



The Metropolitan District
water supply · environmental services · geographic information

**PERSONNEL, PENSION & INSURANCE COMMITTEE
SPECIAL MEETING
MONDAY, JUNE 5, 2023
4:30 PM**

Location

Board Room
District Headquarters
555 Main Street, Hartford

Dial in #: (415)-655-0001

Access Code: 43808661#

[Meeting Video Link](#)

Commissioners

Avedisian	Magnan
Currey (VC)	Pane
DiBella (Ex-Officio)	Patel
Desai	Salemi
Drake	Steuber
Lester	Taylor (C)

Quorum: 5

1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF APRIL 26, 2023
4. CONSIDERATION AND POTENTIAL ACTION RE: PENSION INVESTMENT REALLOCATION
5. CONSIDERATION AND POTENTIAL ACTION RE: OPEB TRUST INVESTMENT REALLOCATION
6. COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS
7. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
8. ADJOURNMENT

PENSION INVESTMENT REALLOCATION

To: Personnel, Pension and Insurance Committee

June 5, 2023

From: PPI Investment Subcommittee

Dahab Associates presented the March 2023 Performance Review of the pension portfolio of investments to the PP&I Investment Subcommittee on May 19, 2023, and made the following reallocation recommendations:

1) LARGE CAP EQUITY – Transfer investments in AQR and Wellington to Fidelity S&P500 Index fund

CONSIDERATIONS

- As of March 2023, Large Cap Equity investments represented the largest asset category of the entire portfolio, 31.4% or \$76.6 million of \$244.3 million
- Large Cap Equity funds are presently invested in AQR, \$24.3 million; and Wellington, \$52.3 million
- Total performance of the combined Large Cap investments, net of management fees, have trailed the S&P 500 Index fund in all the below measured periods, except 1-year when it equaled the index, as follows:

PERFORMANCE SUMMARY					
	Qtr / YTD	1 Year	3 Year	5 Year	Since 03/13
Large Cap Equity - Net	5.7	-7.7	17.2	9.4	11.7
S&P 500	7.5	-7.7	18.6	11.2	12.2

RECOMMENDATION

- Move investments from the current actively managed funds to Fidelity S&P Index fund for greater returns and lower costs. Several companies offer an S&P Index fund; however, Fidelity is the lowest cost provider.

2) INTERNATIONAL EQUITY -- Transfer investments in Lazard to Hardman Johnston

CONSIDERATIONS

- As of March 2023, International Equity investments represented 14.0% or \$34.1 million of \$244.3 million
- International Equity funds are presently invested in Lazard, \$13.0 million and Hardman Johnston, \$21.1 million
- Total performance of the combined International Equity investments, net of management fees, have trailed the MSCI EAFE Index in all the below measured periods, except the most recent quarter when it beat the index by one tenth of one percent.

PERFORMANCE SUMMARY					
	Qtr / YTD	1 Year	3 Year	5 Year	Since 03/13
International Equity - Net	8.7	-2.2	12.0	3.6	4.5
MSCI EAFE	8.6	-0.9	13.5	4.0	5.5

RECOMMENDATION

- Transfer the investments in Lazard that has trailed the index in all the reported periods to Hardman Johnston which has outperformed the index in all but the 1-year period. Lazard's investment focus is value based and Hardman Johnston is growth based. The diversity provided by the International Equity portion of the portfolio will remain with this transfer along with an expectation of stronger results from the growth focused investments.

At the May 19, 2023 meeting of the Personnel, Pension and Insurance Investment Subcommittee, the subcommittee approved the above recommendations for a reallocation of the pension fund investments.

It is therefore RECOMMENDED that it be:

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

RESOLVED: The pension fund's large cap investments in AQR Capital Management and Wellington be terminated and the money be transferred to Fidelity S&P500 Index Fund; and

FURTHER

RESOLVED: The pension fund's investment currently in Lazard International Equity be transferred to Hardman Johnston International Equity.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

OPEB INVESTMENT REALLOCATION

To: Personnel, Pension and Insurance Committee

June 5, 2023

From: PPI Investment Subcommittee

At the May 19, 2023 meeting of the Personnel, Pension and Insurance Investment Subcommittee, the subcommittee approved a recommendation for a reallocation of the pension fund investments as shown below. The District's OPEB Trust Statement of Investment Policy and Guidelines should be updated to reflect the updated asset allocation.

It is therefore RECOMMENDED that it be:

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

RESOLVED: The OPEB trust investment asset allocation be modified to the following: Large Cap 40%, Mid Cap 10%, Small Cap 5%, International 10%, Real Estate 10%, Fixed Income 25%. All investments will be index funds except for Real Estate.

FURTHER

RESOLVED: The District's OPEB Trust Statement of Investment Policy and Guidelines be updated to reflect the new asset allocation.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

MDC



Metropolitan District OPEB Plan

Asset Allocation Study
May 2022



New York Massachusetts Pennsylvania Florida

DAHAB ASSOCIATES

DAHAB ASSOCIATES

Metropolitan District OPEB Plan Asset Allocation Study May 2022

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May 23rd, 2022

Robert Barron
555 Main Street
1st Floor
Hartford, CT 06103

Dear Mr. Barron,

We are pleased to present you and the Investment Committee of the PPI with a summary of the results of the asset allocation study we conducted on the behalf of the Metropolitan District of Connecticut. The purpose of this exercise was to analyze how reallocating portions of the portfolio would affect its overall risk and return characteristics. Through our testing we believe there are various changes that could be made to produce strong results over extended periods. The mixes we examined are well diversified and have a strong probability of meeting or exceeding your goal of growing the corpus of the assets over time.

This study examined 4,081 distinct allocations over a projected twenty-year period under two different sets of assumptions. The first scenario used was the 20 year "special" scenario, derived from the 20 year historical period statistics with the modification of the bond and cash returns to lower the mean and standard deviation. We also considered the projection scenario, a blended average of various Wall Street Firms' published projections over the next 20 years provided by the Horizon actuarial group.

Against all scenarios we measured each mix's chance to beat the 6.25% return target. The following tables and charts detail our analyses of the various potential allocations. If you or any of the members of the Board have any questions, please do not hesitate to give us a call at 631-665-6181.

Sincerely,

A handwritten signature in black ink, appearing to be "DL" or "David Lee", written over a horizontal line.

David Lee, CFA

President

Summary Statistics for Selected Mixes

	(A)	(B)	(C)	(D)
	Target	Mix 1	Mix 2	Mix 3
ASSET CLASS %				
Large Cap	65	35	40	35
Mid Cap	0	10	10	10
Small Cap	0	10	5	5
International Equity	0	15	10	10
Real Estate	0	10	10	10
Fixed Income	35	20	25	30
Risk Assets	65.0	70.0	65.0	60.0
Safety Assets	35.0	30.0	35.0	40.0
Total	100	100	100	100
CHANCE TO BEAT 6.25%				
20-year special scenario	68.3	77.0	75.6	72.4
Projection scenario	32.1	40.0	37.9	35.2
Average	50.22	58.47	56.73	53.76
MEAN %				
20-year special scenario	7.9	8.9	8.6	8.2
Projection scenario	5.5	6.1	5.9	5.7
Average	6.69	7.52	7.22	6.91
STANDARD DEVIATION %				
20-year special scenario	10.6	12.2	11.1	10.3
Projection scenario	10.8	13.0	12.1	11.4
Average	10.68	12.57	11.63	10.86

