

**Representative Policy Board**  
**RPB Bylaws and Rules Review Committee**  
**South Central Connecticut Regional Water District**  
Via Remote Access\*\*

**AGENDA**

**Special Meeting of Thursday, December 3, 2020 at 5:00 p.m.**

1. Safety Moment
2. Approve Minutes – November 4, 2020 meeting
3. Discuss changes to RPB Rules of Practice
4. Review Rate Application Process
5. Next Steps
6. Schedule next meeting
7. Adjourn

\*\*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=1435&meettype=&page=>. For questions, contact the board office at 203-401-2515.

**Topic: RPB Bylaws and Rules Review Committee Meeting**

Time: Dec 3, 2020 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting (*via conference call*)

Dial by your location

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+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: 819 4768 2853

Passcode: 526520

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



# SAFETY MOMENT



## DECEMBER: TIPBITS FOR HOLIDAY SAFETY

### At Home

- Be sure your Christmas tree is mounted on a sturdy base.
- If you use lights on your Christmas tree ensure the wiring is not damaged or frayed.
- Place your Christmas tree in water or wet sand to keep it green.

### Strangers at Your Door

- Be aware that criminals sometimes pose as couriers delivering gifts.
- It is not uncommon for criminals to take advantage of the generosity of people during the holiday season by soliciting donations door-to-door for charitable causes although no charity is involved.
- Ask for their identification, and find out how the donated funds will be used.

### Driving

- If you must shop at night, park in a well-lighted area.
- Avoid parking next to vans, trucks with camper shells, or cars with tinted windows.
- When approaching and leaving your vehicle be aware of your surroundings.

### Automated Teller Machine (ATM)

- If you must use an ATM, choose one that is located inside a police station, mall, or well-lighted location.
- Protect your PIN by shielding the ATM keypad from anyone who is standing near you.
- Do not throw your ATM receipt away at the ATM location.

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.

**Representative Policy Board  
Bylaws and Rules Review Committee  
South Central Connecticut Regional Water District  
Via Remote Access**

**MINUTES**

**Special Meeting of Wednesday, November 4, 2020 at 5:00 p.m.**

---

**ATTENDEES: Committee Members: M. Ricozzi, D. Borowy, T. Clifford, C. Havrda, S. Mongillo, T. Norris, and S. Sack**  
**RWA: H. Shah, R. Kowalski and P. Singh**  
**OCA: J. Donofrio, Esq.**  
**Staff: J. Slubowski**

Chair Ricozzi called the meeting to order at 5:02 p.m.

He reviewed the Safety Moment distributed to members.

On motion made by Mr. Borowy, and seconded by Mr. Havrda, and unanimously carried, the minutes of the October 7, 2020 meeting were approved.

Mr. Norris, the RWA's Vice President of Asset Management, provided a review of the capital project timeline with proposed expedited processes. He stated that the purpose of the chart was to include various timelines, in terms of calendars, depending on the timing of board and committee meetings. The chart included:

- Standard process (A), approximately 13 to 14 weeks;
- Emergency process (B), made possible by changes to the Enabling Legislation, which includes a seven day notice period for public hearings and is currently the fastest process for emergency projects only. The public hearing and decision would take place at the same meeting. This process is used only for catastrophic failure of infrastructure projects or something similar where time is of the essence. This would take approximately four weeks;
- Two proposed expedited processes (C and D) for urgent non-emergency projects, which would include special board and/or committee meetings and would take approximately eight to nine weeks.

The expedited process would allow the Representative Policy Board (RPB) to approve the chairman to set the public hearing date prior to the committee meeting to review the application for completeness.

Mr. Norris stated that process D is preferred and would like to make it the new process for non-controversial infrastructure projects under approximately \$7 million. Larger projects would revert to the standard process of 13-14 weeks.

The OCA, Atty. Donofrio, stated the need for the opportunity to have a reasonable amount of time to review applications for interrogatories. Ideally, he would need to receive the application as soon as

possible on week one to be able to issue responses in enough time to receive replies and prepare his testimony to the RPB.

Discussion took place regarding the procedure preferred for non-emergency projects.

After discussion, it was the consensus of the committee that option D offered more flexibility but that both proposed expedited processes C and D could be utilized depending on the nature of the project, and to make the determination of the process a pre-decision. Chair Ricozzi will work on edits to the RPB Rules of Practice for review by the committee members at the next meeting.

At 5:35 p.m., Ms. Sack withdrew from the meeting.

Ms. Kowalski, RWA's Vice President of Financial Services, reviewed the current process for rate applications, which takes approximately six months. She stated that there are opportunities for a reduction in the timeframe for upcoming rate applications.

