

South Central Connecticut Regional Water Authority
90 Sargent Drive, New Haven, Connecticut
or
Via Remote Access**

REVISED
AGENDA

Regular Meeting of Thursday, August 24, 2023 at 12:30 p.m.

- A. Safety Moment
- B. Public Comment: The time limit granted to each speaker shall be three (3) minutes. Residents and customers may address the Board.
- C. Meet as Compensation & HR Committee (Special Meeting): D. Borowy
 - 1. Approve minutes – July 27, 2023 meeting
 - 2. Compensation Assessment Review: Willis Towers Watson – *Upon 2/3 vote, convene in executive session pursuant to C.G.S. Section 1-200(6)(E) to discuss matters covered by Section 1-210(b)(5)(A) pertaining to trade secrets*
 - 3. Review and recommend CEO & Officer Compensation - *Upon 2/3 vote, convene in executive session pursuant to C.G.S. Section 1-200(6)(B) pertaining to personnel*
- D. Meet as Strategic Planning Committee: D. Borowy
 - 1. Approve minutes – June 22, 2023 meeting
 - 2. Succession Planning Update: E. Calo - *Upon 2/3 vote, convene in executive session pursuant to C.G.S. Section 1-200(6)(B) pertaining to personnel*
- E. *Meet as Environmental, Health & Safety Committee: M. Ricoszi
 - 1. Approve minutes – May 25, 2023 meeting
 - 2. Lead & Copper Rule Update Memorandum
 - 3. FY 2024 Business Continuity Work Plan Memorandum
 - 4. HazWaste Central Update Memorandum
 - 5. Police Update Memorandum - *Upon 2/3 vote, convene in executive session pursuant to C.G.S. Section 1-200(6)(C) pertaining to security strategy*
- F. Act on matters arising from committee meetings
- G. Meet as Sole Member of the Claire C. Bennitt Watershed Fund (WSF): B. Stone
 - 1. Report of the WSF
 - 2. Act on recommendation of WSF Chair for reappointment of Directors
- H. Consent Agenda
 - 1. Approve minutes – July 27, 2023 meeting
 - 2. Capital Budget Authorization - September 2023
 - 3. Capital Budget Transfer Notifications (no action necessary) – September 2023
 - 4. Monthly Financial Report – July 2023
 - 5. Accounts Receivable Update – July 2023
 - 6. CEO Revised Priorities – Fiscal Year 2024 – *Upon 2/3 vote, convene in executive session pursuant to C.G.S. Section 1-200(6)(A)(C)(E) to discuss matters covered by Section 1-210(b)(5)(A) pertaining to trade secrets*
- I. Type B Amendments – Lake Gaillard Underdrain Replacement Project: R. Kowalski
- J. Reports on RPB Committee Meetings
- K. Business Updates: L. Bingaman
 - 1. RWAY CIS Update: D. Bochan
 - 2. *Monthly Business Highlights: L. Bingaman

** Members of the public may attend the meeting in person or via conference call. For information on attending the meeting and to view meeting documents, please visit <https://tinyurl.com/ysu5fy3e>. For questions, contact the board office at jslubowski@rwater.com or by calling 203-401-2515.

*RPB member (Stephen Mongillo) may join at item E

SOUTH CENTRAL CONNECTICUT REGIONAL WATER AUTHORITY

(Including Compensation & HR Committee, Strategic Planning Committee and Environmental, Health & Safety Committee)

90 SARGENT DRIVE, NEW HAVEN, CONNECTICUT

THURSDAY, AUGUST 24, 2023 AT 12:30 P.M.

REMOTE MEETING INSTRUCTIONS

Call in (*audio only*)

+1 469-965-2517,,733358981# United States, Dallas

Phone Conference ID: 733 358 981#

Members of the public may join the meeting in person at address above or by conference call. To view meeting documents please visit <https://tinyurl.com/ysu5fy3e>. For questions on attending the meeting, contact the board office at 2203-401-2515 or by email at jslubowski@rwater.com.

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**South Central Connecticut Regional Water Authority
Environmental, Health & Safety Committee**

Minutes of the May 25, 2023 Meeting

A regular meeting of the Environmental, Health & Safety Committee of the South Central Connecticut Regional Water Authority (“RWA”) took place on Thursday, May 25, 2023, at 90 Sargent Drive, New Haven, Connecticut and via remote access. Chairman Curseaden presided.

Present: **Committee** – Messrs. Borowy, Curseaden, and Mss. LaMarr and Sack
Management – Mss. Kowalski, Calo, Lufkin, and Velasquez, and Messrs. Bingaman, Donovan, Hill, Henley, Lakshminarayanan, Matharu, Singh, and Watsey
RPB – Mr. Jaser
Staff – Mrs. Slubowski

The Chair called the meeting to order at 12:47 p.m.

