

SECOND TAXING DISTRICT COMMISSIONERS

Regular Meeting Minutes

April 17, 2018

Present: David Westmoreland Chairperson
Maria Borges-Lopez Vice Chairperson
Harold Bonnet (*arrived 7:30 pm*)
Mary Geake
Mary Mann
Sandra Stokes
Martha Wooten-Dumas (*arrived 7:07pm*)

Absent: None

Also Present: Paul Yatcko General Manager
Lisa Roland District Clerk

Public Present: Darlene Young

The meeting was recorded in its entirety.

Call To Order:

Commissioner Westmoreland called the Regular Meeting of The Second Taxing District to order at 7:05 p.m. on Tuesday, April 17, 2018. The meeting was held at South Norwalk Electric and Water, One State Street, Norwalk, Connecticut.

1. Acceptance of the Minutes:

1.1 Regular Meeting Minutes of March 13, 2018

Commissioner Geake moved to accept the Minutes. Commissioner Borges-Lopez seconded.

Minutes were approved unanimously. (2018-04-17-1.1)

1.2 Electors' Annual Budget Meeting Minutes of March 20, 2018

Commissioner Geake moved to accept the Minutes. Commissioner Mann seconded.

Minutes were approved with one abstention by Commissioner Borges-Lopez. (2018-04-17-1.2)

Public Participation

District Treasurer, Darlene Young, was present for observation.

CONSENT AGENDA

2. Electric Write-Offs – January 1, 2018 – March 31, 2018
3. Annual SoNo Banner – Funding Request

Commissioner Borges-Lopez moved to accept the Consent Agenda. Commissioner Stokes seconded.

The Consent Agenda was approved unanimously. (2018-04-17-2)
(2018-04-17-3)

REGULAR AGENDA

4. Management Update

Paul Yatcko presented the management update.

Reservoir/ Water Supply Status

Water supply is at 100% of capacity. All reservoirs are full and spilling. Daily consumption is at about 4 million gallons a day which is low for this time of year due to the unusual cooler weather.

Hydrant flushing will begin in Wilton very soon.

Mall

All is going well on the construction front. Most of the cut cable pit pulls in the conduit between the manholes have been completed. Manholes and conduit on the north side of the property are waiting for completion by GGP's contractor before SNEW can do the cable pulls there. All twelve (12) transformers have been delivered and are on site.

A Memorandum of Understanding regarding contribution-in-aid-of-construction is still required. Additionally, the rate GGP will pay to purchase power from SNEW is as yet undetermined, and will be dependent upon GGP's demand projections which, in turn, are dependent upon the trajectory of occupancy from zero to 100%.

Outages

There have been 3 outages in the last month. On March 28th a vehicle hit a pole on West Avenue. Two (2) customers were affected and out for 3 hours and 56 minutes. On April 11th a fuse was tripped due to animal contact. Twenty six (26) customers in the area of Baxter Drive and Seabreeze Place were out of service for the 28 minutes it took to refuse the cutout. On April 16th the transformer at 26 Monroe Street (the Leroy Downs Senior Housing Apartments) tripped and took out 43 customers at that complex as well as the SNEW line garage and State Street office. The senior housing customers were out for 5 hours and 58 minutes.

The transformer will need to be replaced, and will require 6-8 hours for completion. Replacement will be scheduled once the weather improves to lessen impact on the residents.

Personnel Changes

A new Water Operations Manager, Jack Plavnicky, formerly of Aquarion, is on board. April Williams, Senior Accounting Clerk, has retired but has been helping out on a temporary, part-time basis. Interviewing for her replacement is taking place. Additionally, the new Director of Finance & Services has announced his resignation. A temporary replacement has been selected.

Commissioner Borges-Lopez asked if the Director's position had been advertised. Paul Yatcko replied that the position is not being advertised at this time. He is using an agency to fill the position temporarily. No decision has been made as to whether this will be a temporary to permanent opportunity.

Commissioner Wooten-Dumas asked how many employees have retired or terminated. Paul Yatcko didn't have an update on hand from the last time he provided the information a few months ago.

Commissioner Stokes expressed her concern regarding turnover. She asked the General Manager if he was concerned. He replied that each case had to be looked at individually, and in the case of the Director of Finance it was a matter of an ill fit and dissatisfaction with the job. Commissioner Stokes expressed her desire to have the Commission meet in Executive Session to discuss turnover. Paul Yatcko replied that many of the individuals that had left were of retirement age, that a number of the individuals had planned all along on retiring when they had, that some of the individuals took the opportunity to collect a pension and draw a full salary elsewhere.

Commissioner Westmoreland added that reorganization and change often trigger turnover, that turnover is not unexpected in a company with an older workforce, and that new hires sometimes don't fit in.

Commissioner Westmoreland stated that on the positive side, the new Director of Water Operations and the Director of Customer Care are doing very well and have made significant improvements already.

Paul Yatcko is looking for stability in his management team in order to initiate projects he has an interest in. He also added that turnover is not unusual for a physically labor intensive industry. The utility industry – whether electric or water - is not an attractive career choice for young people coming out of high school. They are not looking for a job getting into a bucket in 38° weather and in the rain. Nor are they looking for a job digging trenches to install piping. Today's young people want something less physical and more cerebral. The physical demands of the job exposes the employee to more physical wear and tear, and

these employees don't typically stay on the job until age 65.

Commissioner Stokes asked about the qualifications of the temporary Director of Finance and if an internal candidate could fill the position. Paul Yatcko replied that there was no one internally that could fill the position; that small organizations don't have a lot of staff and talent to draw from, nor the opportunities to develop and rotate employees around from within with the goal of providing growth.

Commissioner Wooten-Dumas asked how the financial reports would be completed in the Director's absence. Paul Yatcko replied that initially it might be a bit difficult but they would get through it all with a little more time.

Commissioner Wooten-Dumas also asked about the audit findings. Commissioner Westmoreland explained that the findings were a result of the previous Director of Finance not having done his job to reconcile cash for a whole year and that Anthony Zeolla had inherited that issue, not caused it.

Commissioner Westmoreland mentioned that he had already asked Paul Yatcko to look into modernizing and streamlining all of the accounting processes once the department gets sorted out. There are basic things that can be improved upon with some fresh eyes and very experienced people on board.

Commissioner Stokes asked the number of staff they were losing from accounting – whether it was two that were being lost with April and Anthony leaving - and what was the staff. Paul Yatcko replied that the total accounting staff was four not including Anthony, but the Director is responsible for information technology, GIS, and financial analysis in addition to accounting.

Commissioner Borges-Lopez wanted to know April's responsibility. Paul Yatcko's response was primarily responsible for supporting the procurement process.

Commissioner Stokes asked if there was a temporary employee doing April's job to which Paul Yatcko replied that a temporary was shadowing April, and the work was getting done.

Commissioner Westmoreland acknowledged and welcomed the presence of the District Treasurer, Darlene Young, who was present to observe. Darlene asked to receive meeting packages in the hopes of attending more meetings going forward. Commissioner Wooten-Dumas commented that she appreciated the availability of the treasurer at the meetings should there be financial questions in the future that she could respond to.

Lisa Roland and Commissioner Geake commented that having the treasurer in attendance of the monthly meetings would be a first ever.

Both Commissioners Geake and Wooten-Dumas expressed their approval and

appreciation in having the treasurer attend the meetings.

Lisa Roland confirmed that Darlene Young would get a packet going forward.

Adjournment

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

The meeting adjourned at 7:35 p.m.

Attest:

Lisa G. Roland
District Clerk