

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

**REVISED
AGENDA**

Special Meeting of Wednesday, March 16, 2022 at 5:00 p.m.

1. Safety Moment
2. Approve minutes – September 22, 2021 special meeting
3. Update on hybrid meetings
4. Upcoming capital project hearings
5. Nominating Committee – upcoming service
6. Discussion on Metrics Information for Commercial Enterprises
7. Adjourn

<p>**Members of the public may attend the meeting via conference call. For information on attending the meeting and to view meeting documents, please visit https://tinyurl.com/4jsbnke4. For questions, contact the board office at 203-401-2515.</p>

Representative Policy Board

Executive Committee Meeting

Wednesday, March 16, 2022 at 5:00 p.m.

Call in (audio only)

[+1 469-965-2517,,767318008#](tel:+14699652517767318008) United States, Dallas

Phone Conference ID: 767 318 008#

For questions, contact the board office at 203-401-2515 or by email at jslubowski@rwater.com

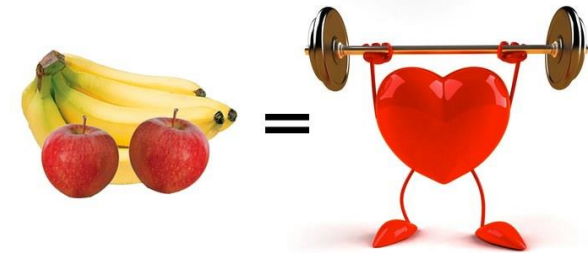
SAFETY MOMENT

MARCH - NATIONAL NUTRITION MONTH

GO FURTHER WITH GOOD FOOD

Whether it's starting the day off right with a healthy breakfast or fueling before an athletic event, the foods you choose can make a real difference. Preparing your foods to go further, by planning meals and snacks in advance, can also help to reduce food loss and waste.

1. Include a variety of healthful foods from all of the food groups on a regular basis.
2. Consider the foods you have on hand before buying more at the store.
3. Buy only the amount that can be eaten or frozen within a few days and plan ways to use leftovers later in the week.
4. Be mindful of portion sizes. Eat and drink the amount that's right for you.
5. Continue to use good food safety practices.
6. Find activities that you enjoy and be physically active most days of the week.
7. Realize the benefits of healthy eating by consulting with a registered dietitian nutritionist. RDNs can provide sound, easy-to-follow personalized nutrition to meet your lifestyle, preferences and health-related needs.



Tap Into
Safety



Regional Water Authority

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
Executive Committee
South Central Connecticut Regional Water District**

MINUTES

Special Meeting of Wednesday, September 22, 2021 at 5:00 p.m., via remote access

Attendance: **Committee Members** – Mario Ricozzi, Bob Harvey, Charles Havrda, Jay Jaser, Peter Betkoski, Stephen Mongillo, and Tim Slocum

FMA – David Borowy

RWA – Larry Bingaman, Rochelle Kowalski and Dennis Donovan

OCA - Jeffrey Donofrio, Esquire

RPB Staff: Jennifer 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. Mongillo, seconded by Mr. Slocum, and unanimously carried, the committee voted to approve the minutes of its March 2, 2021 meeting, as revised.

At 5:04 p.m., Mr. Havrda entered the meeting.

At 5:06 p.m., on motion made by Mr. Harvey, seconded by Mr. Mongillo, and unanimously carried, the committee voted to go into executive session to discuss business strategy. Present in executive session were committee members, Messrs. Bingaman, Borowy, Donofrio, Donovan and Mss. Kowalski and Slubowski.

At 6:19 p.m., the committee came out of executive session and Mr. Donovan withdrew from the meeting.

The committee discussed recently approved legislation requirements, which allow for remote meetings until April 30, 2022. Committee members discussed in-person meetings and noted new meeting trends such as hybrid meetings, technology required, and specific requirements to allow members of the public to attend.

Mr. Bingaman reported on the mask mandate currently in effect in the City of New Haven. The RWA continues to follow the mandate under the direction of the city, which would require board members to wear masks when attending meetings inside of the building.

Chair Ricozzi will work with the board administrator to finalize details of a possible hybrid meeting in the future.

At 6:25 p.m., Attorney Donofrio withdrew from the meeting.

Chair Ricozzi reported on upcoming capital projects and topics that the RPB will address in the future. He asked committee members for suggestions that they would like included upcoming agendas.

Representative Policy Board
Executive Committee
September 22, 2021

UNAPPROVED DRAFT

Members discussed topics and/or updates related to PFAS updates, solar panel technology, capturing and reusing water, and draft decrease.

