

Connecticut Rural Water & Wastewater Association

BOARD OF DIRECTOR'S MEETING

Remote Meeting by Live Internet Video Stream and by Telephone

Via Google Meet Link Provided

Wednesday, August 2, 2023~ 10:00 AM

CALL TO ORDER: Pete Kasacek (President) called the regular meeting to order at 10:00 AM.

ROLL CALL

Present: Board members Pete Kasacek, (President), Ted Donoghue, (Secretary), Shelby Jackson (Treasurer), who arrived late, Robert Wittenzellner, Justin D'Antonio (Executive Director) NRWA Members present were Jennifer Palmiotto (NRWA). Kaylyn Branen-Snow (NRWA), who arrived late.

Absent: Rita Cleary (NRWA) Vern Steel (NRWA), Brian Churchman (NRWA), Susan Poe (NRWA)

MINUTES

a) None presented.

BUSINESS

1) **Public Request and or Comment:** None.

2) **Election of Officers:** the three titles of President, Vice President-which is absent, Treasure, and Secretary have to be reappointed each year per our By-laws. J. Palmiotto shared that the National Rural water Representative does not need to be re-appointed.

Motion: P. Kasacek put forth a motion to reappoint T. Donoghue as Secretary for CTRWWA. R. Wittenzellner seconded and there was no discussion. All members voted "aye" and the motion passed.

Later in the meeting we completed the reappointments.

Motion: T. Donoghue put for a motion to reappoint P. Kasacek as President of CTRWWA. R. Wittenzellner seconded and there was no discussion. All members voted “aye” and the motion passed.

Motion: T. Donoghue put for a motion to reappoint S. Jackson as Treasure of CTRWWA. P. Kasacek seconded and there was no discussion. All members voted “aye” and the motion passed.

3) **Executive Director Update:** J. D’Antonio shared that he had a meeting with EPA two weeks ago and that it went very well. He went on to say that there still needs to be a follow up meeting with Lori Matheus and Bill Sullivan from CTDPH on the Lead and Copper program. He inquired if CTRWWA could provide the inventory summaries, and the answer was no, as all CTRWWA can do is to provide technical assistance. CTDPH will issue a RFP to bid on it. J. D’ Antonio suggested that we sub-contract this work out. Moving on to Revenue, Justin is putting together training schedule, and we will soon move forward to a fee based trainings. Justin and Pete spoke at a training up in Colebrook-which was full, and if we charged \$200 per person, we would have made some good money. J. Palmiotto inquired about free trainings, as the trainings that M. Hage has been doing are underwritten by the EPA program grant and need to be free. In regards to M. Hage his contract with NRW ended two days prior. J. D’Antonio will speak with, but M. Hage mentioned he is not sure he wants to continue with a new contract. J. D’Antonio wants to take over the EPA program and divide his time between the Executive Director and this position. He did share that membership is growing and we are now able to pay our due to NRW. He went on to share that he might have a lead on a wastewater technician, the possible candidate is retiring soon and is very interested. V. Steel (NRW) also reached out to Justin with a possible candidate.

The Apprentice Program is something that Justin and Vern spoke about, and Justin would like to get it up and running. He will have to speak with Shannon Walton (NRWA) and there is a nice template to help developed the program. B. Sullivan from CTDPH is very excited too. If the BOD can come up with some possible candidates for the program, Justin would appreciate it. Next week J. D’ Antonio is out in Duncan OK for trainings and then the following week he will be in Washington D. C. T. Donoghue asked if we have some numbers from the annual Conference-held back in June. J. D’ Antonio said he still needs to speak with B. Churchman but feels we overspent compared to the revenue we collected. He felt that the charged to host the event at the New Life Church was too expensive, as it neared \$10,000. He would like to speak with Carol about the possibility of a three year contract in the \$5 to \$7K price range. He also feels we need to increase the fees for attending. J. Palmiotto next asked how many vendors and spaces did we have, Justin believed that we had 21, we need to have around 40 vendors to really get the most revenue. The issue was that many vendors had already committed to a NEWEA weekend event that same very time up in Saratoga Springs, NY. Jennifer went on to say that booth fees and sponsorships are a big source of revenue. We also need to contact these vendors in November to get them to commit. J. D’ Antonio said he will set up milestones, so that we are not rushing to pull off next year’s conference. We did have 116 people attend which was very good. T. Donoghue will inquire

with NEWEA/ CT WEA to when they will schedule their events next year, so that we are not be cannibalized by their events in the future.

