

**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, March 1, 2022~ 10:00 AM

CALL TO ORDER: Marty Cormier called the regular meeting to order at 10:17 AM.

ROLL CALL

Present: Members present were Jennifer Palmiotto (NRWA) Board members, Marty Cormier, Pete Kasacek, Ted Donoghue, and Shelby Jackson. Also present were Rita Clary (NRWA) and Brian Churchman (CFO NRWA)

Absent: Robert Wittenzellner

MINUTES

a) None approved.

BUSINESS

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

2) **FY 21 Audit Presentation:** Jake Winkler, from Arledge & Associates conducted the FY 21 audit on behalf of ASRWWA. The report indicated an unmodified audit opinion with no findings or weaknesses identified in the audit. They did restate the net assets on page 4, resulting from implementation of new GAAP standards related to recognition of membership revenue (note 1 on page 9). Contributions were made to the employee retirement plan at 2%. Other notes were everything was consistent with past year's audits and no issues with compliance requirements to report. Churchman commented that Arledge & Associates has performed the audits for NRWA for the last three years and they have been very happy with their performance.

Motion: T. Donoghue put forth a motion to accept the FY 21 Audit- completed by Arledege & Associates, as presented. P.Kasacek seconded. All members voted "aye" and the motion passed.

3) **NRWAS D.C. Rally Update:** S. Jackson will be driving down to Washington D.C. and will attend from 3/25-3/30/22. He was assigned some responsibilities, this includes attending the program review committee and he has been in contact with other delegates. J.Palmiotto has asked the staff to provide support letters and photos- along with trainings provided, with Michael

Preston to be shared with the CT Congressional delegation when S. Jackson visits them and helps tell ASRWVA's story. J. Palmiotto will send on a sample template for the board to see. R. Wittenzellner has received instructions on how to ship his samples for the water tasting contest.

4) NRWA Board Member Assignment Update: S. Jackson covered this in item #3.

5) ASRWVA 2022 Event Discussion: T. Donoghue created a timeline and J. Palmiotto shared with the staff and they made corrections and revisions. This will be a good tool to show the entire day. One suggestion from the staff was having the third class room utilized in the conference timeline. R. Clary updated the board on the proposed contract and some other important details. The menu was finalized and the meal price per person stayed at \$35- with a minimum of 175 people. The event planner at New Life Church suggested that we switch the south room and cafeteria. This mean the vendor booths will be in the front room and the food service will be in the south room. Everyone agreed this was a great suggestion. We will need to provide signs and we need to start reaching out to vendors- We need a minimum of 20. J. Palmiotto stated this is where a "blitz" needs to happen to get vendors to commit to a booth. This will include emails and one on one reach out from the staff and board members. The cost of the conference as written was \$10,125/

Motion: P.Kasacek put forth a motion to accept the contract provided by New Life Church for the June 23, 2022 Conference as presented. S. Jackson seconded and all members voted "aye" and the motion passed.

6) ASRWVA Name Change Discussion: J. Palmiotto updated the Board that the attorney is doing her research and will report back to us in the immediate future. The name change might have to be approved by the Members- so if this was the case we could present this at the June 23rd conference.

7) Tradewing Web based Platform for Members: This item should have been called Membership Works and not Tradewing J. Palmiotto had sent out an email detailing the Membership Works Software. T. Donoghue inquired if NRWA has the capabilities to help us with online conference registration for member and vendors. As this would make it very easy for all. We will reach out to Cheyenne.

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

9) Communication/Reports:

a) J. Palmiotto reported that they had a very productive staff meeting on Monday. The staff received training on how to use the Zoom platform for webinars. They agreed that need the create capacity at the local level. Cheyenne is still providing administration support. D. Johnson picked up the projector from the now closed Suffield office and some equipment was sent to Robbie Ray.

- b) M. Allen is finishing up his source water plans for several communities and it has been decided that they want to form a steering committee that will focus on his expertise in planning and overlaying of zoning districts.
- c) B. Horn is trying to connect with Regional EPA contact Jennifer Lurch.
- d) M.Hage is working hard to get his courses approved by CT DPH. It is challenging as he only works 15 hours a week. For all training to be used on the water side at the June conference, R. Clary wants it to her by March 4th and then it needs to be submitted by March 11th.
- e) USDA side needs mending- although this has been a regional issue and not an ASRWWA only issue.

10) Membership: J. Palmiotto stated we need to focus on getting our member records in order, so that we can effectively communicate through emails. Staff is on the road spreading the word and ginning up excitement about what we are doing. B. Churchman at NRWA is preparing to send out membership dues invoices. This will be included in an email newsletter that will provide the ability to update contact information. That document is already in development and Jennifer and Cheyenne are running point on it. B. Churchman stated the invoices must be sent out by mid-March.

11) Generating Revenue-CCRS: Board members do not have the time to perform these for others systems and the staff cannot do these when working under the auspice of federally funded programs. M. Cormier stated that we should put this on the back burner for 2022. Jennifer also shared that the person R. Clary had in mind that could perform them is no longer available. S. Jackson shared that for anyone to do them they need to be insured. P. Kasacek was very concerned that smaller systems would not renew memberships if this service was not provided. It was then asked is a person named S.Klannosksi could provide support. M. Cormier will reach out and inquire. Jennifer will speak with B. Horn as well. We will revisit it next month.

12) Financial Report: Brian reported that there was a staffing change at NRWA- Dennis Novotny retired, and Angie Brantley has taken over managing our accounts. With that being said due to the transition he had no January financial report to present. That report will be put out later next week.

13) Old Business: M.Comier shared that they have four or five applicants and resume for the Executive Director and the EPA position and would like to perform Zoom interviews. It was decided that one board members would also be part of the interview committee, along with another other staff member's board member and any staff or NRWA people that would be appropriate would join. Marty will email the baud out the information and we may decide on creating some questions for these interviews,

Motion: T. Donoghue put forth the motion that President M. Comier can organize an interview committee and perform the interviews for the two open positions ASRWWA currently has. S. Jackson seconded. All members voted "aye" and the motion passed.

14) Adjournment: Motion: P. Kasacek moved to adjourn at 11:35 AM. S. Jackson seconded. All voted “aye: and the motion carried.

Ted Donoghue

Recording Secretary