

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

AGENDA

Regular Meeting of Monday, December 21, 2020 at 5:30 pm

1. Safety Moment
2. Approval of Minutes – November 16, 2020 meeting
3. Presentation: Risk, Resiliency and Redundancy (3Rs): B. Nesteriak and L. Burns
4. Confirm date for FU 2021 joint committee budget review meeting – Monday, April 19, 2021 at 5:30 p.m. (Regular meeting for CAC/Special meeting for LUC)
5. Report of OCA – J. Donofrio
6. Approval of OCA Invoice for November 2020 for \$1,187.50
7. Next regular meeting – Monday, January 25, 2021 at 5:30 p.m.
8. 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 Consumer Affairs Committee Meeting

Time: Dec 21, 2020 05:30 PM Eastern Time (US and Canada)

Join Zoom 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 (Washington D.C)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 872 8709 2523

Passcode: 634245

Find your local number: <https://us02web.zoom.us/j/ketEjzT6jl>

SAFETY MOMENT

DECEMBER – HOLIDAY STRESS

The holiday season brings with it a mix of joy and stress for workers; 51 percent say they are more cheerful at work this time of year, but 35 percent feel more work related pressure. Among the factors that employees reported increasing stress levels:

- Balancing work and holiday obligations (32%)
- Taking time off and returning to heavier workloads (23%)
- Having smaller staff than usual because of time off (18%)
- Buying gifts for co-workers and contacts (11%)
- Attending holiday office parties (8%)

To alleviate or prevent job-related stress:

- Before leaving work, list priorities for the next day. Keep a separate list for off-the-job to dos.
- Ask for help if you have too much work. Your supervisor might consider solutions such as adjusting deadlines or delegating.

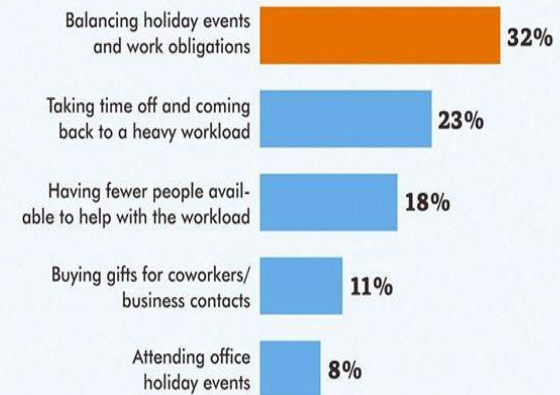


Tap Into
Safety



Regional Water Authority

Which aspect of the holiday season is most stressful for you on the job?



Other: 8%

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.

Regional Water Authority

**Representative Policy Board Consumer Affairs Committee
South Central Connecticut Regional Water District**

Minutes of the November 16, 2020 Meeting

The regular meeting of the Consumer Affairs Committee of the Representative Policy Board of the South Central Connecticut Regional Water District ("Committee") took place on Monday, November 16, 2020, via remote access. Committee members present were N. Campbell, M. Levine, S. Mongillo, A. Rescigno, F. Pepe, and R. Smith.

Also present were: J. Donofrio (Office of Consumer Affairs), L. Gonzalez, R. Kowalski, T. Norris, and P. Singh (RWA), and J. Slubowski (RPB Staff).

Chair Mongillo called the meeting to order at 5:30 p.m. He reviewed the safety moment distributed to members.

On motion made by Mr. Pepe, seconded by Mr. Levine, and unanimously carried, the Committee approved the minutes of its October 19, 2020 meeting, as presented.

Mr. Norris, the RWA's Vice President of Asset Management, provided an update on the FY 2021 Business Continuity Work Plan, which included:

- AWIA Emergency Response Plan Certification (Updated every 5years)
- Activities planned (training and exercises)
- The Lake Gaillard WTP tabletop on-site exercise
- Division/Departmental table top exercises
- Planning Activities (A Business Continuity Subcommittee meets 3-4 times per year, smaller training and exercise teams meet as needed)
- Kate Novick, P.E., C.S.P., remains a consultant in this area.

Discussion took place regarding COVID preparedness and response.

Chair Mongillo introduced the concept of a CAC Dashboard Report for discussion. Committee members and the OCA discussed whether such a report was needed and possible topics to be included. After discussion, Chair Mongillo asked that committee members continue to consider this concept for a future discussion. No decisions were made.

Attorney Donofrio had no consumer complaints to report.

On motion made by Mr. Pepe, seconded by Ms. Campbell, and unanimously carried, the Committee approved the OCA's October 2020 billing (\$1,385.00).

The committee reviewed the 2021 Calendar Year Meeting dates. On motion made by Mr. Pepe, seconded by Mr. Smith, and unanimously carried, the committee voted to approve the FY 2021 regular meeting dates.

The next regular meeting of the Committee is Monday, December 21, 2020 at 5:30 p.m.

At 6:22 p.m., the meeting adjourned.

Respectfully submitted

Representative Policy Board
Consumer Affairs Committee
November 16, 2020

UNAPPROVED DRAFT

Stephen Mongillo, Chairman

Risk, Resiliency, & Redundancy a Water Distribution System Update

RPB Consumer Affairs Committee

December 21, 2020

Beth Nesteriak, Lisa Burns

Water Distribution System: Operating Strategy

The 3Rs:

1. Risk
2. Resiliency
3. Redundancy

Addressing Risk

- Near-term:
 - Review plans & documentation
 - Verify operating status of critical infrastructure
 - Develop plans to restore near-term functionality
 - Communicate findings & expectations
- Long-term vision:
 - Practice long-range master planning in conjunction with financial modeling
 - Eliminate system components
 - Reduce on-going O&M expenses

Improving Resiliency

- Near-term:
 - Use opportunities to drill & practice
 - Conduct root-cause analyses for system failures
- Long-term vision:
 - Advance asset management system/GIS/hydraulic modeling/CIS/SCADA tools to predict water distribution system responses *before* events occur

Providing Redundancy

- Near-term:
 - Identify areas where single points of failure & knowledge gaps exist (system & people)
 - Leverage opportunities to include provisions in current repairs and projects underway
- Long-term vision:
 - Provide all service areas (pressure zones) with more than one source of supply
 - Execute system investments in accordance with master planning priorities linked to financial modeling and rate tolerance
 - Address succession planning/cross training

Operations Summary

- Improve fundamentals
- Take holistic approach to support the core water business: people; process; technology; and investments
- Leverage existing resources (budgets, staffing) and future opportunities to achieve near and long-term goals

Discussion and Questions



CIULLA & DONOFRIO, LLP

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OF COUNSEL

December 3, 2020

Jennifer Slubowski, Executive Administrator
South Central Connecticut Regional Water District
Representative Policy Board
90 Sargent Drive
New Haven, CT 06511-5966

Re: Consumer Affairs Officer / Office of Consumer Affairs

Dear Ms. Slubowski:

Enclosed herewith is our invoice for services rendered and out-of-pocket expenses incurred through and including November 30, 2020.

Please contact me with any questions. Thank you.

Very truly yours,

Jeffrey M. Donofrio

JMD:st

Enclosure

cc: Mario Ricoszi, RPB Chair
Mark Levine
Anthony P. Rescigno
Stephen A. Mongillo
Naomi Campbell
Richard Smith
Frank Pepe

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FEDERAL TAX I.D. 06-1465137

Invoice submitted to:
South Central Connecticut Regional Water Authority
90 Sargent Drive
New Haven, CT 06511

December 3, 2020

In Reference To: Office of Consumer Affairs

Invoice #22465

Professional Services

		<u>Hrs/Rate</u>	<u>Amount</u>
11/3/2020	JMD Review materials for RWA re RPB ByLaws and Rules Revision Committee meeting	0.33 250.00/hr	82.50
11/4/2020	JMD Meeting (remote) of RPB Bylaws and Rules Revision Committee	1.00 250.00/hr	250.00
11/9/2020	JMD RPB Finance Committee meeting	1.00 250.00/hr	250.00
11/11/2020	JMD Correspondence with Ted Norris re 90 Sargent Drive	0.25 250.00/hr	62.50
11/16/2020	JMD Review materials for and attend RPB CAC meeting (remote/Zoom)	1.00 250.00/hr	250.00
11/19/2020	JMD Attend remote meeting of RPB	0.75 250.00/hr	187.50
11/23/2020	JMD Review/revise proposed resolution for modification of capital project application processing timeline	0.25 250.00/hr	62.50
11/24/2020	JMD Correspondence with B. McDermott re proposed resolution concerning approval of applications	0.17 250.00/hr	42.50
	For professional services rendered	<u>4.75</u>	<u>\$1,187.50</u>
	Previous balance		\$1,385.00
11/23/2020	Payment - thank you		(\$1,385.00)

	<u>Amount</u>
Total payments and adjustments	(\$1,385.00)
Balance due	<u>\$1,187.50</u>