

**South Central Connecticut Regional Water Authority**  
Via Remote Access\*\*

**AGENDA**

**Regular Meeting of Thursday, November 19, 2020 at 12:30 p.m.**

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- A. Safety Moment
- B. Real Estate Acquisition Discussion – Including Executive Session: D. Gershman
- C. Strategic Planning Committee: A. DiSalvo
  - 1. Future of RWA: Review Blue Sky Plan and Board Inputs - Including Executive Session: L. Bingaman and B. Nesteriak
  - 2. CEO Priorities Action Plan - Including Executive Session: L. Bingaman
  - 3. FY 2021 Strategic Plan Update: L. Bingaman and P. Singh
  - 4. Approve minutes – August 20, 2020 meeting
- B. Act on matters arising from Committee meeting
- D. Consent Agenda
  - 1. Approve Minutes – October 8, 2020 and October 15, 2020 meetings
  - 2. Capital Budget Authorization - December 2020
  - 3. Capital Budget Transfer Notifications (no action required) – November 2020
  - 4. Monthly Financial Report – October 2020
  - 5. Accounts Receivable Update – October 2020
  - 6. Adopt schedule of Calendar Year 2021 regular meetings
  - 7. Bid Exemption – Xylem Pumps and Equipment
  - 8. Derby Tank Update
  - 9. North Cheshire Update
  - 10. DePodesta Property - Hamden OSWA Grant Agreement Resolutions
- E. Consider and act on Seventh Amendment to Authority Voluntary Investment Plan: J. Reckdenwald
- F. Finance: R. Kowalski
  - 1. Fiscal Year 2022 Budget Schedule
- G. Updates: L. Bingaman
  - 2. COVID Update: B. Nesteriak and R. Kowalski
  - 3. Monthly Highlights: L. Bingaman
- H. Reports on RPB Committee Meetings

\*\*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 meeting will be held remotely. 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=1422&meettype=&page=>. For questions, contact the board office at [jslubowski@rwater.com](mailto:jslubowski@rwater.com) or call 203-401-2515.

**Topic: Authority Regular Meeting**

Time: Nov 19, 2020 12:30 PM Eastern Time (US and Canada)

Join Zoom Meeting (*via conference call*)

Dial by your location

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Meeting ID: 881 0019 7145

Passcode: 113808

Find your local number: <https://us02web.zoom.us/j/ku2ADW40d>

# SAFETY MOMENT

## NOVEMBER – COMPLACENCY AND STAYING SAFE

Now more than ever it is important to continue to practice social distancing, best hygiene practices and continuing to wear face masks when in public or group settings.

People become comfortable and, often inadvertently, ease their protective measures, let down their facial covering and are lulled into a false sense of security. Now is not the time to become complacent. **Signs of complacency are:**

- Using unsafe behaviors
- Having a “*Never happen to me syndrome*”
- Ignoring social distancing rules
- Not washing hands regularly
- Not staying home when you aren’t feeling well

The country still faces many challenges in overcoming the pandemic, including agreeing on even the most basic facts. Read the facts, social distance and practice good hygiene.



Service – Teamwork – Accountability – Respect – Safety

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

**South Central Connecticut Regional Water Authority  
Minutes of the October 8, 2020 Meeting**

The special meeting of the South Central Connecticut Regional Water Authority took place on Thursday, October 8, 2020, via remote access. Chairman DiSalvo presided.

**Present:** Authority Members present – Messrs. DiSalvo, Borowy, Cermola, Curseaden and Ms. Sack  
Management – Mss. Kowalski, Reckdenwald, and Mr. Bingaman  
Staff – Mrs. Slubowski

Chair DiSalvo called the meeting to order at 11:10 a.m.

At 11:11 a.m., on motion made by Mr. Curseaden, seconded by Mr. Borowy, and unanimously carried, the Authority voted to recess the meeting to meet as the Pension & Benefit Committee.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 12:26 p.m., the Authority reconvened and the meeting adjourned.

Respectfully submitted,

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Kevin Curseaden, Secretary

South Central Connecticut Regional Water Authority  
Minutes of the October 15, 2020 Meeting

A regular meeting of the South Central Connecticut Regional Water Authority (“RWA” or “Authority”) took place on Thursday, October 15, 2020, via remote access. In Chair DiSalvo’s absence, Mr. Cermola, Vice Chair, presided.

**Present:** Authority Members Present – Messrs. Borowy, Cermola, Curseaden, and Ms. Sack  
Authority Members Absent - Mr. DiSalvo  
Management – Mss. Collins, Kowalski, Reckdenwald, Nesteriak, and Messrs. Bingaman, Norris, and Singh  
RPB –Ms. Mowat Young  
Staff – Mrs. Slubowski

Mr. Cermola 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 12:31 p.m., on motion made by Ms. Sack, seconded by Ms. Borowy, and unanimously carried, the Authority voted to recess the meeting to meet as the Pension & Benefit Committee.

Borowy Aye  
Cermola Aye  
Curseaden Aye  
DiSalvo Absent  
Sack Aye

At 1:10 p.m., the Authority reconvened.

Ms. Sack, Chair of the Pension & Benefit Committee, reported that the committee met earlier and recommended to the Authority a Sixth Amendment to the Authority Voluntary Investment Plan (401K). This amendment is to reflect the increase in the employer contribution for union employees from 3.5% to 4%. Mr. Curseaden moved for adoption of the following resolutions:

**RESOLVED**, that the Authority Voluntary Investment Plan be, and it hereby is, amended by the Sixth Amendment, effective as of July 16, 2019; and be it

**FURTHER RESOLVED**, that the Chairperson of the Authority is authorized, empowered and directed to execute the Sixth Amendment on behalf of the Authority, and the appropriate officers of the Authority are authorized, empowered and directed to take any and all additional action which they deem necessary or appropriate in order to implement the same.

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

Borowy Aye  
Cermola Aye  
Curseaden Aye  
DiSalvo Absent  
Sack Aye

On motion made by Mr. Curseaden, seconded by Ms. Sack, and unanimously carried, the Authority:

1. Approved minutes of its September 17, 2020 meeting.
2. Approved the Capital Budget Authorization for November 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 \$2,000,000 for the month of November 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 2021 for all Capital Improvement Projects to be exceeded. In the absence of the Vice President of Financial Services, the Vice-President of Asset Management is authorized to sign in her place.

