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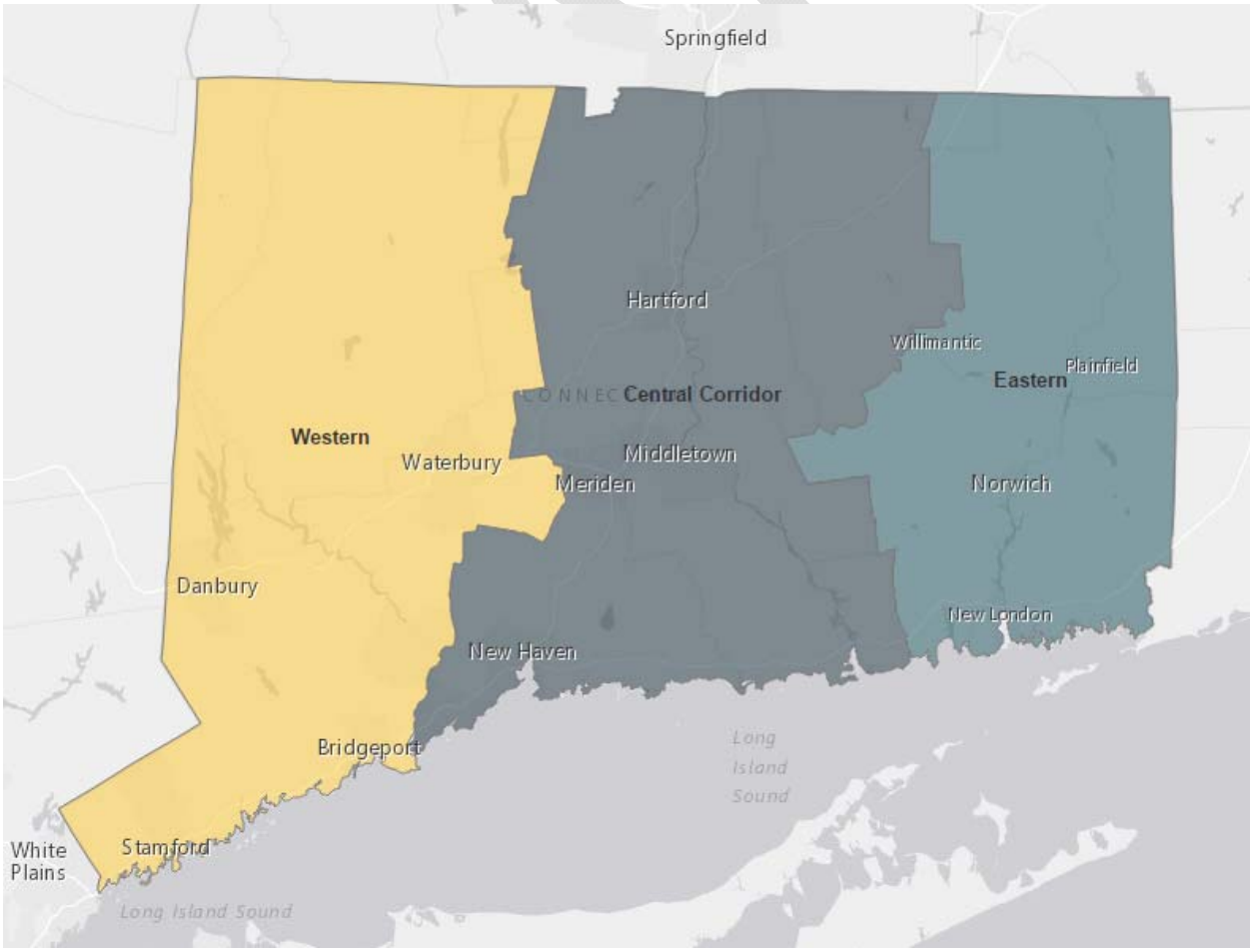
Central Water Utility Coordinating Committee Work Plan

June 2016

Background

The General Assembly passed "*An Act Concerning a Connecticut Plan for Public Water Supply Coordination*" (Public Act 85-535) in 1985. The Legislature found that "*in order to maximize efficient and effective development of the state's public water supply systems and to promote public health, safety and welfare, the Department of Public Health shall administer a procedure to coordinate the planning of public water supply systems*." Statutory intent, as well as for Connecticut General Statutes (CGS) 25-33d through 25-33j and the associated regulations, is to encourage public water suppliers and councils of government to work together to resolve water supply problems and related issues. The act provides for a coordinated approach to long-range water supply planning by addressing water quality and quantity issues from area-wide perspectives in regional coordinated plans.

Three management areas for water supply planning have been delineated. These Water Utility Coordinating Committees (WUCCs) are convened by the DPH and comprised of representatives from public water systems and councils of government in each delineated management area.



Purpose of Central WUCC Work Plan

The WUCC Statutes (Section 25-33f) specify that "Each Committee…shall adopt and amend, as required, a work plan and schedule for a coordinated plan and adopt rules, including, but not limited to, rules for publication of meeting times and agendas, and for public comment, including notice of a comment period and documentation of responses to comments." The WUCC Regulations (Section 25-33h-1(c)(3)) state that "the work plan, meeting schedule, and committee rules and procedures shall be adopted by the WUCC as required. After the initial meeting convened by the commissioner, meetings of the WUCC shall be convened on a schedule determined by the WUCC which facilitates maximum participation of eligible members."