Justin spoke with P. Kasacek about a possible golf tournament next years. For the record T. Donoghue and P. Kasacek do not play golf, but T. Donoghue agreed that social events are very good for members and for collecting revenue. Justin also mentioned an Operator Olympics, which many other states do, P. Kasacek mentioned fishing on a party boat was always a sure thing in the past, and many members have asked him about it. It was agreed we could do both and T. Donoghue suggested we try to pull something together for early September. Pete will look into the feasibility and cost of pulling it off this summer. J. D' Antonio is also working on an updated Employee handbook and should have it ready for the next BOD's meeting for review.

4) **Marketing and Communication:**

a) K. Branen-Snow shared that the goal is to remove herself from all the work needed to promote all the communications for CTRWWA. J. D' Antonio agreed and has a possible candidate from Indiana who is doing the same very thing with other Rural water Associates. Kaylyn shared that content is due tomorrow for the next newsletter, as he time is precious. P. Kasacek sent her something last week, but Kaylyn had not received it. He will send it out again to her. Kaylen shared that she has nothing to post, as there are no training planed. She asked if J. D' Antonio can pull an updated membership list off Memberships Works. The group inquired if the training certificates had been emailed out, as many attendees have not received them yet. Justin said he had emailed them out on June 15th. We may need to resend them out through Memberships Works, as it is vitally import that our members receive them in a timely manner. Kaylyn said that NRW has received many phone call about CTRRWA daily business, and those calls need to be forwarded to J. D' Antonio's work phone. It was agreed that starting today all calls will be forward to his work phone.

5) **Weekly Staff Meetings:** J. D'Antonio has started having these meetings be monthly, but he speaks with both Virginia and henry each day. T. Donoghue asked how Henry is doing. Justine shared that he is doing much better after shadowing the MA Water Specialist, but shared that he learns best with one-on-one training. Henry will be going to Colorado in two months. Both he and Virginia are meeting their deliverables. T. Donoghue asked Justin to email the BOD on what they are both doing. J. D' Antonia mentioned that two vendors are interested in becoming BOD members, but the By-laws would need to be changed, and P. Kasacek will follow up on this. Both J. Palmiotto and J. D' Antonio speak about this, as there are both Pro's and Con's to having vendors be on the BOD.

- 6) **Filling the role of President and adding a new BOD member:** P. Kasacek had one hopeful, but the person never called him back.
- 7) **Board Member's Request/ New Business:** None presented.
- 8) **Communication/Reports:** All this was covered in the Executive Director Update.
- a) EPA/TAT Grant: Source water QTR. No update.
- b) USDA Water Circuit Rider Program: No update.
- c) USDA Wastewater Program: Ted working with Susan Poe to help fill the position.
- 9) **Membership:** This was covered in the Executive Director Update.
- a) Drive to promote growth: No update.
- b) Invoicing: No update.
- 10) **Generating Revenue - CCRS:** R. Wittenzellner had a question. Can we do it and how much would it cost. J. D' Antonio said we can work on it, but that CTRWWA has contracted a person to do them. Next year J. D' Antonio will take it over. Rita Clary (NRW) has them from Bobby who is doing them for our members.
- 11) **Financial Report:** B. Churchman emailed the June financial report to the BOD and the ED.
- 12) **Old Business:** None.
- 13) **Adjournment: Motion:** T. Donoghue moved to adjourn at 10:53 AM. S. S. Jackson seconded. All voted "aye: and the motion carried.

Ted Donoghue

Recording Secretary