

THE METROPOLITAN DISTRICT COMMISSION

555 Main Street

Hartford, Connecticut 06103

Wednesday, November 7, 2018

Present: Commissioners Andrew Adil, Clifford Avery Buell, Luis Caban, Daniel Camilliere, Donald M. Currey, William A. DiBella, Timothy Fitzgerald, Peter Gardow, Allen Hoffman, Jean Holloway, David Ionno, Kathleen Kowalyshyn, Gary LeBeau, Byron Lester, Maureen Magnan, Alphonse Marotta, Whit Osgood, Domenic M. Pane, Pasquale J. Salemi, Michael Solomonides, Raymond Sweezy, and Alvin Taylor (22)

Absent: Commissioners John Avedisian, Mary Anne Charron, Matthew B. Galligan, Denise Hall, James Healy, Michael Torres, Richard W. Vicino, and New Britain Special Representative Michael Carrier (9)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Karyn Blaise, Controller
Carrie Blardo, Assistant to the Chief Operating Officer
Kerry E. Martin, Assistant to the Chief Executive Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Consumer Advocate

CALL TO ORDER

The meeting was called to order by Chairman DiBella at 5:42 PM

ROLL CALL AND QUORUM

The District Clerk called the roll and informed Chairman DiBella that a quorum of the Commission was present, and the meeting was declared a legal meeting of the District Board of The Metropolitan District of Hartford County, Connecticut.

PLEDGE OF ALLEGIANCE

Those in attendance stood and recited the Pledge of Allegiance.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Judy Allen of West Hartford spoke in support of the Operation Fuel program. She also gave remarks on the proposed budget for 2019.

Tolli Miller of Bloomfield spoke in support of the Operation Fuel program and expressed concerns about the proposed economic development rate.

Patricia O'Connor of West Hartford spoke in support of Operation Fuel program and expressed concerns about the proposed economic development rate.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of October 1, 2018 were approved.

Without objection, the District Chairman Report was moved after the CEO Report.

REPORT FROM CHIEF EXECUTIVE OFFICER

Scott Jellison delivered the District Chief Executive Officers report.

REPORT FROM DISTRICT CHAIR**EXECUTIVE SESSION**

At 6:18 P.M., Chairman DiBella requested an executive session to discuss the potential purchase of real estate.

On a motion made by Commissioner Kowalyshyn and duly seconded, the District Board entered into executive session.

Those in attendance during the executive session:

Commissioners Andrew Adil, Clifford Avery Buell, Luis Caban, Daniel Camilliere, Donald M. Currey, William A. DiBella, Timothy Fitzgerald, Peter Gardow, Allen Hoffman, Jean Holloway, David Ionno, Kathleen Kowalyshyn, Gary LeBeau, Byron Lester, Maureen Magnan, Alphonse Marotta, Whit Osgood, Domenic M. Pane, Pasquale J. Salemi, Michael Solomonides, Raymond Sweezy and Alvin Taylor; Chief Executive Officer Scott W. Jellison; Deputy Chief Executive Officer, Business Services John M. Zinzarella; Director of Procurement Kelly Shane; Director of Facilities Tom Tyler; Director of Engineering Susan Negrelli; Attorney Christopher Stone.

RECONVENE

At 6:38 P.M., Chairman DiBella requested to come out of executive session and on motion made by Commissioner Camilliere and duly seconded, the District Board came out of executive session and reconvened. No formal action was taken.

**FISCAL YEAR 2019 BUDGET ESTIMATES
RE: REFERRAL TO BOARD OF FINANCE**

2019 Proposed Budget Summary**Revenue & Expenditure Summary**

	2017 Actual	2018 Adopted	2018 Projected	2019 Proposed
<u>Water Revenues</u>				
Sale of Water	\$78,140,400	\$80,187,300	\$82,190,500	\$88,756,600
Other Operating Revenue	3,991,200	4,261,100	3,727,000	6,812,200
Subtotal Operating Revenue	82,131,600	84,448,400	85,917,500	95,568,800
Non-Operating Revenues	4,979,600	2,396,900	2,275,150	2,262,600
Contribution from (to) Working Funds	0	1,270,400	0	0
Subtotal Non-Operating Revenue	4,979,600	3,667,300	2,275,150	2,262,600
Total Water Revenue	87,111,200	88,115,700	88,192,650	97,831,400
<u>Sewer Revenues</u>				
Tax on Member Municipalities	\$41,670,400	\$45,004,000	\$45,004,000	\$51,754,600
Revenue for Other Gov't Agencies	4,693,500	4,530,000	5,319,000	4,958,400
Other Sewer Revenues	15,507,480	14,168,900	16,299,300	17,108,400
Sewer User Charge Revenues	7,638,240	11,038,400	11,142,100	17,540,900
Subtotal Operating Revenue	69,509,620	74,741,300	77,764,400	91,362,300
Contrib/Transfers from Other Funds	2,114,000	4,235,900	0	0
Subtotal Non-Operating Revenue	2,114,000	4,235,900	0	0
Total Sewer Revenues	71,623,620	78,977,200	77,764,400	91,362,300
Total Water and Sewer Revenues	\$158,734,820	\$167,092,900	\$165,957,050	\$189,193,700