20-Year Special Scenario Results Summary Table

Mix Name	Large Cap	Mid Cap	Small Cap	INT'L	Real Estate	Fixed Income	Mean	Std. Dev.	Sharpe	CtB %	50% TV (Better Case)	75% TV (Mid Case)	95% TV (Worse Case)
Target	65	0	0	0	0	35	7.91	10.57	0.60	68.33	\$ 37.96	\$ 30.86	\$ 23.08
Mix 1	35	10	10	15	10	20	8.93	12.16	0.61	76.95	\$ 42.34	\$ 33.46	\$ 23.73
Mix 2	40	10	5	10	10	25	8.57	11.13	0.63	75.59	\$ 40.98	\$ 32.93	\$ 24.22
Mix 3	35	10	5	10	10	30	8.15	10.34	0.64	72.36	\$ 39.15	\$ 31.98	\$ 23.93

Values in red reach the target terminal value of \$33mm in 20 years at the corresponding probability

DEFINITIONS	
Mean:	Average annual return (geometric mean)
Standard deviation:	Variation around the mean value, measure of short-term risk
Sharpe ratio:	Combines mean and standard deviation in one statistic; return per unit risk
CTB %:	Chance to beat gives the likelihood the mix has to surpass the actuarial assumption rate
50% terminal value:	Minimum value mix will achieve in 20 years/ 50% certainty
75% terminal value:	Minimum value mix will achieve in 20 years/ 75% certainty
95% terminal value:	Minimum value mix will achieve in 20 years/ 95% certainty

Projection Scenario Results Summary Table

Mix Name	Large Cap	Mid Cap	Small Cap	INT'L	Real Estate	Fixed Income	Mean	Std. Dev.	Sharpe	CtB %	50% TV (Better Case)	75% TV (Mid Case)	95% TV (Worse Case)
Target	65	0	0	0	0	35	5.47	10.79	0.33	32.11	\$ 28.41	\$ 23.22	\$ 17.46
Mix 1	35	10	10	15	10	20	6.10	12.98	0.32	39.98	\$ 29.80	\$ 23.25	\$ 16.37
Mix 2	40	10	5	10	10	25	5.86	12.12	0.33	37.86	\$ 29.39	\$ 23.39	\$ 16.81
Mix 3	35	10	5	10	10	30	5.67	11.37	0.33	35.15	\$ 28.97	\$ 23.29	\$ 17.13

Values in **red** reach the target terminal value of \$33mm in 20 years at the corresponding probability

Values that are ***italized bold*** have less than a 50% likelihood of reaching the target terminal value of \$33mm in 20 years

DEFINITIONS	
Mean:	Average annual return (geometric mean)
Standard deviation:	Variation around the mean value, measure of short-term risk
Sharpe ratio:	Combines mean and standard deviation in one statistic; return per unit risk
CTB %:	Chance to beat gives the likelihood the mix has to surpass the actuarial assumption rate
50% terminal value:	Minimum value mix will achieve in 20 years/ 50% certainty
75% terminal value:	Minimum value mix will achieve in 20 years/ 75% certainty
95% terminal value:	Minimum value mix will achieve in 20 years/ 95% certainty

20 Year Special Scenario Statistics

<u>Asset Class</u>	<u>Name</u>	<u>Index Name</u>	<u>Mean</u>	<u>SD</u>	<u>Alpha</u>	<u>Beta</u>	<u>Cor.</u>
LCC	SAP5	S&P 500*	10.99	16.29	0.00	1.00	1.00
MCC	RUSMID	Russell Midcap	12.92	19.01	0.70	1.13	0.96
SCC	R2000	Russell 2000	11.95	21.60	-1.12	1.21	0.91
EAFE	EAFE	MSCI EAFE	8.68	18.55	-2.38	1.01	0.88
RE	NCRODCE	NCREIF NFI-ODCE Index	8.54	6.64	6.73	0.06	0.15
CORE FI	SLAGG	Barclays Capital Aggregate Bond Index*	2.19	3.00	0.00	1.00	1.00
CASH	90TBL	RISKFREE	1.54	0.10	0.00	0.00	0.00

*Indicates that it is a base market index.

Core FI and Cash's returns and standard deviations have been modified to reflect market conditions.

Projection Scenario Statistics

<u>Asset Class</u>	<u>Name</u>	<u>Index Name</u>	<u>Mean</u>	<u>SD</u>	<u>Alpha</u>	<u>Beta</u>	<u>Cor.</u>
LCC	SAP5	S&P 500*	6.65	16.42	-	-	1.00
MCC	RUSMID	Russell Midcap	7.04	20.17	-	-	0.97
SCC	R2000	Russell 2000^	7.04	20.17	-	-	0.95
EAFE	EAFE	MSCI EAFE	7.14	18.32	-	-	0.82
RE	NCRODCE	NCREIF NFI-ODCE Index	6.21	17.62	-	-	0.60
CORE FI	SLAGG	Barclays Capital Aggregate Bond Index*	3.23	5.52	-	-	1.00
CASH	90TBL	RISKFREE	1.90	1.30	-	-	0.49

*Indicates that it is a base market index.

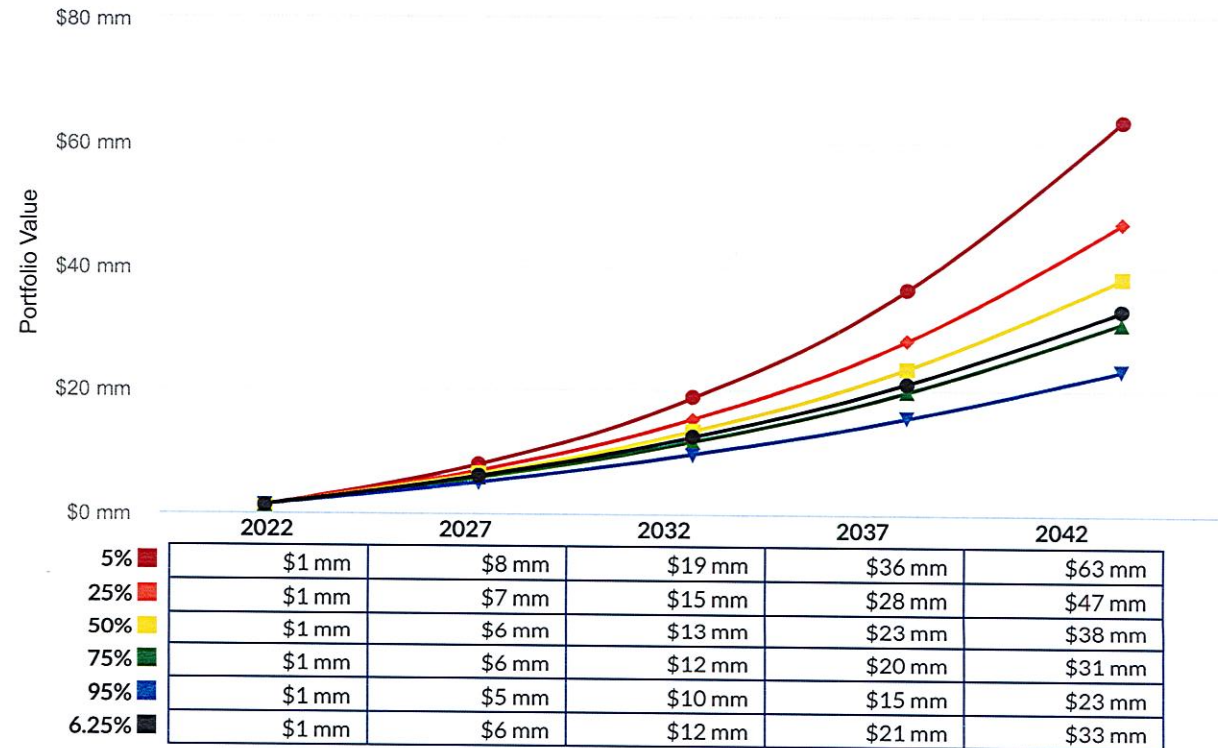
Projections are from the 2022 Horizon capital market assumption survey.

