

**South Central Connecticut Regional Water Authority
Minutes of the March 31, 2022 Special Meeting**

A special meeting of the South Central Connecticut Regional Water Authority (“RWA” or “Authority”) took place on Thursday, March 31, 2022, at 90 Sargent Drive, New Haven, Connecticut and via remote access. Chairman Borowy presided.

Present: Authority Members Present – Messrs. Borowy and Curseaden, and Mss. LaMarr and Sack
Management – Mss. Kowalski and Verdisco, and Messrs. Bingaman, Courchaine, Hill, Kelly, Lakshminarayanan, Norris, and Singh
RPB – Mr. Slocum
Staff – Mrs. Slubowski

Chair Borowy called the meeting to order at 8:30 a.m. He reviewed the Safety Moment distributed to members.

Mr. Bingaman, RWA’s President and Chief Executive Officer, reviewed the FY 2023 capital budget outline and summarized the key points of the capital budget history. He reviewed assumptions used to develop the proposed budget. Mr. Bingaman noted that the FY 2023 capital budget includes funding of projects and programs in four categories: Natural Resources, Treatment, Transmission & Pumping, and General Plant. He reported that the total proposed budget for capital projects is \$47.1 million and is within the recommended range of GHD’s capital expenditure review. He also noted that the amount proposed excludes projects that would be discussed in executive session,

Mr. Lakshminarayanan, the RWA’s Vice President of Engineering and Environmental Services, discussed the prioritization methodology and provided a breakdown of the projects and highlights related to:

- Natural Resources
- Treatment
- Transmission & Pumping
- General Plant
- Five Year Plan Capital Improvements Plan

Mr. Singh, the RWA’s Chief Information Digital Officer & Vice President of Customer Care, also presented certain projects within General Plant.

At 10:23 a.m., Mr. Norris entered the meeting and on motion made by Mr. Curseaden, seconded by Ms. LaMarr, and unanimously carried, the Authority voted to go into executive session to discuss strategy and negotiations, real estate, and security matters. Present in executive session were Authority members, Mss. Kowalski, Slubowski and Verdisco, and Messrs. Bingaman, Courchaine, Lakshminarayanan, Norris and Singh.

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| Borowy | Aye |
| Curseaden | Aye |
| DiSalvo | Absent |
| LaMarr | Aye |
| Sack | Aye |

At 11:40 a.m., the Authority came out of executive session and Mr. Norris withdrew from the meeting.

It was the consensus of the Authority to approve management's request to move forward with changes to the capital budget as discussed in executive session.

Mr. Bingaman, RWA's President and Chief Executive Officer, introduced the FY 2023 operating budget and provided a recap of fund balances and operating budget highlights. Ms. Kowalski, RWA's Vice President of Financial Reporting & Analysis, provided the Authority with the FY 2023 Operating Budget and also included FY 2022 projections. She also reviewed trends and revenue and expense assumptions, which included:

- Revenue trends and assumptions
- Expense trends and assumptions
- Other key assumptions
- Maintenance Test
- Opportunities and vulnerabilities
- Summary

At the conclusion of the budget review, Ms. Sack moved for adoption of the following resolution:

RESOLVED, that copies of the proposed Capital Budget and Operating Budget for FY 2023 beginning on June 1, 2022 and ending on May 31, 2023, be distributed to members of the Representative Policy Board and the Office of Consumer Affairs.

Ms. LaMarr seconded the motion. After discussion, the Chair called for the vote:

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| Borowy | Aye |
| Curseaden | Aye |
| DiSalvo | Absent |
| LaMarr | Aye |
| Sack | Aye |

Due to time constraints, it was the consensus of the Authority to move Item D, the *Environmental, Health & Safety Committee* meeting before Item C, the *Commercial Business Committee*.

At 12:40 p.m., Mr. Slocum, entered the meeting, and on motion made by Ms. Sack, seconded by Mr. Borowy, and unanimously carried, the Authority voted to recess the meeting to meet as the Environmental, Health & Safety Committee.

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| Borowy | Aye |
| Curseaden | Aye |
| DiSalvo | Absent |
| LaMarr | Aye |
| Sack | Aye |

At 12:50 p.m., Ms. Sack withdrew from the meeting.

At 1:24 p.m., the Authority reconvened.

On motion made by Ms. LaMarr, seconded by Mr. Curseaden, and unanimously carried, the Authority voted to approve, adopt, or receive, as appropriate the following items in the revised Consent Agenda, as amended:

1. Minutes of the February 24, 2022 meeting.
2. Capital Budget Authorization for April 2022.

RESOLVED, the Vice-President of Financial Reporting & Analysis is authorized to submit to the Trustee one or more requisitions in an aggregate amount not to exceed \$6,500,000 for the month of April 2022 for transfer from the Construction Fund for capital expenditures. Each such requisition shall contain or be accompanied by a certificate identifying such requisition and stating that the amount to be withdrawn pursuant to such requisition is a proper charge to the Construction Fund. Such requisitions are approved notwithstanding the fact that amounts to be withdrawn for a particular project may exceed the amount indicated for such month and year in the current Capital Improvement Budget but will not cause the aggregate amount budgeted for fiscal year 2022 for all Capital Improvement Projects to be exceeded.

