

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

**AGENDA**

**Special Meeting of Thursday, January 14, 2021 at 5:00 p.m.**

1. Safety Moment
2. Approve Minutes – December 3, 2020 meeting
3. Discuss changes to RPB Rules of Practice for Rate Application Process
4. Next Steps
5. Schedule next meeting
6. 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: Jan 14, 2021 05:00 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)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 838 9240 9598

Passcode: 324008

Find your local number: <https://us02web.zoom.us/j/83892409598>

# SAFETY MOMENT

## BE PREPARED FOR WINTER DRIVING

Driving in the winter means changes in the way you drive. Snow, sleet and ice can lead to hazardous road conditions. Prepare your vehicle for the upcoming winter season with these helpful tips.



Prepare your car for winter: Have a mechanic check out:	Don't leave home without:
<ul style="list-style-type: none"> <li>Ignition</li> <li>Brakes</li> <li>Wiring</li> <li>Hoses and fan belts</li> <li>Spark plugs</li> <li>Air, fuel and emissions filters</li> <li>PCV valve</li> <li>Distributor</li> <li>Battery</li> <li>Tire wear and air pressure</li> <li>Antifreeze</li> </ul>	<ul style="list-style-type: none"> <li>Properly inflated spare tire</li> <li>Shovel</li> <li>Jumper cables</li> <li>Windshield cleaner</li> <li>Ice scraper or snow brush</li> <li>Tool kit</li> <li>First aid kit</li> <li>Blankets, mittens, extra socks and hats</li> <li>Non perishable high energy food</li> </ul>



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, December 3, 2020 at 5:00 p.m.**

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

Chair Ricozzi called the meeting to order at 5:00 p.m.

He reviewed the Safety Moment distributed to members.

On motion made by Mr. Borowy, seconded by Mr. Havrda, and unanimously carried, the committee approved the minutes of its November 4, 2020 meeting.

As a follow up to last month's meeting regarding changes to the Capital Project application process, Chair Ricozzi reviewed changes to Section 8 of the RPB Rules of Practice changing the date of notice from fifteen (15) days to five (5) days. He also reviewed a draft of a proposed Resolution for expedited applications.

Discussion took place regarding procedure for management's overview of applications to the RPB and level of detail prior to public hearings. Attorney Donofrio, Office of Consumer Affairs (OCA), stated his concerns regarding communications between management and the RPB prior to public hearings.

After discussion, it was the consensus of the committee that management includes minutes, from the RPB meeting that would include an overview of any pending applications, as an exhibit to the Application. The committee also agreed that the proposed changes to the RPB Rules of Practice be recommended to the full RPB at its February meeting.

Ms. Kowalski, RWA's Vice President of Financial Services, reviewed the revised process for rate applications. She reviewed changes for Rate Applications at January and July and proposed changes not for recommendation. The new process is expected to be implemented for the upcoming rate case in January 2021.

Next steps will include a review of the RPB Rules of Practice for modifications to the Rate Application process.

The committee scheduled its next meeting for Wednesday, January 14, 2021 at 5:00 p.m.

At 5:32 p.m., the meeting adjourned.

Representative Policy Board  
Bylaws and Rules Review Committee  
December 3, 2020

**UNAPPROVED DRAFT**

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Mario Ricoszi, Chairman

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.

