

SECOND TAXING DISTRICT COMMISSIONERS

Regular Meeting Minutes

June 16, 2020

Present:	David Westmoreland Maria Borges-Lopez Harold Bonnet Robert Burgess	Chairperson Vice Chairperson
Absent:	Mary Mann Sandra Stokes Martha Wooten-Dumas	
Also Present:	Alan Huth Lisa Roland Kara Murphy, Esq. Eric Strom Scott Murphy Steve Sax	Interim General Manager District Clerk Tierney, Zullo, Flaherty & Murphy Director of Customer Care & Interim Comptroller Director of Electric Operations Consultant
Public Present:	Gwen Stewart	

The meeting was recorded in its entirety with the exception of Executive Session.

Call To Order:

Commissioner Westmoreland called the Regular Meeting of The Second Taxing District to order at 7:00 p.m. on Tuesday, June 16, 2020. The meeting was held at South Norwalk Electric and Water, One State Street, Norwalk, Connecticut.

Public Participation

No members of the public wished to speak.

1. Acceptance of the Minutes:

1.1 Regular Meeting Minutes of May 19, 2020

Commissioner Borges-Lopez moved to accept the minutes. Commissioner Burgess seconded.

Minutes were approved unanimously.

(2020-06-20-1.1)

REGULAR AGENDA

2. Appointment to CMEEC Board

CMEEC governance documents allow each member utility to have two representatives and two alternates on the Board of Directors, and historically the General Manager has represented SNEW as a Director on the CMEEC and CTMEEC Boards. Currently, District Commission Chair David Westmoreland serves as SNEW's Director and Eric Strom is the alternate. Commissioner David Westmoreland would like to add Interim General Manager Alan Huth to serve as an additional alternate.

Commissioner Borges-Lopez motioned to appoint Interim General Manager, Alan Huth, as an alternate to the CMEEC Board. Commissioner Burgess seconded.

The motion passed unanimously.

(2020-06-20-2)

3. Financial Statements – May

Alan Huth presented an overview.

District: As of May 31 of fiscal year 2019/2020, the District had interest revenues of negative \$3505. This is an error and will be corrected by the end of the fiscal year. Total operating expenses year to date (YTD) are \$283,730 out of a budgeted \$363,097 or \$79,367 under budget.

Electric: YTD Electric total revenue was \$14,777,097 out of a budgeted \$16,923,667 for the year or \$2,146,570 under budget. It is anticipated that close to the budgeted revenue will be achieved by year end. Total operating expenses were \$14,984,474 out of a budgeted \$15,622,038 or \$637,564 under budget for the year. Electric's current net income for the year is a negative \$207,377 which is primarily due to expenses incurred on the Mall that are yet to be billed. Eric Strom stated that the accounting department would attempt to have these billed by fiscal year end, but could not promise to complete the billing in time.

Water: YTD Water total revenue was \$8,051,643 out of a budgeted \$9,140,102 or \$1,088,459 under budget for the year. It is anticipated that close to the budgeted revenue will be achieved by year end. Total expenses were \$6,853,524 out of the budgeted \$6,789,290 or \$64,234 over budget. Water's current net income for the year is a positive \$1,198,119.

Commissioner Burgess asked about the Mall billing. Lisa Roland replied that it was money to be collected.

Commissioner Westmoreland would like the monthly financial reports further improved by incorporating depreciation and capital expenses so that the format of the report more closely matches audited financials.

4. Management Update

Alan Huth presented.

Reservoir Status:

Reservoirs are at 93.6% or the equivalent of 194 days of water supply in storage, which is fairly consistent with our 15 year average. June has been a dry month and we hope that precipitation will be greater for July and August. A notification to water customers to keep conservation in mind is being considered.

Water Main Breaks:

There have been no breaks since March 30th.

Electric outages:

There have been 6 unplanned outages:

- 5/25 – 2 customers were out for approximately 2 hours 35 minutes due to animal contact.
- 5/29 – 4 customers were out approximately 21 minutes due to a broken cutout.
- 6/9 – 17 customers were out approximately 1 hour 11 minutes due to bird contact.
- 6/10 – 17 customers were out approximately 1 hour 40 minutes due to animal contact.
- 6/12 – 44 customers were out approximately 6 hours at the request of the fire department.
- 6/14 – A traffic box was out due to a vehicular collision.

PFAS Testing:

The second round of PFAS testing resulted in the lowest measurable level of 2 parts per trillion (PPT) in our finished water, and well below the EPA's threshold for concern at 70 PPT. Per and Polyfluoroalkyl Substances (PFAS) are a group of man-made chemicals that have been used in a variety of products, including firefighting foam, which can cause potential harmful health effects in high concentrations.

Leak Survey:

The leak survey was completed over a six month period. It is performed every 3 years using sensitive sounding equipment on fire hydrants. Twenty six potential areas of interest were found, at which leaks in 6 were positively identified and in the process of being repaired. Another 7 areas were found to have exhibited background noise, not noise associated with leaks. The remaining 11 sites need to be investigated further.

Water Quality:

Water quality remains high as algae counts remain low at this time. This may change as the summer season progresses. Last year an ultrasonic device was installed in the reservoir to reduce the algae count.

COVID 19:

- Connecticut reopens some establishments tomorrow, 6/17. SNEW plans

- to reopen its customer window on 6/22.
- There are no dramatic staffing changes at this time. SNEW is still making some slight accommodations to anyone that falls within a high risk category.
 - Costs for COVID cleaning supplies, PPE and Plexiglas and glass dividers is at about \$10,282.
 - A second automated pay kiosk has been installed and is operational.

Employee Manual:

Alan Huth and Kara Murphy continue work to revise/update the Employee Manual.

Unused Vehicles:

Decision was made to auction off old unused vehicles. Scott Murphy has taken the lead and put several of the vehicles on a municipal bid site. Some bids have been received.

Staffing:

A new Accounting Clerk, Ronald Fasone, was hired to replace Ariel Lawrence who retired after 21 years of service to SNEW.

US Energy Report:

An overdue report has been completed.

Auditors:

Work has begun.

EXECUTIVE SESSION

Strategy & Negotiations involving Collective Bargaining

Commissioner Borges-Lopez moved to enter Executive Session at 7:20 pm. Commissioner Burgess seconded. Commissioners Westmoreland, Bonnet, Borges-Lopez, and Burgess attended in addition to Alan Huth, Lisa Roland and Kara Murphy.

Commissioner Borges-Lopez moved to exit Executive Session at 7:48 p.m. Commissioner Burgess seconded. Action as a result of Executive Session is being taken.

Kara Murphy read the proposed motion: Motion to approve funding the balance of the Health Savings Accounts (HSAs) for all employees for the remainder of the 2020 insurance plan year in light of COVID 19. The Commission reserves the right to revisit health savings account funding in December 2020.

Commissioner Borges-Lopez moved to accept the motion. Commissioner Burgess seconded.

Adjournment

Commissioner Borges-Lopez moved to adjourn. Commissioner Burgess seconded.

The meeting adjourned at 7:50 p.m.

Attest:

Lisa G. Roland
District Clerk