Chair Ricozzi asked members for their preference of the delivery of RPB monthly meeting materials. It was the consensus of the committee to continue receiving meeting packages via email with the option to receive hard copies depending on the number of documents.

At 6:43 p.m., the meeting adjourned.

Mario Ricozzi, Chairman

FY 2022/23 – 2024 RPB APPLICATION SCHEDULE

<u>Application</u>	<u>Application to Authority</u>	<u>Application to RPB</u>	<u>Public Hearing Required</u>
1. Rate Case	1 st Quarter FY 22	1 st Quarter FY 22	Y
2. Rules and Regulations Update	1 st Quarter FY 22	1 st Quarter FY 22	N
3. LGWTP Clarifiers/Recycle Building Imp's and LGWTP HVAC	3 rd Quarter FY 22	4 th Quarter FY 22	Y
4. WTP Valve Replacement Program	4 th Quarter FY 22	4 th Quarter FY 22	Y
5. CIS Implementation	4 th Quarter FY 22	1 st Quarter FY 23	Y
6. Lake Whitney Dam Improvements (Phase 1)	4 th Quarter FY 22	1 st Quarter FY 23	Y
7. LSWTP Electrical Imp's and LGWTP Electrical Imp's	2 nd Quarter FY 23	2 nd Quarter FY 23	Y
8. Skiff Street House Disposition	2 nd Quarter FY 23	3 rd Quarter FY 23	Y
9. Route 80 Throttling Valve Relocation	3 rd Quarter FY 23	4 th Quarter FY 23	Y
10. Raynham Hill Pump Station Improvements	3 rd Quarter FY 23	4 th Quarter FY 23	Y
11. Spring Street Pump Station Replacement	4 th Quarter FY 23	1 st Quarter FY 24	Y
12. Prospect Dam Improvements	4 th Quarter FY 23	1 st Quarter FY 24	Y
13. Northern Service Area Improvements	1 st Quarter FY 24	2 nd Quarter FY 24	N
14. North Branford Tank improvements	2 nd Quarter FY 24	3 rd Quarter FY 24	Y
15. Peat Swamp Dam Improvements	TBD		
16. Service Area Improvements – East/West Transmission Main	TBD		

Note: Schedule will be updated when specific months of submission are determined.

as provided by law and notify each Member in writing of such determination, attested to by the Secretary of the Authority, showing for each city or town in the District the number of customers and the number of acres of land appearing on the records of the Authority on the last day of the preceding fiscal year.

ARTICLE III Officers

Section 3.1 Designation and Election

The principal officers of the Board shall be the Chairperson and the Vice-Chairperson, the Secretary and the Treasurer who shall be Members. The officers shall be elected annually by a majority weighted vote of the Board at its June meeting and, unless sooner removed by the Board, the officers shall serve a term of one year and until their successors are elected and shall qualify. Any vacancies occurring in offices shall be filled by appointment by the Chairperson as necessary.

Section 3.2 Nominations

The Chairperson of the Board shall appoint, not later than at the May meeting of the Board, five Members to a Nominating Committee for the purpose of recommending a slate of officers to the membership at the June meeting of the Board. No more than one of that number shall be an officer of the Board, and neither the Chairperson nor the Vice-Chairperson shall be eligible to serve on the Nominating Committee. The Chairperson shall designate one member of the Nominating Committee to serve as its chairperson. In addition to the slate proposed by the Nominating Committee, the Board shall accept additional nominations from any Member.

Section 3.3 Removal

An officer may be removed by a majority of the weighted votes of the Board, either with or without cause, and a successor elected at any regular meeting of the Board or at any special meeting called for such purpose.

Section 3.4 Chairperson

The Chairperson shall preside at all meetings of the Board and shall appoint Members to the standing committees. The Chairperson shall also appoint Members to such special committees as the Board may from time to time establish. The Chairperson shall appoint Members to fill officer vacancies that occur prior to completion of a term.

Section 3.5 Vice-Chairperson

The Vice-Chairperson shall perform the duties and exercise the powers of the Chairperson in the absence or disability of the Chairperson or in case of a vacancy in the office of the Chairperson. The Vice-Chairperson shall also perform such other duties and have such other powers as may be prescribed by the Board.

Section 3.6 Secretary

The Secretary shall issue notice of meetings, keep and distribute minutes, attest all necessary copies of resolutions and other actions of the Board and perform all other duties required by law or prescribed by the Board.