3. Capital Budget Transfer Notifications – April 2022
4. Accounts Receivable – February 2022
5. Key Performance Indicators
6. RPB Quarterly Dashboard Report
7. Derby Tank Update
8. Quarterly Financial Report

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| Borowy | Aye |
| Curseaden | Aye |
| DiSalvo | Absent |
| LaMarr | Aye |
| Sack | Absent |

At 1:25 p.m., Ms. Sack entered the meeting.

Ms. Verdisco, the RWA's Chief Human Resources Officer & Vice President of Corporate Services, provided an update on the status of COVID at the RWA.

Mr. Bingaman:

- Reported that the electrical improvements project at Lake Saltonstall, for which an application had been submitted, was included in the recently passed fiscal year 2022 omnibus spending bill that was signed into law by President Biden on March 11th. The appropriations bill included Congressional Directed Spending items, including RWA's project. . The RWA will receive \$2 million in direct funding appropriation for this Lake Saltonstall project.
- Provided an update on a recent survey conducted to collect employee input on workplace flexibility. The survey was done as part of the RWA's Strategic Action planning and its commitment to build a more inclusive RWA. The results will be reported to the board at a future meeting.

- Highlighted that he has been spending time in the field engaging with employees. This past month he and Mr. Courchaine visited a number of active work sites and observed work underway at the Lake Gaillard Water treatment Plant’s hypochlorite system, the diversion clean-up at the Lake Whitney Dam, the dissolved air floatation project at the West River Water Treatment Plant, and a pump station repair in Hamden. Mr. Bingaman will continue to conduct field site visits on a monthly basis.
- Reported on a food event for Employee Appreciation Day on March 8th. 110 of the RWA’s employees gathered to enjoy some great food and conversation. Now that more employees have returned to workplace, the RWA will reinstate other engagement activities.
- Stated that work continues to align purchasing functions into a centralized procurement operation. Several procedures have been implemented, including materials forecasting and planning in all departments, and participation in procurement forums with other water utilities to share best practices. The RWA is currently conducting a review of its professional service agreements for standardized and efficiency and the deployment centralized purchasing tools and technologies for business transformation activities.

Mr. Lakshminarayanan provided an updated on the Derby Tank Project. He stated that the update would also be provided to the Representative Policy Board Finance Committee and the full RPB.

Authority members reported on recent Representative Policy Board committee meetings.

At 1:50 p.m., Mr. Slocum withdrew from the meeting and on motion made by Mr. Curseaden, seconded by Ms. Sack, and unanimously carried, the Authority voted to recess the meeting to meet as the Commercial Business Committee.

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| Borowy | Aye |
| Curseaden | Aye |
| DiSalvo | Absent |
| LaMarr | Aye |
| Sack | Aye |

At 2:45 p.m., the Authority reconvened.

Mr. Curseaden, Chair of the Authority’s Commercial Business Committee, stated approval for management to move forward with an Asset Purchase Agreement, as discussed in the committee’s executive session. After discussion, it was the consensus of the Authority to hold a special meeting in April to discuss the committee’s recommendation.

At 2:47 p.m., Messrs. Hill and Kelly entered the meeting.

Mr. Kelly, the RWA’s Manager of Design and Construction, and Mr. Hill, the RWA’s Chief Operator of Water Treatment, and Mr. Lakshminarayanan, provided an update on the Application for the Lake Gaillard Water Treatment Plants Valve Replacement Program – Lake Gaillard Water Treatment Plant Filter Influent Valve Replacement Project (“Application”).

After discussion, Ms. LaMarr moved for approval of the following resolutions:

1. *Resolutions to approve the recommendation of the Application to the RPB:*

RESOLVED, that the Authority hereby accepts the new Application, dated March 31, 2022, for a Project of the Water Treatment Plants Valve Replacement Program – Lake Gaillard Water Treatment Plant Filter Influent Valve Replacement Project located in North Branford, Connecticut, as a completed Application, substantially in the form submitted to this meeting, and authorizes filing said Application with the Representative Policy Board (“RPB”); and

FURTHER RESOLVED, if approved by the RPB, the President and CEO, the Vice President of Operations and Business Practices or the Vice President of Engineering and Environmental Services, are authorized to take any and all actions necessary to complete the improvements as identified within the Application at the Lake Gaillard Water Treatment Plant in North Branford, Connecticut.

2. *Resolution to approve the recommendation of the issuance of a Protective Order for the Application’s confidential information to the RPB:*

RESOLVED, that the Authority authorizes its President and Chief Executive Officer, the Vice President of Operations and Business Practices, or the Vice President of Engineering and Environmental Services, to file a motion and related materials with the RPB to request issuance of a protective order to maintain confidential the information to be contained in Appendices A and B, “Confidential Information,” of the Application.

Mr. Curseaden seconded the motion. The Chair called for the vote:

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| Borowy | Aye |
| Curseaden | Aye |
| DiSalvo | Absent |
| LaMarr | Aye |
| Sack | Aye |

At 3:09 p.m., on motion made by Ms. Sack, seconded by Ms. LaMarr, and unanimously carried, the meeting adjourned.

Respectfully submitted,

Catherine E. LaMarr, Secretary