

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

MINUTES

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

ATTENDEES: Committee Members: M. Ricozzi, D. Borowy, T. Clifford, C. Havrda, S. Mongillo, T. Norris, and S. Sack
RWA: R. Kowalski
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. Havrda, seconded by Mr. Clifford, and unanimously carried, the committee approved the minutes of its December 3, 2020 meeting.

Chair Ricozzi thanked management for the time spent putting together the expedited timelines. He reported that after a thorough review of the Representative Policy Board's ("RPB") Description of Organization, Rules of Practice and Procedures for Consumer Complaints ("RPB Rules of Practice"), he did not find it necessary to make any additional changes other than those proposed at last month's meeting.

The committee discussed the RPB Rules of Practice, Section 6, Protective Orders. Members discussed minimum requirements for protective orders, necessity of the process, and the importance of keeping certain information available to members of the public according to the regulations of the Freedom of Information Act.

After discussion, on motion made by Mr. Clifford, seconded by Mr. Havrda, and unanimously carried, the committee voted to recommend revisions to the RPB Rules of Practice, Section 8(b), changing the fifteen (15) day notice to the RPB to five (5) days.

The committee reviewed minor changes to the capital project process spreadsheet and the rate application procedure spreadsheet for easier interpretation. It was the consensus of the committee, and the OCA, that the spreadsheets be kept in procedural manuals for future reference.

The committee addressed the issue of assigning a process for capital project applications. After discussion, the committee determined that choosing which process to use should be a collaborative effort and members agreed that the initial option should be given to the RWA, with the understanding that the RPB will have the final authority.

Next steps include making minor changes to the capital project application process chart and the rate

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application process chart. Copies of the finalized charts will go to RPB members with a copy of the minutes at its February meeting along with the revisions to the RPB Rules of Practice.

The committee did not schedule another meeting.

At 5:40 p.m., the meeting adjourned.

Mario Ricoszi, Chairman