

**Atlantic States Rural Water and Wastewater Association**  
**Board of Directors Meeting Minutes**  
**December 21, 2021**  
**Held via GoToMeeting Platform**

**Present:** Marty Cormier, Pete Kasacek, Ted Donohue, Shelby Jackson, Cheyenne Jones, Vern Steel, Shaun Fielder.

**Call to Order:** Marty called the meeting to order at 10:05 am.

**Acceptance of ASRWWA Board of Director Meeting Minutes December 14, 2021:**

Motion by Ted to accept the ASRWWA Board of Director Meeting Minutes of December 14, 2021 with one typography error corrected; NRWA Rally date adjusted as draft minutes indicated 2021 and this will be corrected to 2022. Second by Pete. Motion passed by unanimous vote.

**Review / confirm ASRWWA officer assignments as determined at December 14 meeting:**

Shelby confirmed his assignment as Treasurer of ASRWWA is acceptable to him. All other officer assignments are acceptable as well.

Brief discussion on officer activities moving forward.

**Communications / Reports:** Shaun updated on ASRWWA USDA Water Circuit Rider position hire. More will be shared publicly on or about January 3, 2022 - start date for this individual. Some discussion on filling position for ASRWWA EPA program. Shaun noted will be doing an interview of candidate soon and will update the board following. Additional discussion on option to seek out contractor for certain portion of program work while full-time long term employee is sought out. Budget would allow for a part time contractor and full time assignee to the program up to July 2022.

Motion by Ted to authorize Shaun to continue contract discussions with contractor to complete portion of ASRWWA EPA program deliverable. Contract anticipated to be in place January 2022 and would end in July 2022; based on average of 15 hours of work / week. Second by Pete. Motion passed by unanimous vote.

**ASRWWA Board of Director Meeting Schedule 2022:**

Ted provided recommended dates to hold Board of Director meetings as follows. Group confirmed meetings will be conducted via GoToMeeting platform until further notice;

January 4, 2022

February 1, 2022

March 1, 2022  
April 5, 2022  
May 1, 2022  
June 7, 2022  
July 5, 2022  
August 2, 2022  
September 6, 2022  
October 4, 2022  
November 1, 2022  
December 6, 2022

Motion by Ted to hold ASRWWA Board of Directors Meetings as outlined above. Second by Shelby. Motion passed unanimously.

Shaun will confirm with Cheyenne on logistics to set up ASRWWA Board of Director Room Meeting space via GoToMeeting platform.

**ASRWWA assignee to attend NRWA DC Rally, February 6-10, 2022:**

Shaun offered brief comments on upcoming Rally event and noted the objective is to visit with the Connecticut delegation to seek their continued support of rural water program funding. Vern confirmed expenses for the Rally attendee assignee are reimbursed by NRWA. Shelby volunteered to attend the event and other directors were in agreement he should plan to attend on behalf of ASRWWA.

**ASRWWA NRWA Board member assignment:**

Group discussion on role of ASRWWA representative to NRWA Board. Individual serves as NRWA board member and is representing ASRWWA for given board business. Primary delegate expected to attend NRWA Rally (February) & WaterPro Conference (September). During these events takes part in the full NRWA board meeting. For the upcoming Rally event would be providing a report to the full NRWA board on ASRWWA organizational activities and also commenting on any specific support requests needed from NRWA; as ASRWWA rebuilds business operations focused on Connecticut service territory.

Motion by Pete to assign Shelby as ASRWWA 2022 delegate to NRWA board and Ted as alternate delegate (alternate would need to attend noted events only if primary delegate is unable to be present at given meetings). Second by Ted.

Shaun offered clarifying comment, Shelby is being assigned as a NRWA Board member representing Atlantic States Rural Water & Wastewater Association.

*Atlantic States Rural Water & Wastewater Association Board of Directors Meeting Minutes  
December 21, 2021. Accepted by ASRWWA Board via motion on January 4, 2022*

Motion passed unanimously.

**ASRWWA 2022 event options:**

Subject was tabled until the next board of directors meeting. Ted briefly noted as part of any future planned event could work in a water and wastewater operator of the year award.

**Agenda development for future meetings:**

Ted will send along agenda points by Thursday December 30 for the January 4, 2022 Board of Directors meeting. Several agenda items planned for additional discussion; ASRWWA update and any support requests of NRWA; for presentation to the full NRWA board at February 7 meeting, ASRWWA events to consider for early 2022.

**New business:** Shaun provided a brief update that he will continue communications with CT DEEP for authorization of an online training program. This would be approved by CT DEEP for wastewater continuing education credits and also provide some revenue for ASRWWA; it is not expected to cause a problem of competing against any future ASRWWA classroom training. Board agreed for Shaun to continue to seek out final authorization.

**Adjourn:** Motion to adjourn by Ted at 11:09 am. Second by Shelby.  
Motion passed by unanimous vote.

Minutes recorded and respectfully submitted by Shaun Fielder.