3. Received Capital Budget Transfer Notifications for November 2020.
4. Received Monthly Financial Report for September 30, 2020.
5. Received the Accounts Receivable update for the period ended September 30, 2020.
6. Received the Derby Tank Update.
7. Received the North Cheshire Update.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Absent
Sack	Aye

Mr. Bingaman, stated that the Ten-Year Model presentation would include input from Mr. Norris, the RWA's Vice President of Asset Management, and his team on capital items and assumptions which would affect the capital budget moving forward.

Ms. Kowalski, RWA's Vice President of Financial Services, presented the RWA's Budget Forecasting and Ten-Year Rate Modeling to the Authority. Ms. Kowalski reviewed the modified base case financial model including:

- Underlying assumptions
- Issuance Test
- Opportunities and Vulnerabilities
- Various scenarios and recommendations
- Key takeaways

Ms. Kowalski also reviewed the target scenario as well as other model scenarios.

Ms. Kowalski reviewed the proposed resolution for the execution of the issuance, sale and delivery of the \$5 million bond anticipation notes. Mr. Borowy moved for adoption of the following resolutions:

**WHEREAS**, Section 23 of Special Act 77-98, as amended, of the Connecticut General Assembly (the "Act") provides, in pertinent part, that the Authority shall have the power to issue bond anticipation notes in the same manner as the bonds; and

**WHEREAS**, Section 22 of the Act provides in pertinent part, that bonds shall be authorized by a resolution of the South Central Connecticut Regional Water Authority (the “Authority”) which shall provide for the terms and conditions of the bonds, including the interest rates on the bonds and may provide for any matter which in any way effects the security or protection on the bonds; and

**WHEREAS**, Section 9 of the Act provides that the Authority may delegate to one or more of its members, officers, agents or employees, such powers and duties as it may deem proper; and

**WHEREAS**, the Authority proposes to issue its Water System Revenue Bonds which may be issued as Project Loan Obligations (the “Bonds”) and delivered to the State of Connecticut (the “State”) and its bond anticipation notes in anticipation of the proceeds of the Bonds (the “Notes”) in accordance with the Act and the Water System Revenue Bond Resolution, General Bond Resolution, adopted by the Authority and approved by the Representative Policy Board of the South Central Connecticut Regional Water District (the “RPB”) on July 31, 1980, as amended and supplemented (the “General Bond Resolution”); and

**WHEREAS**, on August 20, 2020, the Authority adopted and on September 17, 2020, the RPB approved the resolutions which established the general terms and provisions of the Authority’s Bonds in the aggregate principal amount not to exceed \$5,000,000 to finance or refinance the cost of certain capital improvements to the water system and which may be issued in one or more series (the “Projects”); and

**WHEREAS**, the Authority wishes to provide for the issuance, sale and delivery of Notes to finance temporarily a portion of the Projects.

**NOW THEREFORE, BE IT RESOLVED**, that the Authority hereby approves the resolution authorizing the issuance of the Notes (the “Note Resolution”) in one or more series substantially in the form attached hereto as Exhibit A, with such changes, omissions, insertions and revisions as the Chairperson or Vice Chairperson and President / Chief Executive Officer or Vice President of Financial Services shall deem advisable and which shall be as set forth in a Certificate of Determination for the appropriate series of Notes attached thereto.

**BE IT FURTHER RESOLVED**, that the Chairperson or the Vice Chairperson and the President / Chief Executive Officer or Vice President of Financial Services be authorized (i) to issue, sell and deliver the Notes in an amount for each not to exceed \$5,000,000, and (ii) to determine the amount, date, date of maturity, interest rate, form and other details of each series of Notes, pursuant to the Act and the General Bond Resolution or any other provisions of law thereto enabling.

**BE IT FURTHER RESOLVED**, that the Chairperson, the Vice Chairperson, the President / Chief Executive Officer and the Vice President of Financial Services, or any one of them, are hereby authorized to execute and deliver such documents as may be necessary or desirable to issue, sell, secure and deliver the Notes, including but not limited to, an Official Statement if the Notes are publicly offered, a Contract of Purchase, a Tax Regulatory Agreement and a Continuing Disclosure Agreement and to take such actions or to designate other officials or employees of the Authority to take such actions and execute such documents in connection with the issuance, sale, security and delivery of the Notes as are determined necessary or advisable and in the best interests of the Authority and that the execution of such documents shall be conclusive evidence of such determination.

**BE IT FURTHER RESOLVED**, that the Chairperson, the Vice Chairperson, the President / Chief Executive Officer and the Vice President of Financial Services, or any one of them, are authorized to apply for and accept federal and state grants to finance the project and federal and state loans to finance the Project, and enter into any grant or loan agreement prescribed by a

federal agency or by the State, and that the Chairperson, the Vice Chairperson, the President / Chief Executive Officer and the Vice President of Financial Services, or any one of them, are authorized to take any other actions necessary to obtain such grants or loans or to implement such grant or loan agreements. Any grant proceeds may be used to pay project costs or principal and interest on bonds, notes, or temporary notes or obligations.

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

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Absent
Sack	Aye

Authority members reported on recent meetings of the RPB committee meetings.

Ms. Nesteriak, RWA's Executive Vice President and Chief Operating Officer, reported on activities over the past month, which included:

- Status of COVID at RWA
- Cleaning and sanitization
- Office/Work from home status

Authority members discussed return to work status, productivity and connectivity.

Mr. Bingaman reported on the reorganization of the RWA's Customer Service Department to assist customers with past due balances. The goal of the department is to reduce collections to reach a target range of 25%.

Ms. Kowalski provided an update of cash receipts post- COVID. She reported that although cash receipts remain better than anticipated there is still uncertainty of what the impacts are going to be.

At 2:22 p.m., Ms. Gonzalez, the RWA's Director of Service, and Ms. Valentin, the RWA's Manager of Field Service entered the meeting. They provided an AMI Benefits update, which included:

- Key points and benefits
- Metersense reports and dashboard
- AMI installs and repairs
- Water Watch
- Reduced estimates and billing exceptions
- Reduction of work orders
- Future benefits

At 2:50 p.m., Mss. Gonzalez and Valentin withdrew from the meeting.