The committee discussed reductions to the timeframe by reducing the time from the Authority's recommendation of the application to the RPB and receipt of the application by the RPB, interrogatories, and flexibility.

At 5:45 p.m., Ms. Shah withdrew from the meeting.

The OCA agreed that time for the rate application procedure could be reduced. He discussed his procedure for interrogatories related to rate applications. He noted that the RWA is transparent with their rate application and budget information ahead of time and that a reduced timeframe would not affect his interrogatories and testimony.

Next steps include a review of the RPB Rules of Practice and Ms. Kowalski will prepare a chart, similar to the capital project process chart for the committee's next meeting which will include various processes for rate applications.

The committee scheduled its next meeting for Wednesday, December 2, 2020 at 5:00 p.m.\*

At 6:01 p.m., the meeting adjourned.

---

Mario Ricozzi, Chairman

\*After the meeting, the committee revised its next meeting date to Thursday, December 3, 2020 at 5:00 p.m.

RPB BYLAWS AND RULES REVIEW COMMITTEE

DECEMBER 3, 2020 AT 5:00 P.M.

MEETING MATERIALS

**RPB RULES OF PRACTICE** *(excerpt):*

SECTION 8. DATE OF FILING.

(b) Applications requesting Board approval of proposed Authority actions will be accompanied by a letter of transmittal signed by a member of the Authority and must be submitted at least ~~fifteen~~ five days prior to the date of any action requested of the Board by the Authority on such application, provided that the ~~fifteen~~ five day period shall not be applicable to a particular application if the Board concurs with a report from the relevant committee of the Board that the public interest requires action by the Board prior to the expiration of said ~~fifteen~~ five day period and that it has been given adequate information by the Authority in anticipation of such filing. Said determination shall not consider the merits of the application but shall be one of a procedural nature only.

**ENABLING LEGISLATION** *(excerpt)*:

**SECTION 10.** Except in the event of an emergency, whenever a public hearing is required under sections 1 to 33, inclusive, of special act 77-98, as amended by sections 1 to 11, inclusive, of special act 78-24, sections 2 to 21, inclusive, of public act 02-85 and special act 13-20, notice of such hearing shall be published by the representative policy board at least twenty days before the date set therefor, in a newspaper or newspapers having a general circulation in each city and town comprising the district. In the event of an emergency, notice of such hearing shall be authorized by the chairman of the representative policy board and published in such newspaper or newspapers at least seven days before the date set therefor. If there is no such newspaper, such notice shall be published in one or more electronic media, including, without limitation, the authority's Internet web site, as are likely to reach a broad segment of persons within the district. Such notice shall set forth the date, time and place of such hearing and shall include a description of the matters to be considered at such hearing. A copy of the notice shall be filed in the office of the clerk of each such city and town and shall be available for inspection by the public. At such hearings, all the users of the water supply system or the wastewater system, owners of property served or to be served and other interested persons shall have an opportunity to be heard concerning the matter under consideration. When appropriate, the chairman of the representative policy board may convene more than one hearing on any matter and direct such hearings to be held in suitable locations within the district so as to assure broader participation by the general public in discussion of the matters under consideration, provided in the case of the sale or transfer of real property pursuant to section 18 of special act 77-98, as amended by section 7 of special act 78-24, section 14 of public act 02-85 and section 5 of special act 13-20, a public hearing shall be held in the city or town in which such real property is situated. Any decision of the representative policy board on matters considered at such public hearing shall be in writing and shall be published in a newspaper or newspapers

having a general circulation in each city and town comprising the district within thirty days after such decision is made. For purposes of this section, "emergency" means a determination by the chief executive officer of the authority, the chairman of the authority and the chairman of the representative policy board, or their designees, that (1) delay in the award of a contract or the expenditure of capital funds may threaten the public's safety or place property at risk, (2) immediate action is necessary to respond to or recover from a natural disaster or invasion or other hostile action, or (3) immediate action is necessary to respond to an event threatening or compromising the integrity of the authority's information systems and associated infrastructure.



