

THE METROPOLITAN DISTRICT COMMISSION

231 Brainard Road
Hartford, Connecticut 06103
Tuesday, September 1, 2015

Present: Commissioners Andrew Adil, Daniel Camilliere, Donald M. Currey, Timothy Curtis, William A. DiBella, Allen Hoffman, Jean Holloway, Sandra Johnson, Joseph Klett, Kathleen J. Kowalyshyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, Mark A. Pappa, Albert F. Reichin, Pasquale J. Salemi, Helene Shay, Raymond Sweezy, Alvin E. Taylor and Michael A. Toppi (20)

Absent: Commissioners Luis Caban, Mary Anne Charron, Janice Flemming, Matthew B. Galligan, William P. Horan, James S. Needham, J. Lawrence Price, Kennard Ray, Hector Rivera, Michael Solomonides, Richard W. Vicino and Special Representative Michael Carrier (12)

Also

Present: Citizen Member Ronald F. Angelo, I
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Carol Youell, Natural Resources Administrator
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant
James P. Sandler, Legal Counsel

CALL TO ORDER

The meeting was called to order by Chairman DiBella at 5:32 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.

APPROVAL OF MINUTES

On motion made by Commissioner Currey and duly seconded, the meeting minutes of July 13, 2015 were approved.

Commissioners Camilliere, Kowalyshyn, Kronen and Reichin abstained.

Commissioner Reichin spoke on point of personal privilege, thanking the District Staff and Commissioners for their help during his term as a Commissioner for the past 25 years. He submitted his resignation to the District Clerk and the Town of Bloomfield.

Commissioners Salemi, Pappa, Taylor, Sweezy and Camilliere, Chief Executive Officer Scott Jellison and District Chairman DiBella spoke to thank Commissioner Reichin.

REPORT FROM CHIEF EXECUTIVE OFFICER

Scott W. Jellison, Chief Executive Officer presented the monthly CEO report.

Commissioner Reichin left the meeting at 6:07 PM

REPORT FROM DISTRICT COUNSEL**EXECUTIVE SESSION**

At 6:21 P.M., Chairman DiBella requested an executive session.

On motion made by Commissioner Salemi and duly seconded, the District Board entered into executive session in order to discuss pending litigation.

Those in attendance during the executive session:

Commissioners; Andrew Adil, Daniel Camilliere, Donald M. Currey, Timothy Curtis, William A. DiBella, Allen Hoffman, Jean Holloway, Sandra

Johnson, Joseph Klett, Kathleen J. Kowalyshyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, Albert F. Reichin, Pasquale J. Salemi, Helene Shay, Raymond Sweezy, Alvin E. Taylor and Michael A. Toppi Attorneys R. Bartley Halloran, Christopher R. Stone, James P. Sandler and John S. Mirtle; Scott Jellison and John M. Zinzarella.

RECONVENE

At 6:52 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.

DISCUSSION RE: ECONOMIC IMPACT OF CLEAN WATER PROJECT IN HARTFORD

R. Bartley Halloran, District Counsel, briefed the District Board on the economic impact of the Clean Water Project in Hartford

Commissioner Kowalyshyn left the meeting at 7:02 PM

PETITION FOR APPROVAL FOR CHIEF EXECUTIVE OFFICER TO EXECUTE COLLECTIVE BARGAINING AGREEMENT

TO: District Board September 1, 2015

From: Personnel, Pension and Insurance Committee

The management negotiation team started contract negotiations with all three of the affiliated units of COUNCIL 4, AFSCME, in Fall of 2014. Attached is the tentative agreement reached with Local 3713. Local 3713, AFSCME, represents the engineering, technical and clerical employees.

The key elements of this tentative agreement with Local 184 include:

- Medical Premium Share increases to 15% of Cost for existing employees with a proviso for new employees contributing three per cent higher than existing employees;
- Four year term (January 1, 2015, through December 31, 2018);
- Greater OPEB contributions for new employees, increasing from 0.5% to 1.0%;
- Greater pension contributions for new employees, increasing from 5% to 7%;
- New employees must attain 10 years of service in order to be eligible for retiree medical;

- Prospect of contract re-opener (benefits and wages) to address Excise Tax (affordable Health Care Act) in 2017;
- Pension moratorium until December 31, 2020;
- Moratorium on reclassification requests through term of contract; and
- General wage increase of 2.5% for each of the four contract years, retroactive to January 1, 2015.

The bargaining unit voted to accept the tentative contract settlement agreement on Wednesday, August 12, 2015.

Staff and the negotiating committee is recommending that the contract settlement agreement be approved.

At a meeting of the Personnel, Pension and Insurance Committee held on September 1, 2015, it was:

Voted: That the Personnel, Pension and Insurance Committee recommends to the District Board passage of the following resolution:

RESOLVED: That the Chief Executive Officer be authorized to execute a Collective Bargaining Agreement with Local 3713, AFSCME, and specifically to apply the terms of the contract settlement agreement reached on May 19, 2015.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

Settlement Agreement

(Successor Agreement –Contract Negotiation)

The Metropolitan District Commission, hereinafter, "the District," together with Local 3713, COUNCIL 4, AFSCME, hereinafter, "the Union," in mutual consideration of the promises made herein, including execution of this Tentative Agreement, subject to the ratification of the Agreement, have agreed to the following:

1. The term of the successor Collective Bargaining Agreement shall be January 1, 2015 through and including December 31, 2018, subject to the specific re-opener identified below.
2. The Wage and Classification Study started through Segal shall be closed for this bargaining unit except that the Job Specifications revision process shall be completed. All Grievances, Internal Job Classification Review Requests and Prohibited Practice Complaints filed in connection with this study shall be withdrawn by the Union. The withdrawals shall be with prejudice. The parties shall identify the specific claims to be withdrawn by side agreement.
3. The medical benefits for existing and new employees (hired after October 4, 2015) employees shall remain intact with no changes save for the Premium Share Adjustments detailed below:

Existing Employees:

January 1, 2015 through October 3, 2015
 October 4, 2015 through December 31, 2016
 January 1, 2017 through December 31, 2018

Premium Share Participation:

12% of Cost;
 14% of Cost;
 15% of Cost;

New Employees (Hired after Oct 4, 2015):

October 4, 2015 through December 31, 2016
 January 1, 2017, through December 31, 2018

17% of Cost;
 18% of Cost

For those employees who smoke the Premium Share Participation shall be 3% higher than that specified above for the applicable timeframes.