The Work Plan provides the means and methods to ensure completion of the WUCC process within the statutory timeframe of 24 months, while ensuring that the other requirements specified in the Statutes and Regulations are met. The Work Plan consists of the following elements:

- Attachment A – Central WUCC Bylaws
- Attachment B – Central WUCC Procedures
- Attachment C – Central WUCC Meeting Schedule
- Attachment D – Central WUCC Process Timeline
- Attachment E – Central WUCC Communications Plan

Work Plan elements may be amended from time to time, as necessary. Bylaws must be amended in accordance with the provisions of the Bylaws. Procedures and the Communications Plan may be amended by majority vote. The meeting schedule should be set by consensus if possible ensuring the maximum participation of members per the WUCC regulations. The Process Timeline is driven by the other requirements of the Work Plan and the Statutes and Regulations and may change as required. If any amendment causes any part of the Work Plan to become inconsistent with the Statutes and Regulations, the Statutes and Regulations will prevail.

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ATTACHMENT A – CENTRAL WUCC BYLAWS

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BYLAWS OF THE
PUBLIC WATER SUPPLY MANAGEMENT AREA
CENTRAL CONNECTICUT WATER UTILITY COORDINATING COMMITTEE

Article I – Objectives

The objective of the Water Utility Coordinating Committee (WUCC) is to implement and keep up to date the planning process established in Public Act 85-535 and defined in CGS 25-33c-j and RCSA 25-33h-1 in the Water Management Area (Figure 1) and to coordinate with the other WUCCs for statewide water supply planning. The planning process pursuant to CGS 25-33c shall maximize the efficient and effective development of public water supply systems and promote public health, safety and welfare.

Article II – Membership

As defined in RCSA 25-33h-1(b)(6) membership in the WUCC shall consist of one representative from each public water system (community and non-community) that has a source of supply or service area within the Water Management Area and one member of each Council of Governments (COG) serving at least one municipality within the management area. The State Department of Public Health (DPH) shall maintain the list of eligible members and make that list publicly available on the DPH website.

Article III – Officers and Governance

A. *Composition* – Officers of the WUCC shall consist of either Co-Chairs or Tri-Chairs and a Recording Secretary. Preference shall be given to having the Chairs include a combination of private and public water system representatives and/or a COG representative. All Officers shall be members.

The Chairs shall be authorized to create the position of Assistant Secretary. Nomination and election of an Assistant Secretary shall follow the procedures for election of other Officers. The Recording Secretary, Assistant Secretary or Chair shall be authorized to designate an alternate to record the meeting minutes.

B. *Nomination* – Any member of the WUCC may nominate themselves or any other member for election as an Officer.

C. *Election* - Officers shall be elected by the members at a meeting of the WUCC for which Election of Officers has been noticed as a meeting agenda item.

D. *Term* - Each Officer shall serve for a term of two years, or until a successor has been elected. There shall be no limit on the number of consecutive terms that an Officer can serve. The term of one or more initial Chair may be extended up to one additional year to provide continuity to the Committee. Thereafter, each successive term shall be two years. Any such extension shall follow the process used for the election of Officers.

E. *Removal* - An Officer who has missed three or more meetings within a twelve month period may be removed by a majority vote of the members attending a meeting, and for which such removal has been noticed as a meeting agenda item.

F. *Responsibilities* - The Chairs shall have the responsibility of scheduling, setting the agenda for, and presiding over meetings of the WUCC, and any other actions authorized by the WUCC. The Chairs shall also coordinate with DPH and the consultant retained by DPH to assist the WUCC in preparing the Areawide Supplement and any subsequent modifications or updates thereto, and shall promptly forward any FOI requests or legal issues to DPH. The Recording Secretary shall coordinate with DPH, who has the responsibility of maintaining the notification list and providing notice for WUCC meetings. The Recording Secretary shall be responsible for maintaining the records of the WUCC including WUCC work products, agenda and meeting minutes to publicly post within a timely manner.

G. *Sub-Committees* – The Chairs may establish ad-hoc subcommittees comprised of WUCC members to deal with specific technical issues. Meetings of these subcommittees shall be noticed by DPH and minutes shall be recorded, approved by the subcommittee and made available to the WUCC and the public via the DPH website. Recommendations of the sub-committees shall be acted upon by the WUCC in order to be adopted.

H. *Executive Session* – The Chairs may call for Executive Session for discussion of, and action on, security sensitive information. Executive Session shall be open to WUCC members, State Agencies and their agents, and invited guests. No votes or minutes shall be taken while in Executive Session.

Article IV – Voting

A. *Number of Votes* – Each eligible WUCC member shall have one vote, which must be cast in person. There shall be no weighting of votes or voting by proxy.

B. *Exclusive Service Area (ESA) Boundaries and Assignment* – Designation or modification of ESA boundaries or assignments shall be made by consensus, if possible. If consensus cannot be achieved the WUCC will consult with the Public Utilities Regulatory Authority (PURA). If consensus cannot be achieved following such consultation, the WUCC shall submit the disputed boundary or assignment to DPH for resolution. The notice for any meeting at which an ESA boundary or assignment is to be considered shall include a map of the proposed boundary and\or assignment.

   Modification of assigned ESA boundaries between two members can be made without the vote of the WUCC provided such modification is documented by the affected members and following an opportunity for comment by the WUCC and any affected municipality. Modification will become effective upon acknowledgement of receipt of the notification by the WUCC Chairs to DPH.

   ESA assignments will transfer with a transfer of ownership of a public water system without a vote of the WUCC.

C. *Certificates of Public Convenience and Necessity (CPCN)* - To the extent a WUCC recommendation is required for approval of a new public water system within the management area, such recommendation may be provided by a vote of the Chairs with subsequent notification to the WUCC members.

