives should replace PFAS as soon as possible. NEWEA reaffirms its call on Congress to address all CECs, most importantly PFAS, at the same time as Congress advances infrastructure legislation that includes much-needed water and wastewater infrastructure funding.