

**South Central Connecticut Regional Water Authority
Minutes of the May 21, 2020 Meeting**

A regular meeting of the South Central Connecticut Regional Water Authority (“RWA” or “Authority”) took place on Thursday, May 21, 2020, via remote access.

Present: Authority– Messrs. DiSalvo, Borowy, Cermola, Curseaden and Ms. Sack
Management – Mss. Discepolo, Gavrilovic, Kowalski, Nesteriak, Reckdenwald
and Messrs. Bingaman, Norris and Singh
RPB – Mr. Jaser
Staff – Mrs. Slubowski

The Chair called the meeting to order at 12:30 p.m.

Mr. Bingaman, RWA’s President and Chief Executive Officer, reviewed the Safety Moment distributed to members.

At 12:32 p.m., on motion made by Mr. Cermola, seconded by Mr. Borowy, and unanimously carried, the Authority voted to recess the meeting to meet as the Audit-Risk Committee.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Absent

At 12:45 p.m., Ms. Sack entered the meeting.

At 12:49 p.m., on motion made by Mr. DiSalvo seconded by Mr. Curseaden, and unanimously carried, the Authority voted to meet as the Compensation Committee.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 1:58 p.m., on motion made by Mr. Curseaden, seconded by Mr. DiSalvo, and unanimously carried, the Authority voted to meet as the Pension & Benefit Committee.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 2:01 p.m., the Authority reconvened.

Ms. Sack stated that the Pension & Benefit committee recommended approval of the proposed resolutions for the funding of the salary and union pension plans. Mr. Curseaden moved for approval of the following resolutions:

RESOLVED, that the Authority approves a contribution of \$2,089,386 to the South Central Connecticut Regional Water Authority's Salaried Employees' Retirement Plan, effective for the actuarial valuation of January 1, 2020; and

FURTHER RESOLVED, that the Authority approves the South Central Connecticut Regional Water Authority's Salaried Employees' Retirement Plan be changed from the RP-2014 White Collar Tables (M/F) with MP-2018 Generational Projection to the PubG-2010 Above Median Employee and Annuitant with Scale MP-2019 generational improvements (M/F), effective for the actuarial valuation of January 1, 2020; and

FURTHER RESOLVED, that the Authority approves a contribution of \$1,081,857 to the South Central Connecticut Regional Water Authority's Union Employees' Retirement Plan, effective for the actuarial valuation of January 1, 2020; and

FURTHER RESOLVED, that the Authority approves the South Central Connecticut Regional Water Authority's Union Employees' Retirement Plan be changed from the RP 2014 Blue Collar Tables (M/F) with MP-2018 Generational Projection to the PubG-2010 Total Employee and Annuitant with Scale MP-2019 generational improvements (M/F).

Mr. Cermola seconded the motion. After discussion, the Chair called for the vote:

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

Ms. Sack stated that the Pension & Benefit committee recommended approval of the proposed resolutions for the funding of the Retired Employees' Contributory Welfare Trust. Mr. Cermola moved for approval of the following resolutions:

RESOLVED, that the Authority approves a contribution of \$1,885,418 to the South Central Connecticut Regional Water Authority's Retired Employees' Contributory Welfare Trust, effective for the actuarial valuation of January 1, 2020; and

FURTHER RESOLVED, that the Authority approves that the mortality table for the South Central Connecticut Regional Water Authority's Retired Employees' Contributory Welfare Trust be changed from the PubG.H.-2010 Employee and Healthy Annuitant with Scale MP-2018 generational improvements (M/F) to the PubG.H.-2010 Employee and Healthy Annuitant with Scale MP-2019 generational improvements (M/F), effective as of the actuarial valuation of January 1, 2020.