^Indicates that a proxy was used.

MDC

Asset Allocation Study
20-Year Special Scenario

Portfolio Value Over Time



LCC: 65.0%

CORE FI: 35.0%

Statistics

Beginning Value:	\$1 mm	Mean Return:	7.91%
75% Year-20 Value:	\$31 mm	Standard Deviation:	10.57
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.60
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	68%

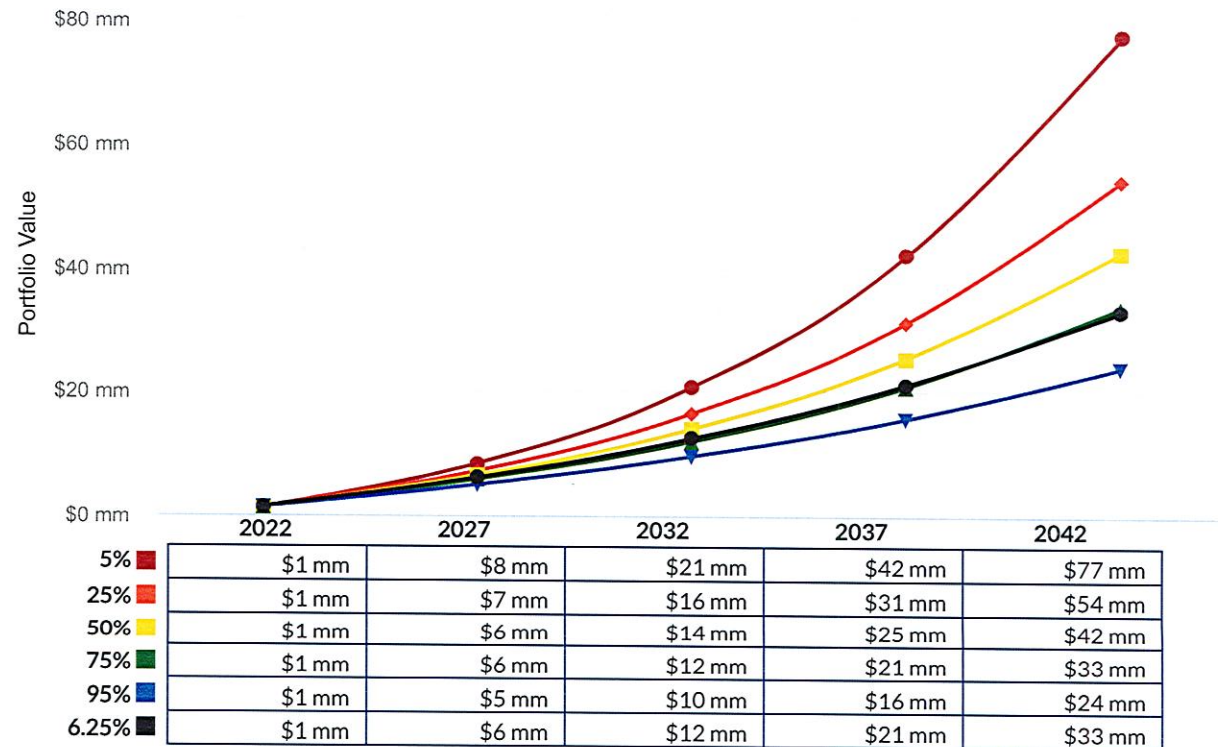
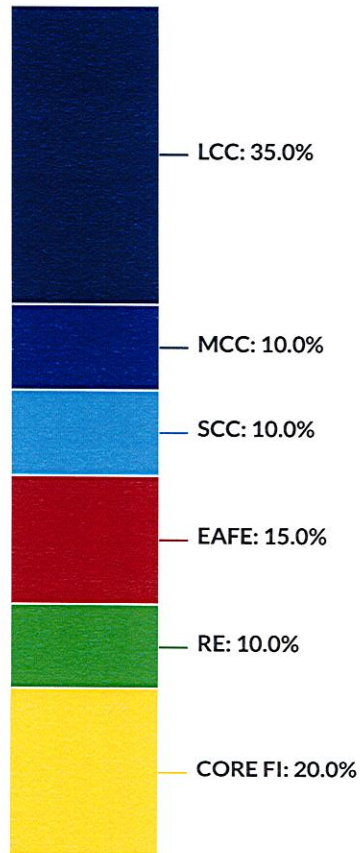
Target

DAVAB ASSOCIATES
2022

MDC

Asset Allocation Study 20-Year Special Scenario

Portfolio Value Over Time



Statistics

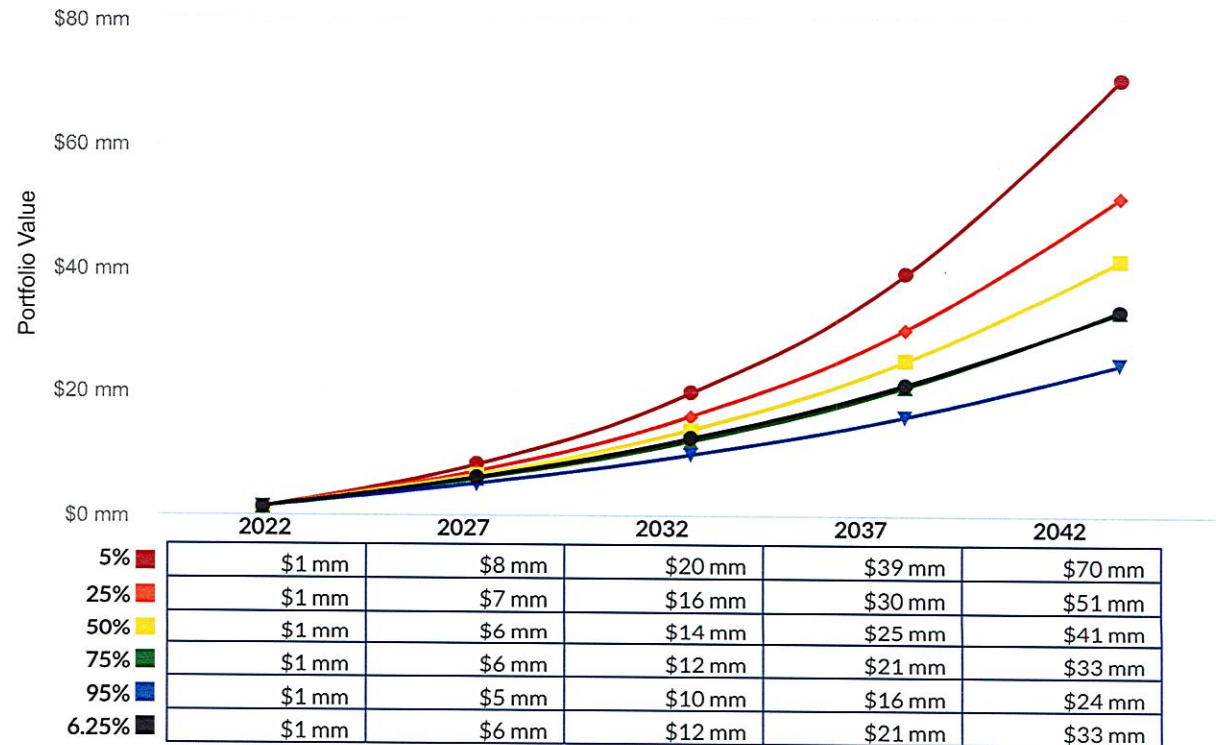
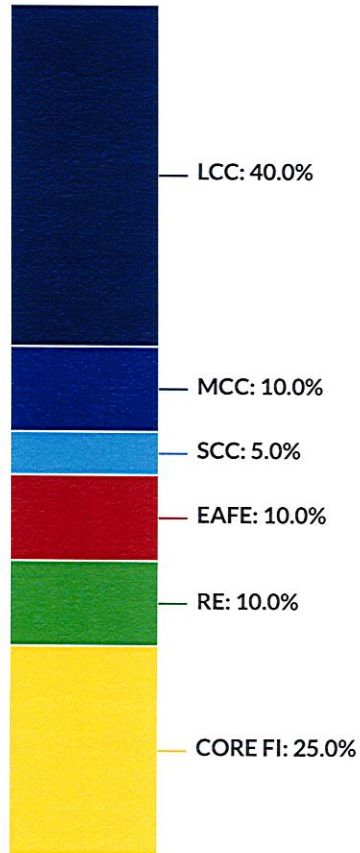
Beginning Value:	\$1 mm	Mean Return:	8.93%
75% Year-20 Value:	\$33 mm	Standard Deviation:	12.16
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.61
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	77%

