

**South Central Connecticut Regional Water Authority
Minutes of the September 28, 2017 Meeting**

A regular meeting of the South Central Connecticut Regional Water Authority (“RWA” or “Authority”) took place on Thursday, September 28, 2017, at the office of the Authority, 90 Sargent Drive, New Haven, Connecticut. Chairman DiSalvo presided.

Present: Authority – Ms. Sack, Messrs. Borowy, Cermola, Curseaden, and DiSalvo
Management – Mss. DiGianvittorio, Discepolo, Kowalski, Nesteriak, and Messrs. Bingaman and Peloquin
RPB –Ms. Dybas
Staff – Mrs. Slubowski

The Chair called the meeting to order at 12:30 p.m. He proposed to reorder the agenda to move Item J, *Updates*, to Item L, *Executive Session*. On motion made by Mr. Cermola, seconded by Mr. Borowy, and unanimously carried, the Authority voted to reorder the agenda.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

Mr. Bingaman reviewed the safety moment distributed to members.

At 12:32 p.m., on motion made by Ms. Sack, seconded by Mr. Cermola, and unanimously carried, the Authority voted to recess the regular meeting to meet as the Audit-Risk Committee.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 1:00 p.m., the Authority reconvened, and on motion made by Mr. Curseaden, seconded by Mr. Borowy, and unanimously carried, the Authority voted to recess the regular meeting to meet as the Compensation Committee.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 1:21 p.m., the Authority reconvened, and on motion made by Ms. Sack, seconded by Mr. Cermola, and unanimously carried, the Authority voted to recess the regular meeting to meet as the Environmental, Health & Safety Committee.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye

Sack Aye

At 2:23 p.m., the Authority reconvened, and on motion made by Mr. Borowy, seconded by Mr. Cermola, and unanimously carried, the Authority voted to recess the regular meeting to meet as the Strategic Planning Committee.

Borowy Aye
Cermola Aye
Curseaden Aye
DiSalvo Aye
Sack Aye

At 2:56 p.m., the Authority reconvened.

On motion made by Mr. Curseaden, seconded by Mr. Borowy, and unanimously carried, the Authority:

1. Approved minutes of the August 17, 2017 meeting.
2. Approved capital budget authorization for October 2017.

RESOLVED, that the Vice President of Finance and Controller is authorized to submit to the Trustee one or more requisitions in an aggregate amount not to exceed \$2,450,000 for the month of October 2017 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 2018 for all Capital Improvement Projects to be exceeded. In the absence of the Vice President of Finance and Controller, the Executive Vice-President and Chief Financial Officer or the Vice-President – Asset Management is authorized to sign in her place.

3. Received Capital Budget Transfer Notifications detailed in Ms. Discepolo's memorandum dated September 21, 2017.
4. Received Key Performance Indicators for the period ended August 31, 2017.
5. Received Accounts Receivable Update for the period ended August 31, 2017.

Borowy Aye
Cermola Aye
Curseaden Aye
DiSalvo Aye
Sack Aye

Ms. Kowalski reviewed the quarterly financial report for the first quarter of FY 2018 ending August 31, 2017, including revenues, expenses, the balance sheet, and capital budget variances. She also reviewed the August 2017 monthly financial report. Ms. Kowalski commented on the most significant variances in operating revenues and expenses as well as the projected FY 2018 maintenance test. She stated that the projected maintenance test for FY 2018 is 114%, with a projected draw of \$314,000 from the Rate Stabilization Fund, lower than the budgeted draw.

Mr. DiSalvo reported on the results of the Self-Assessment Survey completed by board members. He noted nothing significant within the survey but stated that comments submitted by the members included: RWA's plan for the future, non-core business growth and strategy tracking, risk management, cyber security, and modeling Human Resources best practices. He stated that in order to put these topics into practice, discussions would take place at upcoming board meetings.

Authority members reported on recent meetings of the Representative Policy Board committee meetings and made assignments for attendance at the fourth quarter 2017 RPB committee meetings.

At 3:33 p.m., Ms. DiGianvittorio and Mr. Peloquin entered the meeting and Ms. Dybas withdrew from the meeting. On motion made by Mr. Cermola, seconded by Mr. Curseaden, and unanimously carried, the Authority voted to go into executive session to discuss strategy and negotiations. Present in executive session were Authority members, Mss. DiGianvittorio, Discepolo, Kowalski, Nesteriak, Slubowski and Messrs. Bingaman and Peloquin.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 4:00 p.m., Ms. DiGianvittorio and Mr. Peloquin withdrew from the executive session. The Authority remained in executive session to discuss the evaluation of a proposed capital contract modification. Present in executive session were Authority members, Mss. Discepolo, Kowalski, Nesteriak, Slubowski and Mr. Bingaman.

At 4:27 p.m., the Authority reconvened.

It was the consensus of the Authority to authorize management to proceed with an Advanced Metering Infrastructure project change order with the third party vendor, as discussed in executive session. Management will circulate follow up documentation to the Authority outlining the details of the proposed change order.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

At 4:30 p.m., on motion made by Mr. Curseaden, seconded by Mr. Borowy, and unanimously carried, the meeting adjourned.

Borowy	Aye
Cermola	Aye
Curseaden	Aye
DiSalvo	Aye
Sack	Aye

Respectfully submitted,

Kevin Curseaden, Secretary