Mr. Bingaman highlighted key points of the RWA's strategic priorities for the month ended September 30, 2020. He reported on a Good to Great meeting in September to discuss the future of the RWA. The meeting included input from Authority members on issues such as RWA's future purpose, workplace culture, trends and opportunities for growth.

Mr. Bingaman commented on a cross function team put together to manage and review the potential acquisition of a Connecticut-based water testing laboratory. Mr. Bingaman also commented on a non-core strategy project involving Amane Advisors. The work includes analyzing target segments,



prioritizing non-core areas for emphasis and development of a high level strategic road map and timeline for priority initiatives.

Mr. Bingaman reported on efforts to offset rate increases and fund the capital program, which included engaging a professional grant writer for financing opportunities for the capital program.

He noted that the RWA recently received an award from the Association of Metropolitan Water Agencies for its 2020 Sustainable Management in honor of RWA's commitment to responsible management that achieves a balance of innovative and successful efforts in economic, social and environmental endeavors.

Mr. Norris, Vice President of Asset Management, provided an update on the North Cheshire Wellfield Diversion permit.

At 3:04 p.m., Ms. Mowat Young 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 personnel matters and negotiations. Present in executive session were Authority members, Mss. Collins, Kowalski, Nesteriak, Reckdenwald, Slubowski and Messrs. Bingaman, Norris and Singh.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Absent
Sack	Aye

At 3:32 p.m., the Authority came out of executive session and on motion made by Ms. Sack, seconded by Mr. Curseaden, and unanimously carried, the meeting adjourned.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Absent
Sack	Aye

Respectfully submitted,


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Kevin Curseaden, Secretary

**South Central Connecticut Regional Water Authority**  
90 Sargent Drive, New Haven, Connecticut 06511-5966 203.562.4020  
<http://www.rwater.com>

**MEMORANDUM**

**TO:** Anthony DiSalvo  
David J. Borowy  
Joseph A. Cermola  
Kevin J. Curseaden  
Suzanne C. Sack

**FROM:**  Rochelle Kowalski  
Vice-President of Financial Services

**DATE:** November 16, 2020

**SUBJECT:** Capital budget authorization request for December 2020

Attached for your meeting on November 19, 2020 is a copy of the resolution authorizing expenditures against the capital improvement budget for December 2020. The amount of the requested authorization, for funds held by the trustee, is \$1,650,000.

This would result in projected expenditures through December 2020 of \$9,571,180 or 39.6% of the total 2021 fiscal year capital budget.

Attachment

**RESOLVED** That the Vice-President of Financial Services is authorized to submit to the Trustee one or more requisitions in an aggregate amount not to exceed \$1,650,000 for the month of December 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 2021 for all Capital Improvement Projects to be exceeded. In the absence of the Vice-President of Financial Services, the Vice-President of Asset Management is authorized to sign in her place.

South Central Connecticut Regional Water Authority  
 90 Sargent Drive, New Haven, Connecticut 06511-5966 203.562.4020  
<http://www.rwater.com>

TO: Anthony DiSalvo  
 David J. Borowy  
 Joseph A. Cermola  
 Kevin J. Curseaden  
 Suzanne C. Sack

FROM: Rochelle Kowalski *RK*

DATE: November 16, 2020

SUBJECT: Capital Budget Transfers

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The status of all capital projects are reviewed on a monthly basis. In an effort to obtain efficiencies in our capital program, any anticipated unspent funds are reallocated to support reprioritized projects or existing projects. Below is a summary of the attached capital budget transfers and amendments.

	Available Funds	Reallocation of Project/Funds
Beach Avenue ROW, East Haven	\$135,000	Howe St. Pipe Extension, North Haven - \$135,000

CAPITAL BUDGET AMENDMENT REQUEST

Request Date:	11/9/2020	Type	Log	Mo/Yr
Requesting Division:	Engineering & Env Services	B2	21-07	Nov/20
Requested By:	Tom Adamo			

<b>Transfer From:</b>	
Account Number:	001-000-107143-040007
Project Description:	Beach Avenue R.O.W., East Haven
A) Original Budget	205,000
B) Total Previous Transfers (In or Out)	0
C) This Transfer	135,000
D) Revised Budget (A+/-B-C)	70,000
E) Estimated Project Costs	0
F) Remaining Funds Available for Transfer, if any (D-E)	70,000
Explanation why funds are available: Project has been deferred to a future year as a result of the need to obtain easements from property owners to proceed with the project. The length of time required to obtain the necessary easements inhibits the ability to complete the project within FY 2021.	

<b>Transfer To:</b>	
Account Number:	To be Created
Project Description:	Howe Street Pipe Extension, North Haven
A) Original Budget	0
B) Previous Transfers (In or Out)	0
C) Revised Budget (A+/-B)	0
D) Amount to be Transferred	135,000
E) Proposed Revised Budget (C+D)	135,000
Explanation why funds are needed: This amendments funds the installation of 500 feet of 8-inch ductile iron water main on Howe Street and Woodland Avenue in North Haven. Currently Howe Street and Woodland Avenue consist of three dead ends. This extension will connect these mains together, and will address long-standing water quality issues such as taste and odor complaints. It will also eliminate the need for periodic manual flushing in this area. The project was originally scheduled for FY 2021, but was deferred as a result of budget reductions. The total cost of this project is estimated at \$135,000.	

Approvals As Required By Type	Signature	Date
1) Requesting Vice President/Director	<i>Edward O Norris III</i>	11.10.2020
2) Donor Vice President/Director	<i>Edward O Norris III</i>	11.10.2020
3) Vice President - Finance	<i>Rochelle Kowalski</i>	11/13/2020
4) Executive Vice President & Chief Operating Officer	<i>Beth Nesterak</i>	11-10-20
5) Chief Executive Officer	<i>Larissa Benjamin</i>	11/13/2020
6) Authority Members	Copy of minutes attached if required	

**REGIONAL WATER AUTHORITY**  
**REVIEW OF FINANCIAL DATA**  
**October 31, 2020 (FY 2021)**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**

**Operating Revenues**

FY21 revenue for water, including wholesale and fire service, is over budget by \$4,152 (approx. 8.0%) primarily due to higher than anticipated consumption. Metered water revenue is over budget by \$4,164k (approx. 9.0%)

Total net other revenue is \$708k above budget primarily due to both higher other water and other proprietary revenues.