D. *Other Matters* – WUCC decisions other than the election or removal of officers, approval or modification of ESA boundaries and assignments, adoption or amendment of bylaws, or submittal of the Coordinated Water System Plan, or any portion thereof, to DPH for approval may be by a simple majority of the members present.

Article V – Meetings

A. *Frequency* – The WUCC shall meet a minimum of monthly during the preparation of its coordinated plan, and at least once per calendar year thereafter. Special meetings may be called by the Chairs at any time to address any matters to properly come before the WUCC or upon the request of DPH or other state agency.

B. *Location* - Meetings of the WUCC shall be in a publically accessible location as convenient as practicable to the members affected by issues on the agenda.

C. *Notice* – Notice for convening of the WUCC shall be made by DPH in accordance with the requirements of RCSA 25-33h-1(b)(5). DPH, in coordination with the WUCC Recording Secretary, shall maintain a list of eligible WUCC members and other interested persons who have provided their email addresses and indicated a desire to be notified of WUCC meetings. The Department, in coordination with the Recording Secretary shall provide electronic notification of subsequent WUCC meetings to the addresses on the notification list at least 14 calendar days prior to the meeting, or as otherwise required.

   The Officers, or any number of WUCC members, may hold un-noticed workshops for purposes such as setting an agenda, reviewing technical information or resolving ESA disputes, but no vote or formal action of the WUCC can occur. An agenda and minutes shall not be required for these workshops.

D. *Quorum* – The WUCC can meet with the members present and doesn't require a specific quorum to conduct business, except as required in Article IV D, provided at least two Officers are in attendance. The election or removal of officers, approving or modifying ESA boundaries, adoption or amendment of bylaws, and submittal of the Coordinated Water System Plan, or any portion thereof, to DPH for approval requires the presence of at least nine members.

E. *Public Participation* – Each WUCC meeting shall include an agenda item for public comment. Chairs shall determine if sign-up sheet is needed for public comment and may limit public comment periods in order to conduct efficient and orderly meetings

F. *Minutes* – The Recording Secretary shall record minutes of each WUCC meeting that shall be reviewed and approved by the members at the next meeting and then made electronically available to the notice distribution list.

Article VI – Parliamentary Procedures

Robert's Rules of Order for Small Boards shall be the parliamentary authority for all matters of procedure not covered by these bylaws.

Article VII – Conflict

If there is a conflict between these by-laws and the CGS or RCSA, the statutes or regulations shall prevail.

Article VIII – Amendments

Proposals for the amendment of the bylaws may originate by any WUCC member upon a petition signed by at least ten WUCC members. Upon submission of the amendment, the Recording Secretary, through the DPH, shall furnish each WUCC member with a copy of the proposed amendment(s). The proposed amendment(s) shall be voted on at a regular or special meeting where a quorum is present, provided, however, that all utility members shall have at least thirty calendar days to consider the proposed amendment(s). A simple majority of those members present and voting shall be required to amend the bylaws. Upon favorable action on the proposed amendment(s), the new provisions will be effective immediately unless a different effective date is stated.

ATTACHMENT B – CENTRAL WUCC PROCEDURES

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WUCC PROCEDURES

Monthly meetings will be an essential component of completing the WUCC process. Suggested rules of order and organizational procedures are as follows:

Regular Meetings*

Frequency:	Monthly
Times:	Mid-Morning or Early Afternoon
Length:	2 to 4 Hours (maximum)
Location:	Centrally Located within Region
Minimum Notice:	2 Weeks via Email and Website

*Special meetings may be called by the Chairs as necessary when conflicts or special needs arise or when deadlines are imminent. Special meetings may be called in the evening, if necessary.

Typical Agenda

1. Welcome & Roll Call
2. Approval of Minutes from Previous Meeting
3. Formal Correspondence
4. Public Comment
5. Action Items (as required by Process Timeline)
6. Other Business

Conduct

WUCC Chairs to moderate meetings and establish and follow ground rules for a productive and respectful meeting (see sidebar).

Voting Procedures

Need for Vote:	Consensus if possible
Quorum:	See WUCC Bylaws for specifics
Number of Votes:	One vote per member, not one vote per system or PWSID

Sustainability

Whenever possible, meeting notices, agendas, correspondence, reports, and other information shall be made available in electronic format, rather than paper.

Suggested Meeting Ground Rules

- **This is a discussion, not a debate.** The purpose is not to win an argument, but to hear many points of view and explore many options and solutions.
- **Everyone is encouraged to participate.** You may be asked to share what you think, or we may ask for comments from those who haven't spoken. It is always OK to "pass" when you are asked to share a comment.
- **No one or two individuals should dominate discussion.** If you have already voiced your ideas, let others have an opportunity. When you speak, be brief and to the point.
- **One person speaks at a time.** Refrain from side conversations. Pay attention to the person speaking. If you think you will forget an idea that comes to mind, write it down.
- **Listen to and respect other points of view.** All of us bring information and ideas to contribute. People are more likely to contribute if they know they are respected.

Adapted from "How can we support more productive discussions?" by Lisa Hinz, University of Minnesota Extension

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Public Participation

Public Comment:	The public may comment by providing Formal Correspondence between meetings and/or verbally or in written form at meetings via the formal Agenda Item. The Chairs may allow an additional opportunity for verbal public comment at the end of a meeting if time is available.
Public Input:	The Chairs may allow public input into ongoing discussions of Action Items, at their discretion.
Public Review:	Preliminary WSA, Preliminary ESA, Draft Coordinated Supply Plan will be posted online and have a formal review period that is announced in accordance with the Statutes and Regulations.
Availability:	DPH Webpage will host all publicly available information.
Documentation:	Recording Secretary to document WUCC Responses to Public Comment as part of minutes (if responded to during meeting) or as part of Formal Correspondence (at subsequent meeting). Public comments specific to the elements of the Coordinated Plan shall be included as an Appendix to the applicable Plan along with a response.
Correspondence:	To be included with Monthly Minutes & Agenda if available in advance of the meeting and posted on DPH website. Correspondence that is unacceptable for posting may be redacted or withheld from public posting at the option of DPH. The Recording Secretary shall retain all originals.