Mix 1

MDC

Asset Allocation Study 20-Year Special Scenario

Portfolio Value Over Time



Statistics

Beginning Value:	\$1 mm	Mean Return:	8.57%
75% Year-20 Value:	\$33 mm	Standard Deviation:	11.13
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.63
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	76%

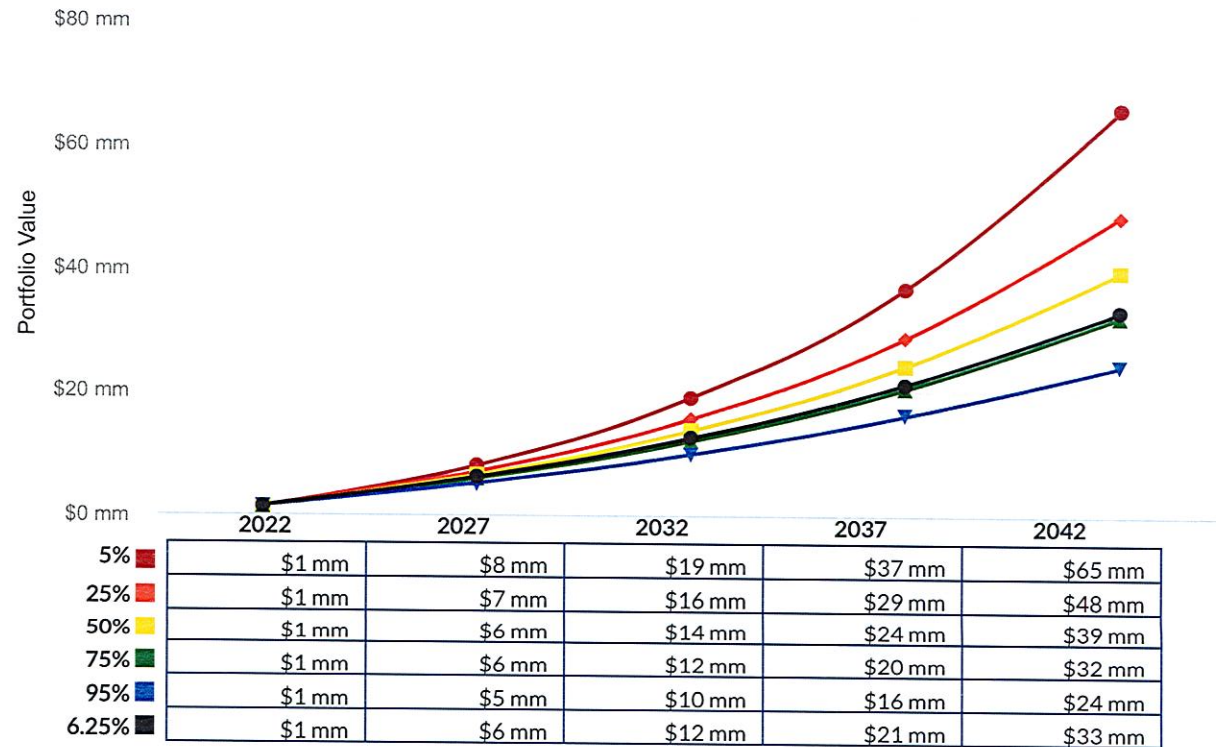
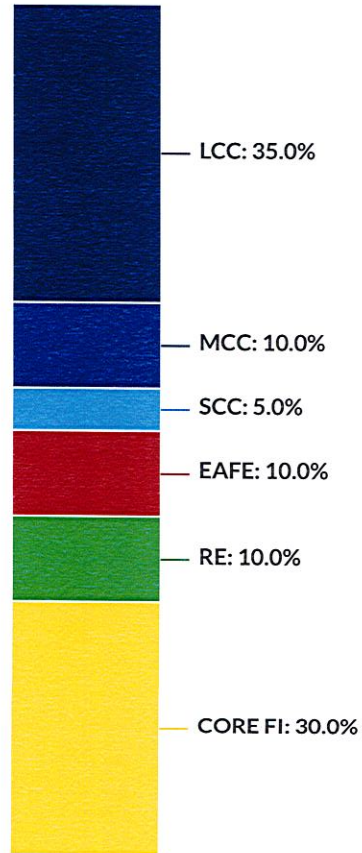
Mix 2

RAAB ASSOCIATES
2022

MDC

Asset Allocation Study 20-Year Special Scenario

Portfolio Value Over Time



Statistics

Beginning Value:	\$1 mm	Mean Return:	8.15%
75% Year-20 Value:	\$32 mm	Standard Deviation:	10.34
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.64
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	72%