**Operating Expenses**

Operating and Maintenance Expenses are currently under budget due to the following:

Payroll is under budget primarily due to head count under runs.	\$ (452,000)
Employee Benefits are under budget primarily due to lower medical and dental expense and payroll tax.	(334,000)
Utilities & Fuel is over budget primarily due to timing.	95,000
Pump Power is under the budget primarily due to timing.	(55,000)
Outside Services are under budget in multiple areas.	(282,000)
Central Lab/Water Quality is under budget primarily due to timing.	(141,000)
Info. Technology Licensing & Maintenance Fees are under budget primarily due to timing.	(81,000)
All Other	(172,000)
	<u>\$ (1,422,000)</u>

**Interest Income**

Interest Income is under budget due to lower investment earnings.

**PROJECTED MAINTENANCE TEST**

The projected shortfall to meet 1.14 coverage is \$2.742 million vs. a budgeted shortfall of \$12.045 million.

**REGIONAL WATER AUTHORITY  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR THE MONTHS ENDING OCTOBER 31, 2020**

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	FY 2020 Actual	FY 2021 Budget	FY 2021 Actual	(Under)Over Budget
<b>Operating revenues</b>				
Metered water revenues	\$ 46,895	\$ 46,265	\$ 50,429	\$ 4,164
Fire service	4,836	5,031	5,058	28
Wholesale	401	376	337	(39)
Other revenue - water	1,541	1,096	1,563	467
Other revenue - proprietary	4,292	3,775	4,187	412
Total operating revenues	<u>57,965</u>	<u>56,543</u>	<u>61,574</u>	<u>5,031</u>
<b>Operating expenses</b>				
Operating and maintenance expense	22,767	23,025	21,603	(1,422)
Expense associated with other revenue - water	706	797	765	(32)
Expense associated with other revenue - proprietary	1,301	1,441	1,644	203
Provision for uncollectible accounts	679	440	354	(85)
Depreciation	10,500	10,500	10,500	-
Payment in lieu of taxes	3,640	3,676	3,622	(54)
Amortization Pension Outflows/Inflows	187	653	653	0
Amortization OPEB Outflows/Inflows	(151)	(227)	(227)	(0)
Total operating expenses	<u>39,630</u>	<u>40,303</u>	<u>38,912</u>	<u>(1,391)</u>
Operating income	<u>18,336</u>	<u>16,240</u>	<u>22,662</u>	<u>6,423</u>
<b>Nonoperating income and (expense)</b>				
Interest income	1,966	505	138	(368)
(Loss) Gain on disposal of assets			-	-
Realized and unrealized (losses) gains on investments			-	-
Interest expense	(10,360)	(9,391)	(9,341)	50
Amortization of bond discount, premium, issuance cost and deferred losses	1,528	1,157	1,148	(9)
Intergovernmental revenue	180	-	-	-
Total nonoperating income and (expense)	<u>(6,686)</u>	<u>(7,728)</u>	<u>(8,055)</u>	<u>(326)</u>
Income (expense) before contributions	<u>11,649</u>	<u>\$ 8,511</u>	<u>14,607</u>	<u>\$ 6,097</u>
<b>Capital contributions</b>				
Change in net assets	878		1,242	
	12,527		15,849	
Total net assets - beginning of fiscal year	<u>188,331</u>		<u>211,589</u>	
Total net assets - end of reporting month	<u>\$ 200,857</u>		<u>\$ 227,439</u>	

	Budget FY 2021 @114%	Projected FY 2021 @114%	(Under)Over FY 2021 @114%
<b>FY 2021 MAINTENANCE TEST (Budget vs. Projected)</b>			
Revenue Collected:			
Water sales	101,381	110,681	\$ 9,300
Interest Income	986	260	(726)
BABs Subsidy	656	656	
Other Net	6,302	6,752	450
Common Non-Core	(200)	(200)	-
Total	<u>109,124</u>	<u>118,149</u>	<u>9,025</u>
Less:			
Operating and maintenance expenses	(56,200)	(56,200)	-
Common Non-Core	100	100	-
Depreciation	(6,500)	(6,500)	-
PILOT (A)	(8,700)	(8,581)	119
Net Avail for Debt Service (B)	<u>\$ 37,824</u>	<u>\$ 46,968</u>	<u>\$ 9,144</u>
Debt Service Payments (C)	<u>\$ 43,745</u>	<u>43,605</u>	<u>\$ (140)</u>
Debt Service @ 114% (D)	<u>\$ 49,869</u>	<u>49,710</u>	<u>\$ (160)</u>
Difference (B-D)	<u>\$ (12,045)</u>	<u>\$ (2,742)</u>	
RSF, Growth and/or General Fund (D)	12,045	2,742	
Coverage (A+D/C)	<u>114%</u>	<u>114%</u>	

REGIONAL WATER AUTHORITY  
 OPERATING AND MAINTENANCE EXPENSE  
 OCTOBER 31, 2020

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PERIOD ENDING OCTOBER 31, 2020

	<u>FY 2020</u> <u>Actual</u>	<u>FY 2021</u> <u>Budget</u>	<u>FY 2021</u> <u>Actual</u>	<u>(Under)</u> <u>Over</u>
1 Payroll	\$ 9,281	\$ 9,515	\$ 9,063	\$ (452)
2 Employee Benefits	3,319	3,418	3,085	(334)
Pension Contributions	1,638	1,109	1,109	0
3 Administrative Building	407	394	428	34
4 General & Administrative	555	457	438	(19)
5 Transportation	275	274	303	29
6 Tools & Stores	93	125	170	46
7 Utilities & Fuel	489	498	593	95
8 Material From Inventory	103	82	84	2
9 Pump Power Purchased	1,201	1,380	1,325	(55)
10 Chemicals	758	771	812	41
11 Road Repairs	88	83	59	(24)
14 Postage	106	120	81	(39)
15 Printing & Forms	40	41	27	(14)
17 Collection Expense	243	253	226	(27)
18 Business Improvement	60	72	25	(48)
19 Public/Customer Information	136	124	75	(49)
20 Outside Services	867	1,018	736	(282)
21 Insurance Premiums	539	634	652	18
22 Worker's Compensation, pre-Churchill	102	24	3	(21)
23 Damages	18	25	47	22
24 Training & Cont. Education	83	70	23	(47)
25 Authority Fees	55	65	55	(10)
26 Consumer Counsel	7	26	12	(14)
27 RPB Fees	44	70	39	(31)
28 Organizational Dues	73	26	42	16
29 Donations	17	9	5	(4)
34 Central Lab/Water Quality	210	238	97	(141)
40 Environmental Affairs	27	37	26	(11)
44 Info. Technology Licensing & Maintenance Fees	804	941	859	(81)
45 Maintenance and Repairs	1,130	1,125	1,103	(22)
	<u>\$ 22,767</u>	<u>\$ 23,025</u>	<u>\$ 21,603</u>	<u>\$ (1,422)</u>