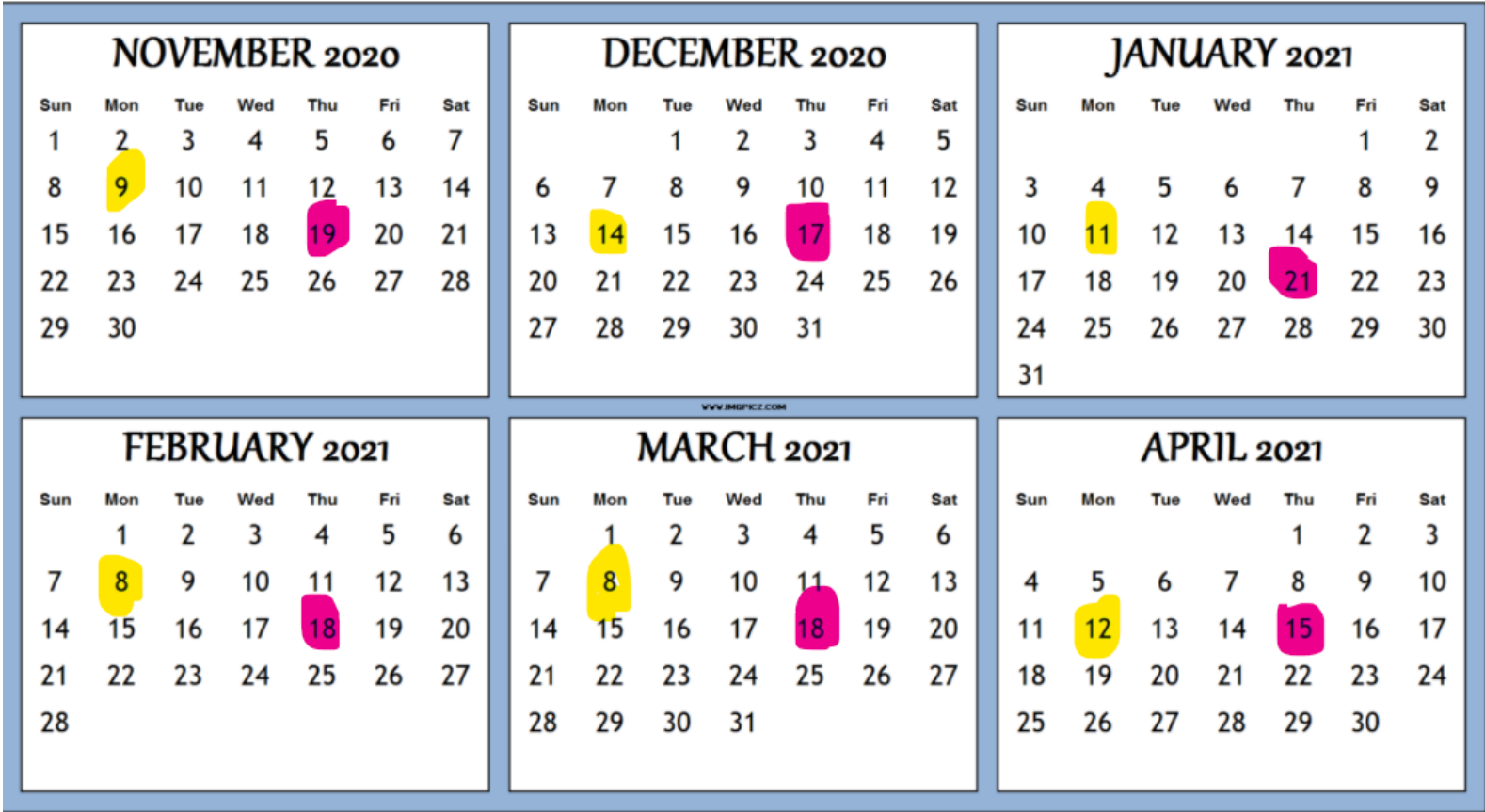
### RPB Project Decision Process - Draft for Discussion


Last Update 11/3/2020  
By H.Shah


				Process A	Process B	Process C	Process D
Projects Submitted in November 2020	Projects Submitted in December 2020	Projects Submitted in January 2021		Current Project Approval Process	Emergency Project Approval Process (Per enabling legislation)	Expedited Project Approval Process (Proposed)	Expedited Project Approval Process (Proposed)
11/19/2020	12/17/2020	1/21/2021	Week 1	Authority meeting - Project submitted to Authority. Review and forward to Finance Committee.	Special Authority meeting - Project submitted to Authority. Review and forward to Finance Committee.		Authority meeting - Project submitted to Authority. Review and forward to Finance Committee.
			Week 2		Special Finance Meeting - Review the application for completeness and forward to RPB chair to set Public Hearing date (7 days notice - Newspaper or electronic)	Special Authority meeting - Project submitted to Authority. Review and forward to Finance Committee.	Special Finance Meeting - Review the application for completeness and forward to RPB chair to set Public Hearing date (Notice in the newspaper + 20 days)
			Week 3		Interrogatories		Interrogatories
12/14/2020	1/11/2021	2/8/2021	Week 4	Finance Meeting - Review the application for completeness and forward to RPB to set Public Hearing	Special RPB meeting Public Hearing and Decision same meeting	Finance Meeting to review the project. RPB chair sets public hearing date (Notice in the newspaper + 20 days)	Interrogatories
12/17/2020 (special month - both meetings in same week)	1/21/2021	2/18/2021	Week 5	RPB meeting - Sets Public Hearing Date 1 month out (Notice in the newspaper + 20 days)		RPB meeting - Public Hearing already set; Interrogatories	RPB Meeting - Public Hearing
			Week 6	Interrogatories		Interrogatories	
			Week 7	Interrogatories		Interrogatories	Special RPB Meeting - Continued Public Hearing (If Necessary)
			Week 8	Interrogatories		Special RPB meeting - Public Hearing	
Week of 1/18/2021	Week of 2/15/2021	Week of 3/15/2021	Week 9	Public Hearing		RPB Meeting - Decision	RPB Meeting - Decision
			Week 10				
			Week 11				
			Week 12				
	3/18/2021	4/15/2021	Week 13				
2/18/2021			Week 14	RPB Meeting - Decision			
			Project Approval Time	13-14 Weeks	4 Weeks	8 Weeks	9 Weeks