Section 3.7 Treasurer

The Treasurer shall have custody of any funds of the Board, keep full and accurate account of all receipts and disbursements, and shall render an account of such transactions and the financial condition of the Board whenever called upon to do so. In the absence or disability of the Treasurer, the Chairperson or the Vice-Chairperson may disburse funds.

Section 3.8 Term Limits

(a) Officers' terms shall be no more than three consecutive one-year terms for all officers, provided that by a majority vote of the Board, the chairperson may be nominated for and may serve one additional consecutive one-year term (for a total of four consecutive one-year terms).

(b) Committee Chairpersons shall serve no more than four consecutive terms as committee chair.

ARTICLE IV Committees

Section 4.1 Committees Established

There shall be three standing committees as provided by law -- Land Use and Management, Finance, and Consumer Affairs -- an Executive Committee, and such other committees as the Board may establish from time-to-time. The Chairperson of the Board shall appoint the members of the committees for one year terms. Each committee will elect its own chairperson, who shall call and preside at committee meetings. The Chairperson shall annually solicit from the Members their first and second preference as to standing committee assignments and incorporate that information into his or her decision making. A majority of the members appointed to any committee shall constitute a quorum, and a majority of the quorum may take actions and render reports to the Board on behalf of the committee. The Chairperson of the Board shall serve ex officio on all committees except the Nominating Committee with full voting rights.

Section 4.2 Executive Committee

The Executive Committee shall consist of all elected officers and the chairpersons of the three statutory committees. The Chairperson of the Board shall call and preside over meetings of the Executive Committee.

ARTICLE V Professional and Clerical Services

Section 5.1 Professional Services

All appointments, compensation and termination of professional services to the Board shall be approved by the Board.

Board facility shall be used in the furtherance of any discriminatory practice, nor shall the Board become a party to any agreement, arrangement or plan which has the effect of sanctioning discriminatory practices.

ARTICLE VIII Orientation of New Members

The Chairperson of the Board or his/her designee shall develop and implement an ongoing program of orientation designed to provide new Members with an adequate background of information related to the organization and functions of the District.

ARTICLE IX Appointment of Members to the Regional Water Authority

Section 9.1 Election and Terms

The Authority is to consist of five members, not Members of the Board, residents of the District, appointed without regard to political affiliation, by a majority of the total weighted votes of the Members present at a meeting at which Members holding two-thirds of the total votes on the Board are present. The terms of the members of the Authority shall be five years staggered as set out in Section 5 of Special Act 77-98 as amended. The term of each member of the Authority begins January 1st and continues for five years or until such member's successor has been appointed and qualified.

Section 9.2 Nominating Committee

Not later than August 15 of each year, the Chairperson of the Board, if not a declared candidate for membership on the Authority, shall appoint a Nominating Committee composed of five Members for the purpose of recommending to the Board a nominee or nominees for member of the Authority. If the Chairperson is a declared candidate, the Nominating Committee shall be appointed by a Board officer or the chairperson of a statutory committee, i.e. the appointing officer, who is not a declared candidate, in the following order: Vice-

Chairperson; Secretary; Treasurer; Land Use Committee chairperson; Finance Committee chairperson; Consumer Affairs Committee chairperson.

Any Member intending to be a candidate for Authority membership in a given year must so declare to the Chairperson of the Board by August 1 of that year. No declared candidate may serve on the Nominating Committee. The Chairperson of the Board shall not be eligible to serve on the Nominating Committee. No more than three, nor fewer than two, appointees to the Nominating Committee shall be members of the Executive Committee of the Board. The appointing officer who names the Nominating Committee shall ascertain each prospective Nominating Committee member's willingness to serve prior to appointment. The appointing officer shall designate a chairperson of the Nominating Committee, and if and as necessary, appoint replacements whenever vacancies occur.

Section 9.3 Nominating Committee Process

(a) **Selection Guidelines.** The Nominating Committee shall meet on call of the chairperson. The Nominating Committee or its representative(s) shall confer with the Chair of the Authority and its Chief Executive Officer with regard to the types of experience and other traits most needed by the Authority, and shall solicit the same from Members of the Board. The Nominating Committee shall then, in its discretion, develop such guidelines by which to evaluate the qualifications of candidates that augment and are compatible with the requirements for candidates set forth in Connecticut Special Act 77-98, as amended, as it shall deem advisable. The Nominating Committee shall submit a draft of the selection guidelines to the Board for review and comment at the September meeting of the Board. If no September meeting of the Board is convened, the Nominating Committee shall distribute the draft selection guidelines and invite commentary from Board members to be received by the Nominating Committee on or before the 23rd day of September. The Committee will review all commentary and revise the guidelines as it shall deem appropriate, and adopt the guidelines.