**South Central Regional Water Authority**

**Analysis of Accounts Receivable ("A/R")**

(\$000 omitted)

Denotes City of New Haven Invoicing, Portions Q55-Q70

**Total Accounts Receivable Aging (in days)**

	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020	March 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019
Under 30	\$ 8,208	\$ 7,633	\$ 6,229	\$ 7,433	\$ 6,146	\$ 5,547	\$ 5,921	\$ 6,110	\$ 5,618	\$ 6,277	\$ 6,796	\$ 6,657	\$ 7,789
31-60	2,710	1,892	2,125	2,295	1,444	1,651	2,527	1,666	1,784	2,584	1,915	2,209	2,504
61-90	913	990	1,405	838	713	1,575	953	792	1,430	883	912	1,459	705
91-180	1,975	1,918	1,777	1,775	1,992	1,787	1,640	1,467	1,313	1,387	1,488	1,318	1,615
181-360	1,921	1,893	1,821	1,646	1,543	1,312	1,440	1,497	1,335	1,448	1,592	1,528	1,280
More than 1 year	4,388	4,449	4,207	4,266	4,331	4,207	4,333	4,243	4,092	4,174	4,272	4,063	4,104
Sub Total	20,115	18,775	17,564	18,253	16,169	16,079	16,814	15,775	15,572	16,753	16,975	17,234	17,997
Interest due	1,388	1,448	1,476	1,515	1,559	1,610	1,634	1,680	1,715	1,728	1,721	1,700	1,636
Total Gross A/R plus interest	\$ 21,503	\$ 20,223	\$ 19,040	\$ 19,768	\$ 17,728	\$ 17,689	\$ 18,448	\$ 17,455	\$ 17,287	\$ 18,481	\$ 18,696	\$ 18,934	\$ 19,633

**Aged Accounts Receivable Focus of Collection Efforts**

	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020	March 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019
Greater than 60 days:													
A/R	\$ 10,585	\$ 10,677	\$ 10,659	\$ 10,011	\$ 10,114	\$ 10,470	\$ 9,930	\$ 9,248	\$ 9,487	\$ 9,124	\$ 9,542	\$ 9,678	\$ 8,941
Less: Multi-Tenants	(2,949)	(3,289)	(3,109)	(3,084)	(2,864)	(3,075)	(2,594)	(2,492)	(2,677)	(2,345)	(2,704)	(2,680)	(2,155)
Receiverships	(2,091)	(2,141)	(2,080)	(2,163)	(2,169)	(2,190)	(2,251)	(2,148)	(2,172)	(2,231)	(2,155)	(2,135)	(2,082)
Liens	(1,464)	(1,500)	(1,739)	(1,705)	(1,721)	(1,724)	(1,731)	(1,758)	(1,757)	(1,831)	(2,050)	(1,844)	(1,904)
Total	\$ 4,081	\$ 3,747	\$ 3,731	\$ 3,059	\$ 3,360	\$ 3,481	\$ 3,354	\$ 2,850	\$ 2,881	\$ 2,717	\$ 2,633	\$ 3,019	\$ 2,800
	39%	35%	35%	31%	33%	33%	34%	31%	30%	30%	28%	31%	31%

**Collection Efforts**

	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020	March 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019
Shuts *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21	\$ 58	\$ 63	\$ 39	\$ 33	\$ 54
Red Tags **	-	-	-	-	-	-	-	7	15	22	9	13	16
Receivers	7	21	4	5	8	5	4	8	15	30	8	14	48
Top 100 Collections Calls	187												
Other <sup>(1)</sup>	1,319	1,544	1,192	1,338	1,282	1,159	989	1,409	1,671	1,647	1,468	1,261	1,551
Total	\$ 1,513	\$ 1,565	\$ 1,196	\$ 1,343	\$ 1,290	\$ 1,164	\$ 993	\$ 1,445	\$ 1,759	\$ 1,762	\$ 1,524	\$ 1,321	\$ 1,669

\* Number of shuts

\*\* Number of Red tags

<sup>(1)</sup> Includes: Notices, letters, and legal initiatives

**South Central Connecticut Regional Water Authority**  
**Proposed Calendar of 2021 Regular Meeting Dates**

*(Meeting dates are the third Thursday at 12:30 p.m. unless otherwise indicated below)*

January 21  
February 18  
March 18  
April 15  
May 20  
June 17  
July 15  
August 19  
September 16  
October 21  
November 18  
December 16

**RWA Committee Meetings  
2021 Calendar Year**

<b>January 21</b>	<b>February 18</b>	<b>March 18</b>	<b>April 15</b>	<b>May 20</b>	<b>June 17</b>
Compensation	Audit-Risk	EH&S	Pension	Audit-Risk	EH&S
Pension		Non-Core	Strategic	Compensation	Non-Core
Strategic					
Non-Core					
<b>July 15</b>	<b>August 19</b>	<b>September 16</b>	<b>October 21</b>	<b>November 18</b>	<b>December 16</b>
Compensation	Strategic	Audit-Risk	Pension	Strategic	Audit Risk
Pension		EH&S			Compensation
		Non-Core			EH&S
					Non-Core

REQUEST FOR EXEMPTION FROM PUBLIC BIDDING FOR

**Xylem (Godwin Pump)**  
AS REQUIRED BY CONNECTICUT SPECIAL ACT NO. 77-98 AS AMENDED

November 6, 2020

**SPECIFIC STATUTORY PROVISIONS**

All contracts in excess of fifty thousand dollars for any supplies, materials, equipment, construction work or other contractual services shall be awarded upon sealed bids or proposals made in compliance with a public notice duly advertised by publication at least ten days before the time fixed for opening said bids and proposals, except for contracts for professional services, when the supplies, materials, equipment or work can only be furnished by a single party or when the SCCRWA determines by a two-thirds vote of the entire SCCRWA that the award of such contract by negotiation without public bidding will be in the best interest of the SCCRWA. The SCCRWA may in its sole discretion reject all such bids or proposals or any bids received from a person, firm or corporation the SCCRWA finds to be unqualified to perform the contract, and shall award such contract to the lowest responsible bidder qualified to perform the contract. (As amended by Special Act 77-98)

**REQUEST FOR EXEMPTION**

This is a request for an exemption from competitive bidding for the purchase of Xylem (Godwin Pumps) and equipment.