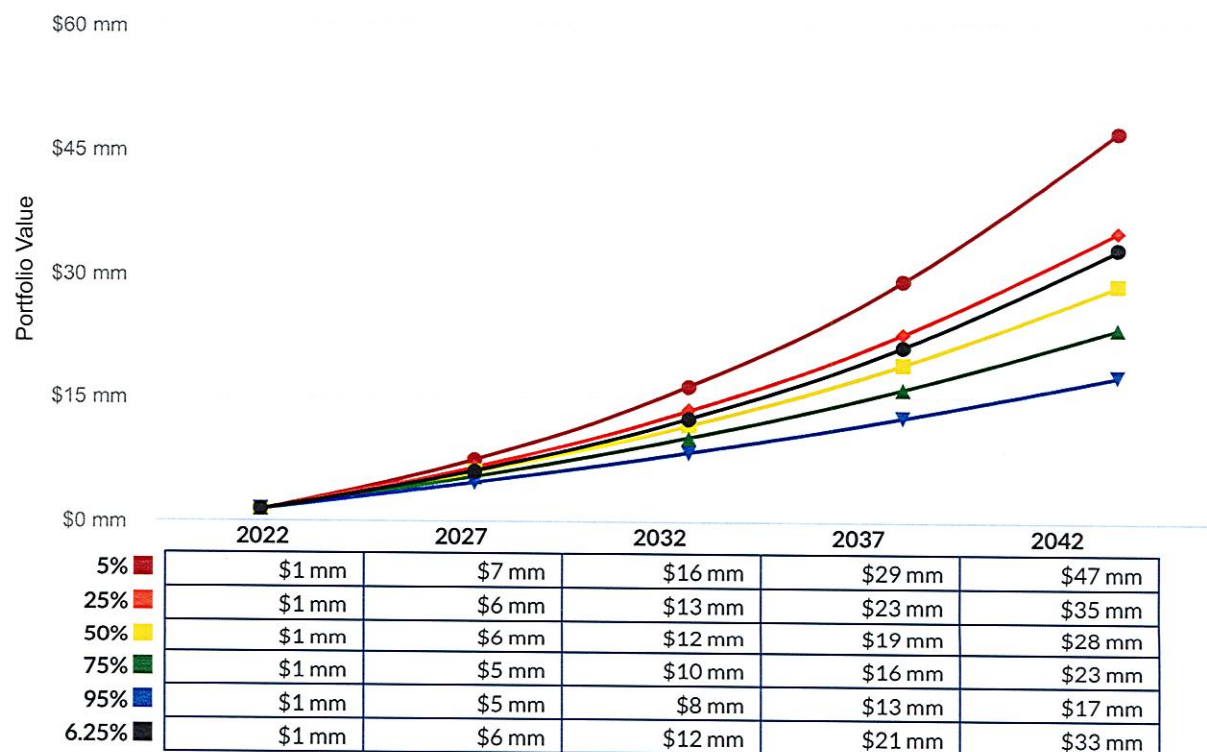
Mix 3

RAAB ASSOCIATES
2022

MDC

Asset Allocation Study
Custom Projection Scenario

Portfolio Value Over Time



LCC: 65.0%

CORE FI: 35.0%

Statistics

Beginning Value:	\$1 mm	Mean Return:	5.47%
75% Year-20 Value:	\$23 mm	Standard Deviation:	10.79
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.33
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	32%

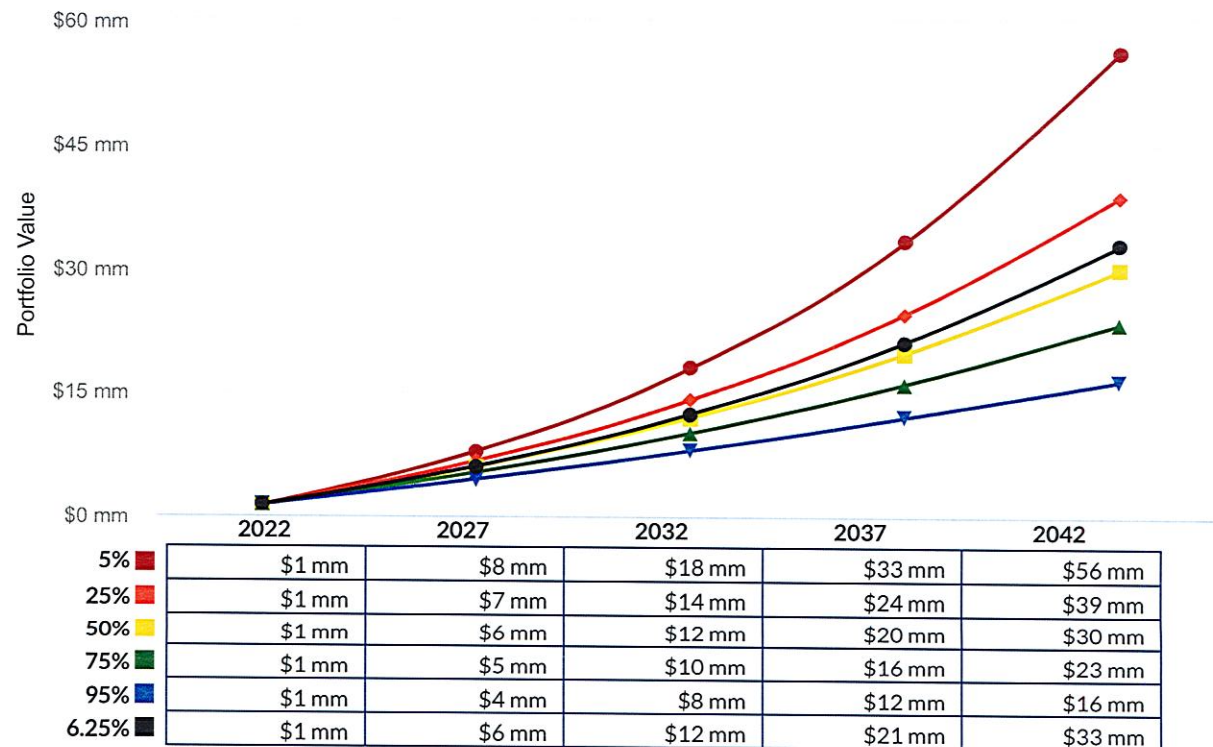
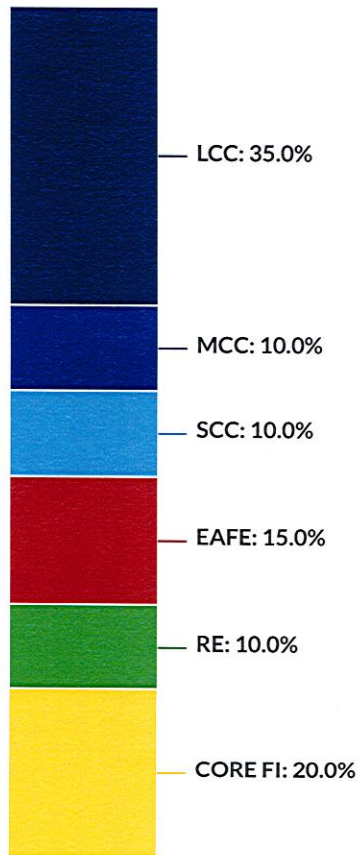
Target

RAHAB ASSOCIATES
2022

MDC

Asset Allocation Study
Custom Projection Scenario

Portfolio Value Over Time



Statistics

Beginning Value:	\$1 mm	Mean Return:	6.10%
75% Year-20 Value:	\$23 mm	Standard Deviation:	12.98
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.32
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	40%

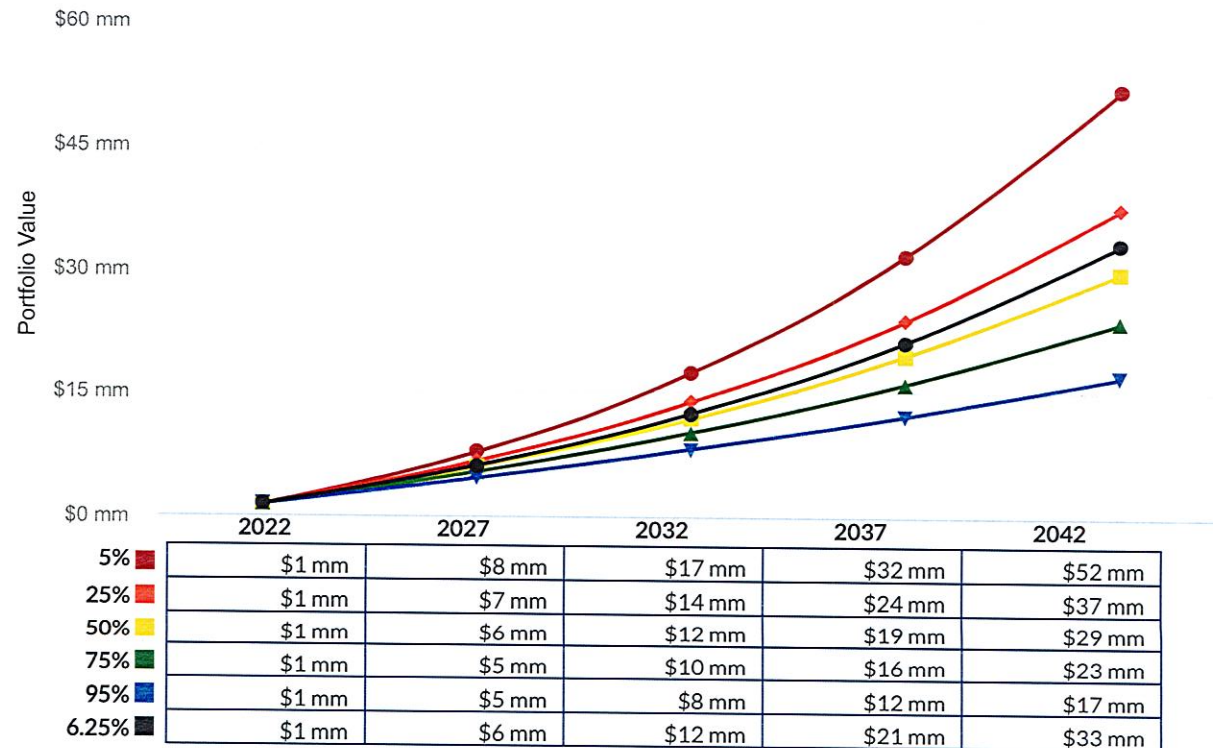
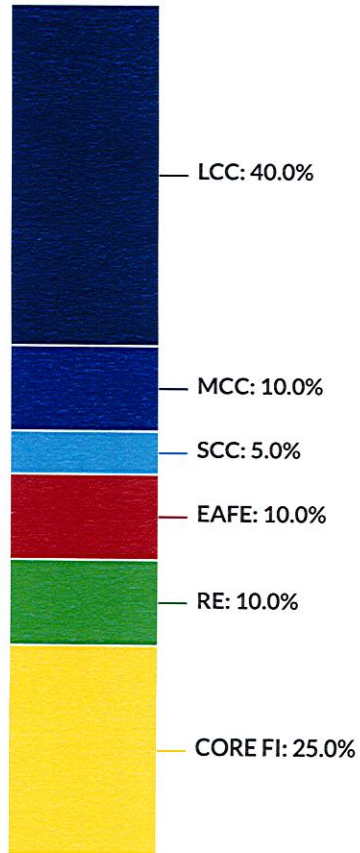
Mix 1