On motion made by Ms. LaMarr, seconded by Ms. Sack, the Committee voted unanimously to approve the minutes of the its meeting held on March 23, 2023.

Borowy	Aye
Curseaden	Aye
LaMarr	Aye
Sack	Aye

Ms. Lufkin, the RWA’s Senior Planning Engineer, and Mr. Henley, the RWA’s Aquatic Resource Scientist, provided a summary of RWA’s Water Supply Plan update. She reported that the plan was last written in 2009 but not approved by the DPH until 2014. An updated and more streamlined version of the plan was completed in 2021 and submitted to the DPH in February. The updated plan is forward looking by 50 years and includes population and demand forecasts using technology that was not available previously.

Ms. Lufkin stated that the updated plan is designed to meet future demand and regulatory obligations.

Committee members discussed declining demand and the process and procedures associated with the Water Supply Plan.

Mr. Bingaman, the RWA’s President & Chief Executive Officer, highlighted that the report also provides valuable information to the RWA on the impact of stream flow regulations, capital planning and growth. The plan was developed to ensure that water utilities are meeting the projected demand and forces water utilities to take a proactive stance with the DPH for supply in a particular area.

At 1:13 p.m., Ms. Lufkin and Mrs. Henley withdrew from the meeting.

Mr. Watsey, the RWA’s Director of Public Affairs, provided a legislative update memorandum that included bills that the RWA provided written or verbal testimony on, and other bills of interest to the water industry.

Discussion ensued regarding RWA’s enabling legislation related to commercial enterprises and changes to allow more flexibility to board member restrictions. It was the consensus of the Committee to continue the discussion at its next meeting.

Ms. Velasquez, the RWA’s Environmental Compliance and Sustainability Lead, provided a summary of the Environmental Compliance update, which included:

- Comprehensive General Permit at West River Water Treatment Plant
- General Permit for Wastewater Discharges from Significant Industrial Users
- Comprehensive General Permit for Lake Gaillard Water Treatment Plant
- Spill Response
- Hazardous Building Material Inspections

At 1:39 p.m., on motion made by Mr. Borowy, seconded by Ms. Sack, and unanimously carried, the Committee voted to adjourn.

Borowy	Aye
Curseaden	Aye
LaMarr	Aye
Sack	Aye

Kevin Curseaden, Chairman

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<http://www.rwater.com>

To: Authority Environmental, Health & Safety Committee
David J. Borowy
Kevin J. Curseaden
Catherine E. LaMarr
Mario Ricozzi
Suzanne C. Sack

Cc: Larry Bingaman, President & CEO
Sunny Lakshminarayanan, VP, EES

From: Tom Barger, Water Quality Manager

Date: 24 August 2023

Subject: Lead and Copper Rule Revisions Update

The RWA continues to work in collaboration with their consultants (CDM Smith and WaterPIO) to complete all compliance requirements of the LCRR due on October 16, 2024. The following is a summary of key areas of focus:

- Communications:
 - RWA is nearing completion of a website related to the identification of the 'homeowner' side service lines which will include, among various educational materials, a detailed sketch of a typical service line, types of materials, self-identification tool and an informational video.
 - Once this website is complete in the next few weeks, a postcard will be mailed to those customers who have been identified as 'unknowns'. The card will request their participation in the self-identification survey (postcard mailing is contingent on the approval of both the RPB and municipal officials). This website will also be promoted on social media and other platforms. The initial targeted cities are New Haven and West Haven as they have been identified in EPA's Accelerator program (please see below) as they might be eligible for reimbursement related to printing and distribution of post cards. The same effort will be rolled out after the initial two cities.
 - Meetings with municipal officials continue to be scheduled to update them on the LCRR project and its various components. Future meetings will focus on the proposed locations of vacuum excavation, and updates pertaining to the field activities.
 - Customers impacted by field investigations/vacuum excavation will receive notices at both 30 days and 10 days prior to the commencement of work. They will also be notified of the determination of their water service line composition.

- GIS/LeadCAST:
 - As part of the RWA's contract with CDM Smith, we are working with CDM's subsidiary, Trinnex, to build and graphically depict the service line inventory as required by the LCRR. As per the LCRR, this information will have to be made public in October 2024.

- Funding:
 - In our most recent DWSRF applications, we submitted our latest cost estimates, including goosenecks and estimated customer side replacement. This assumes approximately 30% of the customer side 'unknowns will turn out to be lead which is approximately 8,500 lines out of a total of 26,000 unknowns.
 - The field verification of the inventory needs to progress to further refine the cost estimate.
 - Based on the Fiscal 2023 DWSRF Intended Use Plan, for the lead line replacement projects the subsidy is 75% with a maximum of \$5 million under the Disadvantaged Communities Assistance Program and 25% and \$1 million for non-DCAP. RWA is intending to phase the project to optimize grants to the benefit the rate payers.