(b) **Consideration of Reappointing the Incumbent.** Following adoption of the guidelines by the Nominating Committee, it shall communicate these to the Board Members, the Authority, and the Chief Executive Officer of the South Central Connecticut Regional Water Authority. The chairperson of the Nominating Committee shall ask the member whose term is to expire at year end if s/he intends to seek reappointment to the Authority. If the incumbent responds affirmatively, the Nominating Committee shall assess his/her candidacy as it deems appropriate and, having done so, determine whether to (1) recommend to the Board for consideration at its regularly scheduled October meeting the reappointment of the incumbent, or (2) advise the incumbent that it intends to entertain additional candidates and report this action to the Board. If the candidate responds negatively, the Nominating Committee shall commence an open candidacy search as set forth in Section 9.3 (c).

In the event the Nominating Committee recommends reappointment of the incumbent, it shall mail such recommendation to Members of the Board not less than ten days prior to the regularly scheduled October meeting of the Board, and the Board shall consider such recommendation at its October meeting. If the reappointment of the incumbent is approved by a vote as specified in Section 9.1, the Nominating Committee shall be discharged.

In the event the Board does not approve the reappointment of the incumbent at its October meeting, the Chairperson of the Board shall so notify the incumbent and the Nominating Committee shall publicly announce the open candidacy period for the appointment to the Authority for the five-year term commencing on January 1st of the following calendar year in accordance with the process set forth in Section 9.3 (c). The incumbent may seek appointment through the open candidacy process.

(c) **Open Candidacy.** If the Nominating Committee determines to consider candidates in addition to the incumbent, it shall so advise the incumbent, Board Members, members of the Authority, and the Chief Executive Officer of the South Central Connecticut Regional Water

Authority not less than ten days prior to the regularly scheduled October meeting of the Board. Subsequent to those actions, the chairperson of the Nominating Committee shall publicly announce the open candidacy period for the appointment to the Authority for the five-year term commencing on January 1st of the following calendar year and invite candidates to apply, except that of the designated New Haven member appointed pursuant to the agreement between the Authority and the City of New Haven. The announcement shall include the required qualifications for members of the Authority as set forth in Connecticut Special Act 77-98, as amended, as well as any additional guidelines by which the Nominating Committee intends to evaluate candidates.

The Nominating Committee shall consider all candidates and shall prepare a report for consideration at the December meeting of the Board which report shall recommend to the Board one or more nominees for appointment to the Authority. No name shall be submitted to the Board by the Nominating Committee unless it shall first have determined that such person is willing to serve if appointed. Said report and recommendation(s) shall be mailed to members of the Board not less than ten days prior to the meeting of the Board at which the Authority member appointment is to be considered. If the Nominating Committee's recommendation is not unanimous such report may contain a minority report and recommendation including an explanation and rationale for the minority's recommendation.

(d) **Designated Representation for New Haven on the Authority.** The City of New Haven shall have a Designated Member on the Authority in accordance with the procedures for the nomination and election of the New Haven Authority member, as noted in Section 1(a) of the written agreement between the Authority and the City of New Haven, executed by John Daniels and Howard Brooks and approved by the Board on July 5, 1978. When the term of the Designated New Haven Member of the Authority is to expire on the following January 1st, the Representative Policy Board shall request a list of at least three candidates be submitted to

the Representative Policy Board by the City of New Haven. The Representative Policy Board shall appoint the New Haven Designated Member from the list of names provided.

Section 9.4 Board Action

In the event the appointment to the Authority is not determined at the October meeting of the Board, the Board shall vote in December on the candidate(s) recommended by the Nominating Committee, and on any names proposed from the floor, provided that the proposer has determined that said nominee has agreed to serve if elected. If more than one person is nominated and the first vote fails to produce a person receiving a majority of the weighted vote, subsequent votes will be taken by dropping the name of the person receiving the fewest votes on the preceding vote. This process may be repeated until a majority of weighted votes are cast in favor of one candidate.

Section 9.5 Official Communication

The Chairperson of the Board shall report the results of the vote by letter to the chief elected official of each town and city in the District.

Section 9.6 Unexpired Terms

Any vacancy occurring on the Authority prior to the normal expiration of an Authority member's term shall be filled by an open candidacy process under the auspices of a duly appointed Nominating Committee, provided that the Chairperson of the Board may set such schedule for the Nominating Committee and Board meetings as he/she deems appropriate under the circumstances.