	2017 Actual	2018 Adopted	2018 Projected	2019 Proposed
<u>Expenditures</u>				
District Board	\$233,600	\$375,500	\$375,500	\$395,500
Executive Office	675,600	903,700	952,000	950,300
Administrative Services	151,100	-	-	-
Legal	2,095,600	1,685,900	1,649,900	1,727,900
Human Resources	1,468,100	1,542,150	1,412,850	1,524,100
Information Technology	6,357,300	7,151,850	6,816,650	6,928,100
Finance	5,422,000	6,497,000	6,441,500	6,886,300
Environment, Health & Safety	850,500	902,700	872,700	964,800
Engineering and Planning	1,025,200	1,798,500	1,728,500	1,926,600
Command Center	3,701,600	4,060,900	4,055,900	4,115,900
Operating Office	582,700	539,900	539,900	750,000
Operations	9,422,000	9,825,300	10,744,960	10,846,900
Laboratory Services	1,541,800	1,653,300	1,655,800	1,775,600
Water Pollution Control	15,377,100	16,745,100	16,745,100	17,461,500
Maintenance	10,255,100	11,254,600	11,029,600	11,098,000
Water Treatment & Supply	7,841,600	8,861,500	8,702,000	9,038,900
Patrol	1,550,100	1,674,600	1,674,600	1,719,400
Debt Service	48,133,491	56,741,300	55,233,748	65,822,800
Employee Benefits	18,890,000	20,060,100	20,111,600	28,507,900
General Insurance	3,965,800	4,162,200	4,162,200	4,747,100
Taxes and Fees	3,333,600	3,300,500	3,496,500	3,610,500
Special Agr. and Programs	3,403,700	4,806,300	4,591,400	4,395,600
Contingencies	-	2,550,000	-	4,000,000
Riverfront Park	1,208,200	-	-	-
Total Water and Sewer Budget	\$147,485,791	\$167,092,900	\$162,992,908	\$189,193,700

2019 Proposed Budget Summary**Sewer Revenue & Expenditure Summary**

	2017 Actual	2018 Adopted	2018 Projected	2019 Proposed
REVENUES				
Tax on Member Municipalities	\$41,670,400	\$45,004,000	\$45,004,000	\$51,754,600
Revenue for Other Gov't Agencies	4,693,500	4,530,000	5,319,000	4,958,400
Other Sewer Revenues	15,507,480	14,168,900	16,299,300	17,108,400
Sewer User Charge Revenues	7,638,240	11,038,400	11,142,100	17,540,900
Subtotal	69,509,620	74,741,300	77,764,400	91,362,300
Contr./Transfers from Other Funds	2,114,000	4,235,900	0	0
Subtotal	\$2,114,000	\$4,235,900	\$0	\$0
Total Revenue	\$71,623,620	\$78,977,200	\$77,764,400	\$91,362,300
EXPENDITURES				
District Board	\$114,500	\$184,000	\$184,000	\$193,800
Executive Office	331,000	442,800	466,500	465,600
Legal	1,026,800	826,100	808,500	846,700
Human Resources	719,400	755,700	692,300	746,800
Information Technology	2,097,900	2,360,200	2,249,500	2,286,300
Finance	2,656,800	3,183,600	3,156,400	3,374,200
Environment, Health & Safety	416,700	442,300	427,600	472,800
Engineering and Planning	502,400	881,300	847,000	944,100
Command Center	1,258,600	1,380,700	1,379,000	1,399,400
Operating Office	285,600	264,600	264,600	367,500
Operations	2,355,600	2,456,300	2,686,200	2,711,800
Laboratory Services	740,100	793,600	794,800	852,300
Water Pollution Control	15,377,100	16,745,100	16,745,100	17,461,500
Maintenance	5,025,100	5,514,800	5,404,600	5,438,000
Debt Service	23,536,004	28,519,400	27,846,589	34,069,500
Employee Benefits	8,500,500	9,027,000	9,050,200	12,828,600
General Insurance	1,189,800	1,248,700	1,248,700	1,424,100
Special Agr. and Programs	1,367,700	1,401,000	1,376,000	1,479,300
Contingencies	0	2,550,000	0	4,000,000
Total Expenses	\$67,575,604	\$78,977,200	\$75,627,589	\$91,362,300

2019 Proposed Budget Summary**Water Revenue & Expenditure Summary**

	2017 Actual	2018 Adopted	2018 Projected	2019 Proposed
REVENUES				
Sale of Water	\$78,140,400	\$80,187,300	\$82,190,500	\$88,756,600
Other Operating Revenues	3,991,200	4,261,100	3,727,000	6,812,200
Subtotal	\$82,131,600	\$84,448,400	\$85,917,500	\$95,568,800
Non-Operating Revenues	4,979,600	2,396,900	2,275,150	2,262,600
Contrib. From (to) Working Fund	0	1,270,400	0	0
Subtotal	\$4,979,600	\$3,667,300	\$2,275,150	\$2,262,600
Total Revenue	\$87,111,200	\$88,115,700	\$88,192,650	\$97,831,400
EXPENDITURES				
District Board	\$119,100	\$191,500	\$191,500	\$201,700
Executive Office	344,600	460,900	485,500	484,700
Legal	1,068,800	859,800	841,400	881,200
Human Resources	748,700	786,450	720,550	777,300
Information Technology	4,259,400	4,791,650	4,567,150	4,641,800
Finance	2,765,200	3,313,400	3,285,100	3,512,100
Environment, Health & Safety	433,800	460,400	445,100	492,000
Engineering and Planning	522,800	917,200	881,500	982,500
Command Center	2,443,000	2,680,200	2,676,900	2,716,500
Operating Office	297,100	275,300	275,300	382,500
Operations	7,066,400	7,369,000	8,058,760	8,135,100
Laboratory Services	801,700	859,700	861,000	923,300
Maintenance	5,230,000	5,739,800	5,625,000	5,660,000
Water Treatment & Supply	7,841,600	8,861,500	8,702,000	9,038,900
Patrol	1,550,100	1,674,600	1,674,600	1,719,400
Debt Service	24,597,487	28,221,900	27,387,159	31,753,300
Employee Benefits	10,389,500	11,033,100	11,061,400	15,679,300
General Insurance	2,776,000	2,913,500	2,913,500	3,323,000
Taxes and Fees	3,333,600	3,300,500	3,496,500	3,610,500
Special Agr. and Programs	2,036,000	3,405,300	3,215,400	2,916,300
Total Expenses	\$79,910,187	\$88,115,700	\$87,365,319	\$97,831,400

