

**Connecticut Rural Water & Wastewater Association  
(CTRWVA)**

**BOARD OF DIRECTOR'S REGULAR MEETING**

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

**Via GoToMeeting Link Provided**

**Tuesday, July 5, 2022~ 10:00 AM**

**CALL TO ORDER:** Marty Cormier called the regular meeting to order at 10:19 AM.

**ROLL CALL**

Present: NRWA Members present were Vern Steel, (COO) Brain Churchman (CFO) Rita Clary (Circuit Rider Program Manager) Cheyenne Jones (PR & Communication Manger) Kaylyn Branen, and (Content & Communication Specialist). Board members, Marty Cormier, (President), Robert Wittenzellner, Ted Donoghue, (Secretary)

Absent: Pete Kasacek, (V.P.) Shelby Jackson (Treasure) J. Palmiotto (NRWA)

**MINUTES**

a) R. Wittenzellner put forth a motion to approve the 6/33/22 Annual meeting minutes as submitted. M. Cormier seconded. All voted "aye" and the motion passed.

**BUSINESS**

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

2) **Don Carver Executive Director:** Mr. Carver was not present at the meeting and T. Donoghue read his update that he submitted to the Board.

3) **ASWWA 2022 Event Update:** B. Churchman began the overview by sharing the total revenue first, which was \$20,585. Total expenses were \$15,025.85. Leaving us with a net surplus of \$5,559.15. M.Cormier stated it was a great event and that Lori Mathieu from CT DPH was very please. M. Cormier asked how Craig Motasky from the CT DEEP felt about it, T. Donoghue stated he would follow up with him after the meeting. R. Wittenzellner commented that he much preferred how the vendor show was up front as you walked in and enjoyed the facility. V.Steel inquired about more space for future events. R. Clary and M. Cormier stated we could accommodate maybe another 10-15 vendors, by making the booths slightly smaller and placing more vendors outside.

4) **ASRWVA Name Change Next Steps:**

a) **Logo:** C. Jones (NRWA) shared several examples that she created using her desktop program. She incorporated a light house in several mock ups, which the board liked. The Board chose one of her options in blue font, which utilized the Connecticut abbreviation of CT, a lighthouse, and an ocean wave-representing Long Island Sound. She next displayed the new website, which featured a wonderful photo of the Lynde Point lighthouse in picturesque Old Saybrook, CT, at the entrance of the Connecticut River, on the main page. She next went through the numerous tabs, which are similar to our current website, which will feature a staff page and a BOD's page. The next step is to set up Membership Works. T. Donoghue stated that the BOD's has previously already approved the expenditure and that she should proceed accordingly. M. Cormier stated that attorney Laura Hartz needs to finalize all the necessary legal steps next, before we go live with the new website.

b) **Email switch:** C. Jones stated that the domain name ctrwwa.org is available to be purchased.

**Motion:** T. Donoghue put forth a motion for NRWA to purchase the domain name "ctrwwa.org" to be used for the new association. R. Wittenzellner second. All members vote "aye" and the motion passed.

C. Jones (NRWA) also shared that all the emails addresses for the staff will need to be changed over, and that will take some effort.

c) Kaylen Branen, NRWA's new content and communication specialist spoke next. She will take over the newsletter, from J. Palmiotto, and email blasts. She and M. Cormier are currently finalizing the next one –which will go out this coming Thursday. K. Branen will work with all of us and work on developing our social media presences, as she felt this was very important for developing our new association's brand. T. Donoghue inquired if we should start with Instagram first? As it is easier for users to see and "like" content- but also easier for staff and BOD's to post content. K. Branen agreed but stressed we should also develop a Facebook page too. T. Donoghue offered to assist after the official name change and website goes live.

**5) Board Member's Request/ New Business:** M. Cormier stressed that the priority is for a new Executive Director. D. Carver will stay on through this transition. NRWA has made a 2 year commitment to help fund a FT ED for 2 years. After this position is filled the EPA- TAT position would be next. V. Steel (COO) NRWA) spoke next about the Federal programs.

a) USADA Wastewater program will see a big increase in FY 23, by adding \$6896. CT will also have 1 FT person for this position.

b) EPA Training. This will be renewed, but stated the current staff member not the best and may be making more money than is required. There is also money available in the EPA Energy Efficiency Program, which we may be ready to jump into next year.

c) Apprenticeship Program: V. Steel (NRWA COO) shared there is also more money available in this valuable program. It is very easy to get it up and running and it if a standalone program over seen by S. Walton ( NRWA Apprenticeship Program Manager)

6) **E-Commerce Squarespace Update:** The software is already purchased and ready to go,

7) **Communication/Reports:**

a) D. Carver, not present. T. Donoghue read his update early in the meeting

b) EPA/TAT Grant: One more on-line training class scheduled. Working with three small systems, Vernon Village, Sharon Heights and Sprague Water & Sewer.

c) USDA Water Circuit Rider Program: Busy in CT and RI with leak detection and valve locating.

d) USDA Wastewater Program: Back on track focusing on wastewater systems- a number of system scheduled for assistance.

e) EPA- Mark Sceery from EPA Region 1 complimented the Association for the “excellent work” they are doing in CT.

f) CT DPH: Bill Sullivan would like to be notified once the name change is complete, so he can change the “training provided list “on CT DPH website.

