

**South Central Connecticut Regional Water Authority
Minutes of the March 17, 2016 Meeting**

A regular meeting of the South Central Connecticut Regional Water Authority (“RWA” or “Authority”) was held Thursday, March 17, 2016 at the office of the Authority, 90 Sargent Drive, New Haven, CT, Chairman DiSalvo presiding:

Present: Authority – Ms. Lieberman and Messrs. Cermola, Curseaden, DiSalvo and Marsh
Management – Mss. DiGianvittorio, Discepolo, Kowalski, Lima and Mr. Bingaman
RPB – Mr. Havrda
Staff – Mrs. Slubowski

The Chair called the meeting to order at 12:30 p.m. He proposed to reorder the agenda to move Item G, *CEO Salary Comparisons*, to be included in Item J, *Executive Session*, as the discussion contains employment, performance, and evaluation information, which counsel has advised is exempt from public disclosure requirements. On motion made by Mr. Curseaden, seconded by Mr. Cermola and unanimously carried, it was voted to reorder the agenda.

Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Lieberman	Aye
Marsh	Aye

Mr. Bingaman reviewed the safety moment, “*March: Eye Safety Awareness.*”

At 12:33 p.m., on motion made by Mr. Curseaden, seconded by Mr. Cermola, the board voted unanimously to recess the meeting to allow the Authority to meet as the Environmental, Health, Safety and Risk Assessment Committee.

Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Lieberman	Aye
Marsh	Aye

At 2:13 p.m., Ms. Kowalski entered the meeting.

At 2:13 p.m., the Authority reconvened and, on motion made by Mr. Marsh, seconded by Ms. Lieberman, the board voted unanimously to recess the meeting to allow the Authority to meet as the Strategic Planning Committee.

Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Lieberman	Aye
Marsh	Aye

At 2:58 p.m., the Authority reconvened.

On motion made by Mr. Cermola, seconded by Mr. Curseaden, and unanimously carried, the board approved, adopted or received the following items contained in the consent agenda, as appropriate:

1. Approve minutes of the February 18, 2016 meeting.
2. Approve capital budget authorization for April 2016.

RESOLVED, that the Controller is authorized to submit to the Trustee one or more requisitions in an aggregate amount not to exceed \$3,000,000 for the month of April 2016 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shall contain or be accompanied by a certificate identifying such requisition and stating that the amount to be withdrawn, pursuant to such requisition, is a proper charge to the Construction Fund.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 2016 for all Capital Improvement Projects to be exceeded. In the absence of the Controller, the Vice-President and Chief Financial Officer or the Vice-President – Asset Management are authorized to sign in her place.

3. Receive capital budget transfer notifications detailed in Ms. Discepolo's memorandum dated March 10, 2016.
4. Receive accounts receivable update for February 2016.
5. Receive Key Performance Indicators for the period ended February 29, 2016.

Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Lieberman	Aye
Marsh	Aye

Ms. Kowalski reviewed the quarterly financial report for the quarter ended February 29, 2016, including revenues, expenses, the balance sheet and capital budget variances. She also reviewed the February 2016 monthly financial report. Ms. Kowalski commented on the most significant variances in operating revenues and expenses and the projected fiscal year 2016 maintenance test. She stated that the projected maintenance test for FY 2016 is 117% with no projected draw from the Rate Stabilization Fund.

Mr. Bingaman:

- Provided a hiTechFOCUS update. He noted that the bids to purchase meters is under review; SAP blueprint sessions are underway; site-specific plans for each data collection unit (DCU) installation are nearing completion; integrated plan for all RWA and Sensus work streams is nearing completion; network and communications design is drafted for communication between RWA, Sensus data centers and DCUs; and the Risk team is finalizing development phase mitigation plans. The three-month look ahead includes finalizing the consolidation of all sub-plans into overall project plan for the development phase by March 31, 2016; finalizing DCU installation plans for both RWA and possible non-RWA sites; contractual confirmation of design and plan is due by March 31, 2016; business process redesign and optimization will begin; a meter bid will be awarded; and SAP blueprinting sessions are scheduled to be completed in April. Mr. Bingaman highlighted hiTechFOCUS's quality assurance assessment program and

stated that no issues exist, but scheduling and budget adherences are being monitored. He noted key milestones have been reset and reported; communications and organizational readiness are ongoing; the requests for quotation and request for proposal are completed; the procurement contract was awarded and executed in December 2015; contractor ramp up and network setup and SAP integration are completed; IT systems build and integration will take place from January 2016 through January 2017; Radio, DCU, IT Systems Testing and Pilot will take place from July 2016 to April 2017; full scale deployment is planned to begin in April 2017; and the monthly billing project build will take place in January 2019 and is expected to be completed in January 2020.

- Highlighted a “business after hours” meeting last week at the New Haven Chamber of Commerce to announce Southern Connecticut State University’s (SCSU) partnership with RWA in underwriting education programs and sustainability workshops. A plaque will be on display at the Rain Harvester in front of the new Academic Science and Laboratory building at SCSU.
- He attended a hearing last week in Hartford to testify before the Planning and Development Committee on RWA’s enabling legislation.
- Reported that reservoir storage levels on March 14, 2016 were at 80%, up from 69% on February 18, 2016, with a long-term average of 86%.
- Highlighted a labor relations workshop offered to RWA employees by Southern Connecticut State University. The first of six workshops took place last week and addressed union contracts.
- Stated that he had two speaking engagements last week: the Guilford Rotary Club to discuss conscious capitalism and ways the RWA has implemented it and, second, a community breakfast at United Illuminating to discuss RWA’s economic development strategy. Tomorrow, he will attend a Regional Economic Development Forum at REX, Regional Economic Xcelleration, to discuss RWA’s economic development strategy.

Assignments were made for attendance at second quarter Representative Policy Board committee meetings.

Authority members reported on recent Representative Policy Board committee meetings.

At 3:40 p.m., Ms. DiGianvittorio entered the meeting and Mss. Discepolo, Kowalski, Lima, Slubowski and Mr. Havrda withdrew from the meeting.

At 3:40 p.m., on motion made by Mr. Cermola, seconded by Ms. Lieberman, and unanimously carried, it was voted to go into executive session to discuss the Pearl Meyer & Partners, Inc. salary survey, which counsel has advised is commercial or financial information exempt from public disclosure requirements and litigation with the Town of Seymour. Present in executive session were Authority members, Ms. DiGianvittorio and Mr. Bingaman.

Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Lieberman	Aye
Marsh	Aye

At 4:25 p.m., Ms. DiGianvittorio withdrew from the meeting.

At 4:33 p.m., the Authority reconvened and on motion made by Mr. Marsh, seconded by Mr. Curseaden, and unanimously carried, the meeting adjourned.

Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Lieberman	Aye
Marsh	Aye

Respectfully submitted,

Gail F. Lieberman, Secretary