2019 Proposed Budget Summary**Hydroelectric Revenue & Expenditure Summary**

	2017 Adopted	2018 Adopted	2018 Projected	2019 Proposed
REVENUES				
Power Sales	\$706,585	\$895,300	\$983,410	\$895,400
Other Revenues	\$0	\$0	\$0	\$0
Subtotal	\$706,585	\$895,300	\$983,410	\$895,400
Reserves	\$0	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0	\$0
Total Revenue	\$706,585	\$895,300	\$983,410	\$895,400
EXPENDITURES				
Goodwin/Colebrook				
Payroll	129,542	79,700	79,700	79,700
Operations	177,097	319,200	317,800	319,500
Maintenance	90,021	401,400	401,400	401,200
Capital	0	0	0	0
Debt Service	0	0	0	0
Development				
Contribution to General Fund	0	0	0	0
Operations	84,088	85,000	85,000	85,000
Contingencies	0	10,000	10,000	10,000
Total Expenses	\$480,748	\$895,300	\$893,900	\$895,400

2019 Proposed Capital Improvement Plan

Water

Assessable Water	\$ 2,500,000
General Purpose Water Program	1,000,000
Paving Program & Restoration	5,000,000
Water Main Replacement Program	8,000,000
Water Pump Stations and Equipment	300,000
Bloomfield Transmission Main Extension - Phase II	6,000,000
Oakwood Avenue Area Water Main Replacement, West Hartford	3,000,000
Water Treatment Facilities Infrastructure Rehabilitation, Upgrades & Replacements Including Lab Instrumentation Replacements	1,900,000
Water Supply Infrastructure Rehabilitation, Upgrades & Replacements	2,200,000
Total Water	\$ 29,900,000

Wastewater

General Purpose Sewer	\$ 1,000,000
Paving Program and Restoration	3,000,000
Sewer Rehabilitation Program	3,300,000
Various Sewer Pipe Replacement/Rehabilitation Program	5,000,000
Wastewater Pump Stations and Equipment	400,000
Oakwood Avenue Area Sewer Replacement, West Hartford	7,000,000
Water Pollution Control Facilities Infrastructure Rehabilitation, Upgrades and Replacements	4,200,000
Total Wastewater	\$ 23,900,000

Combined

Fleet and Equipment Replacement and Upgrade	\$ 1,700,000
Information Systems Upgrade	3,200,000
Survey & Construction	5,000,000
Engineering Services	2,500,000
Construction Services	3,500,000
Technical Services	3,400,000
Total Combined	\$ 19,300,000

GRAND TOTAL 2019 CIP	\$ 73,100,000
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On motion made by Commissioner Sweezy and duly seconded, the budget estimates for Fiscal Year 2019 were received and referred to the Board of Finance in accordance with Section 3-2 of the District Charter.

BOARD OF FINANCE
CLOSEOUT OF WATER, SEWER AND COMBINED PROGRAMS
WATER CAPITAL PROJECT PROGRAMS

To: District Board

November 7, 2018

From: Board of Finance

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Proj. Definition	Year	BA	Project Description	Town	Budget	Expended Amount	Remaining Balance
WDS.PS0214.01	2014	2113	2014 Wethersfield Water Pump Station	Wethersfield	4,000,000.00	577.50	3,999,422.50
WDS.PS0514.01	2014	2113	2014 Simsbury Rd Water PS Bloomfield	Bloomfield	300,000.00	36,283.00	263,717.00
WDS.PS1214.02	2014	2113	2014 Uplands Way Water PS Glastonbury	Glastonbury	300,000.00	0.00	300,000.00
WDS.TK1214.01	2014	2113	2014 Eastbury Basin Rehabilitation	Eastbury	3,750,000.00	0.00	3,750,000.00
WDS.EQ0015.01	2015	2113	2015 Hydrant Replacement Program	Various	1,600,000.00	1,590,487.59	9,512.41
		2113 Total			9,950,000.00	1,627,348.09	8,322,651.91
WAT.CW1292.01	2011	2209	CLSD -2011 GENERAL PURPOSE WATER	Various	1,000,000.00	337,175.14	662,824.86
WAT.CW1293.01	2011	2209	2011 GROUND WATER DEVELOPMENT	Various	5,000,000.00	305,999.51	4,694,000.49
		2209 Total			6,000,000.00	643,174.65	5,356,825.35
WAT.CW1220.01	2009	2318	Radio Frequency Automated Meter Reading	Various	5,000,000.00	4,962,878.99	37,121.01
WAT.CW1262.01	2010	2318	2010 Radio Frequency Auto Metr Reading	Various	4,846,800.00	4,295,795.92	551,004.08
WAT.CW1307.01	2011	2318	2011 RADIO FREQUENCY AUTOMATED METER REA	Various	1,500,000.00	1,484,733.94	15,266.06
		2318 Total			11,346,800.00	10,743,408.85	603,391.15
WAT.CW1247.01	2010	2320	2010Water Main Replacement - W. Hartford	West Hartford	400,000.00	126,538.88	273,461.12
WAT.CW1257.01	2010	2320	10Watr Main Replace Farmingtn Av W Hrtfd	West Hartford	1,359,400.00	1,250,709.12	108,690.88
WAT.CW1272.01	2010	2320	2010CWP Water Main Replac Hudson St Htfd	Hartford	1,057,000.00	0.00	1,057,000.00
WAT.CW1283.01	2010	2320	2010CWP Watr Main Wethersfield #3 Hrtfd	Hartford	2,692,000.00	616,387.65	2,075,612.35
WAT.CW1300.01	2011	2320	2011 WMR EAST HARTFORD	East Hartford	2,450,000.00	20,384.83	2,429,615.17
WAT.CW1304.01	2011	2320	2011 DESIGN OF WMR OUTSIDE OF CWP	Various	1,000,000.00	370,612.68	629,387.32
WAT.CW1331.01	2012	2320	2012 Water Storage Tank Safety Upgrade	Various	839,000.00	5,000.00	834,000.00
		2320 Total			9,797,400.00	2,389,633.16	7,407,766.84
WAT.CW1294.01	2011	2324	2011 Design Nepaug 3 Pipeline	Barkhamsted	2,200,000.00	0.00	2,200,000.00
		2324 Total			2,200,000.00	0.00	2,200,000.00
WAT.CW1218.01	2009	2331	NON-CSO RELATED ASSETS 2009 Adopted Appr	Various	5,000,000.00	1,401,876.68	3,598,123.32
WAT.CW1241.01	2009	2331	Whiting Lane W.H. Water Main Replacement	West Hartford	700,000.00	532,669.45	167,330.55
		2331 Total			5,700,000.00	1,934,546.13	3,765,453.87
WAT.CW1213.01	2008	2334	2008 Transmission Valve Replacement	Various	2,000,000.00	312,511.84	1,687,488.16
WAT.CW1219.01	2009	2334	TRANSMISSION VALVE REPLACEMENTS 2009	Barkhamsted	3,500,000.00	487,327.56	3,012,672.44
		2334 Total			5,500,000.00	799,839.40	4,700,160.60
WAT.CW1224.01	2009	2338	Mansfield Street Hartford Water Main Rep	Hartford	1,495,000.00	25,540.36	1,469,459.64
WAT.CW1225.01	2009	2338	FARMINGTON WATER MAIN INSTALLATION W.H.	West Hartford	1,380,000.00	1,214,682.52	165,317.48
		2338 Total			2,875,000.00	1,240,222.88	1,634,777.12
WAT.CW1311.01	2011	2340	2011 DAM SAFETY IMPROVEMENTS-RES #5	West Hartford	1,330,000.00	0.00	1,330,000.00
WAT.CW1341.01	2012	2340	2012 Structure Abandonment	Various	603,000.00	12,575.00	590,425.00
WAT.CW1355.01	2012	2340	2012 Raw Water Pipeline Improvements	Various	5,000,000.00	0.00	5,000,000.00
WAT.CW1375.01	2013	2340	2013 Water Rehabilitation Program	Various	1,000,000.00	491,228.86	508,771.14
WDS.DM0014.03	2014	2340	2014 Water Rehabilitation Program	Various	1,000,000.00	458,774.55	541,225.45
WDS.DM0015.03	2015	2340	2015 Water Rehabilitation Program	Various	1,000,000.00	502,749.21	497,250.79
		2340 Total			9,933,000.00	1,465,327.62	8,467,672.38
		Grand Total			63,302,200.00	20,843,500.78	42,458,699.22

