

**Connecticut Rural Water & Wastewater Association**

**BOARD OF DIRECTOR'S REGULAR MEETING**

**Remote Meeting by Live Internet Video Stream and by Telephone**

**Via Zoom Meeting Link Provided**

**Tuesday, December 6, 2022 ~ 10:00 AM**

**CALL TO ORDER:** Ted Donoghue called the regular meeting to order at 10:14 AM.

**ROLL CALL**

**Present:** Board members Pete Kasacek, (V.P.), Ted Donoghue, (Secretary), Shelby Jackson (Treasurer) Robert Wittenzeller, CTRWWA's Executive Director T.J. Clarke, NRWA Members present were Vern Steel, Kaylyn Branen, (Content & Communication Specialist), Cheyenne Jones (NRWA) and Brian Churchman (NRWA)

**Absent:** Marty Cormier, Jennifer Palmiotto

**MINUTES**

a) P. Kasacek put forth a motion to approve the 11/1/22 BOD's meeting minutes as submitted. T. Donoghue seconded. All voted "aye" and the motion passed.

**BUSINESS**

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

2) **Executive Director Update:** T.J. Clarke began by sharing that the Strategic Planning meeting went great and it was time well spent. He has emailed a draft to the BOD's for an additional comments. The BOD will need to approve the final version at a special meeting that will occur before Christmas. Diane Johnson's last day was on 12/2/22 and we thank her for her long and dedicated service and wish her well in her retirement. The EPA Circuit Rider position will be shared by RI RWA for the immediate future. Also getting ready to launch the email newsletter, also looking for sponsorships for the website to drive revenue. June 8th, 2023 will be our next spring conference at the New Life Church in Wallingford, CT. TJ is awaiting the contract. Finally it has been challenging in finding candidates for the open positions. TJ will be meeting with a third party vendor about helping fill these positions. TJ mentioned if anyone is looking for a job please let him know.

3) **CTRWWA Name Change Next Steps:**

a) **Website:** All set as the conversion is all set. Admin now has access to the general mail box.

- b) **Email switch:** This has occurred and Admin has access to the general mail box.
- c) **Kaylyn Branen:** She has sent out a training emails. T. Donoghue asked about clicks on the new website. S. Jackson asked about new domain is active-which it is. 30% of people open an email. K.Branen will train TJ Clark on how to be him Admin.
- 4) **Board Member's Request/ New Business: None**
- 5) **Business Plan Update.** \_covered in TJ update.
- 6) **Communication/Reports:**
  - a) None.
  - b) EPA/TAT Grant: Source water QTR. No update.
  - c) USDA Water Circuit Rider Program: No update.
  - d) USDA Wastewater Program: No update.
  - e) EPA – M.Hage did a successful PFAS with help from an attorney from MA. 25 system have joined the PFAS litigation class action suit
  - f) CT DPH: No update.
- 7) **Membership:**
  - a) **Drive to promote growth:** Membership Works is up and live.
  - b) **Invoicing:** Renewal notices did go out on 12/1/22. TJ sent out an email just before Thanksgiving to explain how to set up your new account. Members can now pay online.
  - c) **Training.** Need to concentrate on smaller system's needs. V. Steel mentioned that these are options we can provide for free. He also suggested we be mindful of pricing- we have to balance making money with the needs our members. \$200 for a training is not bad price. Utilize the EPA program with M. Hage and B.Nasteriak. V. Steel also mentioned the pre-existing NRWA Apprentice program and recommended we get involved. V. Steel also mentioned that Operator Certification training is a big revenue generator for Associations. . T. Donoghue suggested that BOD members email TJ Clark ideas for training
- 8) **Generating Revenue - CCRS:** Fee for training and try using vendors. Advertise vendors on email flyers
- 9) **Financial Report:** B. Churchman had a couple updates. The annual audit started last week for FY 22 They did the engagement letter and it should be completed by the end of December, Next up was the financial report through 10/31/22.

a) First are we solvent? The answer is yes, as we have \$1.74 in assets to \$1 in liabilities. It does need to be higher. Our main liability is the two loans to NRWA which we are making monthly payment on, the current balance is \$58,400.

b) Are We on Target with Revenues and Expenses? We cannot afford to overspend the federal programs. Currently we are under spending to due vacancies. In wastewater we are underspend by \$4,996. Source water is under spent by \$14,416. This FY runs 4/1/22-3/31/23, EPA is underspent by \$18,306, FY run 8/1/22-7/30/23. We are not paying for accounting services nor the cost of the Executive Director—both are being covered by NRWA currently.

c) Will We Have Income for Future Expense? Net assets are currently \$35,161, which is not comfortable amount and we need more on hand. T. Donoghue as how much we should have on hand. B. Churchman said it is subjective and based on the association needs. He also stressed that you can use the fund balance to fund new ideas for internal programs.

10) **Old Business:** V. Steel inquired what the game plan for implementing the Strategic Plan is. TJ requested that the BOD's review by this Friday, the 9th, and then we will schedule a special BOD's Meeting to adopt it. All BOD's member must complete the online board training as soon as possible- best by year end.

10) **Adjournment: Motion:** S. Jackson moved to adjourn at 11:00 AM. T. Donoghue seconded. All voted "aye: and the motion carried.