Central WUCC Correspondence

Formal Correspondence issued by the WUCC shall use the WUCC letterhead and be signed by all Chairs. Formal Correspondence may be issued by the Chairs without review by the members, although the release of any associated documents must be conducted in accordance with the Bylaws.

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ATTACHMENT C – CENTRAL WUCC MEETING SCHEDULE

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Projection of WUCC Meeting Dates
June 2016-May 2018

Western	Central	Eastern
Convening: June 14, 2016	**Convening: June 15, 2016**	**Convening: June 17, 2016**
Typical date: Second Tuesday	**Typical date: Third Wednesday**	**Typical date: Second Wednesday**
July 12, 2016	July 20, 2016	July 13, 2016
August 9, 2016	August 17, 2016	August 10, 2016
September 13, 2016	September 21, 2016	September 14, 2016
October 11, 2016	October 19, 2016	October 12, 2016
November 8, 2016	November 16, 2016	November 9, 2016
December 13, 2016	December 21, 2016*	December 14, 2016
January 10, 2017	January 18, 2017	January 11, 2017
February 14, 2017	February 15, 2017	February 8, 2017
March 14, 2017	March 15, 2017	March 8, 2017
April 11, 2017	April 19, 2017	April 12, 2017
May 9, 2017	May 17, 2017	May 10, 2017
June 13, 2017	June 21, 2017*	June 14, 2017
July 11, 2017	July 19, 2017	July 12, 2017
August 8, 2017	August 16, 2017	August 9, 2017
September 12, 2017	September 20, 2017	September 13, 2017
October 10, 2017	October 18, 2017	October 11, 2017
November 14, 2017	November 15, 2017	November 8, 2017
December 12, 2017	December 20, 2017	December 13, 2017
January 9, 2018	January 17, 2018	January 10, 2018
February 13, 2018	February 21, 2018	February 14, 2018
March 13, 2018	March 21, 2018	March 14, 2018
April 10, 2018	April 18, 2018	April 11, 2018
May 8, 2018	May 16, 2018	May 9, 2018

*May need to meet one week earlier to accommodate official actions of the WUCC (Water Supply Assessment submittal to DPH; ESA submittals to DPH; and Coordinated Water System Plan submittal to DPH).

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ATTACHMENT D – CENTRAL WUCC PROCESS TIMELINE

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Proposed WUCC Schedule to Meet Regulatory Mandates within Initial 12 Months

June 13, 2016; Revised June 20, 2016

Schedule for filing Final Water Supply Assessments:

Western Region: Due December 14, 2016 (Wednesday)
Central Region: Due December 15, 2016 (Thursday)
Eastern Region: Due December 17, 2016 (Saturday)

Action	Timeline
Discussion of Water Supply Issues, Needs, & Deficiencies	July 2016 Meeting
Draft Preliminary WSA to Members for Review & Comment	August 1, 2016
Member Comments/Discussion	August 2016 Meeting
Final Draft Preliminary WSA to WUCC Members	September 1, 2016
Preliminary WSA Adoption	September 2016 Meeting
30-Day Public Comment Period on Preliminary WSA	Mid-September to Mid October 2016
WUCC Review & Action on Public Comment	October 2016 Meeting
Draft Final WSA to WUCC Members	November 1, 2016
Member Comments/Discussion on Draft Final WSA	November 2016 Meeting
Final Draft of Final WSA to WUCC Members	December 1, 2016
Adoption of Final WSA	December 2016 Meeting
Submission of Final WSA	Mid-December 2016 (14, 15, 17)

Schedule for filing Final Exclusive Service Areas:

Western Region: Preliminary ESA due March 14, 2017 (Tuesday)
Final ESA due June 14, 2017 (Wednesday)
Central Region: Preliminary ESA due March 15, 2017 (Wednesday)
Final ESA due June 15, 2017 (Thursday)
Eastern Region: Preliminary due March 17, 2017 (Friday)
Final ESA due June 17, 2017 (Saturday)

Action	Timeline
Existing Service Areas/Charter Areas & ESA Process	September 2016 Meeting
Development Distribution of Claim Forms	October 2016 Meeting
Submission of Initial Claims/ Identification of Conflicts	November 2016 Meeting
Attempted Resolution of Conflicts	November 2016 – March 2017
Consultation with Agencies (if unresolved conflicts)	As Needed
Preliminary ESA Boundaries	Mid-March (14, 15, 17)
30-Day Public Comment Period on ESA Boundaries	Mid-March 2017 –Mid-April 2017
WUCC Review & Action on Public Comment	April Meeting
Adopt Final ESA Boundaries	Mid-June (14, 15, 17)

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Potential WUCC Schedule to Meet Regulatory Mandates over final 12 Months

June 27, 2016

Schedule for filing Coordinated Water System Plan:

Western Region: Due June 14, 2018 (Thursday)
Central Region: Due June 15, 2018 (Friday)
Eastern Region: Due June 17, 2018 (Sunday)

