BOARD OF FINANCE
SPECIAL MEETING
The Metropolitan District
555 Main Street
Hartford, Connecticut 06103
Wednesday, November 07, 2018

PRESENT: Commissioners Luis Caban, Donald Currey, Allen Hoffman and Pasquale J. Salemi; Citizen Member Ram Aberasturia; and District Chairman William A. DiBella (6)

ABSENT: Citizen Members Ronald Angelo and Linda King-Corbin (2)

ALSO PRESENT: Commissioner Bhupan Patel
Commissioner Whit Osgood
Commissioner Domenic Pane
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Lisa Remsen, Financial Analyst
Karyn Blaise, Controller
Julie McLaughlin, Special Services Administrator
Nick Salemi, Special Services Administrator
Richard Freeman, Treasury Receivables Specialist
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Consumer Advocate
Melissa Ferrucci, Cohn Reznick
Lisa Cantone, Cohn Reznick
Catherine Tran, Cohn Reznick

CALL TO ORDER

Chairman Salemi called the meeting to order at 4:12PM.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.
APPROVAL OF MINUTES

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

REQUIRED AUDITOR COMMUNICATIONS

Vanessa Rossitto of Blum Shapiro presented the required auditor communications, discussing the Whistle Blower internal plan that has been presented to chair and vice chair of the Board of Finance, which will be brought to Board of Finance in the future.

ACCOUNTING POLICY PROCEDURE

Lisa Cantone of Cohn Reznick presented General Accounting Process Optimization.

SEPTEMBER FINANCIAL REPORT


CLOSEOUT OF WATER, SEWER AND COMBINED PROGRAMS

Without objection, Agenda items #7-1, #7-2, #7-3 and #7-4 were consolidated into one motion.

WATER CAPITAL PROJECT PROGRAMS

To: Board of Finance for consideration on November 7, 2018

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

It is RECOMMENDED that it be

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

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

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

SEWER CAPITAL PROJECT PROGRAMS

To: Board of Finance for consideration on November 7, 2018
The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

<table>
<thead>
<tr>
<th>Proj. Definition</th>
<th>Year</th>
<th>BA</th>
<th>Project Description</th>
<th>Town</th>
<th>Budget</th>
<th>Expended Amount</th>
<th>Remaining Balance</th>
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After reviewing the information contained herein

It is **RECOMMENDED** that it be

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

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

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

**COMBINED CAPITAL PROJECT PROGRAMS**

To: Board of Finance for consideration on November 7, 2018

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

It is **RECOMMENDED** that it be

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

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

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

CLOSEOUT OF CLEAN WATER PROGRAMS

CLEAN WATER FUND PROJECT PROGRAMS
To: Board of Finance for consideration on November 7, 2018

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

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<thead>
<tr>
<th>Proj. Definition</th>
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<th>Project Description</th>
<th>Budget</th>
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<th>Remaining Balance</th>
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<td>CW1.SSOWTH.05</td>
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</table>

After reviewing the information contained herein

It is **RECOMMENDED** that it be

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

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

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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**On motion made by Commissioner Hoffman and duly seconded, the reports were received and the resolutions #7-1, #7-2, #7-3 and #7-4 adopted by unanimous vote of those present.**

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

To: Board of Finance for consideration on November 7, 2018

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

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

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

Bond Counsel prepared the following resolution for your approval.

It is therefore RECOMMENDED that it be

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

RESOLVED:

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

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

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

To: Board of Finance for consideration on November 7, 2018

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

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

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

Bond Counsel prepared the following resolution for your approval.

It is therefore RECOMMENDED that it be

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

RESOLVED:

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

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

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

To: Board of Finance for consideration on November 7, 2018

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

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

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

Bond Counsel prepared the following resolution for your approval.

It is therefore RECOMMENDED that it be VOTED: That the Board of Finance recommends to the District Board passage of the following resolution from Bond Counsel

RESOLVED:

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

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

Respectfully Submitted,
Scott W. Jellison
Chief Executive Officer


CUSTOMER ASSISTANCE PROGRAM
ADMINISTERED BY OPERATION FUEL

To: Board of Finance for consideration on November 7, 2018

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

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

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

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

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

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

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

OPERATION FUEL WATER PROGRAM GUIDELINES 2019

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

GUIDELINES

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

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

Grant Amount
One time grant up to $500 per household.
*All final approvals will be made by Operation Fuel Staff

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

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

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

**Documentation**

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

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

**APPROVAL OF SMALL BUSINESS ENERGY ADVANTAGE LOAN AGREEMENT**

To: Board of Finance for consideration on November 7, 2018

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

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

MDC Headquarters  MDC Operations Facility
MDC Customer Service Building  Rossi Building
West Hartford WTF  Reservoir No. 6 WTF
Collinsville WTF  Barkhamsted WS Headquarters
Hartford WPCF  Rocky Hill WPCF
East Hartford WPCF  Poquonock WPCF
West Branch Headquarters  Dams – Gate Houses
Pump Stations  Storage Tanks/Basins

It is therefore RECOMMENDED that it be:

VOTED: That the Board of Finance recommends to the District Board passage of the following resolution
RESOLVED: The District Treasurer or Deputy Treasurer are authorized to execute and deliver loan agreements with 0% interest rates to Eversource under the Small Business Energy Advantage program for up to with each loan not to exceed $100,000.

Respectively Submitted,

Scott W. Jellison
Chief Executive Officer

On a motion made by Citizen Member Aberasturia and duly seconded, the resolution was amended as reflected above in redline.

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Salemi asked about the charge for Riverfront Recapture in member towns and how it is billed. Requested more information to be available on Friday, November 9, 2018 at the Board of Finance workshop.

ADJOURNMENT

The meeting was adjourned at 5:42 PM

ATTEST:

John S. Mirtle, Esq. Date of Approval
District Clerk