4. New employees hired after October 4, 2015 shall contribute 7% of regular earnings for Pension benefits.
5. Existing employee shall continue to contribute .5% (one half per cent) of regular earnings into an OPEB (Other Post-Employment Benefits) fund.
6. New employees (hired after October 4, 2015) shall contribute 1.0% (one per cent) of regular earnings into an OPEB (Other Post-Employment Benefits) fund.
7. The moratorium on pension negotiation, save for the changes detailed above, shall be continued to December 31, 2020.

8. General Wage Adjustments shall be applied as follows:

December 28, 2014 2.5% Schedule Adjustment;

(Retroactive for all bargaining unit employees on the active payroll as of the date of full ratification of this Agreement)

December 27, 2015 2.5% Schedule Adjustment;

January 1, 2017 2.5% Schedule Adjustment; and

December 31, 2017 2.5% Schedule Adjustment.

9. Effective April 1, 2017, and provided that the District notifies the Union, in writing of its decision to reopen the Contract by April 30, 2017, there shall be a re-opener on Benefits and Wages due to the implications of the Federal Affordable Care Act ("Obama Care") and more specifically Excise Tax or so-called "Cadillac Tax" to be applied to benefit-lucrative plans. Absent an agreement between the District and the Union relating to the Excise Tax on or before July 31, 2017, the parties shall commence Arbitration proceedings immediately thereafter. Any changes to the Benefits and Wages, by agreement, arbitration or otherwise, shall be effective January 1, 2018, regardless of whether an agreement is reached or final arbitration decision rendered prior to that date.
10. The Job Posting Procedure shall be amended (see Attachment A).
11. The District shall have the right to deny Sick Leave Accrual (see Attachment B).
12. There shall be a moratorium on classification review requests for the term of the Collective Bargaining Agreement.
13. The Personal Time for employees assigned to PT17 positions shall be eliminated (see Attachment C).
14. For all future retirements for new employees hired after the date of full ratification, the employee must have at least ten (10) years of continuous service to be eligible for retiree medical benefits.
15. Grievances and Prohibited Practice Complaints filed before the date of full ratification shall be withdrawn in accordance with the terms of the supplemental agreements.
16. All other contract proposals submitted by each side are withdrawn without prejudice.
17. The Negotiation Ground Rules are modified to facilitate the making and endorsement of this Agreement.
18. This Agreement shall be subject to the ratification process of the parties. The Union shall conduct their ratification and then notify the District of the results of the ratification. If the Union ratifies the Agreement, the District shall promptly refer this Agreement to its governing bodies for consideration. The respective negotiating participants shall recommend approval of this Tentative Contract Agreement to its governing bodies.

- 19. Bargaining unit employees shall have the ability to purchase vacation time (procedure and protocol to be distributed to Union).

All terms and conditions above, tentatively agreed this 31 day of July.

This Agreement is SUBJECT to the Ratification Process of each Party.

For Local 3713, AFCSME:

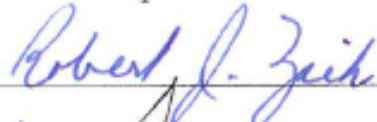


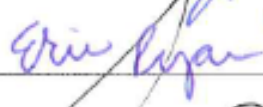








For the Metropolitan District:









ATTACHMENT A

ELIMINATE Sections 4.1 through Section 4.13 to replace with the following:

- 4.1 When the District determines that a vacancy is to be filled by posting, the following procedures shall be used:
- a. Notice of Vacancies, which may include applicants from the Department or Activity, shall be posted District-wide and may include outside applicants, as determined by the District, will be posted on the appropriate bulletin boards for at least ten (10) days.
 - b. The Human Resources Department will review the applications to determine if any applicants meet the qualifications and the District reserves the right to reject unqualified applicants.
 - c. The Human Resources Department will screen the applicants to determine, in its discretion, eligibility for appointment. Examinations may be conducted and include any one or any combination or all of the following:
 1. Written test.
 2. Oral examination by a panel of employees or panel recruited from outside the District.
 3. Practical or demonstrative tests.
 4. Physical examination.
 5. Evaluation of the employees' performance, education, experience and attendance.
 - d. The District may establish eligibility lists for positions where a vacancy has occurred or is anticipated or employee turnover indicates the need. Eligibility lists will remain in effect for one year from the date the list was established. The District and the Union may mutually agree to a one-year extension of the list.
 - e. The appointing authority (Department Head) will be given a listing of the top five (5) applicants, if available, (listing shall be by alphabetical order of last name) if a single position is being considered and an additional applicant for each additional position being considered. The appointing authority, or his designated representative, will interview the applicants.
 - f. The appointing authority will make the appointment from the eligibility list, subject to the approval or rejection by the Chief Executive Officer. The

date of transfer will be specified in the notice of award and will be scheduled for within twenty (20) days of the date of award.

