

**EXECUTIVE COMMITTEE OF THE
MASSACHUSETTS CLEAN WATER TRUST**

NOTICE AND AGENDA

Meeting Date:	Wednesday, July 17, 2024
Time:	1:30 PM
Location:	Remote*
Listing of Topics:	Call to Order
	<ol style="list-style-type: none">1. Review and approval of minutes from the 5/15/2024 and 6/20/2024 meetings of the Executive Committee2. Update on 2024 Intended Use Plan (IUP) Projects: MassDEP will provide an update on the 2024 IUP projects now that the local authorization deadline has passed.
	Other Business (<i>Items not reasonably anticipated by the Chair 48 hours in advance of the meeting</i>)

***Location: Remote:** Notice is hereby given that the Wednesday, July 17, 2024 meeting of the Massachusetts Clean Water Trust's Executive Committee will be held through remote participation in accordance with M.G.L.c.30A, §20, as modified by c.20 of the Acts of 2021, c.22 of the Acts of 2022, and c.2 of the Acts of 2023.

Those who would like to attend the meeting, please e-mail masswatertrust@tre.state.ma.us to request meeting information. Information to access the meeting will be available through the duration of the meeting. However, we encourage participants to request the information by 5:00 PM the day before the meeting.

To ensure that the audio is clear to all attendees, unless you are actively participating in the meeting, please mute your audio. If you have technical difficulties joining the meeting, please email masswatertrust@tre.state.ma.us.

Please Note: There will be no physical meeting at the offices of the Massachusetts Clean Water Trust.



MASSACHUSETTS
CLEAN WATER TRUST

***Item #1: Draft Minutes of the Meetings Held on
5/15/2024 and 6/20/2024***

**EXECUTIVE COMMITTEE OF THE
MASSACHUSETTS CLEAN WATER TRUST**

Meeting Minutes

Meeting Date: Wednesday, May 15, 2024
Time: 1:30 PM
Location: Remote
Notice: Due public notice given
Attendees Sue Perez, Executive Director, Trust
Timur Yontar, Director of Finance & Administration, Trust
Maria Pinaud, Director of Program Development, Trust
Tim Jones, Deputy Director of Program Development, Trust
My Tran, Treasurer, Trust
Also Present Nate Keenan, Deputy Director, Trust
Pam Booker, Accountant, Trust
Sunkarie Konteh, Accountant, Trust
Kathryn Armour, Data Analyst, Trust
Joshua Derouen, Senior Program Associate, Trust
Kailyn Fellmeth, Program Associate, Trust
Julian Honey, Program Associate, Trust
Rachel Stanton, Investor Relations and Communications
Graphic Designer, Trust
Robin McNamara, Deputy Director of Municipal Services,
DEP
Jessica Sibirski, Drinking Water Analyst, MassDEP
Jennifer Pederson, Executive Director, Massachusetts Water
Works Association

SUMMARY OF DISCUSSIONS

	<u>Open the Meeting:</u> Ms. Perez opened the meeting after confirming the attendees present.
1.	<u>Review and approval of minutes from the 4/10/2024 meeting of the Executive Committee:</u> The Committee approved meeting minutes from the 4/10/2024 meeting of the Executive Committee.
2.	<u>Sewer Overflow and Stormwater Reuse Municipal Grants (OSG) Program Update:</u> Ms. Pinaud stated that since 2020, MassDEP and the Trust has been awarded EPA's OSG grant annually. The grant funding is approximately \$1 million per year, totaling approximately \$5 million over the past five years. MassDEP and the Trust planned to use the funding to provide loan forgiveness to combined sewer overflow (CSO) or stormwater projects listed on the annual Intended Use Plans (IUPs). To date, none of the grant funds have been drawn down.

	<p>Accordingly, EPA recommended that a separate solicitation be opened for an OSG grant program, with a focus on small, rural, or Disadvantaged Communities to meet the EPA requirement that 25% of the grant be given to these communities.</p> <p>2025 SRF Project Solicitation Ms. Pinaud stated that the 2025 SRF project solicitation opened today which included the application for an OSG grant program.</p> <p>The Executive Committee unanimously agreed that the \$5 million in unused grant funds be applied to the projects selected from the 2025 solicitation.</p> <p>Ms. Perez agreed with the approach. The Trust will reach out to Senator Gobi and A&F's Federal Funds Office, as they will be good resources. Additional updates will be provided at a future meeting.</p>
3.	<p><u>School Water Improvement Grant (SWIG) Extension Request and Program Update:</u></p> <p>2023 SWIG Grant Program Update Mr. Honey stated that there were fewer grants approved in 2023 than in previous years. However, collaborative outreach efforts with MassDEP have increased the number of applicants in 2024, particularly those that are private schools and childcare facilities. It is expected that participation in SWIG will continue to increase. To date, the SWIG has awarded over \$1.8 million to 284 schools, serving over 117,000 students.</p> <p>Springfield Public Schools (SPS) Grant Extension Request Mr. Honey stated that last summer, SPS was awarded the largest grant in SWIG history. It has since been completing replacement and retesting activities on an ongoing basis.</p> <p>Through this work, SPS officials identified five problemed fixtures, which would require high-cost renovations. Accordingly, SPS requested the reallocation of grant-eligible fixtures to other schools in their district. SPS also requested a 90-day extension to allow time to complete the work. The reallocation plans would lead to exceeding the program cap of one fountain per 100 students. However, waiving the cap would allow SPS to complete grant-funded work in the most cost-efficient way.</p> <p>The Executive Committee unanimously agreed with the recommendation to issue the extension and allow the reallocation.</p>
<p>Other Business (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting): None.</p>	
<p><u>Adjourn the Meeting:</u> Ms. Perez requested a motion to adjourn the meeting. Ms. Pinaud moved the motion. A roll call was held, and all members approved the motion.</p>	

LIST OF DOCUMENTS AND EXHIBITS USED:

1. School Water Improvement Grants Update Presentation

Minutes Approved:

DRAFT

**EXECUTIVE COMMITTEE OF THE
MASSACHUSETTS CLEAN WATER TRUST**

Meeting Minutes

Meeting Date: Thursday, June 20, 2024
Time: 12:00 PM
Location: Remote
Notice: Due public notice given
Attendees Sue Perez, Executive Director, Trust
Timur Yontar, Director of Finance & Administration, Trust
Maria Pinaud, Director of Program Development, Trust
Tim Jones, Deputy Director of Program Development, Trust
My Tran, Treasurer, Trust
Also Present Nate Keenan, Deputy Director, Trust
Nicole Munchbach, Assistant Controller, Trust
Pam Booker, Accountant, Trust
Sunkarie Konteh, Accountant, Trust
Joshua Derouen, Senior Program Associate, Trust
Kailyn Fellmeth, Program Associate, Trust
Rachel Stanton, Investor Relations and Communications
Graphic Designer, Trust
Martin Mont, Intern, Trust
Michele Higgins, Program Manager, DEP
Robin McNamara, Deputy Director of Municipal Services,
DEP
Gufran Bulbul, Environmental Analyst, DEP
Michael Celona, Drinking Water Specialist, DEP
Janine Bishop, Regional Planner, DEP
Yvette DePeiza, Drinking Water Program Director, DEP
Jennifer Pederson, Executive Director, Massachusetts Water
Works Association

SUMMARY OF DISCUSSIONS

	<u>Open the Meeting:</u> Ms. Perez opened the meeting after confirming the attendees present.
1.	<u>Review and approval of minutes from the 4/24/2024 meeting of the Executive Committee:</u> The Committee approved meeting minutes from the 4/24/2024 meeting of the Executive Committee.
2.	<u>Update on the Cybersecurity Grant Program:</u> Program Update Mr. Bulbul stated that the Drinking Water Program at MassDEP has received 23 applications from eligible public water supplier (PWS) applicants totaling \$948,767.98, or approximately 50% of available grant funding. Of the 23 applications, 13 have been processed. Project Approval Certificates and Project Regulatory Agreements for the Cybersecurity Grants were drafted and forwarded to the Trust for review by its staff members as well as its legal counsel.

The goal is to have these grants up for a vote at the Trust's Board of Trustees next meeting in July.

Program Challenges

Mr. Bulbul said that challenges from the grant application period included a short application period and sensitive data on the applications. Some PWSs noted that they cannot apply for a grant until after their next governance meetings which are scheduled for after the deadline.

The Executive Committee unanimously agreed with the recommendation to extend the deadline by 90 days.

Mr. Bulbul said that the \$50,000 maximum grant amount offered is insufficient for more complex systems. In total, five applicants requested grant amounts exceeding the grant cap, totaling approximately \$165,000. The higher requested amounts are due to greater costs associated with cybersecurity improvements specific to these communities. Brockton, a large, Disadvantaged Community, requested a grant amount of \$150,000 because they are incorporating a wastewater component. Brockton's project proposal was detailed and justifies this amount.

Ms. Perez recommended that requests for funding beyond the maximum grant amount be considered once the grant application window has closed to ensure there are sufficient funds available to all applicants.

Project Review and Closeout Processes

Mr. Bulbul clarified that MassDEP meets with communities once their applications are submitted to discuss the scope of the project. Once the cybersecurity plan is complete, MassDEP's Drinking Water Program and a technical assistance provider specializing in water and wastewater systems operational technology will visit the community to ensure that the plan is in place and the project is complete. The final grant disbursement is subject to the visit and final review of the plan.

Other Business (Items not reasonably anticipated by the Chair 48 hours in advance of the meeting):

AMP Grant Extension Request

Ms. Fellmeth stated that the Town of Avon recently submitted an extension request for their AMP Grant, DWA-22-10. The Town noted that they are working toward completion. They faced challenges including unanticipated vulnerabilities that were prioritized, resulting in delays to their documentation-oriented activities. They also experienced a leadership transition during the project.

The Executive Committee unanimously agreed to give an extension through October 14, 2024 to allow Avon ample time to complete the project.

Adjourn the Meeting: Ms. Perez requested a motion to adjourn the meeting. Ms. Pinaud moved the motion. A roll call was held, and all members approved the motion.

LIST OF DOCUMENTS AND EXHIBITS USED:

1. Cybersecurity Grant Update

Minutes Approved:

DRAFT



Item #2: *(No Reference Documents)*