RAHAB ASSOCIATES
2022

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Asset Allocation Study Custom Projection Scenario

Portfolio Value Over Time



Statistics

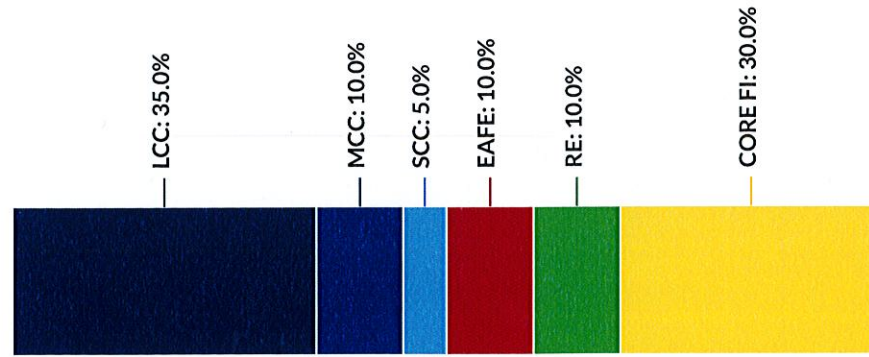
Beginning Value:	\$1 mm	Mean Return:	5.86%
75% Year-20 Value:	\$23 mm	Standard Deviation:	12.12
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.33
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	38%

Mix 2

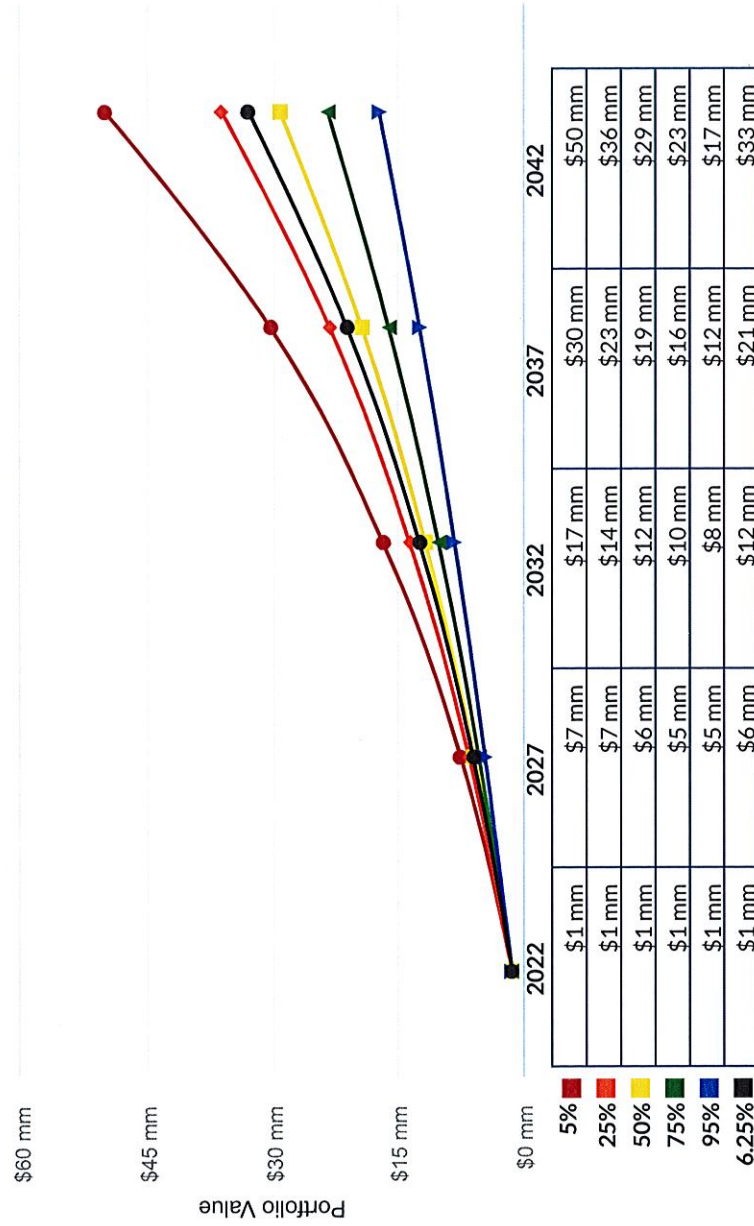
RAHAB ASSOCIATES
2022

MDC

Asset Allocation Study
Custom Projection Scenario



Portfolio Value Over Time



Statistics

Beginning Value:	\$1 mm	Mean Return:	5.67%
75% Year-20 Value:	\$23 mm	Standard Deviation:	11.37
Required Year-20 Value:	\$33 mm	Sharpe Ratio:	0.33
Actuarial Rate:	6.25%	Likelihood to Beat 6.25%:	35%

Mix 3

PERSONNEL, PENSION AND INSURANCE COMMITTEE**The Metropolitan District**

555 Main Street, Hartford

April 26, 2023

Present: Commissioners John Avedisian, Donald Currey, David Drake, Byron Lester, Maureen Magnan, Dominic Pane, Bhupen Patel, Pasquale Salemi, Alvin Taylor and District Chairman William A. DiBella (10)

Remote

Attendance: None. (0)

Absent: Commissioners Dimple Desai and David Steuber (2)

Also

Present: Commissioner Avery Buell
Commissioner Allen Hoffman
Commissioner Joan Gentile (Remote Attendance)
Commissioner Jacqueline Mandyck (Remote Attendance)
Scott Jellison, Chief Executive Officer
Christopher Stone, District Counsel (Remote Attendance)
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Jamie Harlow, Director of Human Resources
David Rutty, Director of Operations
Robert Schwarm, Director of Information Technology
Olga Cordova, Manager of Human Resources (Remote Attendance)
Rita Kelley, Equal Employment Opportunity Compliance Officer
Carrie Blardo, Executive Assistant to the CEO
Victoria Escoriza, Executive Assistant
Dylan Pecego, IT Consultant (Remote Attendance)
David Baker, IT Consultant (Remote Attendance)

CALL TO ORDER

Chairman Alvin Taylor called the meeting to order at 4:00 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Currey and duly seconded, the meeting minutes of April 3, 2023 were approved. Commissioner Magnan abstained.