- g. All new employees shall have completed their probationary period and have been employed for at least six (6) months, in order to be eligible to apply for a notice of vacancy.
 - h. Employees awarded a position shall serve a probationary period of ninety (90) days.
 - i. Should the appointing authority determine, in its discretion, that an employee is unable or unwilling to perform the duties of the position during the probationary period, the employee shall be reassigned to the position that he held prior to the promotion.
- 4.2 The Union President will be notified of all employees who applied and placed on the eligibility list and will be notified of who was appointed.
- 4.3 An employee may grieve only if he established that a mistake in the test administration or scoring adversely affected his final rating. Said grievance will commence with the second step of the grievance procedure.
- 4.4 In those instances in which the District determines that the position should be advertised as an Internal-Only Posting, seniority shall be added as a selection criteria and applied as follows:

Seniority shall be considered in the total points with the most senior qualifying applicant receiving 25% of the total available points. Less senior employees will receive a proportionate number of points prorated on the years of service of the senior employee.

ATTACHMENT B

MODIFY:

10.1 All employees within the bargaining unit shall accumulate sick leave as follows:

- a. Newly hired employees one (1) day per month during the first year of employment, with accrual commencing the first day of the month following his/her date of hire.
- b. Employees who have completed one (1) year of service or more, one and one-fourth (1-1/4) days per month.
- c. No sick leave will be credited for any calendar month during which an employee is absent in excess of six (6) working days without pay. Non-paid absences in excess of six (6) working days due to a workers compensation injury will not be held against the employee in the application of the foregoing sentence.
- d. As part of progressive disciplinary measures, sick leave accrual may be denied by the Director of Human Resources upon recommendation of the Department Head. Such denial of sick leave will be based on habitual abuse by the employee. No employee will lose sick leave accrual without prior warning that such an action is contemplated.

ATTACHMENT C

Current Language:

12.12 Employees in Classification PT-17 will be credited with five (5) Earned Days at the beginning of each year, and no carry-over of time will be allowed. This time is to be used when a full day, or a substantial part of one is to be taken off. Periods of less than a half (1/2) day will be recorded as personal time and not deducted from Earned Time.

Proposed:

12.12 Employees in Classification PT-17 will be credited with five (5) Earned Days at the beginning of each year, and no carry-over of time will be allowed.

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

**PERSONNEL, PENSION & INSURANCE COMMITTEE
APPROVAL OF AMENDMENT TO SECTION 125 PLAN**

To: District Board September 1, 2015

From: Personnel, Pension and Insurance Committee

WHEREAS, The Metropolitan District (the "Employer") maintains The Metropolitan District Section 125 Plan (the "125 Plan") in order to permit its employees to elect to pay their share of the cost of coverage under certain welfare benefit plans on a pre-tax basis rather than on an after-tax basis; and

WHEREAS, the District Board of the Employer has the authority to adopt amendments pertaining to the 125 Plan at any time and from time to time; and

WHEREAS, the Personnel, Pension and Insurance Committee (the "PPI Committee") has recommended to the District Board that it adopt an amendment to the 125 Plan in order to permit short term disability benefits and long term disability benefits to be offered under the 125 Plan to the eligible employees of the Employer on either a pre-tax basis or an after-tax basis; and

WHEREAS, it is desirable that the District Board of the Employer adopt such an amendment to the 125 Plan.

NOW, THEREFORE, BE IT

RESOLVED: That Amendment No. 2 to the 125 Plan, in substantially the form presented to this meeting, be and hereby is approved and adopted, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: That the chief executive officer of the Employer or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to execute Amendment No. 2 to the 125 Plan, and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

**AMENDMENT NO. 2 TO
THE METROPOLITAN DISTRICT
SECTION 125 PLAN**

The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut, has adopted this Amendment No. 2 to The Metropolitan District Section 125 Plan (the "Plan"), effective as of the date set forth herein.

(1) Effective as of the date of adoption of this Amendment No. 2, Article IV of the Plan is amended by deleting Section 4.1 and substituting the following in lieu thereof:

Section 4.1 *Contribution elections.* A Participant may elect under this Plan either: (a) to receive the entire amount of his or her Compensation from the Employer in cash or other permitted taxable benefits; or (b) to have a portion of the Compensation payable by the Employer for a Plan Year applied by the Employer on a pre-tax basis to pay all or a portion of his or her share of the cost of coverage available during the Plan Year under the terms of the Section 125 Benefit Programs. If a Participant elects to have a portion of his or her Compensation from the Employer applied on a pre-tax basis to pay all or a portion of his or her share of the cost of coverage under the Section 125 Benefit Programs, his or her Compensation from the Employer shall be reduced in accordance with his or her election.

Notwithstanding the provisions of Section 4.2 or Section 4.3, within thirty-one (31) days of a Participant becoming eligible for short term disability coverage and long term disability coverage, the Participant must make a contribution election to have his or her share of the cost of such coverage paid on either an after-tax basis or a pre-tax basis. Any such contribution election will be irrevocable, and cannot be changed due a change in status pursuant to Section 4.4(a) or due to changes in cost or coverage pursuant to Section 4.8 (other than an automatic change due to an increase or decrease in the cost of such disability coverage pursuant to Section 4.8(a)(i)). When an individual first becomes a Participant or is reinstated as a Participant, such contribution election will be made at the same time as the individual's initial election concerning the other Section 125 Benefit Programs offered under the Plan. If a Participant fails to make such a contribution election, the Participant will be deemed to have elected to have his or her share of the cost of such disability coverage paid on a pre-tax basis.

(2) Effective as of the date of adoption of this Amendment No. 2, Schedule A of the Plan is amended by substituting the following in lieu thereof:

SCHEDULE A

Section 125 Benefit Programs

Health Plan:

Coverage Period: January 1 – December 31

Dental Plan:

Coverage Period: January 1 – December 31

Group Term Life Insurance up to \$50,000:

Coverage Period: January 1 – December 31

Short Term Disability:

Coverage Period: January 1 – December 31

Long Term Disability:

Coverage Period: January 1 – December 31

(3) All section numbers and cross references thereto are appropriately amended to effectuate the intention of the foregoing amendments.

Witness:

THE METROPOLITAN DISTRICT

By _____

Title:

Date:

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
JOB CLASSIFICATION REVISION
MANAGER OF TREASURY**

TO: District Board

September 1, 2015

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification Plan be amended to include the revised position of *Manager of Treasury*. This position currently exists within the District's job classification structure, but with the title of *Deputy Treasurer*. The responsibilities of and designation for "deputy treasurer" are assigned to the *Director of Finance* position, and to ensure signatory authority resides with only one position, this designation should be removed from the *Manager of Treasury* job classification. This classification will retain the value of EE-18 (\$103,451 - \$134,486).

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the *Manager of Treasury* position, assigned a value of EE-18.

At a meeting of the Personnel, Pension and Insurance Committee held on September 1, 2015, it was:

Voted: That the Personnel, Pension and Insurance Committee recommends to the District Board passage of the following resolution:

RESOLVED: That the classification system be amended to reflect the *Manager of Treasury* position and assign this classification a value of EE-18.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

Code: 12475
Employee Group: E&E
FLSA Exempt: Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF TREASURY

JOB SUMMARY

The purpose of this classification is to manage revenue, bonding and all cash of the District, perform professional tasks at the managerial level to oversee the daily activities of the Treasury Department, including cash and liquidity management and financial risk management. This position performs professional work in managing direct cash

investments, bonding, accounts receivable, claims, insurance risk, 457b plan and pension asset allocations, OPEB investment management, daily cash flow, employee benefit accounting, and financial planning for Clean Water Projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Plans and directs the Treasury division objectives and operations. Oversees and supervises cash and liquidity management. Oversees the management of the District's Accounts Receivable collection effort.
- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists in controlling risk management activities including monitoring insurance coverage and managing insurance claims.
- Oversees the accounting of employee benefits information; oversees pension calculations and program administration.
- Analyzes information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares or approves reports.
- Develops, coordinates and reviews the Treasury division budget.
- Creates comprehensive investor relations strategies and presentations.
- Supervises, directs, and evaluates assigned staff of the Treasury Department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- May perform other duties as assigned.

SUPERVISION RECEIVED

Classification ~~typically reports to~~ works under general direction of the Director of Finance.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance or business administration with a minimum of ten (10) years of experience in accounting, financial management, or related area including three (3) years of supervisory and/or managerial experience; practical experience is not an acceptable substitute for degree requirement.

Master's Degree in Business Administration, CPA, CMA or CFA preferred.

SPECIAL REQUIREMENTS

Must be a Certified Finance Professional.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Commissioner Currey moved to amend the classification description for the Manager of Treasury. Additions are underlined and bolded, deletions are struck through.

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
JOB CLASSIFICATION ADDITION
MANAGER OF THE COMMAND CENTER**

TO: District Board September 1, 2015

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification Plan be amended to include the new position of *Manager of the Command Center*. This position was previously merged with the *Manager of Customer Service* classification and all responsibilities for the two distinct departments were contained within one job classification. Based on work volume and responsibilities assigned to the position, staff is recommending that the positions be separated, and the *Manager of the Command Center* be assigned a value of EE-18 (\$103,451 - \$134,486).

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the *Manager of the Command Center* position, assigned a value of EE-18.

At a meeting of the Personnel, Pension and Insurance Committee held on September 1, 2015, it was:

Voted: That the Personnel, Pension and Insurance Committee recommends to the District Board passage of the following resolution:

RESOLVED: That the classification system be amended to reflect the *Manager of the Command Center* position and assign this classification a value of EE-18.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

Code:
Employee Group: E&E
FLSA Status: Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: MANAGER OF THE COMMAND CENTER

JOB SUMMARY

This position is responsible for managing the District's command center and utility services functions.

Primary responsibilities include management of all command center and utility services activities, including emergency water and sewer operations, service and trouble call response, Coordinates response of MDC crews and resources, cross connection/backflow inspections and programs, water and sewer inspections and inquiries, construction plan review and permitting, Call Before You Dig responses, insurance claims response and resolution. This work requires the employee have knowledge, skill and ability in utility pipeline maintenance supervision and in meter and systems maintenance administration.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Manages command center operations, including staffing, alarm responses and emergency and non-emergency water and sewer operations.
- Manages the overall activities of the Command Center function by providing direction to supervisors, responding to after-hour emergencies, and alarm system management.
- Manages cross-connection and backwater valve program inspections and compliance.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives.
- Manages and develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations.
- Ensures that federal, state, local and District regulations, guidelines, policies and procedures are properly followed and executed.
- Administers the District's Call Before You Dig Program.
- Coordinates work crews and resources for emergency and non-emergency calls.
- Responds to emergencies at any time of the day or night, as necessary. Serves on-call for emergencies, as assigned.
- Keeps abreast of industry developments and trends in effective and efficient service delivery. Works to continuously improve the District's service delivery performance.
- Counsels employees. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications. Assures safe work practices.
- Performs special assignments, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Director of Operations.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in, business, public administration or a related field; supplemented by seven (7) years of experience in utility customer service or related activity, including three (3) years in a supervisory capacity or a combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Experience in the water, wastewater and/or storm water industries is preferable.

SPECIAL REQUIREMENTS

Must have a CT Class III Operator Water Distribution System Certificate.