Action	Timeline
Discussion of Integrated Report Topics	June 2017 to October 2017
Draft Integrated Report & Executive Summary	November 1, 2017
Member Comments/Discussion	November 2017 Meeting
Final Draft Coordinated Water System Plan to Members	December 1, 2017
Preliminary CWSP Adoption	December 2017 Meeting
60-Day Public Comment Period on CWSP	Mid-December to Mid-February 2018
WUCC Review & Action on Public Comment	February 2018 Meeting
Draft Final CWSP to WUCC Members	March 1, 2018
Member Comments/Discussion on Draft Final WSA	March 2018 Meeting
Final Draft of Final CWSP to WUCC Members	April 1, 2018
Adoption of Final CWSP	April 2018 Meeting
Submission of Final CWSP	Late April 2018

Schedule for filing Statewide Coordinated Water System Plan: by Mid-June, 2018

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ATTACHMENT E – CENTRAL WUCC COMMUNICATIONS PLAN

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Water Utility Coordinating Committee Communications Plan

June 2016

Water utility representatives and local officials use a team or consensus approach in the WUCC process to solve problems in a management area. Once convened, a WUCC management area has two years to prepare a coordinated, area-wide water supply plan. The group has vested interest in a regional coordinated plan and its implementation because it is their plan, not a State conceived solution. Coordinated plans are built from individual plans of public water systems required pursuant to CGS 25-32d modified by regional requirements.

A coordinated plan must assess water supply problems and conditions in the management area, designate recommended exclusive service areas, and integrate individual water utility plans into a cohesive area-wide plan that emphasizes cooperation and coordination between public water systems. WUCCs are intended to reconvene regularly to revise coordinated plans to reflect changing status of individual system plans. An iterative process is vital for successful living documents; constant vigilance and regular updates are required to address future water supply needs, potential conflicts over future sources, competition for service areas, areas of growth where public water is currently not available, changing status of individual water systems, economic impacts on demographics, and environmental impacts on our drinking water supplies.

Key Communication Messages and Goals

- Understand water supply needs and excess capacity
- Plan together to meet future supply needs
- Include partners and stakeholders
- Additional focus on water conservation and emergency preparedness
- Completion of a State-wide Coordinated Water Supply Plan
- Creation of a Dynamic Plan

Open communication channels will be essential to achieving a coordinated plan. This Communication Plan provides a framework for consistent, accessible, open communication to WUCC members, municipal governments, regional and state agencies, and other interested parties. However, some information will also of necessity be kept confidential. Any information of a security-sensitive nature, such as locations of critical infrastructure, will never be shared with the public. Information shared at meetings and within the elements of the Coordinated Water System Plan will be in accordance with the Connecticut Water Works Association recommendations dated November 3, 2015 as presented to the Water Planning Council. Additionally, WUCC members may have other information that they wish to share amongst themselves, but do not wish to share with the general public.

The following pages show the process of information sharing and flow between different groups for different types of internal and external communication.

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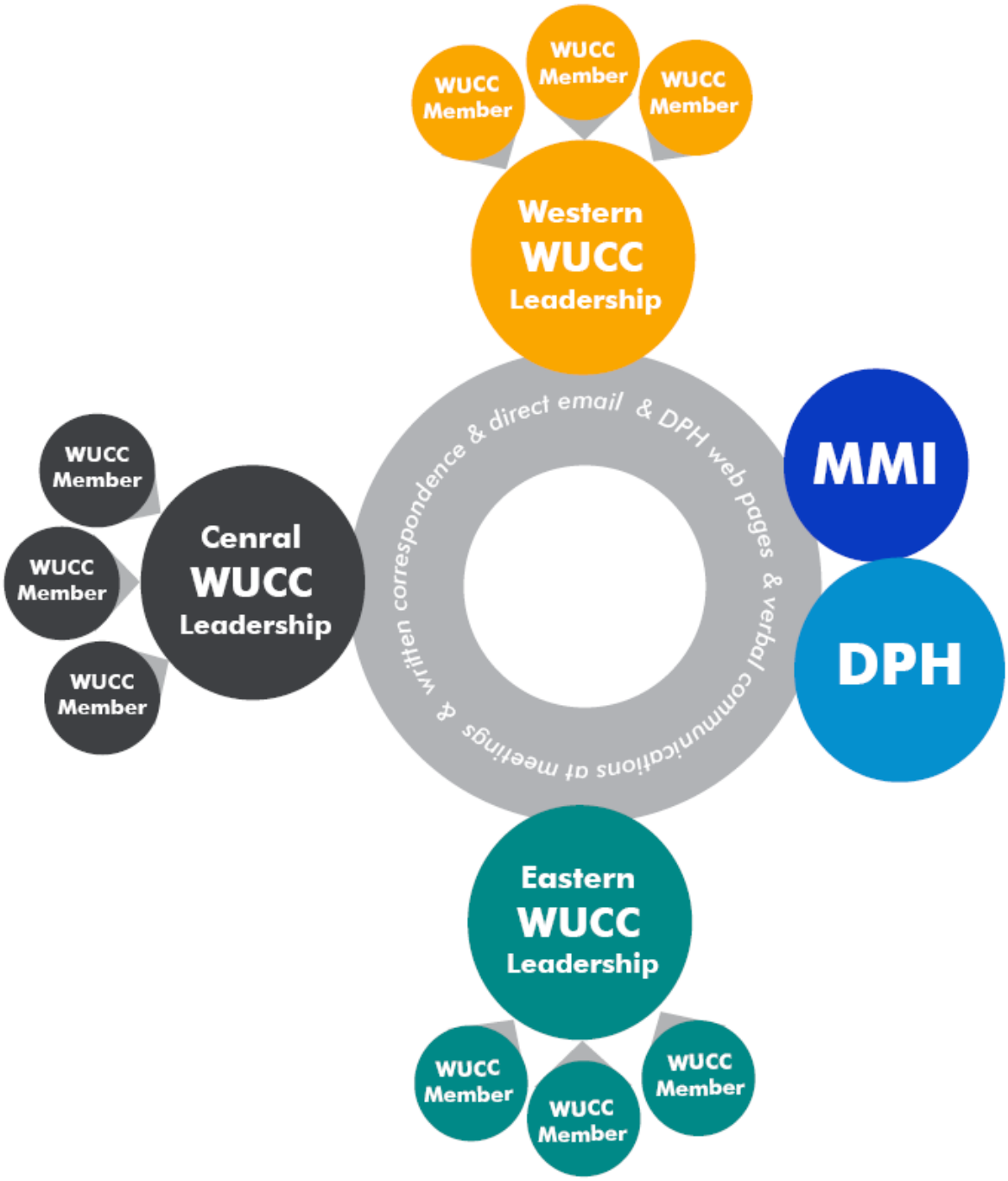
Types of Communication: Routine Communications Modes and Procedures

