

**Representative Policy Board
Nominating Committee
South Central Connecticut Regional Water District
Via Remote Access****

AGENDA

Special Meeting of August 31, 2020 at 5:00 p.m.

1. Safety Moment
2. Discuss with the Regional Water Authority Chairman and Chief Executive Officer the types of experience and other traits most needed by the Authority
3. Review RPB Bylaw provisions regarding the nominating process
4. Develop and agree on draft selection guidelines for submission to Representative Policy Board Members
5. Determine and agree on next steps and key dates to complete the Committee's assignment
6. Discuss meeting with incumbent Authority member
7. Establish future committee meeting dates

******In accordance with the Governor Lamont's, Executive Order No. 7B for the Protection of Public Health and Safety during COVID-19 Pandemic and Response, the public hearing will be held remotely under the requirements of Paragraph 1 of Executive Order No. 7B - Suspension of In-Person Open Meeting Requirements. Members of the public may attend the meeting via conference call, videoconference or other technology. For information on attending the meeting via remote access, and to view meeting documents, please visit <https://www.rwater.com/about-us/our-boards/board-meetings-minutes?year=2020&category=1435&meettype=&page=>. For questions, contact the board office at jslubowski@rwater.com or call 203-401-2515.

Topic: RPB Nominating Committee

Time: Aug 31, 2020 05:00 PM Eastern Time (US and Canada)

Join Meeting (*via conference call*)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 817 5333 7985

Passcode: 295804

Find your local number: <https://us02web.zoom.us/j/kccBGYG4Bp>

SAFETY MOMENT

Lyme Disease Prevention

Lyme disease is the most commonly reported tick-borne disease in the United States. In 2010, more than 22,500 confirmed and 7,500 probable cases of Lyme disease were reported to the Centers for Disease Control and Prevention (CDC). Lyme disease is passed to humans by the bite of black-legged ticks (also known as deer ticks in the eastern United States) and western black-legged ticks. While it is a good idea to take preventative measures against ticks year-round, be extra vigilant in warmer months (April-September) when ticks are most active. The CDC recommends:

- **REPELLING TICKS WITH DEET OR PERMETHRIN**
- **FINDING AND REMOVING TICKS FROM YOUR BODY**
- **CHECKING ANIMALS FOR TICKS**
- **TICK PROOFING YOUR YARD**
- **DON'T ASSUME YOU'RE IMMUNE**

SYMPTOMS OF LYME DISEASE INCLUDE: flu-like symptoms (fever, chills, sweats, muscle aches, fatigue, nausea and joint pain). Some patients have a rash or Bell's palsy (facial drooping). However, although a rash shaped like a bull's-eye is considered characteristic of Lyme disease, many people develop a different kind of Lyme rash or none at all.

Service – Teamwork – Accountability – Respect – Safety

**Tap Into
Safety**



Regional Water Authority



Safety is a core company value at the Regional Water Authority .
It is our goal to reduce workplace injuries to zero.

 Regional Water Authority

The Chairperson of the Board or his/her designee shall develop and implement an ongoing program of orientation designed to provide new Members with an adequate background of information related to the organization and functions of the District.

ARTICLE IX Appointment of Members to the Regional Water Authority

Section 9.1 Election and Terms

The Authority is to consist of five members, not Members of the Board, residents of the District, appointed without regard to political affiliation, by a majority of the total weighted votes of the Members present at a meeting at which Members holding two-thirds of the total votes on the Board are present. The terms of the members of the Authority shall be five years staggered as set out in Section 5 of Special Act 77-98 as amended. The term of each member of the Authority begins January 1st and continues for five years or until such member's successor has been appointed and qualified.

Section 9.2 Nominating Committee

Not later than August 15 of each year, the Chairperson of the Board, if not a declared candidate for membership on the Authority, shall appoint a Nominating Committee composed of five Members for the purpose of recommending to the Board a nominee or nominees for member of the Authority. If the Chairperson is a declared candidate, the Nominating Committee shall be appointed by a Board officer or the chairperson of a statutory committee, i.e. the appointing officer, who is not a declared candidate, in the following order: Vice-Chairperson; Secretary; Treasurer; Land Use Committee chairperson; Finance Committee chairperson; Consumer Affairs Committee chairperson.