**DRAFT**  
**PROPOSED SCHEDULE FOR AN ISSUANCE TEST RATE APPLICATION ASSOCIATED WITH ISSUANCE**  
**OF THE AUTHORITY'S XX SERIES BONDS TO FUND ITS PROGRAM OF CAPITAL IMPROVEMENTS**

PRELIMINARY WORK: BONDS AND RATE APPLICATION	34th Series Bonds	2019 Rate Application (July effective date)	Days	Proposed Change for July effective date	Days	January Effective Date (with no change)	Days	January Effective Date (proposed)	Days	January Effective Date (considered but not recommended)	Days	Comments
Discuss this schedule with the Authority Mail rate application and resolutions for XX Series Bonds to Authority Authority reviews rate application and general resolutions for XX Series	Thurs., Nov. 15th Thurs., Dec. 13th Thurs., Dec. 20th	Thurs., Nov. 15th Thurs., Dec. 13th Thurs., Dec. 20th		Thurs., Nov. 15th Thurs. Dec 16th		Thurs. May 20th Mon., July 12th Thurs., July 15th		Thurs. June 17th Mon., July 12th Thurs., July 15th		Thurs. May 20th Mon. June 14th Thurs. June 17th		Done at regular meeting of Authority (any significant changes pre- vetted)
Authority takes action regarding rate application and XXth Series <i>Authority: special meeting, if necessary, regarding rate application</i>	Thurs., Dec. 20th Fri. Dec. 21st	Thurs., Dec. 20th Fri. Dec. 21st		Thurs. Dec 16th Fri. Dec 17th		Thurs., July 15th Fri., July 16th		Thurs., July 15th Fri., July 16th		Thurs. June 17th Fri. June 18th		Regular meeting Authority: regular meeting, June meeting includes YE Disposition and YE Prel. Financials <i>Authority: possibly a special meeting</i>
<b>IF THE AUTHORITY APPROVES THE RATE APPLICATION</b> Submit general resolution for XX Series and rate application to RPB; request public hearing	Fri., Jan 4th	Fri., Jan 4th		Wed., Dec. 22nd		Mon., July 19th		Mon., July 19th		Mon. June 21st		File at least 15 days before RPB acts (15 day requirement for RPB meeting)
Meet with Office of Consumer Affairs, if necessary Meet with RPB's Finance Committee re: completeness of application RPB takes action in response to request for public hearing Publish notice of public hearing	Thurs., Feb 7th Mon., Feb 11th Thurs., Feb 21st Sat., Feb 23rd	Thurs., Feb 7th Mon., Feb 11th Thurs., Feb 21st Sat., Feb 23rd		Thurs. Jan 6th Mon. Jan 11th Thurs. Jan 21st Sat. Jan. 23rd		Thurs. Aug 5th Mon. Aug 9th Thurs., Aug 19th Sat. Aug. 21st		Thurs. Aug 5th Mon. Aug. 9th Thurs., Aug 19th Sat. Aug. 21st		Thurs., July 8th Mon. July 12th Thurs., July 15th Sat. July 17th		Regular meeting of the committee RPB: regular meeting. Must be at least 20 days before hearing.
<b>IF ACCEPTED BY THE RPB AND IF THE HEARING DATE IS SET</b> RPB holds public hearing RPB takes action regarding rate application and general resolution for XX Series Bonds Publish RPB's decision regarding rate application	Thurs., April 18th	Thurs. March 21st Thurs., April 18th		Thurs., Feb. 18th Thurs. March 18th		Thurs. Sept. 16th Thurs. Oct. 21st		Thurs. Sept. 16th Thurs. Oct. 21st		Thurs. Aug. 19th Thurs. Sept. 16th		RPB: regular meeting RPB: regular meeting
<b>IF THE RPB APPROVES THE RATE APPLICATION AND XX SERIES</b> Authority takes action regarding POS and supplemental resolution Receive credit ratings from rating agencies (Standard & Poor's; Moody's)	Sat., April 20th	Sat., April 20th		Sat. March 20th		Sat. Oct. 23rd		Sat. Oct. 23rd		Sat. Sept. 18th		Appeals must be filed w/in 45 days
45-day appeal period ends regarding the rate application Mail POS to Authority and RPB	Mon., June 10th	Wed., June 5th	45	Wed. May 5th Mon. May 16th Wed. May 12th through Wed. June 12th	45	Wed. Dec. 8th Mon. Dec 13th	45	Wed. Dec. 8th Mon. Dec 13th		Tues. Nov. 2nd Tues. Nov. 9th Friday Nov. 12th through Wed. Dec. 15th	45	Appeal period ends on the 45th day from notice) - following day is first day after appeal period
Pricing for the XX Series Bonds which the Authority accepts or rejects (If the sale is negotiated, sign Bond Purchase Agreement)	Wed., June 12th					Wed., Dec 15th		Wed., Dec 15th				Market conditions, dependent
<b>IF THE AUTHORITY ACCEPTS THE PRICING FOR THE XX SERIES BONDS</b> Close on XX Series Bonds and implement rate increase	Mon., July 1st	Mon., July 1st		Tues. June 1st through Tues. Mon. July 1st		Wed. Jan 5th		Wed. Jan 5th		Fri. Nov. 26th through Wed. Jan. 5th		