

Connecticut Rural Water & Wastewater Association (CTRWWA)

BOARD OF DIRECTOR'S SPECIAL MEETING

Remote Meeting by Live Internet Video Stream and by Telephone

Via Zoom Meeting Link Provided

Tuesday, March 7, 2023~ 10:00 AM

CALL TO ORDER: Pete Kasacek called the regular meeting to order at 10:03 AM.

ROLL CALL

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

Absent: None.

MINUTES

a) None Presented.

BUSINESS

Public Request and or Comment: Jimmy Falco of RIRWA asked to speak about the Executive Director position. V.P. P. Kasacek suggested that he be able to speak later in the meeting. J. Folco asks president elect Kasacek "what his take is" on Mr. Folco's attendance to the meeting and of his support of Justin.

Kasacek responded he did not take issue with Mr. Folco at the board meeting "I'm a firm believer in taking all ideas and applying them to help our association grow" he stated. "Someone willing to offer assistance or ideas in my opinion is a help."

Kasacek thanked Treasurer Jackson for perspective on E.D. contingency.

Kasacek thanked J. Folco for input.

J. Folco reciprocated thanks and further affirmed his support of Potential E.D. candidate Justin D'antonio before offering brief general advice on how to assist the association

Kasacek responds and a brief exchange ensues pertaining to CT E.D. contingency and association improvement.

J. Folco thanks the board and offers to be available to assist in the future.

Member Bob Wittenzellner states he must leave the meeting at 11am

J. Folco states he is finished speaking to the board

1) **Executive Director Update:** T.J. Clarke began by sharing that his last official day was March 3, 2023 and is transition into a PT roll planning the June conference. All logs have been approved for both the new Water Source person, Henry Cutler, and for Mike Hage, covering the EPA. We do have a possible candidate for the wastewater circuit rider, but we need to schedule an interview. TJ has tried to reach out to CT DPH to set up a meeting with staff about the Lead and copper program, but it has not yet occurred. Program Directors at NRWA will follow up with our two new employees and Mike Hage. Starting on 3/1/23 Rhode Island RWA and CTRRWWA will be sharing the EPA Circuit Rider Virginia Bragger. Jigger Patel is also back helping to cover CT as well.

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

a) **Kaylyn Branen Snow:** The BOD's need to send Kaylyn content for future newsletter. She did send out an email the previous day, and the next one will come out in April. J. Palmiotto suggested posting something about the Water Rally, K. Branen Snow suggested a "Meet Your BODSD". Each Board member agreed and will send her a brief bio and a photograph for the next newsletter, Kaylyn will also work on social media posts and a training newsletter.

3) **Weekly Staff Meetings:** They occur on Tuesday at 9:00 AM and include updates from the staff.-which is Henry, Mike and Virginia. We should clue in Katlyn, The question was posed that during the transition should they stay weekly or go biweekly? TJ suggested that Google Chats could be utilized as, but that Mike Hage is on an external email account and that may not work. It was discussed that the BD's is not responsible for running the day to day operations but could participate in staff meetings for knowledge and moral support. R. Wittenzellner suggest the staff email a brief summary of what they did the previous week to the BODs. All agreed that would be a good idea.

4) **Filling the role of President and adding a new BOD member:** R. Wittenzellner mentioned that Pam Minella- from Colchester Water, may be interested in joining the BOD's. Bob will reach out to her and find out more information and we can invite her to the next BOD meeting. The discussion moved to filling the role of the President. P. Kasacek shared that he is more than willing to step up to the role of President. The BOD's supported his decision after some brief discussion, in which but T. Donoghue and S. Jackson prefer to stay in their current roles **Motion:** T. Donoghue put forth that Pete Kasacek be appointed President of CT RRWA. Brief discussion was begun by J. Palmiotto if the BOD's should appoint a new V.P. at this time. It was decided that we should wait until we fill the empty BOD's seat, as that new member could be interested in the V.P, role. R. Wittenzellner seconded. All members voted "aye" and the motion passed

5) **Board Member's Request/ New Business:** T. Donoghue requested that the BOD's discuss having NRWA draft an employment agreement with TJ Clark in his new PT role. As it was not clear the responsibilities that TJ would cover or what his rate of pay and hours would be. S. Jackson asked TJ what he felt he could commit to, TJ said that he only wanted to be the Conference Planner for the June Conference. The BOD's discussed it and agreed.

Motion: T. Donoghue put forth that NRWA draft an employment agreement with TJ Clark to act as a PT Executive Director. T. Donoghue rescinded this motion after learning about the discussion that occurred when he had stepped away from the meeting.

Motion: S. Jackson put forth that NRWA draft an employment agreement with TJ Clark to be the Conference Planner for the June 2023 conference. P. Kasacek seconded. There was no discussion and all members voted "aye" and the motion passed.

Business Plan Update

President Kasacek asks ED Clark about the update.

ED Clark stated that the business plan was completed and exists as "a living breathing document" for the association.

Clark discussed the communications report and states that he sent an update for the newsletter to Kaylin.

Clark discusses the EPA technical assistance grant and commends Mike Hage for "doing a phenomenal job" on assisting with getting trainings improved.

TJ Clarke discusses membership and activities to boost membership.

TJ Clarke discusses CCR's.

TJ Clark confirms that electronic invoices have been sent out to membership through membership works. He states that paper invoices were sent out to members who have not paid electronically and that an electronic reminder was also sent out.

J. Palmiotto asks when invoices went out; Clark responds that they were sent out “on Saturday.”

Kasacek thanks ED Clark and proceeds to the next agenda item.

6) **Communication/Reports:**

- a) TJ covered this in item #2.
- 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 – Covered in Item #2.
- f) CT DPH: No update.

7) **Membership:**

- a) **Drive to promote growth:** No update.
- b) **Invoicing:** TJ is still working on renewal registrations to become a member.
- c) **Training:** No update,

8) **Generating Revenue - CCRS:** No update.

Financial Report:

CFO Brian Churchman states he has just a few updates however, as of this morning his staff is still working on the most recent financials for the association and does not have the report yet. He states he will send the report out to the board later in the day. CFO churchman elaborates on invoicing and how NRWA reports unpaid invoices as revenue even though the funds are still unpaid. “The income on the report you all receive today may appear artificially high, because we’re recording those invoices as revenue as soon as we sent them even though some may not be collectable.”

CFO states he has one good news item to report: the source water program that will start up April 1st will be at higher rate. The current years funding for the program is 120k starting April 1st it will increase 3% to 123,600.

CFO states that association budget which will take effect July 1st he will be working on developing. He asked the board to contact him to offer any input on the fiscal year budget starting July 1st, 2023.

CFO asks for questions

Treasurer Jackson asks CFO Churchman “is there anything outside of continuing to prioritize meeting our deliverables and to prioritize reducing our dependence on national going forward that we should be paying attention to?”

CFO Churchman answers that the number one thing we can continue to prioritize as a board are making sure federal program positions are filled. That’s the number one focus.

President Kasacek thanks CFO Churchman and moves to next agenda item.

9) **Old Business:**

Kasacek starts by discussing a person of interest for the position of Executive Director (Justin D’Antonio) “If the board would like me to move forward with this candidate and schedule a meeting, I would be happy to entertain a motion.”

Treasurer Jackson states he supports moving forward with the candidate (Justin D’Antonio)

Bob Wittinzellner suggests setting up a special meeting to interview the candidate

President Kasacek states that we can do so.

Bob Wittinzellner, Pete Kasacek, and Shelby Jackson agree to proceed with scheduling a special meeting for general conversation or to interview the candidate and engage in discussion about when the meeting will take place.

The members agree on March 21st at 8am pending (absent) Secretary Ted Donoghues availability.

J. Folco offers to send the board members the candidates resume individually.

President Kasacek request that J. Folco does send the resumes and moves to the next agenda item

10) **Adjournment: Motion:** R. Wittenzellner moved to adjourn the meeting. S. Jackson seconded. All voted “aye: and the motion carried.

Ted Donoghue

Recording Secretary

Shelby Jackson

Treasurer