**Notes:**

- 1 Finance Meeting - Second Monday of every month
- 2 Authority / RPB Meeting - 3rd Thursday of the month



 Finance Meeting - Second Monday of every month

 Authority / RPB Meeting - 3rd Thursday of the month



**SOUTH CENTRAL CONNECTICUT REGIONAL WATER AUTHORITY**

**PROPOSED SCHEDULE FOR AN ISSUANCE TEST RATE APPLICATION ASSOCIATED WITH ISSUANCE OF THE AUTHORITY'S 34th SERIES BONDS TO FUND ITS PROGRAM OF CAPITAL IMPROVEMENTS**

<b>PRELIMINARY WORK: BONDS AND RATE APPLICATION</b>	<b>34th Series Bonds</b>	<b>Rate Application</b>	<b>Days</b>	<b>NOTES</b>
Discuss this schedule with the Authority	Thurs., Nov. 15th	Thurs., Nov. 15th		Done at regular meeting of Authority
<i>Holiday: Thanksgiving</i>	Thurs., Nov. 22nd	Thurs., Nov. 22nd		
Circulate first draft of general resolution for 34th series and rate application	Mon., Nov 26th	Mon., Nov 26th		Marie Phelan to working group
Mail rate application and resolutions for 34th Series Bonds to Authority	Thurs., Dec. 13th	Thurs., Dec. 13th		Discepolo/Kowalski
Authority reviews rate application and general resolutions for 34th Series	Thurs., Dec. 20th	Thurs., Dec. 20th		Discepolo/Kowalski ; regular meeting of the Authority
Authority takes action regarding rate application and 34th Series	Thurs., Dec. 20th	Thurs., Dec. 20th		Authority: regular meeting
<i>Authority: special meeting, if necessary, regarding rate application</i>	Fri. Dec. 21st	Fri. Dec. 21st		<i>Authority: possibly a special meeting</i>
	Mon. and Tues. , Dec 24th and Dec 25th	Mon. and Tues. , Dec 24th and Dec 25th		
<i>Holiday: Christmas Eve and Day</i>				
	Mon. and Tues., Dec 31st and Jan. 1st	Mon. and Tues., Dec 31st and Jan. 1st		
<i>Holiday: New Years Eve and Day</i>				
<b><u>IF THE AUTHORITY APPROVES THE RATE APPLICATION</u></b>				
Submit general resolution for 34th Series and rate application to RPB; request public hearing	Fri., Jan 4th	Fri., Jan 4th		Discepolo/Kowalski; file at least 15 days before RPB acts (Jan. 4th meets 15 day requirement for Jan. RPB meeting)
Circulate first draft of Preliminary Official Statement ("POS") and Notice of Sale ("NOS") for 34th Series	Fri., Jan 4th	Fri., Jan 4th		Marie Phelan to working group
<i>Holiday: Martin Luther King Day</i>	Mon., Jan 21st	Mon., Jan 21st		
Meet with Office of Consumer Affairs, if necessary	Thurs., Feb 7th	Thurs., Feb 7th		Discepolo/Kowalski
Meet with RPB's Finance Committee re: completeness of application	Mon., Feb 11th	Mon., Feb 11th		Discepolo/Kowalski; regular meeting of the committee
<i>Holiday: Presidents Day</i>	Mon., Feb 18th	Mon., Feb 18th		
RPB takes action in response to request for public hearing	Thurs., Feb 21st	Thurs., Feb 21st	48 1	RPB: regular meeting.
Publish notice of public hearing	Sat., Feb 23rd	Sat., Feb 23rd		Exec. Admin.: Must be at least 20 days before hearing.
Submit updates to POS to Bond Counsel	Mon., Feb 25th			Working group to Marie Phelan.
Forward rate application to wholesale customers		Wed., Feb 27th		R. Olejarczyk
Circulate legal documents (other than POS)	Wed., Mar 6th			Marie Phelan
Submit all updates to Legal Counsel				Working group to Marie Phelan.
Working session: POS; NOS and other legal documents	Mon., Mar 11th			Phelan; Acacia; others in working group--first meeting
Submit further updates to legal documents and POS to Phelan	Mon., Mar 18th			Working group to Phelan.