After reviewing the information contained herein

At a meeting of the Board of Finance held on November 7, 2018, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully Submitted,

John S. Mirtle, Esq.
District Clerk**SEWER CAPITAL PROJECT PROGRAMS**

To: District Board

November 7, 2018

From: Board of Finance

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Proj. Definition	Year	BA	Project Description	Town	Budget	Expended Amount	Remaining Balance
WWA.CS1158.01	2010	5109	2010 GPS New Park Ave	Hartford	1,900,000.00	1,790,960.15	109,039.85
		5109 Total			1,900,000.00	1,790,960.15	109,039.85
WWA.CS1192.01	2013	5113	2013 Rocky Hill Interceptor	Rocky Hill	770,000.00	770,000.00	0.00
SCS.EQ0014.02	2014	5113	2014 Private Property Inflow Disconnect	Various	150,000.00	0.00	150,000.00
SCS.PS0614.01	2014	5113	2014 Pump Station Upgrades-Island Rd Win	Windsor	500,000.00	0.00	500,000.00
WPC.EQ0314.01	2014	5113	2014 RH WPCF Upgrd-Aeration & Disinfecti	Rocky Hill	3,000,000.00	0.00	3,000,000.00
WPC.EQ0314.02	2014	5113	2014 Rocky Hill WPCF Upgrade-Electrical	Rocky Hill	4,000,000.00	0.00	4,000,000.00
WPC.FA0114.02	2014	5113	2014 Hartford WPCF Final Settling Tank 1	Hartford	3,000,000.00	0.00	3,000,000.00
WPC.FA0114.04	2014	5113	2014 Hartford WPCF West Primary Settling	Hartford	3,100,000.00	2,962,738.27	137,261.73
WPC.FA0615.01	2015	5113	2015 Poquonock WPCF Prmry & Scndry Tanks	Poquonock	3,300,000.00	2,893,615.66	406,384.34
		5113 Total			17,820,000.00	6,626,353.93	10,787,261.73
WWA.CSA449.01	2011	5630	2011 Assessable Sewer	Various	1,600,000.00	0.00	1,600,000.00
WWA.CSA451.01	2012	5630	CLSD-2012 Assessable Sewer Prgrm (2003)	Various	220,000.00	687.50	219,312.50
		5630 Total			1,820,000.00	687.50	1,819,312.50
WWA.CS1156.01	2010	5680	2010 WPC EHWPCF Screen & Grit Replacement	East Hartford	3,823,000.00	2,481,694.39	1,341,305.61
		5680 Total			3,823,000.00	2,481,694.39	1,341,305.61
WWA.CS1125.00	2008	5735	2008 CMOM Equipment & Staffing	MDC	5,000,000.00	3,682,274.29	1,317,725.71
WWA.CS1132.01	2009	5735	2009 CMOM Compliance - Equip & Staffing	MDC	5,000,000.00	3,042,923.95	1,957,076.05
WWA.CS1161.01	2011	5735	CLSD-2011 CMOM Compliance	MDC	2,000,000.00	1,406,452.15	593,547.85
		5735 Total			12,000,000.00	8,131,650.39	3,868,349.61
WWA.CS1139.01	2008	5741	CLSD-CMOM Compliance	Various	5,000,000.00	2,628,057.18	2,371,942.82
		5741 Total			5,000,000.00	2,628,057.18	2,371,942.82
WWA.CS1173.02	2013	5803	2013 Ridge Street WWPS - Windsor	Windsor	630,000.00	441,462.35	188,537.65
		5803 Total			630,000.00	441,462.35	188,537.65
		Grand Total			42,993,000.00	22,100,865.89	20,892,134.11

After reviewing the information contained herein

At a meeting of the Board of Finance held on November 7, 2018, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully Submitted,

John S. Mirtle, Esq.
District Clerk

COMBINED CAPITAL PROJECT PROGRAMS

To: District Board

November 7, 2018

From: Board of Finance

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Proj. Definition	Year	BA	Project Description	Town	Budget	Expended Amount	Remaining Balance
COM.OT0015.03	2015	5613	2015 Member Towns New GIS Base Map Dtbse	MDC	1,600,000.00	488,720.07	1,111,279.93
		5613 Total			1,600,000.00	488,720.07	1,111,279.93
COM.CFP143.01	2009	5650	CLSD-Facility & Bldg. Imps. – Hdqrs –	MDC	1,000,000.00	970,015.42	29,984.58
		5650 Total			1,000,000.00	970,015.42	29,984.58
COM.CFP135.01	2008	5651	CLSD-2008 Security System Upgrades	MDC	800,000.00	508,778.29	291,221.71
COM.CFP149.01	2008	5651	CLSD-Pump Station Radio/Antenna Upg	MDC	800,000.00	793,003.42	6,996.58
COM.CFP150.01	2010	5651	CLSD-2010 Facility & Equipment Impr	MDC	444,000.00	441,318.66	2,681.34
COM.CFP158.01	2010	5651	2010 Headquarters Renovation(3rd Floor)	MDC	1,300,000.00	1,255,617.28	44,382.72
COM.CFP166.01	2011	5651	2011 Headquarters Renovation	MDC	1,500,000.00	1,443,979.58	56,020.42
		5651 Total			4,844,000.00	4,442,697.23	401,302.77
COM.CFP151.01	2010	5677	2010 Information System Improvements	MDC	3,600,000.00	3,426,452.66	173,547.34
COM.CFP152.01	2010	5677	2010 Information System Improvements #2	MDC	2,000,000.00	1,644,675.91	355,324.09
COM.CFP154.01	2010	5677	2010 GIS Enterprise System Development	MDC	1,136,000.00	0.00	1,136,000.00
COM.CFP160.01	2011	5677	CLSD-2011 Information System Impr.	MDC	700,000.00	665,457.45	34,542.55
COM.CFP162.01	2011	5677	2011 GIS Enterprise System Development	MDC	450,000.00	300,709.00	149,291.00
		5677 Total			7,886,000.00	6,037,295.02	1,848,704.98
COM.CFP140.01	2009	5728	Risk Management Initiatives	MDC	1,725,000.00	674,065.91	1,050,934.09
		5728 Total			1,725,000.00	674,065.91	1,050,934.09
COM.CFP163.01	2011	5729	2011 Pump Station Generators	MDC	4,800,000.00	3,713,595.14	1,086,404.86
		5729 Total			4,800,000.00	3,713,595.14	1,086,404.86
COM.OT0014.01	2014	5802	CLSD-2014 Survey & Construction	MDC	5,000,000.00	3,923,327.04	1,076,672.96
COM.OT0014.02	2014	5802	CLSD-2014 Engineering Services	MDC	3,300,000.00	2,387,108.72	912,891.28
COM.OT0014.03	2014	5802	CLSD-2014 Construction Services	MDC	3,500,000.00	2,526,369.98	973,630.02
COM.OT0014.04	2014	5802	CLSD-2014 Technical Services	MDC	2,600,000.00	1,998,054.24	601,945.76
COM.OT0015.01	2015	5802	CLSD-2015 Construction Services	MDC	3,500,000.00	2,584,975.73	915,024.27
COM.OT0015.02	2015	5802	CLSD-2015 Engineering Services	MDC	2,500,000.00	1,817,309.28	682,690.72
COM.OT0015.04	2015	5802	CLSD-2015 Survey & Construction	MDC	5,000,000.00	4,464,585.57	535,414.43
COM.OT0015.05	2015	5802	CLSD-2015 Technical Services	MDC	4,000,000.00	3,009,405.64	990,594.36
COM.OT0016.01	2016	5802	CLSD-2016 Construction Services	MDC	3,500,000.00	2,976,769.89	523,230.11
COM.OT0016.02	2016	5802	CLSD-2016 Engineering Services	MDC	2,500,000.00	1,789,374.60	710,625.40
COM.OT0016.03	2016	5802	CLSD-2016 Survey & Construction	MDC	5,000,000.00	4,266,476.36	733,523.64
COM.OT0016.04	2016	5802	CLSD-2016 Technical Services	MDC	3,400,000.00	2,699,784.61	700,215.39
COM.OT0017.01	2017	5802	2017 Construction Services	MDC	3,300,000.00	2,298,674.07	1,001,325.93
COM.OT0017.02	2017	5802	2017 Engineering Services	MDC	2,500,000.00	1,915,365.87	584,634.13
COM.OT0017.03	2017	5802	2017 Survey & Construction	MDC	5,000,000.00	3,410,826.97	1,589,173.03
COM.OT0017.04	2017	5802	2017 Technical Services	MDC	3,900,000.00	2,839,274.56	1,060,725.44
		5802 Total			58,500,000.00	44,907,683.13	13,592,316.87
		Grand Total			80,355,000.00	61,234,071.92	19,120,928.08

After reviewing the information contained herein

At a meeting of the Board of Finance held on November 7, 2018, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully Submitted,

John S. Mirtle, Esq.
District Clerk

CLOSEOUT OF CLEAN WATER PROGRAMS
CLEAN WATER FUND PROJECT PROGRAMS

To: District Board

November 7, 2018

From: Board of Finance

The District has undertaken the task of updating its Clean Water Fund Program records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Proj. Definition	Year	BA	Project Description	Budget	Expended Amount	Remaining Balance
CW1.MGMGEO.30	2007	5300	Geotechnical Services - Consulting	\$ 2,066,949.91	\$ 2,066,949.91	\$ -
CW1.MGMPMC.13	2007	5300	2013 CWP PMC	-	-	\$ -
CW1.NSSGRA.02	2007	5300	Granby 2&5 (Cornwall Street Area) Design	32,548,599.93	32,548,599.93	\$ -
CW1.NSSTOW.02	2007	5300	Tower Avenue Area South	12,649,780.63	12,649,780.63	\$ -
CW1.SSOWND.02	2007	5300	2012 CWP WINDSOR SSES COMPLETION	-	-	\$ -
CW1.SSOWTH.04	2007	5300	2012 Folly Brook I/I Rehab	-	-	\$ -
		5300 Total		47,265,330.47	47,265,330.47	\$ -
CW2.MGMCWP.13	2013	5400	CLSD-2013 CWP Administration	505,030.18	505,030.18	\$ -
CW2.MGMPMC.13	2013	5400	2013 CWP PMC	7,895,855.33	7,895,855.33	\$ -
CW2.SSOWTH.10	2014	5400	2014 SSES Rocky Hill - II	-	-	\$ -
CW2.CONFRA.01	2015	5400	2015 Franklin & Maple Conduits	-	-	\$ -
CW2.CONGBR.02	2015	5400	2015 Walnut to Church Dsn	-	-	\$ -
CW2.CONNMD.01	2015	5400	2015 Main Street Dsn	-	-	\$ -
CW2.CONNMD.02	2015	5400	2015 Sanford Street Design	-	-	\$ -
CW2.CONSBR.01	2015	5400	2015 New Britain & Arlington	-	-	\$ -
CW2.SSOWHA.07	2015	5400	2015 WH SSES I (2012-59)	-	-	\$ -
CW2.SSOWHA.08	2015	5400	2015 W.H. SSES Rehab II	-	-	\$ -
CW2.SSSPAR.08	2015	5400	2015 Park Street Dsn	-	-	\$ -
CW2.MGMCWP.16	2016	5400	2016 CWP Admin	10,471,683.85	10,471,683.85	\$ -
CW2.MGMPMC.16	2016	5400	2016 CWP PMC/CDM	3,830,829.76	3,830,829.76	\$ -
CW2.MGMCWP.17	2017	5400	2017 CWP Admin	9,441,000.00	9,441,000.00	\$ -
		5400 Total		32,144,399.12	32,144,399.12	\$ -
		Grand Total		79,409,729.59	79,409,729.59	\$ -

After reviewing the information contained herein

At a meeting of the Board of Finance held on November 7, 2018, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully Submitted,

John S. Mirtle, Esq.
District Clerk

On a motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

Without objection, Agenda items 10-B “Approval For State of Connecticut Financing CWF NO. 221-CSL”, 10-C “Approval For State of Connecticut Financing DWSRF NO. 2018- 7062-1”, and 10-D “Consideration and Potential Action RE: Approval For State of Connecticut Financing DWSRF NO. 2019-7074” were consolidated and voted on together.

**BOARD OF FINANCE
APPROVAL FOR STATE OF CONNECTICUT FINANCING
CWF NO. 221-CSL**

To: District Board

November 7, 2018

From: Board of Finance

Staff seeks approval from your Board to execute and deliver the CWF 221-CSL Project Loan Agreement, Interim Funding Obligation and Project Loan Obligation to the State of Connecticut for CWF No. 221-CSL having a principal amount of \$2,716,617.73 and having an interest rate of 2.00%.

The low interest loan will fund the Cedar Street sanitary sewer and water main improvements to mitigate localized sanitary sewer surcharging consistent with sanitary sewer overflow master plan recommendations.

The State of Connecticut, through the Clean Water Fund Program, will provide \$2,716,617.73 in low interest loans at 2.00% to fund the expenses associated with this agreement.

Bond Counsel prepared the following resolution for your approval.

At a meeting of the Board of Finance held on November 7, 2018, it was:

VOTED: That the Board of Finance recommends to the District Board passage of the following resolution from Bond Counsel

RESOLUTION OF THE DISTRICT BOARD WITH RESPECT TO THE ISSUANCE OF INTERIM FUNDING OBLIGATIONS AND PROJECT LOAN OBLIGATIONS PURSUANT TO THE CWF NO. 221-CSL PROJECT LOAN AGREEMENT

BETWEEN THE STATE OF CONNECTICUT AND THE METROPOLITAN DISTRICT
UNDER THE CLEAN WATER FUND PROGRAM

RESOLVED:

Section 1. The Chairman and the District Treasurer or Deputy Treasurer are authorized to execute and deliver the CWF No. 221-CSL Project Loan Agreement to be entered into with the State of Connecticut (the "Agreement") and any and all Interim Funding Obligations and Project Loan Obligations for CWF No. 221-CSL in the aggregate amount not to exceed \$2,716,617.73. Such Interim Funding Obligations shall be dated as of their date of issue, shall mature within six months of the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum, shall be payable as to principal and interest as provided in the Agreement and, to the extent not paid prior to maturity from The Metropolitan District funds, may be renewed by the issuance of Interim Funding Obligations or Project Loan Obligations, all as provided in the Agreement. Capitalized terms used herein and not defined shall have the meanings ascribed to them in the Agreement.

Section 2. The Project Loan Obligations shall be dated as of their date of issue, shall mature no later than twenty years from the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum and shall be payable as to principal and interest as provided in the Agreement.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

**BOARD OF FINANCE
APPROVAL FOR STATE OF CONNECTICUT FINANCING
DWSRF NO. 2018-7062-1**

To: District Board

November 7, 2018

From: Board of Finance

Staff seeks approval from your Board to execute and deliver the Interim Funding Obligation and Project Loan Obligation to the State of Connecticut having a principal amount of \$2,483,746.65 pursuant to the First Amendment Agreement No. 2018-7062-1 to Project Loan Agreement DWSRF No. 2018-7062. This First Amendment Agreement No. 2018-7062-1 increases the maximum principal amount of the existing loan by \$1,021,755.00. The loan bears interest at the rate of 2.00% per annum.