**HISTORY OF EQUIPMENT PURCHASES**

Since formation of the South Central Connecticut Regional Water Authority, RWA standardized and purchased its (Godwin Pumps) through the public bidding process. During that time period the primary Water Distribution and construction trailered water pumps have been. Xylem (Godwin).

**REASON FOR REQUEST**

We presently own four (4) Xylem (Godwin) pumps we use in the distribution and Construction system ranging from 4 to 12 inch in size. These pumps are a critical part of the Distribution and Construction emergency pump station back up. Over the past 25 years the Xylem (Godwin) pumps have proven to be very reliable. A couple important notes are is that the company is based out of Connecticut and parts and service are local and easily obtainable. Another key feature would be Xylem is compatible with our SCADA system and can communicate with the control room.

Due to the fact that Xylem is from sold, serviced and even rented from Norwich Connecticut and all our pumps we presently own are Xylem (Godwin), it seems logical and cost effective for a variety of reasons to standardize to one manufacturer at this time. Another reason would be that all hoses and hose connections we presently own are Xylem (Godwin) Quick Disconnect (QD) coupling system. if we change manufacturers hook up in an emergency would be more cumbersome and not cost effective to have to stock two types of hoses and connections. Xylem presently Supplies training for SCCRWA mechanics and due to the mechanics' familiarity with the equipment there are both reduced labor costs and a proven history of low downtime of equipment for repairs.

Finally, Xylem (Godwin) equipment stands out in terms of its safety features. All Xylem equipment is set up ergonomically, and all of their Pumps and Equipment operate with the same style equipment operators controls. Due to standardization on one type of equipment, moreover, employees have the benefit of the continued experience of operating the same types of equipment, controls, and attachments. This familiarity helps to create a safer working environment. And Last but no least Xylem (Godwin) pumps are manufactured and assembled in the USA.

Prepared by, John Sykes.  
Assistant Director of Field Operations

**South Central Connecticut Regional Water Authority**

90 Sargent Drive, New Haven, Connecticut 06511-5966 203-562-4020

<http://www.rwater.com>

TO: Anthony DiSalvo, Chair  
David J. Borowy  
Joseph A. Cermola  
Kevin J. Curseaden  
Suzanne C. Sack

FROM: Ted Norris

DATE: November 19, 2020

SUBJECT: Derby Tank Update

---

This memo is written to provide the Authority with an update on the Derby Tank Project and the land purchases associated with it.

**Property Acquisition:**

**No change to previous update:** Second Amendments to the Purchase and Sale Agreements for the Saint Peter and Saint Paul Church (Chatfield Street) and Durante (Lombard Drive) properties were executed and extend the closing date until final decisions are made on the pending litigation, as provided for in the First Amendments.

**Planning and Zoning Approval:**

The Derby Planning and Zoning Commission unanimously approved our site plan application on June 18, 2019. After the approval, an appeal was filed with the Superior Court by Attorney Cava, representing two residents – Sharlene McEvoy and Dorothy Marinelli (the only residential neighbor near the tank site), against the City and RWA.

Oral arguments for the case were heard on September 22<sup>nd</sup> via Zoom. The main issues argued were related to RWA's standing to submit a site plan application to the Planning and Zoning Commission, the exemption issued by the City for the height of the tank, the environmental impact of tank site development, and the lighting of the cars in the parking lot into the Marinelli house.

Judge Berger presided over the hearing. The City of Derby's attorney Barbara Schellenberg and RWA's attorney's Kari Olson and Joe Szerejko represented the defendants. Attorney Greg Cava represented the plaintiffs. Rose Gavrilovic and Orville Kelly of RWA and Mayor Richard Dzieken attended on behalf of RWA and the City of Derby, respectively. There were no additional representatives on behalf of the plaintiffs. As relayed by our attorneys, Judge Berger appeared to be very familiar with land use issues. By law, the judge has 120 days to make his ruling.

**November 19, 2020 update:** Judge Berger has not ruled on the appeal yet.

EON: lm

CC: Larry Bingaman  
Beth Nesteriak  
Orville Kelly

**South Central Connecticut Regional Water Authority**  
90 Sargent Drive, New Haven, Connecticut 06511-5966 203-562-4020  
<http://www.rwater.com>

TO: Anthony DiSalvo  
David J. Borowy  
Joseph A. Cermola  
Kevin J. Curseaden  
Suzanne C. Sack

FROM: Ted Norris

DATE: November 19, 2020

SUBJECT: North Cheshire Development Update

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The following is an update to the Authority on the status of the discussions with the Developer, Town of Cheshire, and Town of Southington Water Department (SWD) regarding the Stone Bridge Crossing development at the northwest quadrant of the intersection of Routes 10 and I-691.

1. Developer, Paul Bowman and his partners:

**No change to previous update:** Mr. Bowman was informed that RWA has been working through the details of the MOUs with Cheshire and SWD staff, as well as their respective Town Council and Board, to come to agreements on the terms and conditions of the MOUs. Mr. Bowman took part in a meeting in early September between RWA and SWD to discuss the terms and conditions of the MOU as they relate to the development. (Update) Discussions with both parties continued and a draft MOU was developed by Murtha Cullina. It is currently under review by RWA staff.

2. Town of Cheshire:

**No change to previous update:** The Town of Cheshire Council proposed, and RWA agreed to the following terms related to the Town's financial support for the project.

- a. A five-year waiver, estimated at \$175,000, of the PILOT payments for the water mains within the development when and if RWA takes over these mains and;
- b. A 50% discount (reduction) for five years of the PILOT, estimated at \$215,000 (approximately \$108,000 discounted), for the water mains along Route 10 and on west side of the development connecting at Dickerman Road. This item would remain contingent upon the sale and/or redevelopment of the state-owned property.