**SOUTH CENTRAL CONNECTICUT REGIONAL WATER AUTHORITY**

**PROPOSED SCHEDULE FOR AN ISSUANCE TEST RATE APPLICATION ASSOCIATED WITH ISSUANCE OF THE AUTHORITY'S 34th SERIES BONDS TO FUND ITS PROGRAM OF CAPITAL IMPROVEMENTS**

<b><u>IF ACCEPTED BY THE RPB AND IF THE HEARING DATE IS SET</u></b>				
RPB holds public hearing		Thurs. March 21st	26	RPB: regular meeting RPB: regular meeting
RPB takes action regarding rate application and general resolution for 34th Series Bonds	Thurs., April 18th	Thurs., April 18th		
<i>Holiday - Good Friday</i>	<i>Fri., April 19th</i>	<i>Fri., April 19th</i>		
<i>Holiday - Passover (begins evening of)</i>	<i>Fri., April 19th</i>	<i>Fri., April 19th</i>		
Publish RPB's decision regarding rate application	Sat., April 20th	Sat., April 20th	1	Exec. Admin.: aggrieved parties must file w/in 45 days
<b><u>IF THE RPB APPROVES THE RATE APPLICATION AND 34th SERIES</u></b>				
<i>Holiday - Easter Sunday</i>	<i>Sun., April 21st</i>	<i>Sun., April 21st</i>		
Send Authority draft POS, bond terms, and supplemental resolution	Mon., May 6th			Phelan; Discepolo/Kowalski
Send bond documents to rating agencies.	Mon., May 6th			Acacia; Discepolo/Kowalski
Discussion with credit rating agencies (and insurers companies) re: 34th Series Bonds	Wk May 13th to 17th			Acacia; Bingaman, Discepolo, Norris, Kowalski, Nesteriak, Silvia-Aramendi
Authority takes action regarding POS and supplemental resolution	Thurs., May 16th			Authority: regular meeting
Receive credit ratings from rating agencies (Standard & Poor's; Moody's)	Fri., May 24th			Acacia; Discepolo/Kowalski/Norris
<i>Holiday: Memorial Day</i>	<i>Mon., May 27th</i>	<i>Mon., May 27th</i>		
45-day appeal period ends regarding the rate application		Wed., June 5th	45	Appeal period ends on the 5th (45th day from notice) - 6th is first day after appeal period
Distribute POS and NOS over internet to prospective purchasers	Mon., June 10th			Acacia
Mail POS to Authority and RPB	Mon., June 10th			Acacia; Discepolo/Kowalski
Pricing for the 34th Series Bonds which the Authority accepts or rejects (If the sale is negotiated, sign Bond Purchase Agreement)	Wed., 12th			DiSalvo; Bingaman; Phelan; Acacia; Discepolo, Kowalski
<b><u>IF THE AUTHORITY ACCEPTS THE PRICING FOR THE 34th SERIES BONDS</u></b>				
Bond Counsel circulates final draft of OS to reflect pricing	Mon. June 17th			Marie Phelan to working group
Bond Counsel receives final approval regarding OS	Tues. June 18th			Working group to Marie Phelan
Print and distribute final OS	Wed June 19th			Marie Phelan
Sign documents for closing	Thurs., June 20th			DiSalvo, Curseaden, Clifford, RPB Treasurer, Bingaman, Discepolo, Kowalski; Phelan
Close on 34th Series Bonds and implement rate increase	Mon., July 1st	Mon., July 1st		
<i>Holiday - Independence Day</i>	<i>Thurs., July 4th</i>	<i>Thurs., July 4th</i>		