Any Member intending to be a candidate for Authority membership in a given year must so declare to the Chairperson of the Board by August 1 of that year. No declared candidate may serve on the Nominating Committee. The Chairperson of the Board shall not be eligible to

serve on the Nominating Committee. No more than three, nor fewer than two, appointees to the Nominating Committee shall be members of the Executive Committee of the Board. The appointing officer who names the Nominating Committee shall ascertain each prospective Nominating Committee member's willingness to serve prior to appointment. The appointing officer shall designate a chairperson of the Nominating Committee, and if and as necessary, appoint replacements whenever vacancies occur.

Section 9.3 Nominating Committee Process

(a) **Selection Guidelines.** The Nominating Committee shall meet on call of the chairperson. The Nominating Committee or its representative(s) shall confer with the Chair of the Authority and its Chief Executive Officer with regard to the types of experience and other traits most needed by the Authority, and shall solicit the same from Members of the Board. The Nominating Committee shall then, in its discretion, develop such guidelines by which to evaluate the qualifications of candidates that augment and are compatible with the requirements for candidates set forth in Connecticut Special Act 77-98, as amended, as it shall deem advisable. The Nominating Committee shall submit a draft of the selection guidelines to the Board for review and comment at the September meeting of the Board. If no September meeting of the Board is convened, the Nominating Committee shall distribute the draft selection guidelines and invite commentary from Board members to be received by the Nominating Committee on or before the 23rd day of September. The Committee will review all commentary and revise the guidelines as it shall deem appropriate, and adopt the guidelines.

(b) **Consideration of Reappointing the Incumbent.** Following adoption of the guidelines by the Nominating Committee, it shall communicate these to the Board Members, the Authority, and the Chief Executive Officer of the South Central Connecticut Regional Water Authority. The chairperson of the Nominating Committee shall ask the member whose term is to expire at year end if s/he intends to seek reappointment to the Authority. If the incumbent responds

affirmatively, the Nominating Committee shall assess his/her candidacy as it deems appropriate and, having done so, determine whether to (1) recommend to the Board for consideration at its regularly scheduled October meeting the reappointment of the incumbent, or (2) advise the incumbent that it intends to entertain additional candidates and report this action to the Board. If the candidate responds negatively, the Nominating Committee shall commence an open candidacy search as set forth in Section 9.3 (c).

In the event the Nominating Committee recommends reappointment of the incumbent, it shall mail such recommendation to Members of the Board not less than ten days prior to the regularly scheduled October meeting of the Board, and the Board shall consider such recommendation at its October meeting. If the reappointment of the incumbent is approved by a vote as specified in Section 9.1, the Nominating Committee shall be discharged.

In the event the Board does not approve the reappointment of the incumbent at its October meeting, the Chairperson of the Board shall so notify the incumbent and the Nominating Committee shall publicly announce the open candidacy period for the appointment to the Authority for the five-year term commencing on January 1st of the following calendar year in accordance with the process set forth in Section 9.3 (c). The incumbent may seek appointment through the open candidacy process.

(c) **Open Candidacy.** If the Nominating Committee determines to consider candidates in addition to the incumbent, it shall so advise the incumbent, Board Members, members of the Authority, and the Chief Executive Officer of the South Central Connecticut Regional Water Authority not less than ten days prior to the regularly scheduled October meeting of the Board. Subsequent to those actions, the chairperson of the Nominating Committee shall publicly announce the open candidacy period for the appointment to the Authority for the five-year term commencing on January 1st of the following calendar year and invite candidates to apply, except that of the designated New Haven member appointed pursuant to the agreement

between the Authority and the City of New Haven. The announcement shall include the required qualifications for members of the Authority as set forth in Connecticut Special Act 77-98, as amended, as well as any additional guidelines by which the Nominating Committee intends to evaluate candidates.

The Nominating Committee shall consider all candidates and shall prepare a report for consideration at the December meeting of the Board which report shall recommend to the Board one or more nominees for appointment to the Authority. No name shall be submitted to the Board by the Nominating Committee unless it shall first have determined that such person is willing to serve if appointed. Said report and recommendation(s) shall be mailed to members of the Board not less than ten days prior to the meeting of the Board at which the Authority member appointment is to be considered. If the Nominating Committee's recommendation is not unanimous such report may contain a minority report and recommendation including an explanation and rationale for the minority's recommendation.

(d) **Designated Representation for New Haven on the Authority.** The City of New Haven shall have a Designated Member on the Authority in accordance with the procedures for the nomination and election of the New Haven Authority member, as noted in Section 1(a) of the written agreement between the Authority and the City of New Haven, executed by John Daniels and Howard Brooks and approved by the Board on July 5, 1978. When the term of the Designated New Haven Member of the Authority is to expire on the following January 1st, the Representative Policy Board shall request a list of at least three candidates be submitted to the Representative Policy Board by the City of New Haven. The Representative Policy Board shall appoint the New Haven Designated Member from the list of names provided.

Section 9.4 Board Action

In the event the appointment to the Authority is not determined at the October meeting of the Board, the Board shall vote in December on the candidate(s) recommended by the Nominating

Committee, and on any names proposed from the floor, provided that the proposer has determined that said nominee has agreed to serve if elected. If more than one person is nominated and the first vote fails to produce a person receiving a majority of the weighted vote, subsequent votes will be taken by dropping the name of the person receiving the fewest votes on the preceding vote. This process may be repeated until a majority of weighted votes are cast in favor of one candidate.

Section 9.5 Official Communication

The Chairperson of the Board shall report the results of the vote by letter to the chief elected official of each town and city in the District.

Section 9.6 Unexpired Terms

Any vacancy occurring on the Authority prior to the normal expiration of an Authority member's term shall be filled by an open candidacy process under the auspices of a duly appointed Nominating Committee, provided that the Chairperson of the Board may set such schedule for the Nominating Committee and Board meetings as he/she deems appropriate under the circumstances.

ARTICLE X Amendment

(a) The Board shall review its Rules of Practice, and its Bylaws as needed. In addition every five years, beginning with 1992, a committee appointed by the Chairperson shall review these documents and report its findings and recommendations to the Board.

AGREEMENT

The South Central Connecticut Regional Water Authority acting through its Authority Chairman, Howard Brooks, and The New Haven Board of Aldermen acting through the Chairman of its Special Committee on the Acquisition of the New Haven Water Company, John Daniels, hereby enter into the following agreement.

1. The Authority will recommend that the Representative Policy Board agree to the following accommodation to the City of New Haven:

a) The Representative Policy Board agrees that one member of the Authority shall be a resident and elector of the City of New Haven. Such person shall be appointed by the Representative Policy Board from a list of at least three persons to be submitted to the Representative Policy Board by the City of New Haven;

b) The Representative Policy Board agrees that the City of New Haven may nominate a member of each of the following Representative Policy Board standing committees: Finance, Land disposition, and Consumer Affairs. Such nominations shall be subject to confirmation by the Representative Policy Board, which confirmation shall not be unreasonably withheld. Furthermore, the Representative Policy Board will provide the City of New Haven the opportunity to participate in the structuring and functioning of the Office of Consumer Affairs; and

c) The Representative Policy Board agrees that it shall appoint one person nominated by the City of New Haven to whatever committee or sub-committee is responsible for reviewing capital improvements.


2. The Authority will recommend that the Representative Policy Board will adopt a resolution committing itself to introduce, support and

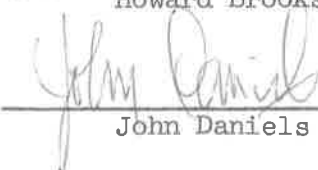
use its best efforts to gain passage by the 1979 General Assembly of an amendment to the Authority's enabling legislation to increase the weighted vote of the City of New Haven to 22 by adding 5 votes to the total weighted vote and allocating the 5 entirely to the City of New Haven.

3. In consideration of and in reliance upon the foregoing, the special Committee will recommend that the City of New Haven bind itself to assign to the South Central Connecticut Regional Water Authority whatever rights it has or may have to purchase the New Haven Water Company following any agreement it may reach with the New Haven Water Company.

