

JETCC Board Meeting
February 12, 2007
York County Community College
Wells, ME

Members Present: Gilles St.Pierre, John Hart, Teresa Trott, Leonard Blanchette, Dennis Thayer, Dean Dadmun, Bill Laflamme, Dick Darling and Leeann Hanson.

Excused: Joe Bourgoin, Brian Kavanah Guests: Tom Groves, NEIWPC Dana Peck, YCCC

1. Call to Order:

The meeting was called to order at 12:30 p.m. by Chairman Blanchette. He thanked Dennis Thayer for arranging the meeting room and for funding lunch. He introduced Dana Peck from the York County Community College.

2. YCCC Training Partnership & Chemistry Class (Moved from Agenda Item 8)

Dana explained the Chemistry classes being offered through JETCC at the YCCC. He also discussed the Community College partnership with PETE to establish a two-year Environmental degree program aimed at wastewater operators. The program will involve technical courses taken on-line from Kirkwood Community College and extensive On-the-Job training. Dana noted that this program 'piggybacked' on an existing Apprenticeship program already approved by the State and the Community College system. He also noted that he is working with Kirk Laflin to try to get funding from NSF for a management training program for upper level wastewater and water operators. When Dana asked for suggestions for classes that YCCC might run for operators, Terry Trott suggested that a math course for both water and wastewater operators would be helpful. Dana noted that due top the Community College structure in Maine, YCCC can cross boundaries and offer programs outside York County unless there is a proven demand that is not being met by the local community college.

3. Approval of Minutes:

The minutes of the December 7, 2006 meeting were unanimously approved as amended on a motion by Dennis Thayer seconded by Dean Dadmun

4. Current Budget Review:

Leeann distributed a summary of the budget for the Basic wastewater program and some of the other special projects run by JETCC. Tom Groves noted that some projects show "Professional Services" fees which represent money turned over to the sponsoring organization such as the Cumberland County Soil and Water Conservation District and the DEP Non-Point Source Training Center. He also noted that the North Country Convention had been broken out from the basic wastewater budget for the first time. Without taking the Special Project Fee, the NCC showed a loss of about \$7550.00. There were some questions about the staff time spent on the NCC and the costs for printing and mailing. Tom and Leeann will examine these with NEIWPC's accountants and report back to the Board.

Dean repeated the questions regarding the Wastewater operator Certification Program. Tom explained that the special projects fee is taken for the operator certification program. From historical records, it appears that JETCC's income is more directly affected by the number of classes run by NEIWPC in Maine than by any other Special Project. Tom noted that NEIWPC has a grant from EPA to provide training in the New England states and New York and that NEIWPC does training in each of those states. Often, NEIWPC trainers cover topics that we do not have the resources or expertise to cover. In the recent past, when JETCC's budget was cut, NEIWPC ran more classes to help insure that training was provided for Maine operators.

JETCC Meeting – February 12, 2007 (continued)

Dick suggested that the JETCC expense budget is comprised of three pieces: (1) systemic fixed costs, like the fall and spring calendars that do not depend on the number of classes offered; (2) fixed costs for each class that vary depending on the site used; and, (3) variable costs, like lunch, which depend entirely on the number of participants. The systemic costs are reduced on a class by class basis if more classes are run. The class-by-class fixed and variable costs depend largely on the number of people attending the class. If the total income from training fees does not cover the total of the three costs, JETCC loses money. In FY 2006, not counting the Special Projects Fees and the contribution from State Government, JETCC lost over \$62,000.

There was a discussion of the relationship between JETCC and NEIWPCC. Part of the JETCC budget includes indirect costs paid to NEIWPCC. Some of those funds flow back to JETCC to pay for supplies, telephone and some salary and benefits expenses. The income and expense of NEIWPCC classes run in Maine go to NEIWPCC even though the classes are advertised in the JETCC flyer and JETCC staff may handle registrations and provide other services. Tom and Leeann stated that they will investigate the possibility that NEIWPCC can reimburse JETCC for some of the time spent supporting the NEIWPCC classes in Maine.

There was some discussion of eliminating lunches from JETCC classes. NEIWPCC charges \$90 for a six-hour class with no lunch provided in most cases. The Board agreed to forego lunch at the Board meetings. There was also discussion of any 'big' special projects that might help JETCC's income. There was also a question if the staff could handle the extra work. Leeann responded that MEMA will be sponsoring a series of tank truck rollover classes but there are no other 'big' projects on the horizon. She also stated that the ability of staff to handle a big project would depend on the time of year the project happened and the size of effort needed.

5. Next Biennium 2008-2009 budget & ongoing actions

Leeann reported that she, Dean and Lenny had attended a hearing before the Natural Resources Committee to discuss the funding for JETCC. The Governor's budget includes \$9,500.00 per year. Leeann stated that she presented the committee with letters of support from DEP, MWWCA, PETE and MWUA supporting JETCC's funding request.

A bill increasing the support for JETCC by \$20,500 (for a total of \$30,000/year) has been introduced by Senator John Martin. The bill appeared in the legislative bulletin on Monday and has not been scheduled for hearing.

Terry Trott and Dick Darling reported that since the Governor's budget proposes \$9,500 for JETCC, DEP and DHHS cannot lobby for additional funding.

6. JETCC/NEIWPCC Code of Ethics request & template.

Leeann received a request from Judith Meyer of the Maine Freedom of Information Coalition for a Code of Ethics. Lenny had responded for the Board by sending email to Ms. Meyers stating that JETCC is reviewing the issue. On a motion by Dennis Thayer, seconded by Terry Trott, the Board voted unanimously to authorize Dennis to draft a Code of Ethics for the Board and Staff and circulate the draft to the Board members.

JETCC Meeting – February 12, 2007 (continued)

7. Promotion of the JETCC Founders Award

Leeann distributed the rules and nomination form for the JETCC Founders award. Nominations are due by April 15th and the Board will select a recipient at the May meeting. Leeann asked the Board members to promote the award and encourage nominees

8. Funding Info with MWWCA

Chairman Blanchette will send a letter to the MWWCA Executive Committee requesting clarification regarding the contribution of \$500.00/year to JETCC. Gil will be attending the next MWWCA meeting and will ask the Committee to clarify their intent. It is the Board's understanding that MWWCA will contribute \$500 to help fund the North Country Convention in even years and contribute \$500 in response to a proposal from JETCC for a specialty conference. Chairman Blanchette will circulate a draft of the letter to MWWCA to the Board.

9. WWCS Specialty Training

No Report

10. Maine DEP FOAA

Dick Darling reported that the DEP has supplied MRWA's lawyers with copies of all electronic and paper documents regarding interaction between DEP employees and JETCC for any reason in 2005 and 2006.

11. Update on JETCC Website

The website is being updated regularly. The spring class list has been posted and each class has a one-page description. Steve will be visiting JETCC to add software that will allow Leeann and Deb to update the site directly.

12. Board Attendance at MWWCA meetings

The schedule for Board Members to attend the MWWCA Executive Committee Meetings is in the minutes of the December Board Meeting.

13. Program Update

Leeann provided a handout showing attendance at the classes held during the fall training schedule.

14. Spring 2007

Leeann distributed a list of classes planned for the Spring session including basic wastewater classes, NPSTC courses and On-Site wastewater training courses.

15. Correspondence

Leeann distributed a copy of a letters supporting JETCC's funding.

16. Distribution of By-Laws

Leeann distributed copies of the JETCC by-laws. Chairman Blanchette questions the term of the Board Officers. It was noted that Section 5.0 of the by-laws covers the term of the Chairman and Vice-Chairman. It was also noted that the term of three Board members end in May and letter should be sent to DEP Commissioner Littell to request reappointment of those members wishing to remain on the Board.

JETCC Meeting – February 12, 2007 (continued)

17. Schedule for the next meeting

The next meeting has been scheduled for Thursday, February 15, 2007 at the York County Community College in Wells, ME.

18. Other Business

There was no other business

19. Adjourn

The meeting was adjourned at 3:25 p.m. on a motion by Dennis Thayer, seconded by Dean Dadmun.

Respectively Submitted

A handwritten signature in cursive script, appearing to read "Richard E. Darling".

Richard E. Darling, P.E., CET
Secretary

Approved, as amended, May 10, 2007