Representative Policy Board
Nominating Committee for Authority Members
Aquarion Water Authority
835 Main Street, Bridgeport, CT 06604
and
*https://teams.microsoft.com/meet/2607270101319049?p=8pk1E2FlztlUjremHI
Meeting ID: 260 727 010 131 904 9
Passcode: ay3uN7Ns
Or
Dial in by phone
+1 203-590-2110,,164563388# United States, Trumbull
Phone conference ID: 164 563 388#

AGENDA

Special Meeting of Tuesday, November 24, 2026 at 1:15 p.m.

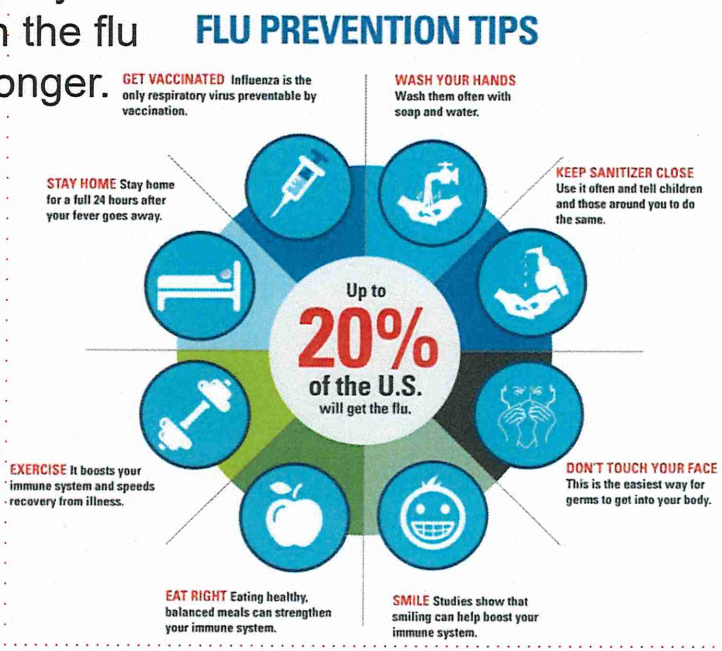
1. Elect Committee Chair
2. Safety Moment
3. Review RPB Bylaw provisions regarding the nominating process
4. Meet with Aquarion Water Authority Chair and Chief Executive Officer to discuss types of experience and other traits most needed by the Authority - *Upon 2/3 vote, convene in possible executive session pursuant to C.G.S. Section 1-200(6)(A) to discuss the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee.*
5. Review and discuss Criteria to be Utilized in Recommending Appointment of a Candidate to the Authority for submission to the Representative Policy Board for review and comment
6. Discuss timeline and determine next steps and key dates to complete the Committee's assignment
7. Schedule future meeting dates

*Members of the public may attend the meeting in person or via remote access. To view meeting documents, please visit www.aquarionwater.com/meetings. For questions, contact the board office at 203-401-2515 or by email at jslubowski@rwater.com.

SAFETY MOMENT

NOVEMBER – PREVENTING FLU IN THE WORKPLACE

Flu season is upon us. Most flu activity peaks between December and February, though it can last as late into the spring. Flu symptoms often mimic cold symptoms, making it hard to identify at the onset of symptoms. But the flu is far more severe, as it attacks the body more quickly and is often accompanied by fever. Recovering from the flu can take anywhere from a few days to a couple weeks, or longer.



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Preventing Flu in the Workplace:

1. Promote handwashing through posters
2. Clean all surfaces and objects before touching them
3. Arrange for a flu clinic at the office
4. Educate workers on flu signs and symptoms
5. Revisit your corporate wellness program

AQUARION Water Authority

Stewards of the Environment™

disability or physical disability (except where, because of such physical or mental disability an individual is unable to perform the essential functions of the job with a reasonable accommodation).

Section 7.2 Activities of the Board to be Performed without Discrimination

All services of the Board shall be performed without discrimination based upon race, color, religious creed, sex, sexual orientation, age, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability (except where, because of such physical or mental disability an individual is unable to perform the essential functions of the job with a reasonable accommodation). No Board facility shall be used in the furtherance of any discriminatory practice, nor shall the Board become a party to any agreement, arrangement or plan which has the effect of sanctioning discriminatory practices.

ARTICLE VIII Orientation of New Members

The Chairperson of the Board or his/her designee shall develop and implement an ongoing program of orientation designed to provide new Members with an adequate background of information related to the organization and functions of the District.

ARTICLE IX Appointment of Members to the Aquarion Water Authority Board

Section 9.1 Election and Terms

The Authority Board is to consist of members, not Members of the Board, as defined in Special Act 77-98, as amended.

Section 9.2 Nominating Committee

The Chairperson of the Board, if not a declared candidate for membership on the Authority Board, shall appoint a Nominating Committee composed of five Members for the purpose of

recommending to the Board a nominee or nominees for member of the Authority Board. If the Chairperson is a declared candidate, the Nominating Committee shall be appointed by a Board officer or the chairperson of a statutory committee, i.e. the appointing officer, who is not a declared candidate, in the following order: Vice-Chairperson; Secretary; Treasurer; Land Use Committee chairperson; Finance Committee chairperson; Consumer Affairs Committee chairperson.

Any Member intending to be a candidate for Authority Board membership in a given year must so declare to the Chairperson of the Board, prior to the appointment of the Nominating Committee. No declared candidate may serve on the Nominating Committee. The Chairperson of the Board shall not be eligible to serve on the Nominating Committee. No more than three, nor fewer than two, appointees to the Nominating Committee shall be members of the Executive Committee of the Board. The appointing officer who names the Nominating Committee shall ascertain each prospective Nominating Committee member's willingness to serve prior to appointment. The appointing officer shall designate a chairperson of the Nominating Committee, and if and as necessary, appoint replacements whenever vacancies occur.

Section 9.3 Nominating Committee Process

(a) **Selection Guidelines**. The Nominating Committee shall meet on call of the chairperson. The Nominating Committee or its representative(s) shall confer with the Chair of the Authority Board and its Chief Executive Officer and the President of the AWA with regard to the types of experience and other traits most needed by the Authority Board and shall solicit the same from Members of the Board. The Nominating Committee shall then, in its discretion, develop such guidelines by which to evaluate the qualifications of candidates that augment and are compatible with the requirements for candidates set forth in as set forth in Public Act 24-1, amending Connecticut Special Act 77-98, as amended, as it shall deem advisable. The Nominating Committee shall submit a draft of the selection guidelines to the Board for review and comment

at the September meeting of the Board. If no September meeting of the Board is convened, the Nominating Committee shall distribute the draft selection guidelines and invite commentary from Board members to be received by the Nominating Committee in a timely manner. The Committee will review all commentary and revise the guidelines as it shall deem appropriate and adopt the guidelines.

(b) **Consideration of Reappointing the Incumbent**. Following adoption of the guidelines by the Nominating Committee, it shall communicate these to the Board Members, the Authority Board, and the Chief Executive Officer and the President of AWA. The chairperson of the Nominating Committee shall ask the member whose term is to expire at year end if s/he intends to seek reappointment to the Authority Board. If the incumbent responds affirmatively, the Nominating Committee shall assess his/her candidacy as it deems appropriate and, having done so, determine whether to (1) recommend to the Board for consideration at its regularly scheduled October meeting the reappointment of the incumbent, or (2) advise the incumbent that it intends to entertain additional candidates and report this action to the Board. If the candidate responds negatively, the Nominating Committee shall commence an open candidacy search as set forth in Section 9.3 (c).

In the event the Nominating Committee recommends reappointment of the incumbent, it shall mail or by email such recommendation to Members of the Board not less than ten days prior to the regularly scheduled October meeting of the Board, and the Board shall consider such recommendation at its October meeting. If the reappointment of the incumbent is approved by a vote as specified in Section 9.1, the Nominating Committee shall be discharged.

In the event the Board does not approve the reappointment of the incumbent at its October meeting, the Chairperson of the Board shall so notify the incumbent and the Nominating Committee shall publicly announce the open candidacy period for the appointment to the Authority Board for the five-year term commencing on January 1st of the following calendar year in

accordance with the process set forth in Section 9.3 (c). The incumbent may seek appointment through the open candidacy process.

Open Candidacy. If the Nominating Committee determines to consider candidates in addition to the incumbent, it shall so advise the incumbent, Board Members, members of the Authority Board, and the Chief Executive Officer and the President of AWA not less than ten days prior to the regularly scheduled October meeting of the Board. Subsequent to those actions, the chairperson of the Nominating Committee shall publicly announce the open candidacy period for the appointment to the Authority Board for a term commencing on January 1st of the following calendar year and invite candidates to apply. The announcement shall include the required qualifications for members of the Authority Board as set forth in Public Act 24-1, amending Connecticut Special Act 77-98, as amended, as well as any additional guidelines by which the Nominating Committee intends to evaluate candidates.

The Nominating Committee shall consider all candidates and shall prepare a report for consideration at the December meeting of the Board which report shall recommend to the Board one or more nominees for appointment to the Authority Board. No name shall be submitted to the Board by the Nominating Committee unless it shall first have determined that such person is willing to serve if appointed. Said report and recommendation(s) shall be mailed or emailed to members of the Board not less than ten days prior to the meeting of the Board at which the Authority Board member appointment is to be considered. If the Nominating Committee's recommendation is not unanimous such report may contain a minority report and recommendation including an explanation and rationale for the minority's recommendation.

Section 9.4 Board Action

In the event the appointment to the Authority Board is not determined at the October meeting of the Board, the Board shall vote in December on the candidate(s) recommended by the Nominating Committee, and on any names proposed from the floor, provided that the proposer has determined that said nominee has agreed to serve if elected. If more than one person is nominated and the first vote fails to produce a person receiving a majority excluding vacancies of the weighted vote, subsequent votes will be taken by dropping the name of the person receiving the fewest votes on the preceding vote. This process may be repeated until a majority excluding vacancies of weighted votes are cast in favor of one candidate.

Section 9.5 Official Communication

The Chairperson of the Board shall cause to report the results of the vote by letter or email (or other electronic means) to the chief elected official of each town and city in the District

Section 9.6 Unexpired Terms

Any vacancy occurring on the Authority Board prior to the normal expiration of an Authority Board member's term shall be filled by an open candidacy process, as stated in Section 9.2 of the Bylaws.

ARTICLE X Amendment

(a) The Board shall review its Rules of Practice, and its Bylaws as needed. In addition, every five years, beginning with 2032, a committee appointed by the Chairperson shall review these documents and report its findings and recommendations to the Board.

(b) These Bylaws may be amended by a majority of the weighted vote of the entire membership at any regular meeting of the Board or at any special meeting called for that purpose,

SAMPLE

SOUTH CENTRAL CONNECTICUT REGIONAL WATER AUTHORITY

POSITION DESCRIPTION

MEMBER OF THE FIVE-MEMBER AUTHORITY

A Regional Water Authority member is one of five members whose collective function is the responsibility for the oversight of all phases of the operation of South Central Connecticut Regional Water Authority, a quasi-public entity, established by the Connecticut legislature.

The South Central Connecticut Regional Water Authority has as its primary purpose providing and assuring an adequate supply of pure water at reasonable cost within the South Central Connecticut Regional Water District and, to the degree consistent with the foregoing, of advancing the conservation and compatible recreational use of the land. In general, the Five-Member Authority has broad powers necessary to its statutory objectives and operations as a Regional Water Authority.

An Authority member is appointed by and accountable to the 21-member Representative Policy Board consisting of one representative from each member town plus a Representative of the Governor of the State. The term is for five years and is subject to reappointment. This is a part-time compensated position (currently the Chair receives $35,500 annually and members receive $26,000 annually) requiring preparation for and attendance at Authority meetings, Representative Policy Board meetings, and various special functions. The time required to carry out these responsibilities will vary but it is estimated that they will require on the order of 200 hours per year.

The duties of the Five-Member Authority are similar to those of a Board of Directors. It is concerned with the full scope of the activities of the Regional Water utility on an informational, advisory or decision basis. Effective membership and service on the FMA requires a high level of personal commitment involving both in-service education and considerable outside study and preparation, particularly when matters of importance and complexity are on the agenda, such as budgets, rates, land use amendments and disposition, major projects and capital expenditures, personnel and other items of water utility corporate activity.

General Qualification Requirements

- ***Education***
  Graduation from a four-year college or university or equivalent experience.

- ***Experience***
  Demonstrated accomplishment and experience with finance, human resources, conservation, environmental land use, legislative or regulatory agency issues, business, law, local or state government, service on a Board of Directors in the public or private sector is desirable.

SAMPLE

POSITION DESCRIPTION
MEMBER OF THE FIVE-MEMBER AUTHORITY
(Continued)

➢ ***Skills and Abilities***

- Ability to dissect and understand complex, multifaceted problems.
- Ability to sense the "bigger picture" and maintain a strategic overview in addressing problems and planning solutions.
- Ability to communicate ideas in a convincing and influential manner.
- Ability to interact comfortably and effectively with a wide variety of people.
- Ability and willingness to make timely and effective decisions.
- Ability to function as a team member and modify plans and behavior when necessary to meet organizational goals.

RPB NOMINATING COMMITTEE

CRITERIA TO BE UTILIZED IN RECOMMENDING APPOINTMENT OF A CANDIDATE TO THE AUTHORITY

In developing the criteria or guidelines by which the qualifications of candidates for appointment to the Authority will be evaluated; consideration will be given to the Authority's current and future challenges and the organizations commitment to diversity. The successful candidate must be a dedicated and focused individual who will take a highly professional approach to the responsibilities of the position. It is expected that the candidate be a person of the highest personal integrity. It will be made clear to applicants that this is a twelve-month a year position that anticipates physical presence at meetings so that effective interaction between colleagues can take place. The following criteria are submitted for your review and comments.

Behavior/Characteristics Required

1. Ability to dissect and understand complex, multifaceted problems.
2. Ability to sense the "bigger picture" and maintain a strategic overview in addressing problems and planning solutions.
3. Ability to communicate ideas in a convincing and influential manner.
4. Ability to interact comfortably and effectively with a wide variety of people.
5. Ability and willingness to make timely and effective decisions.
6. Ability to function as a collaborative team member and modify plans and behavior when necessary to meet organizational goals.

Educational Background

1. Bachelor's degree or higher from a college or university, or equivalent experience.

Work and Organization Background

1. Applicants must have board or advisory board experience in either a for-profit or not-for-profit environment.
2. Applicants should have significant credentials in two or more of the following areas:
    a. Private and/or public sector experience at the senior management level.
    b. Direct responsibility for or significant involvement with large capital projects, programs, stakeholder engagement, regulatory compliance, and capital and operating budgets.
    c. Senior level public utility experience.
    d. Political, legislative, or utility regulatory agency involvement.
    e. Environment and/or conservation land use experience or involvement.
    f. Corporate finance and/or significant budget experience.
    g. Substantial relevant legal experience with utility regulatory agency.
    h. Possess good communication skills in both in-person and remote working environments.
    i. Have a working knowledge of technical and engineering/operational processes.
    j. Significant experience in mergers and acquisitions and related post-closing integration
    k. Experience developing, reviewing, and implementing cybersecurity practices in the public utility industry

RPB Nominating Process for Authority Member

Timeline (Insert Dates)	Activity	Term Beg. TBD (most recent open search) Activity/Notes
N/A	RPB Chair appoints Nominating Committee	
N/A	Incumbent Authority member whose term expires indicates whether s/he seeks reappointment	
8/24/2026	Committee convenes - Committee confers with CEO and, Authority Chair regarding experience and other traits most needed by the Authority. *(Edit Criteria as applicable)*	
	Committee solicits comments from RPB members regarding proposed Criteria	
	Committee reviews comments received and adopts the guidelines.	
N/A	Committee meets with Incumbent	
	Committee communicates guidelines to RPB members, Authority and CEO	
N/A	If incumbent seeks reappointment, Committee assesses his/her candidacy	
For RPB meeting (must be distributed 10 days prior to RPB meeting) N/A	Committee determines to (1) recommend to the RPB reappointment of incumbent *or* (2) advise incumbent, et al that will conduct search and report this to RPB	
	Committee develops advertisement; determines publications for placement of the ad and deadline for submission of applications; reviews letter to municipal CEOs	
	Ad runs	
	Deadline for submission of applications	
	Committee meets to review resumes and select candidates for interviews	
	Candidate interviews	
	Committee selects nominees	
	Committee checks candidate references	
For RPB meeting (must be distributed 10 days prior to RPB meeting)	Committee report mailed to RPB members	
	Office of Authority drafts letters from Authority Chair to welcome new member	
	Office of Authority coordinates internal orientation with department directors of the RWA	
	RPB Chair mails out announcement to CEO of appointment	

SAMPLE