

Water Committee Charter

Purpose/Scope

The Water Committee oversees the water supply and distribution of the CTA water company. The Water Committee works with a licensed water system operator to provide the required testing of the system, repair needs, and timely communication to the CTA community regarding any impacts.

Committee Guidelines (common for all committees):

- Meetings will be held as needed but no less than quarterly at the time and place chosen by the committee in the course of their meetings
- Meetings will end with a clear understanding of expectations and assignments for next steps
- Ensure committee charter is kept current and updated, as needed (e.g., new issues, updates, etc.).
- Quotes over \$500 must be presented to the CTA board for approval.
- A final draft of committee minutes must be submitted to the board and reported out at the annual CTA meetings (June and August meetings).

On-Going Tasks:

- Work with our licensed water system operator to maintain and repair the CTA water system infrastructure.
- Work with our licensed water system operator to facilitate the required CT State Department of Public Health (DPH) testing to ensure water meets DPH drinking water standards.
- Provide timely and on-going communication to those impacted by any water outage.
- Provide the required annual Consumer Confidence Report to CTA secretary for distribution to all members in June of each year.
- Complete and return to DPH, annually, the Consumer Confidence Report Certificate of Compliance.
- Work with our licensed water system operator, our water testing vendor and DPH, to validate our water testing schedules.
- Provide timely Public Notification to all members, as required by DPH, for all testing or schedule violations.
- Provide timely Certificate of Compliance report to DPH for all violations.
- Work with our water testing vendor to distribute and collect water sample bottles from representative homes, as DPH schedule requires.
- Represent CTA in all communications with DPH in regard to planned improvements, State subsidized loans, outages, on going issues, etc.
- Work with our licensed water system operator or engineering vendor to maintain and update pump station software.

- Prepare schedule and RFQ's for pipe replacement, system issues, upgrades and materials.
- Interface with Road Committee to create a comprehensive short-term and long-term plan.

Projects Completed in 2014:

| Project | Budgeted Cost | Actual Cost | Comments |
|------------------------------|---------------|-------------|----------|
| Pump House – online 06/05/14 | \$662K | \$662K | |
| | | | |

Short-Term Needs (2015 - 2016):

| Need/Project | Projected Cost | Timing | Comments |
|--|----------------|---------------|---|
| Replace pump and wiring at well #5 | \$9500 | 3Q or 4Q 2015 | Estimate provided by Tomascak |
| Replace piping on Cedar Drive, Club Drive and Sunset Lane & pave | \$500K | Mid- 2017 | RFQ being prepared; Project approved by Board |
| | | | |
| | | | |

Future Needs (2017 – 2019):

| Need/Project | Rough Estimate | Timing | Comments |
|---|----------------|--------|----------|
| Replace piping on south portion of Lake Drive | | | |
| Replace piping on north portion of Lake Drive | | | |
| Chlorinator | | | |

Tasks to be completed by next meeting:

| Task | Who | By When |
|------|-----|---------|
| | | |
| | | |

Issues to be escalated to the Board for Discussion/Resolution:

| Issue/Decision | Required By When |
|------------------------------------|------------------|
| Replace pump and wiring at well #5 | September 2015 |
| Chlorination System | |