- Field Investigation:
 - The consultant has recommended an initial list of locations for service line material verifications. The list was filtered to areas of New Haven and West Haven using the EPA EJ Screen tool. The location of the vacuum excavations at a given address will be chosen in the field based upon the Vacuum Excavation Effective Procedure Guideline (VE EPG). It is anticipated that 1,000 potholes (500 verification addresses with 2 potholes at each location) will be conducted. Additional addresses will be added as needed to complete 500 addresses.
 - Currently, the RWA is evaluating a proposal for services from the CDM Smith and McVac Environmental Services (McVAC) to conduct pothole investigations. Once the proposal is internally reviewed, it will be sent to CT DPH for their review and acceptance prior to award of contract.

- EPA Accelerator Program:
 - The EPA is collaborating with state partners in a new initiative entitled 'Lead Service Line Replacement Accelerators' to identify and address existing compliance barriers and promote progress toward lead service line identification and replacement. Connecticut was one of four (4) states selected by the EPA to pilot this initiative, and the RWA is one of ten (10) public water utilities in Connecticut selected to participate in this program by CTDPH. We have had a few meetings with the EPA's contracted consultant to complete our specific Needs Assessment Survey.
 - As part of the Accelerator, it is expected that EPA will provide hands-on support to guide communities through the process of lead service line removals, from start to finish. This will include support in developing lead service line replacement plans, conducting inventories to identify lead pipes, increasing community outreach and education efforts, and supporting applications for Bipartisan Infrastructure Law funding.

- As we continue progressing toward the completion of required LCRR components, there are still outstanding issues which have been raised with the regulatory bodies and one of them pertained to the goosenecks.
 - On August 10, 2023, CTDPH announced their intention to expand the existing definition of a lead service line to include lead goosenecks. This significantly expands the number of service lines in our distribution system that will require replacement, both in terms of the number of lead lines but also impacting the number of galvanized services requiring replacement. We are in the process of re-categorizing goosenecks within the service line Inventory and further, assessing the overall impact to our program. the definition of a 'gooseneck' connection and its inclusion/exclusion as a lead service line; this clarification also can significantly impact the number of 'galvanized requiring replacement (GRR)' service lines the RWA will be obligated to replace as the status of the GRR is determined by the presence of upstream lead.

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To: Authority Environmental, Health & Safety Committee
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Mario Ricozzi
Suzanne C. Sack

Cc: Larry Bingaman, President & CEO

From: Sunny Lakshminarayanan

Date: August 24, 2023

Subject: Business Continuity Work Plan

The tentative work plan is indicated as below and the specific tasks relating to the tabletop exercises will be developed using a cross-functional approach and the criticality of the assets and processes.

Task	Deliverables	Schedule
Task 1 Water Outage Emergency Response Plan Completion	<ul style="list-style-type: none"> • Finalize Water Outage Emergency Response Plan 	August 2023 COMPLETED
Task 2 Business Continuity Plan Update	<ul style="list-style-type: none"> • Update 25 department Business Continuity Plans. • Update overarching Business Continuity Plan. 	February 2024 May 2024
Task 3 Emergency Exercises	<ul style="list-style-type: none"> • Task 3.1 <ul style="list-style-type: none"> ○ Complete two After Action Reports from exercises performed in FY2023. • Task 3.2 <ul style="list-style-type: none"> ○ Design and facilitate three in-person tabletop exercises with the following tasks for each exercise: <ul style="list-style-type: none"> ▪ Design exercise with three pre-planning meetings ▪ RWA BCE Teams will determine staff resources and availability for the tabletop exercises; ▪ Facilitate exercises for in person participation to reflect on the outcome of the exercise; and ▪ Draft an After Action Report that documents the results of the exercise including continual improvement activities. • Task 3.3 <ul style="list-style-type: none"> ○ Design and implement two functional emergency exercises that test setup and functionality at two recovery sites: Lake Gaillard and West River. Tasks for each exercise include the following: <ul style="list-style-type: none"> ▪ Design exercise with up to three pre-planning meetings; ▪ RWA BCE Teams will determine staff resources and availability for the tabletop exercises; ▪ Facilitate in person exercise for better outcome of the exercise; and 	Task 3.1 August 2023 Task 3.2 1 st : January 2024 2 nd : March 2024 3 rd : May 2024 Task 3.3 LGWTP: November 2023 WRWTP: April 2024

	<ul style="list-style-type: none"> ▪ Draft an After Action Report that documents the results of the exercise including continual improvement activities. 	
Task 4 Critical Component Failure Plan Updates for Engineering Department	<ul style="list-style-type: none"> • For each plan (i.e., (1) West River Water Treatment Plan; (2) Sugarloaf/Genessee Tunnel; and (3) North Cheshire Wellfield): <ul style="list-style-type: none"> ○ Draft the updated Critical Component Failure Plan ○ After review, update plan again and provide it to BCE folks from Engineering and Operations staff to review. ○ Interdepartmental meeting with Engineering and Operations staff to discuss the draft plan. ○ Finalize the plan for incorporation and update the Water Supply Plan. 	Begin meetings in September 2023 Draft Plans: February 2024 Final Plans: May 2024
Task 5.1 Emergency Preparedness and Business Continuity Program Management and Meetings	<ul style="list-style-type: none"> • Develop training and exercise schedule. • Develop continual improvement action items list. • Four meetings between June 2022 and May 2023 with the Training & Exercise Team to implement the training and exercise program; develop upcoming tabletop exercises and continual improvement action items. • Business Continuity Subcommittee between June 2023 and May 2024. The tentative times are fall and spring. 	Training & Exercise Team Meetings: September 2023 December 2023 March 2024 May 2024 (as needed) Subcommittee Meetings: October 2023 April 2024
Task 5.2 Support Completion of Continual Improvement Action Items	<ul style="list-style-type: none"> • Continuous improvement of business continuity action items. 	May 2024, ongoing
Task 6 Effective Practice Guideline Writing Support for I&C Department	<ul style="list-style-type: none"> • I&C Department: meeting monthly from June 2023 to May 2024 to discuss procedure development. • Draft procedures each month for a total of 35 EPGs 	Monthly meetings June 2023 through May 2024
Task 7	<ul style="list-style-type: none"> • Enterprise Security Manager to develop the plan. 	May 2024

Support Development of Cyber Security Plan		
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Cc: Larry Bingaman, President & CEO
Sunny Lakshminarayanan, VP, EES

From: Steve Vitko, Environmental Planning Manager

Date: 24 August 2023

Subject: Hazardous Waste Central Update

Question: Is it beneficial to keep the same pattern/program going or are modifications needed?

Update:

HazWaste Central helps area residents in member towns protect water quality by safely disposing household hazardous wastes. Since first opening in May of 1990, the program has properly disposed of waste from over 210,000 households. Located at RWA's headquarters at 90 Sargent Drive in New Haven, HazWaste Central is open from 9 a.m. until noon on Saturdays only, from May 20, 2023 through October 28, 2023. Satellite locations in 2023 include Orange, Guilford, Fairfield, Woodbridge, Milford, and Meriden. Each satellite includes a single day collection event located at the corresponding municipal location, which makes household hazardous waste collection even easier for local residents.

The program is free to residents of Bethany, Branford, Cheshire, East Haven, Fairfield, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. A visit to HazWaste Central is quick and easy, especially after releasing online registration in 2020. Participants never have to leave their cars, and the waste is off-loaded by licensed professional Clean Harbors staff.

Although the program is busiest at the beginning of the season, end of the season, and weekends after holidays, participating municipalities and their residents enjoy the regularity of weekly operation from May through October. The stability of ensuring professional licensed staff handling the hazardous waste properly is highly regarded for safety of the residents utilizing the program as well as limiting impact to the environment. In addition, Saturday operations at the permanent site (90 Sargent Drive, New Haven) and the satellite locations are feasible due to rotational municipal volunteers and RWA trained staff who are reimbursed at the cost of the Hazwaste Central budget.

The program allows businesses with Conditionally Exempt Small Quantity Generator (CESQG) status to participate by appointment only and they must pay for the services (CESQG disposal

costs do not get charged to participating municipalities, it is funded fully by the business). Limited businesses currently utilize this opportunity; however, additional advertising may be undertaken in future years to promote the program benefits to small businesses in RWA's service area.

The Hazwaste Central program is a cut-even program, meaning every dollar spent for RWA staff time, operating costs, and waste disposal costs are covered by the participating towns. RWA ratepayers do not subsidize the program costs and the program runs on a separate budget than the RWA. The only connection is that RWA fronts the operation and staff costs, then the towns reimburse the costs every 6 months. Hazwaste Central staff invoice the participating towns every 6 months (versus every year), so the RWA receives the fronted monies more regularly. Also, with both internal and external staffing, this program has been reasonably proficient in getting volunteers.

Please find attached the three program advertisements that outline the days and hours of operation, as well as the waste items that can be accepted under the program.