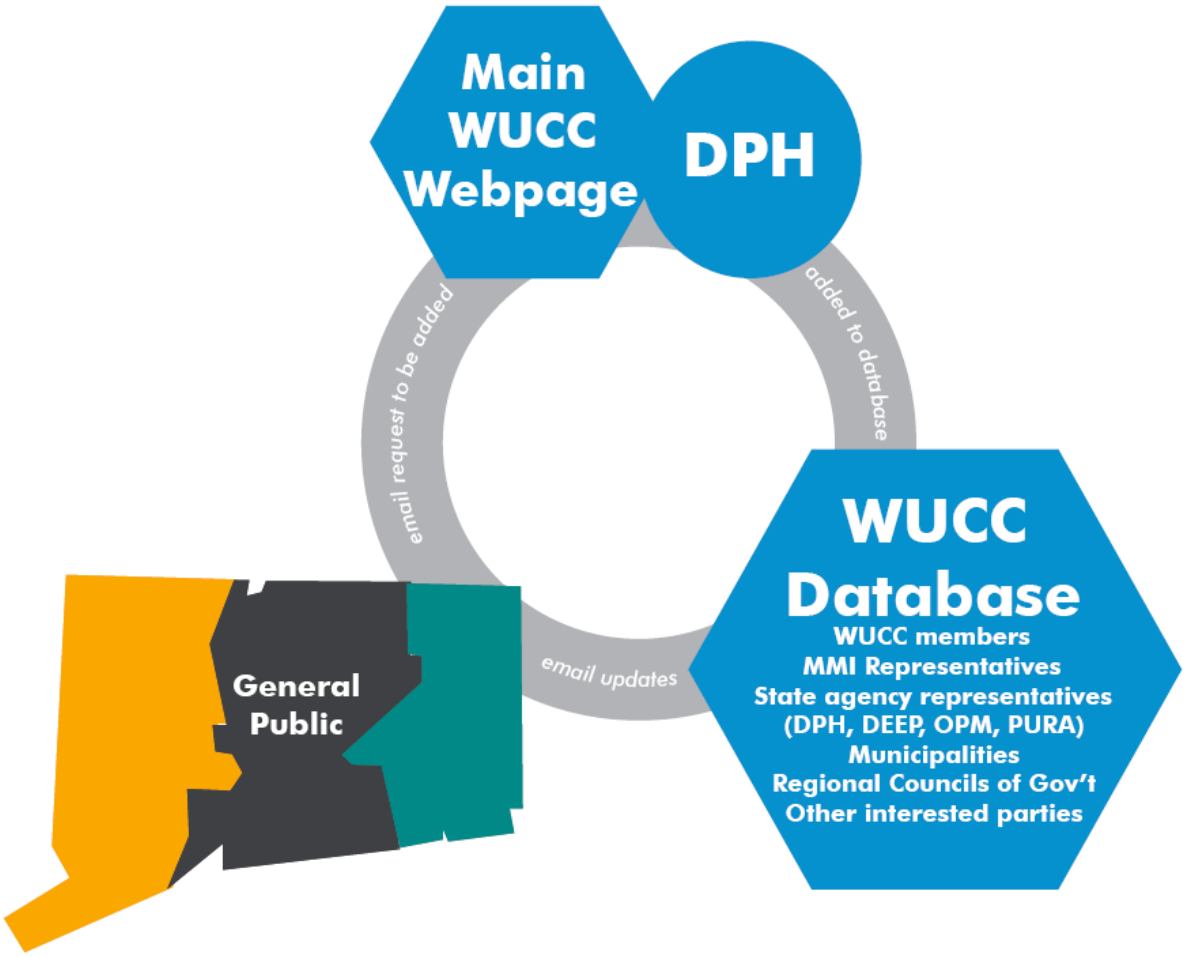
Routine Communications

Regular communication will be ongoing through email, the DPH web pages, and verbal and written communication. The WUCC member communications will go through the respective regional WUCC chairs, including formal communications with state agencies and MMI.



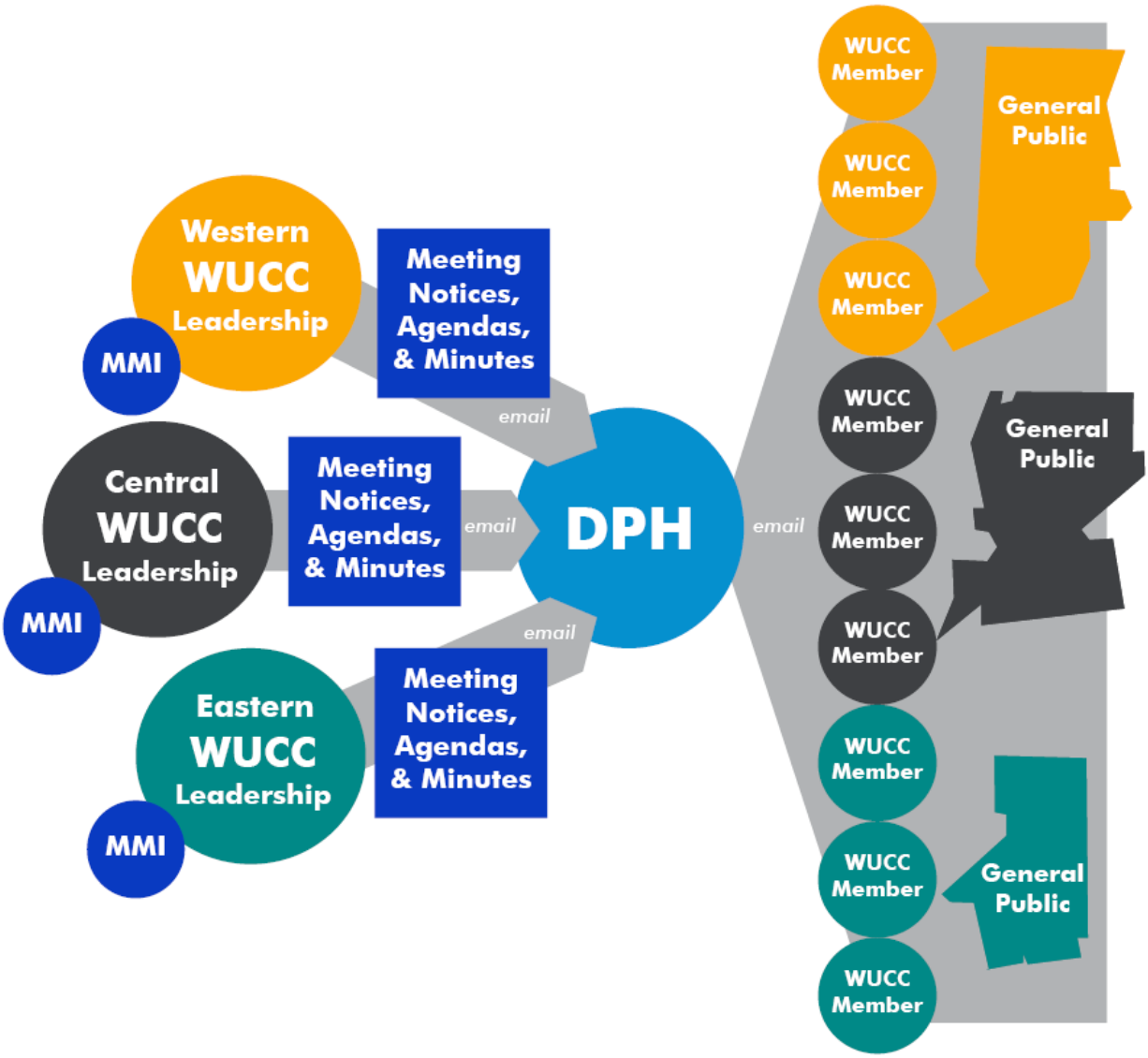
WUCC Database

The DPH website will also host an easy-to-access, searchable database of interested parties within each public water supply management area. Members of the general public can request to be included on the WUCC database in order to receive email notifications of WUCC news.



Types of Communication: Meeting Notices, Agendas, and Meeting Minutes

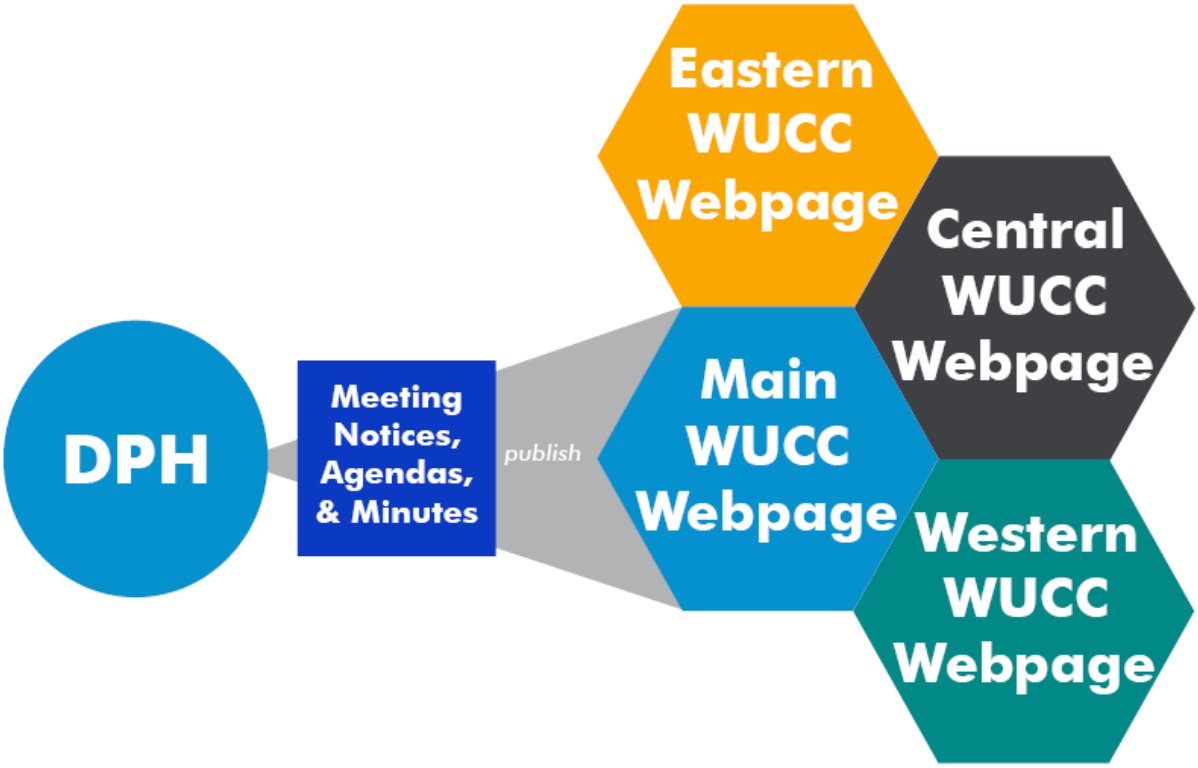
Meeting Notices, Agendas, and Meeting Minutes
Information related to monthly WUCC meetings will be distributed to WUCC members to keep them up-to-date on planning progress.



Types of Communication: DPH Web Connections

DPH Web Connections

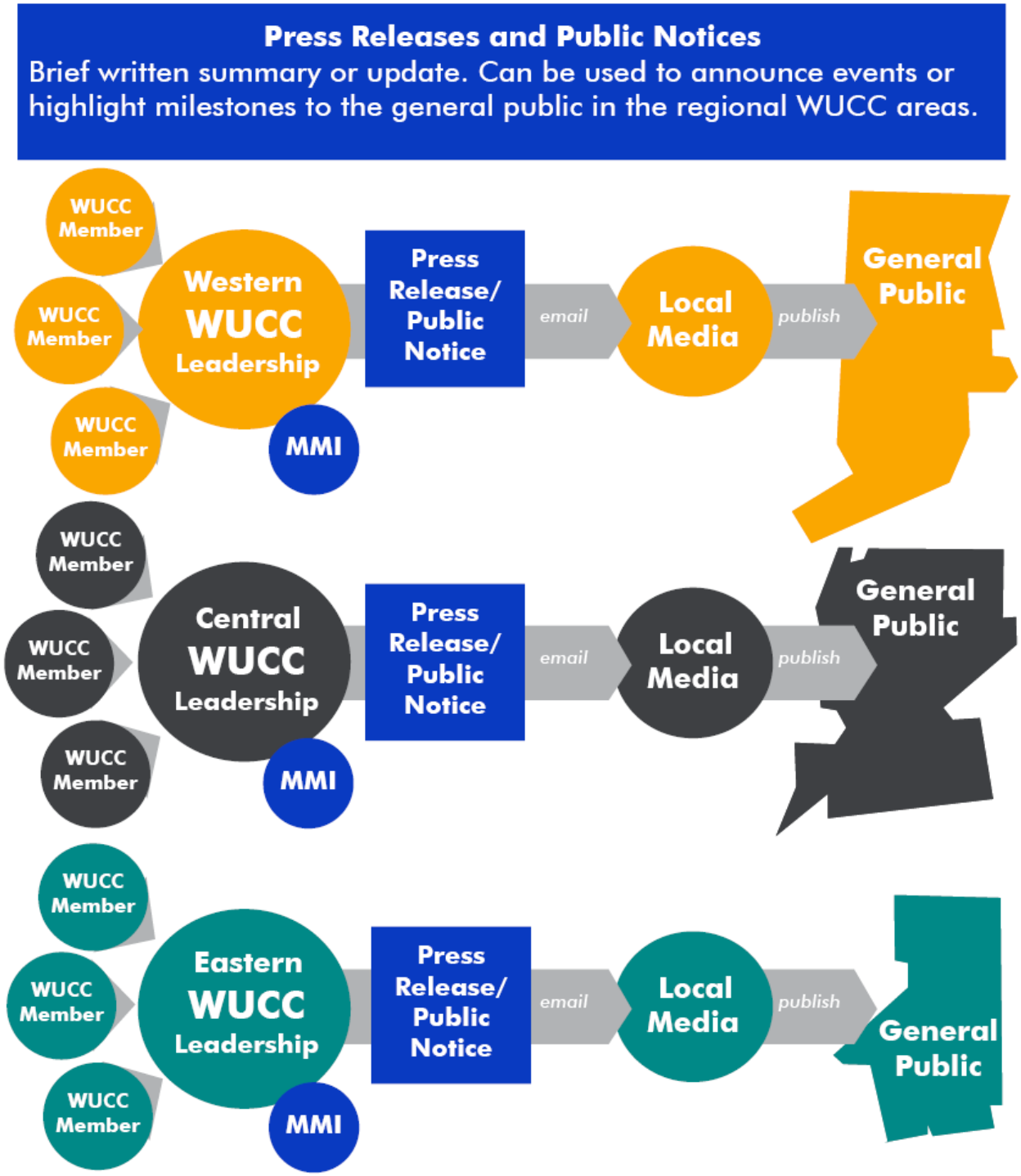
DPH will also be posting meeting announcements and other documents to the dedicated WUCC web pages for each region.



WUCC Main Page: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=387352

Western WUCC Page: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=576504

Central WUCC Page: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=576506

Eastern WUCC Page: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=576502

Types of Communication: Press Releases and Public Notices