4. In the event the City of New Haven fails to reach such agreement and agreement of purchase and acquisition is reached directly between the Regional Water Authority and the New Haven Water Company, the above agreements for increased participation by the City of New Haven will continue in effect; provided, however, that the City of New Haven through its Board of Aldermen approves the acquisition plan submitted to it by the Regional Water Authority.

5. No obligation provided for hereunder shall be binding on either party until all obligations have been adopted, ratified and confirmed by the Authority and the Representative Policy Board on the part of the South Central Connecticut Regional Water District and the Board of Aldermen on the part of the City of New Haven.


Howard Brooks


John Daniels

RPB NOMINATING COMMITTEE

CRITERIA TO BE UTILIZED IN RECOMMENDING APPOINTMENT OF A CANDIDATE TO THE FIVE MEMBER AUTHORITY FOR THE TERM BEGINNING 12/31/2020

In developing the criteria or guidelines by which the qualifications of candidates for appointment to the Five Member Authority will be evaluated, consideration will be given to the Authority's current and future challenges and the organizations commitment to diversity. The successful candidate must be a dedicated and focused individual who will take a highly professional approach to the responsibilities of the position. It is expected that the candidate be a person of the highest personal integrity. It will be made clear to applicants that this is a twelve-month a year position that anticipates physical presence at meetings so that effective interaction between colleagues can take place. The following criteria are submitted for your review and comments.

Behavior/Characteristics Required

1. Ability to dissect and understand complex, multifaceted problems.
2. Ability to sense the "bigger picture" and maintain a strategic overview in addressing problems and planning solutions.
3. Ability to communicate ideas in a convincing and influential manner.
4. Ability to interact comfortably and effectively with a wide variety of people.
5. Ability and willingness to make timely and effective decisions.
6. Ability to function as a team member and modify plans and behavior when necessary to meet organizational goals.

Educational Background

1. Graduation from a four-year college or university, or equivalent experience.

Work and Organization Background

1. Applicants must have board or advisory board experience in either a for-profit or not-for-profit environment.
2. Applicants should have significant credentials in two or more of the following areas:
 - a. Private and/or public sector experience at the senior management level.
 - b. Direct responsibility for or significant involvement with capital projects and programs.
 - c. High-level public utility experience.
 - d. Political, legislative or regulatory agency involvement.
 - e. Environment, conservation land use experience or involvement.
 - f. Corporate finance and/or significant budget experience.
 - g. Substantial relevant legal experience.

SOUTH CENTRAL CONNECTICUT REGIONAL WATER AUTHORITY

POSITION DESCRIPTION

MEMBER OF THE FIVE-MEMBER AUTHORITY

A Regional Water Authority member is one of five members whose collective function is the responsibility for the oversight of all phases of the operation of South Central Connecticut Regional Water Authority, a quasi-public entity, established by the Connecticut legislature.

The South Central Connecticut Regional Water Authority has as its primary purpose providing and assuring an adequate supply of pure water at reasonable cost within the South Central Connecticut Regional Water District and, to the degree consistent with the foregoing, of advancing the conservation and compatible recreational use of the land. In general, the Five-Member Authority has broad powers necessary to its statutory objectives and operations as a Regional Water Authority.

An Authority member is appointed by and accountable to the 21-member Representative Policy Board consisting of one representative from each member town plus a Representative of the Governor of the State. The term is for five years and is subject to reappointment. This is a part-time compensated position (currently the Chair receives \$33,500 annually and members receive \$24,500 annually) requiring preparation for and attendance at Authority meetings, Representative Policy Board meetings, and various special functions. The time required to carry out these responsibilities will vary but it is estimated that they will require on the order of 200 hours per year.

The duties of the Five-Member Authority are similar to those of a Board of Directors. It is concerned with the full scope of the activities of the Regional Water utility on an informational, advisory or decision basis. Effective membership and service on the FMA requires a high level of personal commitment involving both in-service education and considerable outside study and preparation, particularly when matters of importance and complexity are on the agenda, such as budgets, rates, land use amendments and disposition, major projects and capital expenditures, personnel and other items of water utility corporate activity.

General Qualification Requirements

- ***Education***
Graduation from a four-year college or university, or equivalent experience.

- ***Experience***
Demonstrated accomplishment and experience with finance, human resources, conservation, environmental land use, legislative or regulatory agency issues, business, law, local or state government, service on a Board of Directors in the public or private sector is desirable.

POSITION DESCRIPTION
MEMBER OF THE FIVE-MEMBER AUTHORITY
(Continued)

➤ *Skills and Abilities*

- Ability to dissect and understand complex, multifaceted problems.
- Ability to sense the “bigger picture” and maintain a strategic overview in addressing problems and planning solutions.
- Ability to communicate ideas in a convincing and influential manner.
- Ability to interact comfortably and effectively with a wide variety of people.
- Ability and willingness to make timely and effective decisions.
- Ability to function as a team member and modify plans and behavior when necessary to meet organizational goals.

JOSEPH A. CERMOLA

President and Principal-in-Charge, Cardinal Engineering Associates, Inc.

Registered Professional Engineer in the States of Connecticut, New York and Massachusetts

Registered Land Surveyor in the State of Connecticut

President and founding partner of Cardinal Engineering Associates, Inc. in 1962, Mr. Cermola's supervisory responsibilities cover problem analysis, proposals, special reports, cost estimating, surveying, design and construction supervision of Cardinal's civil engineering projects.

Mr. Cermola has served as Principal-in-Charge of a majority of the major projects of the firm. A brief synopsis follows:

- ▶ City of New Haven, Ct.: Facility Plan for Wastewater Collection System, Extension of Long Wharf Drive - New Haven Harbor
- ▶ City of New Haven, Ct.: Design of major Stormwater Interceptors- Various Locations, Separation of combined sewers in various locations, infiltration/inflow studies, flood control, athletic facilities - Wilbur Cross and Richard Lee High Schools, Site Design: Beecher and Jackie Robinson Schools and roadway reconstruction - various locations.
- ▶ Town of East Haven, Ct.: Infiltration/inflow study, sewer system evaluation study, and rehabilitation, Town-wide sanitary sewer extension project, road reconstruction, flood control studies, shore protection
- ▶ Town of Hamden, Ct.: Acting Town Engineer, Town-wide Drainage Study, Sewer system evaluation survey, installation of sanitary/storm sewers, replacement of Davis Street Bridge.
- ▶ City of Middletown, Ct.: Reconstruction of Mill Street, Brown Street, and Freeman Road Bridges, Randolph Road Realignment, Wadsworth Street Reconstruction, Combined Sewer Separation Projects, Reconstruction of City Streets in CSO areas, Reconstruction of Fowler Ave., Front Street
- ▶ City of Meriden, Ct.: Urban renewal, installation of sanitary and storm sewers, Harbor Brook Flood Control, Relocation of State Street, Reconstruction of Olive Street and Williams Street, Columbus Park Athletic Fields, St. Casimer Municipal Parking Lot
- ▶ City of Danbury, Ct.: Recreational and Athletic Facilities, Various Locations
- ▶ Town of Wolcott: Town Engineer Services, Town-wide Facility Plan - Wastewater Collection, Town-wide Sanitary Sewer Extension Project
- ▶ State of Connecticut, Department of Public Works: Site Planning and Design of Parking and Athletic Facilities at UCONN Medical Center, UCONN, SCSU, CCSU, Gillette Castle State Park, Hammonasett Beach State Park, Middlesex Community College, Vinal Technical School, Wilcox Technical School

Mr. Cermola was a member of the State Board of Examiners for Professional Engineers and Land Surveyors from 1976 to 1995 and served as Chairman of the Board from 1979 to 1995.

EDUCATION

B.S.C.E. Indiana Technical Institute, 1952

PROFESSIONAL AFFILIATIONS

Past President

Connecticut Engineers in Private Practice, Inc., Connecticut Association of Land Surveyors

Member

Connecticut Society of Professional Engineers, Connecticut Society of Civil Engineers, American Consulting Engineers Council, Water Pollution Control Federation, National Society of Professional Engineers, South Central Regional Water Authority, Connecticut Association of Street and Highway Officials

REGISTRATIONS

Professional Engineer - Connecticut, New York, Massachusetts

Registered Land Surveyor - Connecticut

PUBLICATIONS

Co-author of "SWMM Application to Combined Sewerage in New Haven"