The low interest loan funds the replacement of water mains in the vicinity of Garden Street in Wethersfield.

The State of Connecticut, through the Drinking Water State Revolving Fund Program, will provide \$2,483,746.65, which is an increase of \$1,021,755.00 over the existing maximum principal amount of \$1,461,991.65, in low interest loans at 2.00% to fund the expenses associated with this agreement.

Bond Counsel prepared the following resolution for your approval.

At a meeting of the Board of Finance held on November 7, 2018, it was:

VOTED: That the Board of Finance recommends to the District Board passage of the following resolution from Bond Counsel

RESOLUTION OF THE DISTRICT BOARD WITH RESPECT TO THE ISSUANCE OF INTERIM FUNDING OBLIGATIONS AND PROJECT LOAN OBLIGATIONS PURSUANT TO THE PROJECT LOAN AGREEMENT DWSRF NO. 2018-7062 AS AMENDED BY THE FIRST AMENDMENT AGREEMENT No. 2018-7062-1 BETWEEN THE STATE OF CONNECTICUT AND THE METROPOLITAN DISTRICT UNDER THE DRINKING WATER STATE REVOLVING FUND PROGRAM

RESOLVED:

Section 1. The Chairman and the District Treasurer or Deputy Treasurer are authorized to execute and deliver any and all Interim Funding Obligations and Project Loan Obligations in the aggregate amount not to exceed \$2,483,746.65. Such Interim Funding Obligations shall be dated as of their date of issue, shall mature within six months of the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum, shall be payable as to principal and interest as provided in the Project Loan Agreement DWSRF No. 2018-7062, as amended by the First Amendment Agreement No. 2018-7062-1 to Project Loan Agreement DWSRF No. 2018-7062, to be entered into with the State of Connecticut (as amended, the "Agreement") and, to the extent not paid prior to maturity from The Metropolitan District funds, may be renewed by the issuance of Interim Funding Obligations or Project Loan Obligations, all as provided in the Agreement. Capitalized terms used herein and not defined shall have the meanings ascribed to them in the Agreement.

Section 2. The Project Loan Obligations shall be dated as of their date of issue, shall mature no later than twenty years from the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum and shall be payable as to principal and interest as provided in the Agreement.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

**BOARD OF FINANCE
APPROVAL FOR STATE OF CONNECTICUT FINANCING
DWSRF NO. 2019-7074**

To: District Board

November 7, 2018

From: Board of Finance

Staff seeks approval from your Board to execute and deliver the Interim Funding Obligation and Project Loan Obligation to the State of Connecticut having a principal amount of \$2,522,972.24 and having an interest rate of 2.00%.

The low interest loan will fund the replacement of water mains in the vicinity of Bond Street in Hartford.

The State of Connecticut, through the Drinking Water State Revolving Fund Program, will provide \$2,522,972.24 in low interest loans at 2.00% to fund the expenses associated with this agreement.

Bond Counsel prepared the following resolution for your approval.

At a meeting of the Board of Finance held on November 7, 2018, it was:

VOTED: That the Board of Finance recommends to the District Board passage of the following resolution from Bond Counsel

RESOLUTION OF THE DISTRICT BOARD WITH RESPECT TO THE ISSUANCE OF INTERIM FUNDING OBLIGATIONS AND PROJECT LOAN OBLIGATIONS PURSUANT TO THE PROJECT LOAN AGREEMENT DWSRF NO. 2019-7074 BETWEEN THE STATE OF CONNECTICUT AND THE METROPOLITAN DISTRICT UNDER THE DRINKING WATER STATE REVOLVING FUND PROGRAM

RESOLVED:

Section 1. The Chairman and the District Treasurer or Deputy Treasurer are authorized to execute and deliver any and all Interim Funding Obligations and Project Loan Obligations in the aggregate amount not to exceed \$2,522,972.24. Such Interim Funding Obligations shall be dated as of their date of issue, shall mature within six months of the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum, shall be payable as to principal and interest as provided in the Project Loan Agreement DWSRF No. 2019-7074 to be entered into with the State of Connecticut (the "Agreement") and, to the extent not paid prior to maturity from The Metropolitan District funds, may be renewed by the issuance of Interim Funding Obligations or Project Loan Obligations, all as provided in the Agreement. Capitalized terms used herein and not defined shall have the meanings ascribed to them in the Agreement.

Section 2. The Project Loan Obligations shall be dated as of their date of issue, shall mature no later than twenty years from the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum and shall be payable as to principal and interest as provided in the Agreement.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

On a motion made by Commissioner Sweezy and duly seconded, the reports for Agenda items 10-B "Approval For State of Connecticut Financing CWF NO. 221-CSL", 10-C "Approval For State of Connecticut Financing DWSRF NO. 2018- 7062-1", and 10-D "Consideration and Potential Action RE: Approval For State of Connecticut Financing DWSRF NO. 2019-7074" were received and resolutions adopted by unanimous vote of those present.

**BOARD OF FINANCE
CUSTOMER ASSISTANCE PROGRAM
ADMINISTERED BY OPERATION FUEL**

To: District Board

November 7, 2018

From: Board of Finance

At the beginning of 2018, the Board of Finance and District Board approved and authorized the establishment of a Customer Assistance Program funded by the District and administered by Operation Fuel. The program ran from April through September and provided need based grants to 111 households.

After completion of the first year of the Customer Assistance Program, District Staff recommends continuing the program for 2019 and funding it at the same level as the prior year. The District's Customer Assistance Program will utilize the towns' social services departments to assist interested customers in completing the Operation Fuel application in order to receive assistance. If a customer meets the eligibility criteria, he/she may receive a grant of up to \$500 per year.

Staff has worked with the District's online bill pay system KUBRA to include an option for customers to donate money towards the Customer Assistance Program. At this time, Staff is able to offer customers that pay their bills online the opportunity to donate money towards the Customer Assistance Program. Due to costs and practical restraints, it is not feasible at this time to offer customers that pay their bill via check or in-person to donate towards the Customer Assistance Program. Expanding the customer donations to check and in-person payments can be revisited at a later date.

At a meeting of the Board of Finance held on November 7, 2018, it was:

VOTED: That the Board of Finance recommends to the District Board passage of the following resolution.

RESOLVED: Staff is hereby authorized to enter into an agreement with Operation Fuel to administer a Customer Assistance Program as more fully described in the attached guidelines. Staff is authorized to allocate \$50,000 for the Customer Assistance Program of which \$44,000 shall be utilized for customer grants to pay customer water bills and \$6,000 to be paid to Operation Fuel for administrative costs and fuel bank fees.

BE IT FURTHER RESOLVED: Staff is hereby authorized to allow online bill pay customers to donate money towards the Customer Assistance Program to be used for customer assistance grants.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

[OPERATION FUEL WATER PROGRAM GUIDELINES 2019](#)

Operation Fuel is a private, nonprofit statewide organization that provides water assistance to lower and moderate-income working families, elderly residents and individuals with disabilities.

GUIDELINES

Beginning April 1, 2019 Operation Fuel will administer a water assistance program for MDC customers in member and nonmember towns who need aid with meeting their water utility needs. This program will be for households living up to 75% of state median income. There will not be an assets test. The maximum grant amount will be up to \$500.

To qualify for water utility assistance, customers must have a shut-off notice or have no water utility service or must need assistance with making a required payment in order to prevent a shut-off, or have a past due balance of 30 days or more.

Grant Amount

One time grant up to \$500 per household.

***All final approvals will be made by Operation Fuel Staff**

Program Dates

The Program will start April 1, 2019 and end December 31, 2019. Closing date is funding dependent.

Eligibility Guidelines

Some emergency examples can include but are not limited to the following:

- Customer is suffering from job loss and is collecting un-employment or exhausted un-employment benefits
- Customer health or housing is threatened
- Assistance is not available to customers in collections for current balances
- Customer has made a total of 4 payments within the 12 month period of which the customer is applying. Customer must show a pattern of payments. If customer makes all 4 payments within one month or days prior to applying, they will not qualify. Alternatively, if the customer did not make 4 payments within the preceding 12 month period but made substantial payments that equal at least 35% of the outstanding balance at the time of the grant application, the customer may be deemed eligible for a customer assistance grant. Based on customer payment history, MDC may require customer to pay a percentage of delinquent balance in order to receive grant.

Documentation

- Applicant must provide water utility shut off notice or water utility bill that is 30 days past due and payment history
- Documentation of all household members with income (last 4 weeks of income)
- Application must be signed by customer and fuel bank staff

On a motion made by Commissioner Camilliere and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

BOARD OF FINANCE

APPROVAL OF SMALL BUSINESS ENERGY ADVANTAGE LOAN AGREEMENT

To: District Board

November 7, 2018

From: Board of Finance

On December 4, 2017 the Board of Finance and District Board authorized District staff to execute a 0% interest rate loan agreement with Eversource for approximately \$60,000 to participate in the Eversource Small Business Energy Advantage (SBEA) Program. The Eversource SBEA Program offers Loans ranging from \$500 to \$100,000 through the Connecticut Energy Efficiency Fund to help upgrade or replace existing electric and gas equipment with qualifying high-efficiency equipment. Repayment terms are up to 48 months. 0% interest, on-bill payments up to \$100,000

Staff is now seeking authority for the District to execute additional loan agreements under the SBEA Program at the following MDC facilities:

MDC Headquarters
MDC Customer Service Building
West Hartford WTF
Collinsville WTF
Hartford WPCF

MDC Operations Facility
Rossi Building
Reservoir No. 6 WTF
Barkhamsted WS Headquarters
Rocky Hill WPCF

East Hartford WPCF
West Branch Headquarters
Pump Stations

Poquonock WPCF
Dams – Gate Houses
Storage Tanks/Basins

It is therefore RECOMMENDED that it be:

VOTED: That the Board of Finance recommends to the District Board passage of the following resolution

RESOLVED: The District Treasurer or Deputy Treasurer are authorized to execute and deliver loan agreements with 0% interest rates to Eversource under the Small Business Energy Advantage program with each loan not to exceed \$100,000.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

On a motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

**SETTLEMENT OF PENDING LITIGATION
GORDON WILLIS V. THE METROPOLITAN DISTRICT**

To: District Board

November 7, 2018

BE IT HEREBY RESOLVED, that pursuant to Section B2f of the By-Laws of The Metropolitan District, the Board of Commissioners of The Metropolitan District hereby authorizes District Counsel, or his designee, to settle the lawsuit captioned *Gordon Willis v. The Metropolitan District et al.*, Docket No. HHD-CV16-6070589, for the total sum of \$70,000.00, subject to the proper execution of any and all documents reasonably necessary to effect said settlement, including but not limited to a general release containing a confidentiality provision from the plaintiff, and formal withdrawal of said action.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

On a motion made by Commissioner Adil and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Independent Consumer Advocate David Silverstone informed those in attendance that there is a link to a recording of the ICA Meeting from October 10, 2018 available on the MDC website.

COMMISSIONER QUESTIONS & COMMENTS

Commissioner Ionno spoke in support of an increase to the proposed Riverfront Recapture Funds.

Commissioner Taylor spoke to consider a consent calendar.

Commissioner Pane spoke regarding the release of waters into the Farmington River.

ADJOURNMENT

The meeting was adjourned at 6:55 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval