



# Monthly Meeting #2

## Coordinated Water System Plan Western Region

Brookfield Town Hall, Brookfield, Connecticut | July 12, 2016

# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)

# Agenda



- 1. Welcome & Roll Call (5 minutes)**
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)

# Agenda



1. Welcome & Roll Call (5 minutes)
- 2. Approval of June Meeting Minutes (5 minutes)**
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)

# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
- 3. Formal Correspondence (5 minutes)**
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)

# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
- 4. Public Comment Period (10 minutes)**
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)

# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
- 5. Procedures for Input from Non-Member Stakeholders (5 minutes)**
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)

# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
- 6. Discussion and Approval of Work Plan (20 minutes)**
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)



# Draft Work Plan



- Statute requires adoption of a work plan and schedule including rules for publication of meeting times and agendas, public comment, notice of comment period and documentation of responses to comment
- Regulation requires adoption of work plan, meeting schedule, and committee rules and procedures
- Draft Work Plan includes adopted Bylaws, Procedures, Meeting Schedule, Process Timeline, and Communications Plan

# Bylaws



- Adopted at June Meeting
- Amendable in accordance with the provision of the Bylaws – notice period extends through two meetings
- Includes rules for publication of meeting times, public comment, and sub-committees

# Draft Procedures



- Includes procedures for meeting times, typical agenda, conduct, voting procedures, sustainability, public participation, and correspondence
- Could be amended to require agenda to specifically require agenda be posted 14 days prior to meeting as implied by Bylaws but not specifically identified
- Amendable by majority vote per Draft Work Plan

# Draft Schedule



Western	Central	Eastern
<b>Convening: June 14, 2016</b>	<b>Convening: June 15, 2016</b>	<b>Convening: June 17, 2016</b>
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

# Draft Process Timeline - WSA



## 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)

# Draft Process Timeline - ESAs



## 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)

# Process Timeline - CWSP



## 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

# Draft Communications Plan



- Includes procedures for routine communications, database of interested parties, formal communications, and web page hosting
- Identifies November 2015 CWWA recommendations to Water Planning Council as the benchmark for information sharing
  - ✓ This memo should be considered correspondence to be entered into the record



# Adopt Work Plan

- Discussion
- Adoption by consensus is preferred; otherwise, a formal motion will be needed by any member



# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
- 7. Water Supply Assessment Overview / Feedback (20 minutes)**
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
9. Other Business (15 minutes)

# WSA Elements



- Existing Public Water systems Assessment
  - Water Quality
  - System Reliability, Service, and Supply Adequacy
  - Fire Fighting Capabilities
  - Major Facilities
  
- Future Supply Source Assessment
  
- Existing Service Area Assessment
  
- Population, Land Use, and Projected Growth
  
- Status of Water System Planning
  
- Issues, Needs, and Deficiencies in the Region

# Data Collection



- Sent WSP utilities database of information for review/update in late June
- Data is for use in CWSP but also to ensure DPH database is up to date
- Some utilities have not responded; may reissue request
- Critical information needed includes 2015 production and demands

# Capacity Assessment Tool (Draft)



- Internal process implemented by DPH to assess capacity of small Community Water systems
- Considers Technical, Financial, and Managerial capacity
- Preliminary Draft Capacity Assessments sent to systems in June

Preliminary Capability	Western	Central	Eastern	Total
Low	8	10	4	22
Moderate	42	65	62	169
High	53	54	41	148
Totals	103	129	107	339
Pending	96	83	43	222

# Capacity Assessment Tool (Draft)



- DPH completion of the Capacity Assessment Tools should help systems understand their responsibility and need to move forward with necessary planning and financial commitments as a public water system
- The Capacity Assessment Tool will assist small CWSs to understand the need to conduct an asset management plan and review full cost pricing

# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
- 8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)**
9. Other Business (15 minutes)

# Potential Regional Challenges



- Increasing supply where needed or in response to Streamflow Regulations
- Movement of water from areas of surplus to areas of need where interconnections are already present
- Creation of new interconnections
- Creating public water systems where desired in village centers due to high densities and challenging lots sizes coupled with a desire for nominal growth or due to water quality concerns
- Potential acquisitions of viable water systems whose owners do not provide water as their principal business



# Potential Regional Challenges



- Potential acquisitions of troubled water systems
- Consolidating small systems adjacent to larger utilities
- Reducing the number of small systems where options are limited
- Education and training for small systems
- Funding for water system expansions/redundancy where there is a clear plan or need to infrastructure but limited financial resources

# Agenda



1. Welcome & Roll Call (5 minutes)
2. Approval of June Meeting Minutes (5 minutes)
3. Formal Correspondence (5 minutes)
4. Public Comment Period (10 minutes)
5. Procedures for Input from Non-Member Stakeholders (5 minutes)
6. Discussion and Approval of Work Plan (20 minutes)
7. Water Supply Assessment Overview / Feedback (20 minutes)
8. Discussion of Current Issues, Needs, and Deficiencies (20 minutes)
- 9. Other Business (15 minutes)**