**JOB SPECIFICATION
MAINTENANCE PLANNER (SS-06)**

TO: Personnel, Pension and Insurance Committee for consideration on April 26, 2023

Staff is recommending that the Job Specification and Job Classification System be amended to include Maintenance Planner (proposed SS-06). A copy of the proposed specification is attached as negotiated with Local 1026.

The proposed job specification continues to enhance the multi-tasking approach to District positions. The new Maintenance Planner role proposed pay range is SS-06 (range of \$103,979.20 to \$124,800) as negotiated with Local 1026.

**Employee Group: Local 1026
FLSA Status: Non-Exempt
Labor Grade: SS-06**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: MAINTENANCE PLANNER

JOB SUMMARY

The purpose of this classification is to provide responsible technical and supervisory work in the planning of repair, maintenance and care of District infrastructure and assets. The role will provide planning functions for the assigned department and the related functions of that department which may include water distribution, wastewater collection, wastewater and water treatment and supply facilities, facility and equipment maintenance and processes, including but not limited to pump stations, water storage facilities and lift stations.

Work involves responsibility for assisting in, developing and maintaining a comprehensive and uniform preventive maintenance (PM), predictive (PdM) and corrective maintenance (CM) programs, and for supervising employees engaged in all aspects of the repair, maintenance and care of water treatment and supply, water

distribution, wastewater collection and wastewater treatment facilities, pumping stations, and other MDC facilities. Work also includes preparation of manpower, materials and cost estimates for assigned projects. Work involves independent assessments and initiative to complete assignments in a safe, timely and cost-effective manner. Duties include developing and maintain the Work Order Management System (SAP) to support the delivery of PM, PdM and CM programs. This position also has the responsibility for making difficult repair decisions and setting daily work priorities. This work requires that the employee have knowledge, skill and ability in facilities and pump station maintenance and repair and related systems and facilities.

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.

- Schedules, assigns, trains, supervises and inspects work of workers engaged in the repair, modification, preventive, predictive or corrective maintenance, and equipment installation at wastewater and water treatment facilities, pumping stations, lift stations or other assigned areas. Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives. Responds to emergencies as needed.
- Conducts inspections, reviews and evaluates plant and pumping station maintenance activities.
- Develops projects specifications, prepares cost estimates for material, supplies, equipment and labor needs, and orders necessary materials, supplies and equipment; participates in the development of the maintenance budget.
- Tracks work progress and prepares forms and reports on completed work assignments and employee time records. Maintains equipment records. Controls expenditures within fund allocations.
- Works with employees to diagnose equipment malfunctions to coordinate required repairs; analyses component failures, and assesses efficiencies of operating systems to reduce operating and maintenance costs.
- Trains and counsels' employees. Administers union contract language and oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.

- Plan all preventive, predictive, and condition-based maintenance, in conjunction with the facility's production and operational plans, including resource (mechanics, technicians, operators, parts, equipment, tools) availability to execute activities effectively and efficiently in a coordinated way. Helps prioritize and escalate critical work as necessary.
- Develop and maintain the Computerized Maintenance Management System (CMMS) program SAP to provide for full maintenance programs to water and wastewater facilities and assets
- Administer the preventive maintenance (PM), predictive (PdM) and corrective maintenance (CM) programs through the creation, revision, distribution, and posting of PM and PdM Plans and associated Work Orders. Develop and maintain the PM, PdM and CM procedures for use by District staff
- Assist in the development of the current annual budget, routine/ad-hoc reporting and program analysis. Assist with developing Capital Needs Assessments, prioritize recommended work. Assist Manager with developing budgets for replacement work.
- Assist in maintaining data for Asset Management and Project records and updating SAP. Works with staff and other departments to update and maintain SAP including but not limited to phasing in new assets and phasing out old assets.
- Manages document inventory all OEM specifications, manuals and procedures as job planning reference
- Prepare information on the strategic development of the lifecycle analysis of system components, relating to: capital replacement plan, regulatory issues, and environmental issues, sustainability of the assets, and preventive maintenance
- Collaborates with Warehouse staff to develop work kits and assists in implementing job kitting.
- Develop and implement highly efficient part ordering and retrieval to minimize staff engagement in individual part ordering and pick-up.
- Evaluate and monitor work order completion, backlog and schedule compliance.
- Interact directly with Superintendents, Team Supervisors and Facility Supervisors to ensure that repairs are completed to their satisfaction and in a timely and cost-effective manner. Ensures that all work orders are closed with correct closing codes.

- Prepare and prioritize PM routines and schedules with related stakeholders. Monitor and track the cost of PM/PdM/CM activities performed by staff and contracted services. Recommend modifications or enhancements to the PM. PdM and CM systems in order to improve effectiveness.
- Enhances electronic O&M system to ensure information is up-to-date and relevant for all installed equipment, including training, manuals, process control descriptions, LO/TO procedures, SOPs, etc.
- Conduct program audits to validate data inputting and provide lifecycle repair and replacement forecasts.
- Oversee and coordinate projects with Project Managers. Assist Projects Managers to write contract documents.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Department Superintendent and/or Department Manager

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent, plus six (6) years of progressively responsible utility maintenance or plant maintenance and repair experience, including at least some supervisory experience, including progressive experience at the supervisory level in the maintenance and repair of water distribution and wastewater collection systems, water and/or wastewater treatment facilities, monitoring equipment, electrical and mechanical systems, or related industrial plant maintenance; or an equivalent combination of education and qualifying experience, substituting on a year-for-year-basis, which provides the requisite knowledge, skills and abilities for this classification. Minimum of four (4) years of SAP Plant Maintenance and Materials Management Modules experience, including notification and work order creation, planning of work order operations and completion of work order and notification requirements. Creation and maintenance of maintenance planning functions in SAP is preferred.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of preventive/predictive maintenance procedures, development of maintenance standards and planning.

Knowledge of business applications including, SAP EAM, MS Office products and productivity tools.

Knowledge of plant and pump station operations and maintenance.

Knowledge of water distribution and wastewater collection operations and maintenance.

Knowledge of the principles and practices of electrical, hydraulics, pneumatic, plumbing and mechanical equipment maintenance and repair.

Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.

Knowledge of process improvement and management methodologies including but not limited Lean

Ability to communicate orally and in writing and to lead others in a work unit.

Ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

Ability to effectively access/use HACH WIMS, SAP, SCADA, eOM and Microsoft Word, Excel & PowerPoint.

Ability to supervise others in a work unit.

Ability to establish and maintain effective working relationships with coworkers, vendors, contractors and other governmental agencies.

Knowledge of MDC policies and procedures.

Ability to operate computers, software, and systems required for performing essential functions.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 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 and in writing.

Environmental Factors: Essential functions are performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc., with some performance of these functions in plants and pump stations, frequently exposed to heavy industrial equipment, caustic chemicals, raw sewage, activated sludge, biologically contaminated underground facilities, and the like.

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.

It is therefore **RECOMMENDED** that it be:

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

RESOLVED: That the Job Specification for Maintenance Planner (SS-06) attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

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

**JOB SPECIFICATION
MANAGER OF INFORMATION SERVICES (E&E)**

TO: Personnel, Pension and Insurance Committee for consideration on April 16, 2023.

Staff is recommending that the Job Specification and Job Classification System be amended to update Manager of Information Services (currently ~~EE18~~ **EE19**). A copy of the proposed updated specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The updated Manager of Information Services role would change the pay range from ~~EE18 (range of \$ 131,018.61 to \$170,324.17)~~ EE19 (range of \$131,974.35 to \$184,764.08) to EE20 (\$138,569.98 to \$193,997.94).

Code:19

Employee Group: E&E

FLSA Status: Exempt

Labor Grade: EE-20

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF INFORMATION SERVICES

JOB SUMMARY

This is a highly responsible managerial level position. The purpose of this classification is to provide technical expertise and direct management of core enterprise Information Systems (IS) and services including business applications, financial data processing, hardware and software services, network applications, communication systems, internet and web site, and management of other administrative areas as may be assigned by executive staff.

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.

- Participates in design and delivery of the operational management processes of the organization as a member of the Business Services management team to foster leadership innovation and prioritization of information system applications.
- Assists in directing the development and application of information technology hardware and software to meet District management, budget, engineering and operational needs.
- Plans, manages and directs the staff, resources and operations of the District's IS departments and functions. Manages the development, implementation and maintenance of all IS and communication systems including telephones, cell phones and PDAs.
- Plans, directs and coordinates the technological development, operation, and maintenance of the District IS, including system analysis, programming, hardware

installation and software applications and prepares systems maintenance schedules and oversees its implementation; assures continuous delivery of IS services through monitoring of IS performance; directs the development and execution of a comprehensive disaster recovery and business continuity plan.

- Coordinates approved IS development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; and provides training for users and reports progress. Assists in developing department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.
- Manages District IS resources including equipment, develops business case justifications and cost/benefit analyses for IS spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IS systems including staffing, sourcing, purchasing and in-house development and maintains appropriate user licenses.
- Supervises IS staff; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advice regarding difficult IS issues; enforces safe work practices; evaluates employee performance; counsel employees; administers union contract language, oral and written warnings and suspensions; and recommends higher level discipline and other personnel actions, such as reclassifications.
- Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IS issues to vendors and contractors.
- Directs the development of the operating and capital budget and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Performs special assignments and duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Director of Information Services.

MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; master's degree in related field preferred; supplemented by minimum of five (5) years of progressively responsible IS technical management experience including specific experience in Microsoft Applications, SAP, database and network management including three (3) years at the management level; or any equivalent combination of education, training, and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills, and abilities for this classification.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

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 scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving risk to the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to manage information technology information systems and software including the ability to manage Outlook, Desktop, SAP and Oracle applications.
- Knowledge of business theory, business processes, strategic planning, management, finance and budgeting, and business office operations.
- Knowledge and exposure to data processing, hardware platforms, enterprise software applications and outsources systems.
- Knowledge of and ability to manage information technology integrations in the District.
- Knowledge of contracting, negotiating and change management.
- Ability to communicate orally and in writing and to lead others.
- Ability to develop and administer policies and procedures at the management level.
- Ability to manage the work of IT-related departments through direct reports.
- Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, contractors, consultants and customers. Demonstrated competencies include: technical knowledge and abilities; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

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: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

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.

It is therefore **RECOMMENDED** that it be:

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

RESOLVED: That the Classification System be amended to reflect the *Manager of Information Systems* job specification with the salary allocation of EE20 with eight steps and an annual range of \$138,569.98 to \$193,997.94.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

On motion made by District Chairman DiBella and duly seconded, the resolution was amended to accurately reflect the current position as EE-19 with a range of \$131,974.35 to \$184,764.08, rather than EE-18. The amendment is shown above in redline.

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

**APPROVAL OF JOB SPECIFICATION
ASSISTANT DISTRICT COUNSEL / DISTRICT CLERK**

To: Personnel, Pension and Insurance Committee

April 26, 2023

Staff is proposing to revise the *Assistant District Counsel/District Clerk* salary allocation. Staff is recommending that the Classification System be amended to revise *Assistant District Counsel/District Clerk* job specification from an EE20 salary allocation (annual range of \$138,569.98 to \$193,997.94) to an EE22 salary allocation (annual range of \$152,775.75 to \$213,886.03 with eight steps)

Code:

Employee Group: E&E
FLSA Status: Exempt
Labor Grade- EE-22

METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT DISTRICT COUNSEL / DISTRICT CLERK

JOB SUMMARY

The purpose of this classification is to serve as the District Clerk, with all duties and responsibilities as set forth in the District Charter, Ordinances and By-Laws, and serve as secretary to the District Board of Commissioners (Board) and its various Bureaus, Committees and Commissions, overseeing associated records, records management, and operating budgets. Provides administrative support for all Board, Bureau and Committee meetings. Acts as FOIA Officer for the organization and as a liaison with District Counsel. Directs the production and maintenance of administrative, legal, real estate and clerical records. Provides administrative support to Chief Executive Officer and Board members. Provides legal assistance to the Office of District Counsel as directed by District Counsel.

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.

- Serves as District Clerk; attends all Board, Bureau and Committee meetings and public hearings. Writes agenda memos for Board, Bureau or Committee action; reviews all agenda memos prepared by others; and oversees preparation and distribution of meeting agenda packages.
- Reviews, edits, and corrects or writes minutes of all Board, Bureau or Committee meetings. Prepares resolutions and minutes of the proceedings, maintains indexes and preserves all permanent records. Compiles and records minutes of all official meetings consistent with State Law applicable to municipalities.
- Fulfills statutory requirements relative to public hearing notifications, Freedom of Information requests, Charter and Ordinance updates and notifications relative to the annual audit. Serves as appointed MDC Records Management Liaison Officer (RMLO) and Freedom of Information Officer. Acts as agent of service for all legal matters.

- Updates the District Charter to reflect legislative action by the General Assembly; updates Ordinances and by-laws based on Board actions.
- Manages Assessment Program relative to construction of sewer and water main extensions.
- Researches and analyzes District legal and historical issues, compiles reports, and makes recommendations.
- Advises CEO, District Counsel, and senior staff on administrative requirements of Board decisions and actions.
Advises Commissioners, District Counsel, CEO and senior staff on procedural matters.
- Accepts all contracts on behalf of the District. Ensures contracts are received by submittal times and coordinates with project managers and procurement to track all contracts to ensure timely processing.
- Directs the vault inventory and ensures proper filing of all legal documents into the central District document index.
- Responsible for implementing Statutory Document Management protocols applicable to municipalities.
- Manages records retention and destruction consistent with Statutory Requirements.
- Ensures all deeds associated with Real Property transactions are recorded and the originals are retained in the MDC Vault; and supervises Real Property staff.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, or other system software.
- Provides legal assistance to the Office of District Counsel as directed by District Counsel.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Chief Executive Officer or District Counsel.

MINIMUM QUALIFICATIONS

Juris Doctorate supplemented by a minimum of three (3) years of progressively responsible legal experience.

SPECIAL REQUIREMENTS

Must be, or within six (6) months of date of hire become, a member of the Connecticut & United States District Court (Connecticut) Bars.

PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)

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, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Classification System be amended to reflect the *Assistant District Counsel/District Clerk* job specification with the salary allocation of EE22 with eight steps and an annual range of \$152,775.75 to \$213,886.03 effective March 1, 2023.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

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

COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS

Commissioner Taylor requested that a salary survey be completed for E&E Employees

Commissioner Salemi requested that either the District Board or the Personnel, Pension and Insurance Committee discuss and clarify the District Clerk position and reporting structure.

Commissioner Patel suggested that other Commissioners provide a list of any potential conflicts of the structure of the District Clerk role and bring them forward so any potential conflicts can be addressed.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 4:56 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved