

**Atlantic Sates Rural water & Wastewater Association  
(ASRWWA)**

**BOARD OF DIRECTOR'S REGULAR MEETING**

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

**Via GoToMeeting Link Provided**

**Tuesday, February 1, 2022~ 10:00 AM**

**CALL TO ORDER:** Marty Cormier called the regular meeting to order at 10:01 AM.

**ROLL CALL**

Present: Members present were Shaun Fielder (NRWA) Board members, Marty Cormier, Pete Kasacek, Ted Donoghue, Shelby Jackson at 10:06 AM, Robert Wittenzellner. Also present were Jennifer Palimotto (NRWA) Matt Holmes (CEO NRWA) Vern Steel (COO NRWA) and Brian Churchman (CFO NRWA)

Absent: None

**MINUTES**

**a) 144/22 Regular: Motion:** T. Donoghue moved to approve the meeting minutes of 1/4/22. M. Cormier seconded, all voted aye and the motion passed.

**BUSINESS**

- 1) Public Request and or Comment:** None.
- 2) NRWAS D.C. Rally Update:** The in person date has been scheduled for March 28-30, 2022 in Washington D.C. Shelby Jackson will plan on attending.
- 3) NRWA Board Member Assignment Update:** S. Jackson is the appointed board member, with T. Donoghue being the alternate- who would not be able to vote. Matt Holmes (CEO NRWA) will communicate directly with S. Jackson and include President M. Cormier in regards to information around the National Rally S. Jackson will set up flight and other travel arrangements and be reimbursed by NRWA.
- 4) ASRWWA 2022 Event Discussion:** M. Cormier stated it is of the utmost importance to begin planning an in-person event for later in the spring or summer. Late June or mid- September could be tentative dates, as the first week of June is when there is a national event out in

California that will require much of our staff to attend. M. Cormier would like to speak with Diane Johnson-as she has facilitated the previous in person events- normally held at the New Life Church in Wallingford, CT. J. Palmiotto suggested formed a Conference Committee, as there is much to consider and plan for staging a successful conference. Rhode Island has already scheduled an in-person event for April. M. Holmes shared that NRWA has planned four previous conference and will help assist and stressed that D. Johnson is the expert in pulling off these events,

**Motion:** T. Donoghue put forth a motion to form a conference committee that would include M. Cormier, J. Palmiotto, D. Johnson and possibly Rita Clary and or Antony from NRWA, along with a to be determined vendor, to participate. M. Cormier second. All member voted aye and the motion passed.

**5) ASRWWA Name Change Discussion:** What is needed to change the name? Will it be simple or more complicated? We may need to change the articles and would require legal counsel to assist. Would also need to change the bylaws. J. Palmiotto has experience in NH doing this and can assist. M. Cormier suggested that we announce that we will be changing the name at our future event in June or September. M. Holmes stated that the members would need to vote on the name change,

S. Fielder suggested at the annual meeting our members could vote on it and that it may require a tax exempt status change as well. Shaun stressed that ASRWWA must be performing J. Palmiotto will reach out to a non-profit attorney and get back to the board. Matt Holmes said that NRWA is willing to pay for legal expenses to enable this work.

**6) Tradewing Web based Platform for Members:** Cheyenne- NRWA has purchased it and they mainly are using it as networking tool at this point. The startup costs are \$1,200 and then \$4,000 annually. J. Palmiotto suggested an alternative called Membershipworks which handles membership invoicing, training and event registration, and membership directory. Other platforms- such as Zoom, could be purchased for webinar trainings as she has been through this process before. ASRWWA is currently paying for a platform called Star Chapter- which costs \$119 per month and \$900 for initial setup fee. Association has not even used it. Jennifer recommended that we cancel it. We may have to give a 45 days' notice. She will research the specifics for the Board. Fielder stated that the previous ED had been doing some leg work to utilize a third party training platform called Suncoast. C, Motasky from the CT DEEP has pre-approved many of their web based trainings. The members would pay for the trainings themselves and ASRWWA would get 22% of the fee associated with each training. The Board asked for more details on the costs. M.Cormier stated that free training is what appeals to our members most. V. Steel chimed in that Suncoast is not cheap and that we should consider it among several options.

**7) Board member's Request/ New Business:** None.

**8) Communication/Reports:**

a) Shaun Fielder last day with NRWA is 2/12/22. He was thanked for his service in helping ASRRWA getting to this point and he will keep in touch with folks over the next week and a half and mentioned the Suffield office will be closing by the end of February. Looks forward to continued progress for the association and honored to have been involved.

b) NRWA. V. Steel (COO NRWA) nothing to report.

c) EPA/Mike Hage Update: Offered intro. Offered supporting comment on name change and to gain trust of regulators to be advocates moving forward - end game they will seek help from the association. Offered to assist with future event but did note limited time given contract end Mid-July. EPA program report. Very good meeting with regulators last week and those offices were in support of the operating plan to include targets to achieve. Lori M. indicated support on lead service line and lead and copper and sampling plans under new revised rules will be a priority and they do want to use the association services. Is working on info for small systems to reference on reference to keep small systems on target with given regs? I.e. level 1 and 2 assessments. Now waiting for feedback from on the plan. Will be a busy few months for sure.

d) USDA Waster Side: Bob Horn. - Bob noted recently outreach to systems and good feedback from systems excited about ASRWWA rebuilding.

e) Water Circuit Rider: No update.

f) USDA Wastewater Update. Shaun offered quick report on Diane keeping busy and busy with trainings.

**12) Financial Report:** Brian noted he has provided financial reports and if any questions he is ready to answer. Annual audit update - close to wrapping it up and should have report at the next meeting. Financials provided and shares one-page overview. Three questions are we financially solvent (will look at liabilities).

**2.** Are we on target with revenue and expenses? Review given programs. One item that is positive recently is CR program assignment. WW program is over budget and factor of association indirect costs.

**3.** Will we have income to cover future expenses? Net assets \$19,045. Not a comfortable position and always looking to improve net asset position. Training, conference, other fee service.

Jennifer asked, a) why training go negative? Fee training was less than predicted unfortunately lost money. Offered another area for revenue is advertising income. None in place at this time. I.e. website sponsors, newsletter. Room to grow.

Shaun noted likely an opportunity with apprenticeship program via NRWA, keep eye on that opportunity.

Shelby will keep reviewing info on financials given his role as treasurer.

4. Membership: Vern shared update on annual membership invoicing. NRWA will do processing this round for ASRWWA (Just to CT). NRWA assisting RIRWA with invoicing for RIRWA. Recommended strong membership drive as there are many opportunities.

a. Drive to promote growth

b. Invoicing

5. Generating Revenue. Vern noted CCR's are due in June need to have this in place now.

a. CCRs. Shaun will check with Bobby Ray if he can or cannot do CCR's.

**13) Old Business:** None,

**14) Adjournment: Motion:** M. Cormier moved to adjourn at 11:35 AM. and seconded. All voted aye and the motion carried.

Ted Donoghue

Recording Secretary