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- A working knowledge of general utility customer service policies, processes and practices and laws and regulations.
- A working knowledge of public administration principles and practices as applied to the District.
- The ability to communicate effectively both orally and in writing, including in public meeting formats, hearings and/or District Board of Commissioners meeting settings.
- The ability to develop, implement and administer policies and procedures including goals, objectives, financial planning, decision-making, and report development and writing.
- The ability to effectively manage customer service functions through subordinate supervisors.
- The ability to establish and maintain effective working relationships with all classes of customers, senior management, coworkers, vendors, contractors, consultants and other governmental agencies.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

PERSONNEL, PENSION AND INSURANCE COMMITTEE JOB CLASSIFICATION ADDITION MANAGER OF CUSTOMER SERVICE

TO: District Board September 1, 2015

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification Plan be amended to include the new position of *Manager of Customer Service*. This position was previously merged with the *Manager of the Command Center* classification and all responsibilities for the two distinct departments were contained within one job classification. Based on work volume and responsibilities assigned to the position, staff is recommending that the positions be separated, and the *Manager of Customer Service* be assigned a value of EE-18 (\$103,451 - \$134,486).

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the *Manager of Customer Service* position, assigned a value of EE-18.

At a meeting of the Personnel, Pension and Insurance Committee held on September 1, 2015, it was:

Voted: That the Personnel, Pension and Insurance Committee recommends to the District Board passage of the following resolution:

RESOLVED: That the classification system be amended to reflect the *Manager of Customer Service* position and assign this classification a value of EE-18.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

Code:
Employee Group: E&E
FLSA Status: Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF CUSTOMER SERVICE

JOB SUMMARY

This position is responsible for managing the District's customer service function, including all retail and wholesale customer interfaces, policies and processes.

Primary responsibilities consist of management of all customer services activities, including call center, billing, metering, meter reading, and customer credit, including best practices of financial accounting principles. Duties include developing, implementing, directing and monitoring the District's customer service policies and programs, developing metrics and monitoring customer calling to assure the highest level of customer satisfaction is achieved for retail and wholesale water and sewer customers.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Manages the overall activities of the customer service function by providing direction to reporting administrators and/or supervisors in call center operation, billing, metering, meter reading, and credit activities. Coordinates external billing payments. Establishes a strong customer service culture among all customer service staff.
- Develops and proposes for senior management review consistent policies for service delivery, billing, and service terminations, in accordance with applicable state statutes and regulations. Implements approved policies with effective customer service processes and practices.

- Establishes customer service performance measures and regularly reviews and reports customer service performance to senior management. Coordinates with other departments as necessary to optimize customer satisfaction and service delivery.
- Selects, develops, manages and trains customer service personnel, consistent with the industry standard and District's plans and policies to ensure that the highest level of customer satisfaction is achieved.
- Develops, implements, and monitors efficient and effective manual and automated systems and controls in all customer service processes and activities. Develops and utilizes existing automated systems to the maximum extent of their capabilities.
- Oversees the development and management of multiple budgets.
- Manages the resolution of customer complaints and inquiries. Advises senior management regarding high-interest customer complaints and situations, and develops new protocols to resolve and address immediately.
- Ensures the accuracy and timeliness of meter reading. Continually monitors delinquent and uncollectible accounts, estimated billings and other situations that adversely affect the District's receivables, in coordination with the Treasury Department. Actively manages delinquent and uncollected accounts to minimize their impact.
- Keeps abreast of industry developments and trends in effective and efficient service delivery. Works to continuously improve the District's service delivery performance.
- Counsels employees. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications. Assures safe work practices.
- Performs special assignments, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Director of Finance

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in, business, public administration, communications or a related field; supplemented by seven (7) years of experience in utility customer service or related activity, including three (3) years in a supervisory capacity within a customer service call center/credit collecting that provides the requisite knowledge, skills and abilities for this job. Experience in the water, wastewater and/or storm water industries is preferable.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, SKILLS, AND ABILITIES

- A working knowledge of SAP or similar ERP system, general utility customer service policies, processes and practices and laws and regulations.

- A working knowledge of public administration principles and practices as applied to the District.
- The ability to communicate effectively both orally and in writing, including in public meeting formats, hearings and/or District Board of Commissioners meeting settings.
- The ability to develop, implement and administer policies and procedures including goals, objectives, financial planning, decision-making, and report development and writing.
- The ability to effectively manage customer service functions through subordinate supervisors.
- The ability to establish and maintain effective working relationships with all classes of customers, senior management, coworkers, vendors, contractors, consultants and other governmental agencies.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

The District Board, without objection, considered Agenda Items #11A “Revision of General Ordinances § G1i” and #11B “Revision to General Ordinances §§ G6E, G6F, G6H, G8A, G8F” without action from the Committee on MDC Government.

**COMMITTEE ON MDC GOVERNMENT
REVISION OF GENERAL ORDINANCE § G1I**

To: District Board September 1, 2015

From: Committee on MDC Government

District staff, through the Office of District Counsel, submits the revisions of Section G1i, “CONTRIBUTION BY EMPLOYEES”, to The Metropolitan District General Ordinances for consideration by the Committee on MDC Government. Pursuant to the authority set forth in Section 1(g) of Special Act 08-9 (Regular Session 2008).

The proposed revisions are underlined.

SEC. G1i CONTRIBUTION BY EMPLOYEES

Each District employee hired prior to October 4, 2015 shall contribute five percent (5%) of his or her earnings, exclusive of any amounts attributable to overtime, toward the cost of the benefits provided hereunder and the remainder of said cost shall be paid by the District. Each District employee hired or rehired on or after October 4, 2015 shall contribute seven percent (7%) of his or her earnings, exclusive of any amounts attributable to overtime, toward the cost of the benefits provided hereunder and the remainder of said cost shall be paid by the District. All employee contributions shall be nondiscretionary and shall be deducted from each payroll. Such contributions shall be applied toward the cost of the retirement allowances provided for by the terms of this ordinance in compliance with Section 414(h)(2) of the Internal Revenue code.

(Adopted April 3, 1989)

(Effective April 13, 1989)

At a meeting of the Committee on MDC Government held on September 1, 2015, it was:

Voted: That the Committee on MDC Government recommends to the District Board passage of the following resolution:

RESOLVED: That the revisions to The Metropolitan District's General Ordinances be adopted as follows:

SEC. G1i CONTRIBUTION BY EMPLOYEES

Each District employee hired prior to October 4, 2015 shall contribute five percent (5%) of his or her earnings, exclusive of any amounts attributable to overtime, toward the cost of the benefits provided hereunder and the remainder of said cost shall be paid by the District. Each District employee hired or rehired on or after October 4, 2015 shall contribute seven percent (7%) of his or her earnings, exclusive of any amounts attributable to overtime, toward the cost of the benefits provided hereunder and the remainder of said cost shall be paid by the District. All employee contributions shall be nondiscretionary and shall be deducted from each payroll. Such contributions shall be applied toward the cost of the retirement allowances provided for by the terms of this ordinance in compliance with Section 414(h)(2) of the Internal Revenue code.

(Adopted April 3, 1989)

(Effective April 13, 1989)

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

**COMMITTEE ON MDC GOVERNMENT
REVISION OF GENERAL ORDINANCES §§ G6E, G6F, G6H, G8A, G8F**

To: District Board

September 1, 2015

From: Committee on MDC Government

District staff, through the Office of District Counsel, submits the revisions of Section G6e "REVIEW OF PROPOSALS", Section G6f "FINAL SELECTION", Section G6h "INDEFINITE-DELIVERY/INDEFINITE-QUANTITY SELECTION", Section G8a "SUPPLIES AND SERVICES", and Section G8f "STREAMLINED SOLICITATION FOR COMMERCIAL ITEMS", to The Metropolitan District General Ordinances for consideration by the Committee on MDC Government. Pursuant to the authority set forth in Section 1(g) of Special Act 08-9 (Regular Session 2008).

Deletions are struck through, additions are underlined.

SEC. G6e REVIEW OF PROPOSALS

Proposal envelopes shall be retained by the District Clerk until such time as the submission deadline has passed~~opened at a common date and time. Proposal envelopes and fee envelopes shall be kept unopened by the District Clerk until those of the respondents who are on the list of finalists are opened pursuant to SEC. G6f.~~will then be provided to and retained by Procurement staff for management of the proposal evaluation process including making an initial determination of whether such responses have met the basic submission requirements of the RFP.

All responses to the RFP which meet the submission requirements of such RFP shall be reviewed by the selection panel. The selection panel shall, at this stage, review and evaluate proposals on the following bases:

- a. responsiveness of proposal to requirements of the RFP;
- b. quality of the technical approach proposed;
- c. level of effort offered as indicated by professional time committed;
- d. such other criteria as the District Manager deems are relevant to the specific project to be undertaken.

Such review may consist of, but shall not be limited to, interviews with the principals and staff of the submitting entities, review of technical information, requests for additional information, and confirmation of other material provided in the proposal. After conducting the review of proposals, the selection panel shall prepare a list of the finalists, consisting of a predetermined number, containing those respondents to the RFP whose proposals best meet the District's expectations with respect to the foregoing criteria, which list may or may not contain all of those listed on the short list.

(Adopted March 2, 1992)

(Effective March 12, 1992)

SEC. G6f FINAL SELECTION

Upon selection of the finalists, the fee envelopes submitted by the finalists shall be ~~opened by the District Clerk or designee~~disclosed by District staff and the contract shall be awarded to the finalist having the lowest fee proposal; provided, however, that if the District Manager determines that the proposal of a finalist not having the lowest fee proposal offers a specific benefit to the District, such as decreasing construction and/or operating costs, increasing capacity and/or productivity, accessing state-of-the-art and exclusive technology or other similar benefit, the contract may be awarded to such finalist notwithstanding the fact that its fee proposal is not lowest. The fee envelopes of entities that were not included on the list of finalists shall be returned unopened.

(Adopted March 2, 1992)

(Effective March 12, 1992)

SEC. G6h INDEFINITE-DELIVERY/INDEFINITE-QUANTITY SELECTION

Pursuant to the authority granted to the District under Section 1(g) of Special Act 08-9 (Regular Session 2008), and upon a determination by the Chief Executive Officer ("CEO") that the interests of the District would be best served by the procurement of engineering or other construction related services through an indefinite-quantity contract as set forth in the Federal Acquisition Regulations ("the FAR"), as codified in the FAR Subparts 16.504 and 16.505, the District may solicit and award such engineering-services when the District cannot predetermine, above a specified minimum, the precise quantities of engineering-services it requires during a specific contract period, and it is inadvisable for the District to enter into a contract for more than the minimum quantity, and a recurring need for such services, from whatever source, is anticipated. The procedure for an award of an indefinite-quantity contract shall include: 1) a stated minimum value and quantity of services; 2) a request for qualifications procedure to establish a list of qualified engineers-firms eligible to participate in the selection process, to include qualification and selection criteria; 3) a procedure to amend or supplement the list of qualified engineers-firms on an ongoing basis through the request for qualification process; 4) standards and parameters for negotiations between the District and the engineer-firm selected from the list of qualified engineers-firms for a particular indefinite- quantity task, all of the foregoing being consistent with the FAR; and 5) standard contractual provisions.

(June 13, 2012)

(Effective June 23, 2012)

SEC. G8a SUPPLIES AND SERVICES

With the exception of the procurement of supplies and services pursuant to Sections G8d, ~~and G8e,~~ and G8g below when either an emergency exists or the Chief Executive Officer determines that the interests of the District would be best served by the procurement of such supplies and services through best value based selection or on a single or sole source basis, supplies and services which must be purchased following public bids, pursuant to Section 2-16 of the Charter of The Metropolitan District, if the expenditure for such supplies and services exceeds twenty-five thousand dollars, shall be the same types of supplies and services which must be purchased following competitive bids by the State of Connecticut pursuant to Section 4a-57(a) of the Connecticut General Statutes.