**November 19, 2020 update:** A draft MOU between RWA and the Town of Cheshire summarizing the terms and conditions, was submitted to the town on October 21, 2020, and we are awaiting their comments.

3. Southington Water Department:

***No change to previous update:*** RWA has been in discussions with the SWD to discuss the terms and conditions that would allow Southington to initially own and operate the distribution system to the development, then transfer ownership to RWA. While not the entire cost of the mains, the SWD Board determined that RWA should make some payment to Southington when the transfer of ownership occurs. The Southington Board rejected our initial offer of \$150,000. Following multiple discussions, a one-time payment of \$200,000 was agreed to by both parties.

**November 19, 2020 update:** A draft MOU between the developer, the Town of Southington, and RWA was submitted to the developer and Southington on October 29, 2020. We have received comments from Southington and are awaiting comments from the developer.

EON: lm

CC: Larry Bingaman  
Beth Nesteriak  
Hetal Shah

**South Central Connecticut Regional Water Authority**

90 Sargent Drive, New Haven, Connecticut 06511-5966 203-562-4020  
<http://www.rwater.com>

DATE: November 13, 2020

TO: Anthony DiSalvo, Chair  
David Borowy  
Joseph A. Cermola  
Kevin J. Curseaden  
Suzanne C. Sack

FROM: Ted Norris

SUBJECT: Resolution for DePodesta Conservation Easement (Land Units HA 38)

---

Enclosed for your review and approval is a resolution to allow the Authority to convey a conservation easement to the State of Connecticut, Department of Energy and Environmental Protection (DEEP), over 14.05 acres in Hamden. This is the former DePodesta property, but is now referred to as Land Unit HA 38 in the Authority's Land Use Plan. We closed on this property on June 12, 2019 for \$50,000.

The Authority applied for an open space grant from DEEP's Open Space and Watershed Land Acquisition Program in early 2019. In January 2020, the Authority was awarded the grant which amounted to 50% of the purchase price. Granting the DEEP a conservation easement is a condition of the open space grant, and money from the grant is not disbursed until the easement is conveyed.

In 2017, our enabling legislation was amended to allow the Authority to convey such interests in real estate outside of the disposition process outlined in Section 18. The conservation easement for Land Unit HA 38 will be the fourth time we will have transferred an interest in real estate in this manner, assuming your approval.

CC: Larry Bingaman  
Beth Nesteriak  
Linda Discepolo  
John Triana



RESOLUTIONS

I, Kevin J. Curseaden, do hereby certify that I am the Secretary of the South Central Connecticut Regional Water Authority (the "RWA"), a non-profit public corporation organized and existing under the laws of the State of Connecticut having its principal place of business at 90 Sargent Drive, New Haven, Connecticut, that I am the keeper of the corporate records and seal. That the following is a true and correct copy of resolutions duly adopted by the RWA on November 19, 2020 in accordance with the constituent charter of the RWA and that the same has not in any way been modified, repealed or rescinded, but is in full force and effect.

NOW, THEREFORE BE IT RESOLVED, that Edward O. Norris III, RWA's Vice President of Asset Management, is hereby authorized to execute on behalf of the RWA a Grant Agreement and Conservation and Public Recreation Easement and Agreement under the Open Space and Watershed Land Acquisition Program with the State of Connecticut for financial assistance to acquire a permanent interest in land known as DePodesta Property – OSWA 575 (14.05+/- acres located at 351 Forest Street rear in Hamden) and to manage said land as open space land pursuant to Section 7-131d of the Connecticut General Statutes; and

IT IS FURTHER CERTIFIED, that Edward O. Norris III was appointed as Vice President of Asset Management in 2013. Edward O. Norris III serves as the Vice President of Asset Management for the RWA and has both the authority and the office to execute on behalf of the RWA a Grant Agreement and Conservation and Public Recreation Easement and Agreement for financial assistance to purchase permanent interest in land under the Open Space and Watershed Land Acquisition Program.

Dated at New Haven, Connecticut, this \_\_\_\_\_ date of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Kevin J. Curseaden, Secretary

SEVENTH AMENDMENT TO  
AUTHORITY VOLUNTARY INVESTMENT PLAN

This Amendment is made this \_\_\_\_\_ day of November, 2020, by the South Central Connecticut Regional Water Authority (the “Authority”), a public corporation constituting a public instrumentality and political subdivision of the State of Connecticut, for the purpose of amending the Authority Voluntary Investment Plan (the “Plan”).

W I T N E S S E T H:

WHEREAS, by written Plan instrument dated November 21, 2013, the Authority has amended and restated the Plan, effective except where otherwise indicated as of January 1, 2013; and

WHEREAS, by written Plan instrument dated June 19, 2014, the Authority has amended the Plan pursuant to the First Amendment thereto, effective as of the dates set forth therein; and

WHEREAS, by written Plan instrument dated May 21, 2015, the Authority has amended the Plan pursuant to the Second Amendment thereto, effective except where otherwise indicated as of July 1, 2015; and

WHEREAS, by written Plan instrument dated April 20, 2017, the Authority has amended the Plan pursuant to the Third Amendment thereto, effective except where otherwise indicated as of May 1, 2017; and

WHEREAS, by written Plan instrument dated May 16, 2019, the Authority has amended the Plan pursuant to the Fourth Amendment thereto, effective as of June 1, 2019; and

WHEREAS, by written Plan instrument dated September 19, 2019, the Authority has amended the Plan pursuant to the Fifth Amendment thereto, effective as of June 1, 2019; and

WHEREAS, by written Plan instrument dated October 15, 2020, the Authority has amended the Plan pursuant to the Sixth Amendment thereto, effective as of July 16, 2019; and

WHEREAS, the Authority wishes to further amend the Plan in the particulars set forth below; and

WHEREAS, the Authority reserved the right to amend the Plan in Section 14.1 thereof;

NOW, THEREFORE, the Authority hereby amends the Plan as follows:

1. Effective as of July 1, 2013, with respect to any Participant represented by the Police Union (as defined in Section 1.35 of the Plan) who is hired by the Authority on or after July 1, 2013 or whose seniority terminates (either before or after July 1, 2013) and is re-employed by the Authority on or after July 1, 2013, and, effective April 15, 2014, with respect to any Participant represented by the Union (as defined in Section 1.45 of the

Plan) who first commences employment with the Authority after April 15, 2014, Section 2.5 of the Plan is amended in its entirety to read as follows:

“2.5 YEAR OF SERVICE. The term Year(s) of Service means a 12 consecutive month period during which an Employee has completed at least 1,000 Hours of Service. For purposes of determining Years of Service and Breaks in Service for eligibility, the 12 consecutive month period shall begin with the date on which an Employee’s employment commenced and, where additional periods are necessary, succeeding anniversaries of his employment commencement date. For purposes of determining Years of Service and Breaks in Service for vesting, the initial 12 consecutive month period shall begin on the date on which an Employee’s employment commenced and, where additional periods are necessary, the first day of the Plan Year, commencing with the first Plan Year which commences prior to the first anniversary of the Employee’s employment commencement date, regardless of whether the Employee is entitled to be credited with 1,000 Hours of Service during the initial 12 consecutive month period; an Employee who is credited with 1,000 Hours of Service in both the initial 12 consecutive month period and the first Plan Year that commences prior to the first anniversary of the Employee’s employment commencement date shall be credited with two Years of Service for vesting. The employment commencement date is the date on which the Employee first performs an Hour of Service for the Employer maintaining the Plan.

The eligibility requirement specified in Article III is, or includes, a fractional Year of Service. Such requirement shall be met upon completion of the appropriate number of months of service, and an Employee shall not be required to earn a specified number of Hours of Service during this period.

Service with a predecessor organization of the Employer shall be treated as Service with the Employer in any case in which the Employer maintains the Plan of such predecessor organization.”

2. Effective as of December 1, 2020, with respect to any Participant represented by the Police Union (as defined in Section 1.35 of the Plan) who is hired by the Authority on or after December 1, 2020 or whose seniority terminates (either before or after December 1, 2020) and is re-employed by the Authority on or after December 1, 2020, and effective December 1, 2020, with respect to any Participant represented by the Union (as defined in Section 1.45 of the Plan) who first commences employment with the Authority on or after December 1, 2020, Section 2.5 of the Plan is amended in its entirety to read as follows:

“2.5 YEAR OF SERVICE. The term Year(s) of Service means a 12 consecutive month period during which an Employee has completed at least 1,000 Hours of Service. For purposes of determining Years of Service and Breaks in Service for eligibility and vesting, the 12 consecutive month period shall begin with the date on which an Employee’s employment commenced and, where additional periods are necessary, succeeding anniversaries of his employment commencement date. The employment

commencement date is the date on which the Employee first performs an Hour of Service for the Employer maintaining the Plan.

The eligibility requirement specified in Article III is, or includes, a fractional Year of Service. Such requirement shall be met upon completion of the appropriate number of months of service, and an Employee shall not be required to earn a specified number of Hours of Service during this period.

Service with a predecessor organization of the Employer shall be treated as Service with the Employer in any case in which the Employer maintains the Plan of such predecessor organization.”

3. Except as hereinabove modified and amended, the Plan shall remain in full force and effect

*(signature page to follow)*

In Witness Whereof, the Authority hereby executes this Seventh Amendment on the day and year first above written.

SOUTH CENTRAL CONNECTICUT  
REGIONAL WATER AUTHORITY

By \_\_\_\_\_  
Anthony DiSalvo  
Its Chairperson

RESOLUTIONS FOR ADOPTION  
BY THE  
FIVE MEMBER AUTHORITY

RESOLVED: That the Authority Voluntary Investment Plan be, and it hereby is, amended by the Seventh Amendment, effective as of the dates set forth therein; and be it

FURTHER RESOLVED: That the Chairperson of the Authority be, and he hereby is, authorized, empowered and directed to execute the Seventh Amendment to the Authority Voluntary Investment Plan on behalf of the Authority, and the appropriate officers of the Authority are authorized, empowered and directed to take any and all additional action which they deem necessary or appropriate in order to implement the same.

**SUMMARY SCHEDULE OF IMPORTANT DATES  
FISCAL 2021 PROJECTIONS AND FISCAL 2022 BUDGET REQUESTS**

	<u>2020-2021</u>	
	Nov 18	Management begins capital budgetary process by requesting project managers to complete capital budget input forms
	Dec 4	Management begins O & M budgetary process by requesting projections for FY21 payroll through May 31, 2021
	Dec to Feb	Finance requests budget managers to project FY21 and FY22 O&M expenses and revenue
	Mar 15	Management-approved FY22 capital and operating budgets are <i>expressed mailed</i> to the Authority
A	Apr 1	Management discusses FY22 capital budget with the Authority, anticipating that the Authority will approve distribution of preliminary capital budget to the RPB. <b>(special meeting)</b>
A	Apr 1	Management discusses FY22 operating budget with the Authority, anticipating that the Authority will approve distribution of preliminary operating budget to the RPB. <b>(special meeting)</b>
R	Apr 5	Management <i>express mails</i> the Authority's preliminary budgets to the RPB and Office of Consumer Affairs
	Apr 19 to Apr 23	Meet with OCA to discuss budgets – if requested
R	Apr 19 to Apr 23	RPB Finance Committee meets with management <b>(special meeting)</b>
R	Apr 19 to Apr 23	Land Use Committee and Consumer Affairs Committee meet with management <b>(special meeting)</b>
R	***	Prior to Finance Committee meeting on 5/10/21 (regular meeting), the chairs of the Land Use Committee and Consumer Affairs Committee convey their comments to the Finance Committee
R	May 10	RPB Finance Committee (regular meeting) meets to comment on the budget (other RPB members are invited to attend)
A & R	May 20	Regular full RPB meeting with Authority in attendance -- Finance Committee makes its recommendation regarding the FY22 budgets to the full RPB
A	May 20	Authority reviews and approves operating and capital budgets. <b>(meet after RPB Board meeting)</b>
	May 27	Management sends approved budgets to Trustee
R		RPB / Finance Committee meetings
A		Authority meetings

**Note:** Good Friday is April 2<sup>nd</sup>, Easter is April 4<sup>th</sup>, Passover is from Wednesday (evening) March 27<sup>th</sup> through Thursday (last day) April 4<sup>th</sup>.

Other holidays include January 18<sup>th</sup> Martin Luther King Day, February 12<sup>th</sup> Lincoln's Birthday, February 15<sup>th</sup> Presidents Day, Memorial Day is May 31<sup>st</sup>