8) **Membership:**

a) **Invoicing:** B. Churchman stated that invoices were sent out in March. As for June 30th 61 systems renewed for a total of \$18,575. 29 Associate memberships totaling \$10,150 for a total in revenue of \$28,725. We are up \$1,000 over last years with no RI memberships, but we are down 11 total memberships over last year 90 total for 2022 and 101 for 2021. V. Steel inquired if we saw a significant growth in associate memberships. B. Churchman would report back on that.

b) **Drive to promote growth:** M.Cormier next brought of the point of prorated memberships for the remainder of the current calendar year of 2022 to drive revenue and build off the momentum of the conference. B. Churchman shared that current members- who have already paid full price, may feel slighted and we should be mindful of that that concern. This was acknowledge by the BOD’s, but the consensus was we should offer it.

**Motion:** T. Donoghue put forth a motion that we will offer a prorated membership at a cost of \$30 per month through December 31, 2022 for new memberships only. R. Wittenzellner seconded. All voted “aye” and the motion passed.

9) **Generating Revenue-CCRS:** R. Clary (NRWA) shared that invokes for CCR’s were due on 7/1/22. Bobby Ray completed 12 in total. Of the 12, four were actually members and out of the four, only two have actually paid. This is a big concern that we have 10 systems that have not paid their invoice yet. R. Clary stated if they don’t pay then we should remove their CCR’s from our website and then they will be in violation with CT DPH. V. Steel (COO) offered that we not just go for the nuclear option just yet and instructed K. Branen ( NRWA) to contact the

systems who have not paid, yet and instruct them to do it quickly or risk a violation. Clary stated that moving forward the fee to perform the CCR's for any system needs to be paid up front.

**10) Financial Report:** None.

**11) Old Business:** B. Churchman sent out the May financial report on 6/21/22. In addition to that they need to answer three things.

a) **Are we financial solvent?** The answer is "yes". One big factor is uncollected memberships dues. Unpaid receivables come off the books as of 6/30/22, our main liabilities are the two outstanding loans from NRWA- totaling \$ 62,345. Payments and interest have been suspended for two (2) years based on having the ED position filled.

b) **Are we on target with revenues and expenses?** "Yes" we are. No federal programs are over spent and the travel budget is still in good shape. The increase in the next FY of the USD WW (\$6896) program will help. The separation of CT and RI will result in all of the indirect costs having to be borne by the remaining ASRWWA programs due to two RI programs transferring

c) **Will we have income to meet our future expenses:** Yes, the total equity is currently \$63,581 but much of that is based on the membership receivables, much of which will not be collectable. June financials will reflect the write off of unpaid membership dues.

d) **Financial support from NRWA:** The annual cost of financial support provided by NRWA for accounting- only services is \$28,000. NRWA has covered this cost for the last 8 years. V. Steel stated we need to be fully independent within 2 years. Once we have an FT ED, we will then begin to look at options. We more than likely would have to contract out this service. V. Steel offered that Rhode Island just found a vendor and it may be mutually beneficial to inquire if this service could be shared. Once the new vendor is up and running. B. Churchman will make a recommendation. V. Steel always stated that is the BOD's has to have a hand in making sure the financial responsibilities that we need to take over our on our radar. The new ED would be the direct connection to this. T. Donoghue asked if we should have a reserves account for any surpluses the Association may generate. B. Churchman said, that for the foreseeable future, since the operating costs and revenue are so tight this would not be recommend at this time.

e) **Other revenue sources:** V. Steel shared options of revenue generation which included CCR's the Infinity program, a magazine's. V. Steel also discussed the importance of our Association being part of NRWA PFAS lawsuit. Once our President <. Cormier sign onto the agreement systems that are both members and non-members can be included. K. Branen will create content and post it on the website to educate our members to join this nationwide class action lawsuit.

**Motion:** T. Donoghue put forth a motion for ASRWWA to enter into the NRWA PFAS lawsuit, which needs to be signed by the President of ASRWWA, M. Cormier. Second by R. Wittenzellner. All members voted "aye" and the motion passed.

**13) Adjournment: Motion:** T. Donoghue moved to adjourn at 11:13 AM. R. Wittenzellner seconded. All voted “aye: and the motion carried.