(Adopted June 13, 2012)

(Effective June 23, 2012)

SEC. G8f STREAMLINED SOLICITATION FOR COMMERCIAL ITEMS

Pursuant to the authority granted to the District under Section 1(g) of Special Act 08-9 (Regular Session 2008), upon a determination that the interests of the District would

be best served by the procurement of “Commercial items,” as well as “Commercially available off-the-shelf (COTS) items” as defined in FAR Part 2.101, through Streamlined Solicitation for Commercial Items as set forth in the Federal Acquisition Regulations (“the FAR”), as codified in FAR Subpart 12.603, as may be amended from time to time, and as modified and adopted by District as provided for herein, the District may solicit and award any commercial good, material, service or supply using such methods as the FAR permits for a reasonable price as determined by a competitive process.

The procedure for solicitation and award through streamlined procedures shall include:

- 1) A written solicitation consistent with the format as described under FAR Subpart 12.603;
- 2) Dissemination of the solicitation in accordance with FAR Subpart 5.101;
- 3) Establishment of a solicitation response time that will afford potential offerors a reasonable opportunity to respond to each proposed contract action; and
- 4) Publicizing amendments to solicitations in the same manner as the initial solicitation.

In the event that a State agency, Federal agency, cooperative purchasing organization or any other public agency or organization comprised of public bodies has engaged in a process that is consistent with the procedures provided herein, which procedure has resulted in a contract, multiple-award or otherwise, the District shall be allowed to participate in and utilize such contract for the purchase of goods and/or services in accordance with the contract’s terms and conditions, provided that: (i) the specific contract, consortium purchasing program or public agency allows such participation; and (ii) the cost savings achieved are greater than the administrative costs associated with the District conducting its own procurement process.

District staff shall establish specific implementation protocols incorporating those provisions of the FAR in order to implement a streamlined procurement process as set forth above, and subject to the provision of any applicable federal or state law or regulation. The CEO may delegate to appropriate District staff such authority as may be necessary to conduct the procurement procedures established by this ordinance as he or she may determine.

(Adopted May 6, 2013)

(Effective May 16, 2013)

At a meeting of the Committee on MDC Government held on September 1, 2015, it was:

Voted: That the Committee on MDC Government recommends to the District Board passage of the following resolution:

RESOLVED: That the revisions to The Metropolitan District's General Ordinances be adopted as follows:

SEC. G6e REVIEW OF PROPOSALS

Proposal envelopes shall be retained by the District Clerk until such time as the submission deadline has passed. Proposal envelopes and fee envelopes will then be provided to and retained by Procurement staff for management of the proposal evaluation process including making an initial determination of whether such responses have met the basic submission requirements of the RFP.

All responses to the RFP which meet the submission requirements of such RFP shall be reviewed by the selection panel. The selection panel shall, at this stage, review and evaluate proposals on the following bases:

- a. responsiveness of proposal to requirements of the RFP;
- b. quality of the technical approach proposed;
- c. level of effort offered as indicated by professional time committed;
- d. such other criteria as the District Manager deems are relevant to the specific project to be undertaken.

Such review may consist of, but shall not be limited to, interviews with the principals and staff of the submitting entities, review of technical information, requests for additional information, and confirmation of other material provided in the proposal. After conducting the review of proposals, the selection panel shall prepare a list of the finalists, consisting of a predetermined number, containing those respondents to the RFP whose proposals best meet the District's expectations with respect to the foregoing criteria, which list may or may not contain all of those listed on the short list.

(Adopted March 2, 1992)

(Effective March 12, 1992)

SEC. G6f FINAL SELECTION

Upon selection of the finalists, the fee envelopes submitted by the finalists shall be disclosed by District staff and the contract shall be awarded to the finalist having the lowest fee proposal; provided, however, that if the District Manager determines that the proposal of a finalist not having the lowest fee proposal offers a specific benefit to the District, such as decreasing construction and/or operating costs, increasing capacity and/or productivity, accessing state-of-the-art and exclusive technology or other similar benefit, the contract may be awarded to such finalist notwithstanding the fact that its fee proposal is not lowest. The fee envelopes of entities that were not included on the list of finalists shall be returned unopened.

(Adopted March 2, 1992)

(Effective March 12, 1992)

SEC. G6h INDEFINITE-DELIVERY/INDEFINITE-QUANTITY SELECTION

Pursuant to the authority granted to the District under Section 1(g) of Special Act 08-9 (Regular Session 2008), and upon a determination by the Chief Executive Officer ("CEO") that the interests of the District would be best served by the procurement of engineering or other construction related services through an indefinite-quantity contract as set forth in the Federal Acquisition Regulations ("the FAR"), as codified in the FAR Subparts 16.504 and 16.505, the District may solicit and award such services when the District cannot predetermine, above a specified minimum, the precise quantities of services it requires during a specific contract period, and it is inadvisable for the District to enter into a contract for more than the minimum quantity, and a recurring need for such services, from whatever source, is anticipated. The procedure for an award of an indefinite-quantity contract shall include: 1) a stated minimum value and quantity of services; 2) a request for qualifications procedure to establish a list of qualified firms eligible to participate in the selection process, to include qualification and selection criteria; 3) a procedure to amend or supplement the list of qualified firms on an ongoing basis through the request for qualification process; 4) standards and parameters for negotiations between the District and the firm selected from the list of qualified firms for a particular indefinite- quantity task, all of the foregoing being consistent with the FAR; and 5) standard contractual provisions.

