

Remote Meeting by Live Internet Video Stream and by Telephone

Via Google Meet Link Provided

Wednesday, September 6, 2023~ 10:00 AM

CALL TO ORDER: Pete Kasacek (President) called the regular meeting to order at 10:05 AM.

ROLL CALL

Present: Board members Pete Kasacek, (President), Ted Donoghue, (Secretary), Shelby Jackson (Treasurer), who arrived late at 10:40 AM, Robert Wittenzellner, Justin D’Antonio (Executive Director) arrived late at 10:20 AM. NRWA Members present: None.

Absent: Jennifer Palmiotto (NRWA). Kaylyn Branen-Snow, Rita Cleary (NRWA) Vern Steel (NRWA), Brian Churchman (NRWA), Susan Poe (NRWA)

MINUTES

Motion: T. Donoghue put forth a motion to accept the 8/2/23 BOD Regular Meeting Minutes as submitted. R. Wittenzellner seconded, and there was no discussion, and all members voted “aye” and the motion passed.

BUSINESS

- 1) **Public Request and or Comment:** None.
- 2) **Election of Officers:** This was addressed at the 8/2/23 Regular BOD’s Meeting, so no action was needed.
- 3) **Executive Director Update:** J. D’Antonio arrived late and he gave a brief update. In regards to the EPA/TAT Grant Mike Hage’s contract was renewed and he will begin providing trainings for our members. He will only be expected to fulfill 50% of the deliverables and Justin stated that he would provide the other 50%. He stated that Virginia is meeting her deliverables in the Water Program. He did not have an update on the Water Source Program. As for the USDA Wastewater Justin is very interested in a candidate who is retiring at the end of January, 2024. This is not ideal but we are not clear on who else may have been considered as Justin has been in communication with Susan Poe from NRWA. The candidate is very interest in the organization and is going to the

Water Pro event later this month on his own dime. Justin shared that there is an individual that can do trainings for us, Justin would like to begin charging for d=future trainings as a revenue source. T. Donoghue stressed that for the water operators Bill Sullivan needs to approve all of our trainings for the CEU's first, as operators need to know that they will receive the proper CEU's to maintain their licenses- especially if they are paying for them. J. D' Antonio went on to say that Atlantic States once had "blanket approval" for all trainings but it was not T. Donoghue understanding that this has been the case for some years. He suggested to J. D'Antonio that he assemble the proposed trainings first and then bring them to Mr. Sullivan to start that discuss. J. D'Antonio agreed he would do that. J. D' Antonia went on to say that he would like to do the cross connection training offered by New England water Works, as this would be an excellent source of potential revenue for the Association. P. Kasacek would also like to be certified as well. The cost of the four day training is between, \$600-\$700. He also spoke about the Apprenticeship Program, which will take enormous effort to get off the ground, but he is very passionate about starting it and will update the BOD's of his progress.

4) **Marketing and Communication:**

a) No update.

5) **Finding a New Board Members:** we are still working on it but it has been frustrating trying to find a candidate that actually will commit. P. Kascek may has a person at Willimantic Water Works. T. Donoghue mention he could ask the Superintendent at the Norfolk, CT WWTF if he might be interested. Megan from UCONN approached P. Kascek but she never called him back. T. Donoghue could reach out to her again, as she is on the BOD's from CT WEA. P. Kasacek mentioned that he and J. D. Antonia have talked about changing our by- laws to allow a non-member of our Association to be a BOD members. Pete shared that there are pro's and con's to that idea. T. Donoghue mentioned that we would have to have a Special Meeting with our members to approve such changes. T. Donoghue asked R. Wittenzellner what his opinion of that idea was. He shared that we have struggled to find a person actually interested for over six months now and it is disappointing that people say they are interested but never follow through. P. Kascek shared that if we have a full BODs we will no longer need to be under the supervision of NRW, so it is a priority to fill this vacancy, and he is clearly frustrated with the process. R. Wittenzellner had an excellent idea to reach out to Victor from Apple Pump, as he might be an ideal candidate. That company could easily become a member too. They also have another employee on staff that might be interested too. Both P. Kasacek and R. Wittenzellner will flow up. If this falls through Ted will follow up on what he offered earlier in the discussion.

6) **Board Member's Request/ New Business:** T. Donoghue asked for an itemized breakdown of expenses from the Spring Conference to see where we spent our money, as clearly over spent. This would include the swag that we bought and the hours that we paid for D. Johnson to assist in pulling it off. R. Wittenzellner agreed that it was beneficial to compare what we have done at past conferences. T. Donoghue mentions that last year's conference made only \$2000, so it was surprised to him that we lost money this past year. One thing that was different was the amount of vendors we had, as our event coincided with weekend long NE WEA event and many vendors had already committed to that event. T. Donoghue shared his frustration that the training certificates from the spring conference were not emailed up properly and in a timely manner, and felt this was

acceptable that this occurred. It is imperative that our members receive their certificates in a timely manner, as many paid out of pocket to attend and needed the certificate to be reimbursed. It reflects poor on all of us that this occurred. P. Kasacek assured the Board that he had properly addressed this with J. D' Antonio and that it would not occur again moving forward. R. Wittenzellner agreed with the sentiments share by T. Donoghue and said his experience with M. Hage's training was that he would receive the training certificate about a week after the training.

7) **Communication/Reports:** All this was covered in the Executive Director Update.

a) EPA/TAT Grant: Source water QTR. No update.

b) USDA Water Circuit Rider Program: No update.

c) USDA Wastewater Program: Updated earlier.

8) **Membership:** This was covered in the Executive Director Update.

a) Drive to promote growth: J. D' Antonio shared that he has pushed hard post conference to drive memberships.

b) Invoicing: No update.

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

10) **Financial Report:** No update.

11) **Old Business:** None.

12) **Adjournment: Motion:** T. Donoghue moved to adjourn at 10:43 AM. R. Wittenzellner seconded. All voted "aye: and the motion carried.

Ted Donoghue

Recording Secretary