Mr. Borowy seconded the motion. After discussion, the Chair called for the vote:

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

On motion made by Mr. Curseaden, seconded by Mr. Borowy, and unanimously carried, the board:

1. Approved minutes of its April 9, 2020 and April 16, 2020 meetings.

2. Approved capital budget authorization for June 2020.

RESOLVED, that the Vice President of Finance and Controller is authorized to submit to the Trustee one or more requisitions in an aggregate amount not to exceed \$1,800,000 for the month of June 2020 for transfer from the Construction Fund for capital expenditures. Each such requisition shall contain or be accompanied by a certificate identifying such requisition and stating that the amount to be withdrawn, pursuant to such requisition, is a proper charge to the Construction Fund. Such requisitions are approved notwithstanding the fact that amounts to be withdrawn for a particular project may exceed the amount indicated for such month and year in the current Capital Improvement Budget, but will not cause the aggregate amount budgeted for fiscal year 2020 for all Capital Improvement Projects to be exceeded. In the absence of the Vice President of Finance and Controller, the Executive Vice-President and Chief Financial Officer or the Vice-President – Asset Management are authorized to sign in her place.

3. Received capital budget transfer notifications detailed in Ms. Discepolo's memorandum dated May 18, 2020.

4. Adopt resolutions authorizing exemptions from public bidding:

RESOLVED, that the Authority authorizes Management to negotiate the purchase of the following items for the fiscal year June 1, 2020 to May 31, 2021 without public bidding and such purchases without public bidding are hereby determined to be in the best interest of the Regional Water Authority for the reasons set forth in Ms. Kowalski's memorandum of May 18, 2020, a copy of which is to be filed with the records:

- Programmable Logic Controllers
- John Deere Equipment
- Variable Frequency Drives
- Pick Up of Patch, Sand, Gravel, Stone and Topsoil
- Polymers
- Fire Hydrants
- Ductile Iron Pipe
- Harty Integrated Solutions
- Cla-Val Hydraulic Control Valves
- Johnson Controls HVAC Software and Hardware
- Associated Electro-Mechanics

5. Received monthly financial report for April 2020.

6. Received accounts receivable update for April 2020.

7. Received the Derby Tank Project Update.

8. Approved Application for proposed Non-substantial Land Use Plan Amendment – Trail Creation, North Street, North Branford:

RESOLVED, that the Authority hereby accepts the Application to the Representative Policy Board (RPB) for the non-substantial Land Use Plan Amendment to create a new trail on Authority property in North Branford on Land Units NB 4, as a completed Application, substantially in the form submitted to this meeting and authorizes filing said Application with the Representative Policy Board for approval.

9. Approved Application for proposed Non-substantial Land Use Plan Amendment – Trail Relocation, Route 38, Prospect:

RESOLVED, that the Authority hereby accepts the Application to the Representative Policy Board (RPB) for the non-substantial Land Use Plan Amendment to relocate the Quinnipiac Trail on Authority property in Prospect on Land Units PR 4 and PR 6, as a completed Application, substantially in the form submitted to this meeting and authorizes filing said Application with the Representative Policy Board for approval.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

Ms. Nesteriak, RWA’s Senior Vice President of Operations and Business Strategy, provided an update of operations at the RWA, which included:

- Chemical and PPE supply levels
- 90 Sargent Drive/Treatment Plants status and cleaning
- Status of various operations

Ms. Nesteriak provided a high level update on the Return to Work Committee and steps to reopen the RWA, which included a review of a three phase approach.

Ms. Reckdenwald, the RWA’s Senior Vice President of Employee Services, provided the results of a Pulse Survey recently conducted with RWA Employees regarding current work situations. She reported that 158 employees responded and, of those that participated, 55% were working remotely and 45% were reporting to the office. Overall, results showed that employees are happy with work situations and are productive and engaged. The top challenge reported was the lack of social interaction with colleagues.

Ms. Kowalski discussed the need for assistance in the community. She provided details of a temporary expansion of the Customer Assistance Program, which included:

- Increase of income threshold
- Small commercial and industrial program
- Non-essential and essential business support

Mr. Bingaman provided an overview of the COVID-19 Key Metrics Data Tracking Chart, which included:

- Year-over-year production
- Cash collections
- Overtime budget update
- System-wide and current consumption
- Production and rainfall

Going forward, the information will be updated weekly and reviewed with the Authority on a monthly basis.

Board members thanked Mr. Bingaman for the consistent communications and updates for employees and the boards during the pandemic.

Mr. Bingaman:

- Reported that the final steps of the six year remediation project of the required area of the Hamden Middle School were completed on April 29th.
- Highlighted a digital billboard on 1-95 promoting the RWA's Go Fish 20 Fishing and Recreation Program. He reported that since its launch in March the number of recreation permits has increased.

Ms. Kowalski, RWA's Vice President of Finance and Controller, reported on a credit line opportunity. She stated that if the RWA moves forward, approval would be required from the Authority and the Representative Policy Board.

Ms. Kowalski reviewed the FY 2021 Budget submission with Authority members.

Ms. Kowalski reported on a Type B Amendment for the Branford Hill Service Area Improvements. Mr. Cermola moved for approval of the following resolution:

RESOLVED, that the Authority approves the transfer of \$275,000 from Lake Saltonstall Water Treatment Plant Electrical Upgrades FY 2020 capital budget account, \$450,000 from the Lake Gaillard Water Treatment Plan Chemical Feed System Improvements FY 2020 capital budget account, and \$226,400 from the Groundwater Treatment Facility Generator Replacements – Seymour Wellfield FY 2020 capital budget account to the Branford Hill Service Area Improvements capital budget account.

Mr. Borowy seconded the motion. After discussion, the Chair called for the vote:

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 2:48 p.m., Ms. Gavrilovic entered the meeting.

Authority members reported on recent Representative Policy Board ("RPB") committee meetings.

At 3:13 p.m., Mr. Jaser withdrew from the meeting and on motion made by Mr. Curseaden, seconded by Mr. Borowy, and unanimously carried the Authority voted to go into executive session to discuss strategy and negotiations with the Town of Cheshire regarding North End Development and personnel matters. Present in executive session were Authority members, Mss. Discepolo, Gavrilovic, Kowalski, Nesteriak, Reckdenwald, Slubowski and Messrs. Bingaman, Norris and Singh.

At 3:35 p.m., Mss. Discepolo, Gavrilovic, Kowalski, Nesteriak, Slubowski, and Messrs. Norris and Singh withdrew from the meeting.

Borowy	Aye
Cermola	Aye

Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 4:04 p.m., the Authority reconvened.

It was the consensus of the Authority to authorize management to proceed with negotiations with the Town of Cheshire regarding the North End development, as discussed in executive session.

At 4:05 p.m., on motion made by Mr. Curseaden, seconded by Mr. Cermola, and unanimously carried, the Authority voted to recess the meeting to attend the Representative Policy Board meeting. Chair DiSalvo announced the Authority would reconvene immediately following the RPB meeting.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 7:26 p.m., the Authority reconvened. Present were: Authority members, Mss. Discepolo, Kowalski, Nesteriak and Slubowski.

Ms. Kowalski requested approval of the budgets for the fiscal year June 1, 2020 – May 31, 2021 and authorization to file the budgets with the trustee, as required by the *General Bond Resolution*. Mr. Cermola moved for adoption of the following resolutions:

RESOLVED, that the Authority’s Capital Improvements budget for Fiscal Year (“FY”) 2021 from June 1, 2020 – May 31, 2021, including a plan of capital improvements for the FY 2021 through FY 2025 and the additional information required by Section 614 of the *General Bond Resolution*, is hereby adopted and ordered to be filed with US Bank, Trustee, pursuant to Section 614 of the *General Bond Resolution*; and

FURTHER RESOLVED, that the Authority’s Operating budget for FY 2021 from June 1, 2020 – May 31, 2021, showing on a monthly basis projected Operating Expenses and deposits and withdrawals from the several Funds required by the General Bond Resolution, is hereby adopted and ordered to be filed with US Bank, Trustee, pursuant to Section 613 of the *General Bond Resolution*.

Mr. Borowy seconded the motion. After discussion, the Chair called for the vote:

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 7:30 p.m., on motion made by Mr. Borowy, seconded by Mr. Curseaden, the meeting adjourned.

Borowy	Aye
Cermola	Aye
Curseaden	Aye

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DiSalvo	Aye
Sack	Aye

Kevin Curseaden, Secretary