(June 13, 2012)

(Effective June 23, 2012)

SEC. G8a SUPPLIES AND SERVICES

With the exception of the procurement of supplies and services pursuant to Sections G8d, G8e, and G8g below when either an emergency exists or the Chief Executive Officer determines that the interests of the District would be best served by the procurement of such supplies and services through best value based selection or on a single or sole source basis, supplies and services which must be purchased following public bids, pursuant to Section 2-16 of the Charter of The Metropolitan District, if the expenditure for such supplies and services exceeds twenty-five thousand dollars, shall be the same types of supplies and services which must be purchased following competitive bids by the State of Connecticut pursuant to Section 4a-57(a) of the Connecticut General Statutes.

(Adopted June 13, 2012)

(Effective June 23, 2012)

SEC. G8f STREAMLINED SOLICITATION FOR COMMERCIAL ITEMS

Pursuant to the authority granted to the District under Section 1(g) of Special Act 08-9 (Regular Session 2008), upon a determination that the interests of the District would

be best served by the procurement of “Commercial items,” as well as “Commercially available off-the-shelf (COTS) items” as defined in FAR Part 2.101, through Streamlined Solicitation for Commercial Items as set forth in the Federal Acquisition Regulations (“the FAR”), as codified in FAR Subpart 12.603, as may be amended from time to time, and as modified and adopted by District as provided for herein, the District may solicit and award any commercial good, material, service or supply using such methods as the FAR permits for a reasonable price as determined by a competitive process.

The procedure for solicitation and award through streamlined procedures shall include:

- 1) A written solicitation consistent with the format as described under FAR Subpart 12.603;
- 2) Dissemination of the solicitation in accordance with FAR Subpart 5.101;
- 3) Establishment of a solicitation response time that will afford potential offerors a reasonable opportunity to respond to each proposed contract action; and
- 4) Publicizing amendments to solicitations in the same manner as the initial solicitation.

In the event that a State agency, Federal agency, cooperative purchasing organization or any other public agency or organization comprised of public bodies has engaged in a process that is consistent with the procedures provided herein, which procedure has resulted in a contract, multiple-award or otherwise, the District shall be allowed to participate in and utilize such contract for the purchase of goods and/or services in accordance with the contract’s terms and conditions, provided that: (i) the specific contract, consortium purchasing program or public agency allows such participation; and (ii) the cost savings achieved are greater than the administrative costs associated with the District conducting its own procurement process.

District staff shall establish specific implementation protocols incorporating those provisions of the FAR in order to implement a streamlined procurement process as set forth above, and subject to the provision of any applicable federal or state law or regulation. The CEO may delegate to appropriate District staff such authority as may be necessary to conduct the procurement procedures established by this ordinance as he or she may determine.

(Adopted May 6, 2013)

(Effective May 16, 2013)

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

**COMMITTEE ON ORGANIZATION
APPOINTMENT OF DIRECTOR OF INFORMATION SERVICES**

To: District Board September 1, 2015

From: Committee on Organization

Pursuant to Section B3b of the District By-Laws, please consider this communication as my recommendation to the Committee on Organization to conditionally appoint Robert Schwarm as Director of Information Services for the Metropolitan District.

At a meeting of the Committee on Organization held on September 1, 2015, it was:

Voted: That the Committee on Organization recommends to the District Board passage of the following resolution:

Resolved: That the District Board, in accordance with Section B3b of the District By-Laws, hereby conditionally appoints Robert Schwarm as Director of Information Services for the Metropolitan District.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

**CONSIDERATION & POTENTIAL ACTION AUTHORIZING THE PURCHASE OF
PROPERTY LOCATED AT 484 FRANKLIN AVENUE, HARTFORD,
CONNECTICUT IN FURTHERANCE OF THE CLEAN WATER PROJECT**

EXECUTIVE SESSION

At 7:27 P.M., Chairman DiBella requested an executive session.

On motion made by Commissioner Camilliere and duly seconded, the District Board entered into executive session in order to discuss purchase of property located at 484 Franklin Avenue, Hartford.

Those in attendance during the executive session:

Commissioners; Andrew Adil, Daniel Camilliere, Donald M. Currey, Timothy Curtis, William A. DiBella, Allen Hoffman, Jean Holloway, Sandra Johnson, Joseph Klett, Kathleen J. Kowalyshyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, Albert F. Reichin, Pasquale J. Salemi, Helene Shay, Raymond Sweezy, Alvin E. Taylor and Michael A. Toppi Attorneys R. Bartley Halloran, Christopher R. Stone and Brendan Fox; Scott Jellison and John M. Zinzarella.

RECONVENE

At 7:34 P.M., Chairman DiBella requested to come out of executive session and on motion made by Commissioner Adil and duly seconded, the District Board came out of executive session and reconvened. No formal action was taken.

CONSIDERATION & POTENTIAL ACTION AUTHORIZING THE PURCHASE OF PROPERTY LOCATED AT 484 FRANKLIN AVENUE, HARTFORD, CONNECTICUT IN FURTHERANCE OF THE CLEAN WATER PROJECT

To: District Board

September 1, 2015

Be It Resolved that the Board of Commissioners of the Metropolitan District hereby authorizes its Chief Executive Officer, or his designee, to enter into a purchase and sale agreement with Silvia Miceli for the purchase of property located at 484 Franklin Avenue, Hartford, Connecticut ("Property"), in furtherance of the Clean Water Project ("CWP");

Be It Further Resolved that the purchase price shall be \$210,000.00, exclusive of costs for surveys, title insurance, and other customary costs of closing, said funds being part of the authorized expenditure for the acquisition of those properties necessary in connection with the CWP; and

Be It Further Resolved that the Chief Executive Officer, or his designee, is authorized to execute any and all documents reasonably and customarily necessary to effect the purchase of the Property by the MDC.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

ADJOURNMENT

The meeting was adjourned at 7:46 P.M.

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval