Third Taxing District
2 Second Street
East Norwalk, CT 06855

Tel: (203) 866-9271
Fax: (203) 866-9856

Third Taxing District of the City of Norwalk

Commission Meeting

Monday, March 14, 2016 at 7:00p.m.

At the Third Taxing District Office, 2 Second Street, East Norwalk, CT

1. Public Comment – 15 Minute Limit
2. Minutes of Meeting – February 22, 2016 Meeting – A/R* (Pgs. 1-4)
3. Norwalk Tree Alliance (Rob Frasier)
4. Norwalk Intl. Cultural Exchange (NICE) (Janet Evelyn)
5. Marvin School PTO Request (Leia Merck) (Pgs. 5-9)
6. Jumar Marketing Update (Judi Virgulak) (Pgs. 10-28)
7. Summary of Person-to-Person Results (Ron Scofield) (Pg. 29)
8. BL&P Membership (Pgs. 30-31)
9. Annual Meeting Follow-Up (Pg. 32)
10. General Manager's Report
    - FY 2015-16 2nd Qtr. Budget vs. Actual Results (Pgs. 33-36)
11. Discussion/Analysis of Financial Statements/Key Performance (Pgs. 37-42)
12. Project Summary Q&A
13. Adjourn

*A/R – Action Required/See Attached Motion

Agenda backup material is available at the TTD office, www.ttd.gov and will be available at the meeting.
M:\Shared\ Commission Meeting Information\Agenda 3-14-16.doc

District Commissioners

Charles L. Yost	203-853-0837	Chairman	**James Smith**	203-866-9271	General Manager
David L. Brown	203-866-8099	Commissioner	**Ron Scofield**	203-866-9271	Assistant General Manager
Debora Goldstein	203-252-7214	Commissioner	**Michael Intrieri**	203-866-3001	Treasurer

DRAFT

THIRD TAXING DISTRICT
of the City of Norwalk
Commission Meeting
February 22, 2016

ATTENDANCE: Commissioners: Charles Yost, Chair; David Brown, Debora Goldstein
Treasurer: Dr. Michael Intrieri

STAFF: Jim Smith, General Manager; Ron Scofield, Assistant General Manager

PUBLIC: Liz Lyons

CALL TO ORDER

Commissioner Yost called the meeting to order at 7:00 p.m. A quorum was present.

PUBLIC COMMENT

No one from the public was in attendance to comment.

MINUTES OF MEETING – FEBRUARY 1, 2016

**** COMMISSIONER YOST MOVED TO APPROVE THE MINUTES OF FEBRUARY 1, 2016.**
**** COMMISSIONER GOLDSTEIN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

EAST NORWALK LIBRARY

**** COMMISSIONER YOST MADE A MOTION TO ADD AN ITEM TO THE AGENDA CALLED EAST NORWALK LIBRARY.**
**** COMMISSIONER GOLDSTEIN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Smith had recently been in touch with Stan Siegel with regard to the debris that was observed in the boiler and mechanical rooms at the Library and instructed him to please have the debris removed from the rooms by the end of February as it is a fire and liability hazard. On Monday morning, Feb. 2nd, Mr. Smith returned to the Library to see if any progress had been

made with the decluttering of these rooms. At the time of his arrival to the Library, Mr. Smith said it was totally locked up. No one was apparently there.

While walking around the basement area, Mr. Smith also observed a small room with several cubbies which contained personal items (clothing and toiletries). He was then confronted by an older gentleman who had just come downstairs. Mr. Smith asked him what was going on and he replied that he needed to talk to Mr. Siegel. It appeared to Mr. Smith that the gentleman may have been using the Library as living quarters.

Mr. Smith later contacted Mr. Siegel about the matter and was told that the gentleman lives in a homeless shelter in South Norwalk, but is employed part-time by the library as a janitor/custodian.

Mr. Smith also contacted Atty. Bove and asked for his advice as to how to approach this matter. Atty. Bove took the facts from Mr. Smith and said that he would be back in touch with him the next day in terms of how to respond and how the situation should be handled.

Discussion took place as to the liability factor if someone is definitely using the Library for their living quarters and what repercussions this could have on TTD as the owner of the building and what impact it could have on their insurance coverage.

FINAL REVIEW OF ANNUAL MEETING PACKET & DISTRICT BUDGET

Mr. Scofield reviewed the Annual Meeting Agenda with the Commission line by line. Commissioner Yost would start the meeting off with a welcome and call to order, followed by introductions of the Commission and some TTD staff.

Reading and Acceptance of the Notice of the Annual Meeting – In past years a motion has been made to waive the reading and acceptance.

Election of Annual Meeting Chairman – Commissioner Yost asks for a nomination and a Meeting Chairperson is elected.

Election of Annual Meeting Secretary – The Meeting Chair asks for a nomination and a Secretary is elected.

Reading & Acceptance of Annual Meeting Minutes of March 23, 2015 – Since this is a newly added item to the agenda, it's possible that the Minutes may need to be read, but someone could make a motion to have the reading waived.

District Year in Review – Dr. Michael Intrieri will be presenting the District Year in Review. Mr. Scofield asked him if there was any information he still needed in order to prepare his presentation. A few ideas came forth from the Commission and Dr. Intrieri will include them.

Report of the District Chairman – In past years, a motion has been made to waive the reading of the report.

Industry/Legislative Update – Commissioner Goldstein will be giving this presentation. Mr. Scofield asked her if there was anything else she needed and she responded that he report was just about complete.

Report of the Operation of the Electric Department – Mr. Smith's presentation is complete and he reviewed it with the Commission.

Presentation of District Budget – Commissioner Brown will be presenting the District Budget to the ratepayers. He will go through the budget as a line by line basis, followed by any questions from the ratepayers. Representatives from the Library, Firehouse and Cemetery, as well as the TTD accountant, will be on hand if there are any questions that need to be answered.

Authorization to Approve the District Budget – At this time there could be much discussion prior to a motion being made to accept the District Budget. Once the motion has been made and the District Budget has been accepted by the ratepayers, the meeting will adjourn.

ADJOURNMENT

**** COMMISSIONER GOLSTEIN MOVED TO ADJOURN.**
**** COMMISSIONER BROWN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Cynthia Tenney
Executive Assistant
Third Taxing District

MOTION FOR MINUTES

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING.

OR

COMMISSIONER (name of Commissioner) MOVED TO APPROVE THE MINUTES OF (date of meeting) REGULAR MEETING AS CORRECTED.

Third Taxing District
2 Second Street
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Third Taxing District Application for Contribution from District Funds

This completed application will be reviewed for eligibility by District Staff and for approval by the Third Taxing District Commission. All information will be subject to review and dissemination under the state's FOI regulations for public records.

Overview

- District funds are maintained from the proceeds (when available) of the Third Taxing District Electric Department under a budget that is approved by the electors of the District at the annual meeting.
- Distributions from the District funds are intended to primarily benefit residents, businesses and rate-payers of the Third Taxing District.
- District funds are not intended to help with individual financial hardship requests, except as administered through a designated agency funded for that purpose.
- Decisions regarding fund disbursements are dependent upon timely, properly documented requests that meet the requirements of the "Third Taxing District Policy on Contributions from District Funds" and any applicable governing documents.
- All determinations made by the Commission shall be final and binding, and shall be made by the Commission in its sole discretion.

Full Name: Marvin Elementary School	Date of Application: March 8, 2016
Legal Address: 15 Calf Pasture Beach Rd Norwalk, CT 06855	Needed by:
Organization: Marvin Elementary PTO	Preferred Phone#: 203-293-5710
Amount Requested: $5,000	Preferred Email: leiayhamilton@gmail.com

Describe in detail your reason(s) for this request.

Please See Attached Document for Detailed Information

Attestation (check boxes)

Qualified

☑ I attest that my organization meets the stated requirements for a contribution from District funds and that this request is made to primarily benefit residents, businesses or rate-payers of the District.

No Conflict

☐ I attest that neither my organization, nor any individual associated with this request, represents a conflict of interest for any of the Commissioners, the Treasurer, the District Clerk or any of the employees of the Electric Department.

Should your request be approved, will you consent to be publicized? Y ☑ N ☐

By signing below, I verify that I understand the purpose of the Third Taxing District Funds and the requirements for contributions from these funds. I verify that the information provided in this application is true to the best of my knowledge.

Signature of authorized representative: Leia Hamilton	Date: 3/8/2016

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Third Taxing District Policy on Contributions from District Funds

PURPOSE:
To define the Third Taxing District ("TTD") policy on contributions to charitable or civic or educational organizations or other organizations or events who request funds from the District Budget.

POLICY:

The TTD policy regarding contributions and donations provides that disbursements of District funds (as approved by rate-payers at the District's annual meeting) will be made in full compliance with the District's charter and all applicable laws, and that no disbursements of District funds will be made, either directly or indirectly, to any organization, program or activity that does not primarily benefit residents, businesses and rate-payers of the Third Taxing District. This policy is not meant to define or restrict capital expenditures that are otherwise the responsibility of the District under the Charter or to define or restrict expenditures that are otherwise the responsibility of the Electric Department.

The Commissioners of the Third Taxing District may authorize, by a majority vote of those present and voting, a distribution from District funds for a charitable, educational or civic purpose so long as funds have been allocated by the rate-payers to the District budget, but have not otherwise been directed for a specific purpose.

Any contribution (as defined above) must be disbursed and spent during the same fiscal year in which the expenditure was approved. Recipients of District funds under this policy must be substantiated with written receipts or other evidence in a timely fashion.

Contributions will not be made to:

a. Religious organizations, except that contributions may be made to support eligible religious organization sponsored activities provided they are offered on a non-sectarian basis.

b. Social groups or fraternal organizations, except that contributions may be made to support eligible activities that are sponsored by such organizations.

c. Political parties or organizations that are intended to promote individual candidates for election.

d. Any charitable or civic organization whose stated purpose or by-laws enables contributions to other organizations.

e. Any organization that fosters or encourages racial, religious, gender, class or other prejudices.

f. Any organization that has received funds from the District within the last five fiscal years without supplying written proof that the funds were used in compliance with this policy.

g. Any organization that is subject to collection action, liens or litigation to collect funds owed to the Electric Department or the District or has settled a similar action in the past five fiscal years.

h. Any charitable or civic organization that represent a conflict of interest (or the appearance of a conflict of interest) for one or more Commissioners, the Treasurer, the District Clerk, or any employee of the Electric Department.

i. Any individual, business or organization seeking hardship relief in connection with electric service or other services provided by the District.

j. For any purpose in which the funds provided by the District replaces ordinary operating funds or grants, donations or contributions that the organization is otherwise qualified to receive (matching funds are encouraged).

Any organization seeking funds from the Third Taxing District Budget shall submit a request form and supply such supporting documentation or information as may be required with such request form and in accordance with any deadlines that may be established by the Commission or its authorized representative from time to time.

Marvin Elementary School PTO
15 Calf Pasture Beach Road
East Norwalk, CT 06855

Commissioners
Third Taxing District of the City of Norwalk Electrical Department
2 Second Street
East Norwalk, CT 06855

March 8, 2016

Dear Commissioners,

We are writing to ask the Third Taxing District to again consider supporting the elementary school children of East Norwalk in learning about electricity and conservation. The Third Taxing District is an important part of our community and the Marvin Elementary PTO would like to seek your help in funding several important electricity and conservation programs at our local school.

The PTO of Marvin Elementary assists in funding enrichment programs for the children. Our sole source of funding for these enrichment programs is PTO fundraising. This fundraising, however, also serves to support every event at the school and the enrichment budget is very limited. The support of our community is essential to ensure that our children prosper and grow at a rate that is consistent with our neighboring community children. Marvin Elementary is a Title One school, which means that over 50% of our students live at or below the poverty level. Through these programs our students are exposed to life experiences that they normally would not have access to in their everyday lives.

The children of Marvin Elementary School gained invaluable experiences from the grant we received from the Third Taxing District earmarked for the 2015-2016 school year. Through this year's grant, we have been able to provide the children with access to learning outside the classroom through field trips, as well as bringing actual scientists into the classroom. When asked about these programs, the children speak with excitement – a true testament to the impact the programs had on their education. In addition, the faculty of the school truly felt that the programs enhanced the experience of our Marvin students. It is for these reasons that we are again seeking your support.

Specifically, we would like to ask for the same funding amount of $5,000.00 for programs in the 2016-2017 school year. They are grade-level programs where the school curriculum is focused on electricity and/or conservation. The four programs we are seeking your funding for are:

CT Science Center trip for the Fifth Grade ($2884)
The Fifth Grade teachers want to take the students back to the Connecticut Science Center in Hartford to visit their exhibit on Energy, explore the lab and watch a movie. The students learned an incredible amount at the Museum last year, and so the teachers would like to return again next year. In Fifth Grade, students study electricity in preparation for the Connecticut Mastery Test. The all-day trip to the Museum will serve as a hands-on application of the science and electricity concepts they have learned in 3rd, 4th and 5th grades in preparation for the CMTs. The students will spend the day at the Museum, watching a 3D movie on the Sun, riding a solar blast from the Sun's surface to Earth's Magnetosphere. They will see the most powerful explosions in the solar system- discovering how these forces cripple space vehicles, disable power grids, disrupt electronic equipment, create geomagnetic storms and influence our weather patterns. The students will then explore the museum, visiting exhibits including Energy City. There, the students will try out wind turbines, solar panels, hydropower, fuel cells, and biomass products. They will play "energy watt" pinball, calculate their personal carbon footprint, and add up the savings of certain "smart energy" behaviors. They will tour the virtual city to measure the effect of their energy uses and how they impact the planet. They will also see the Climate Change Show adjacent to the gallery. This one-of-a kind experience presents the serious and contemporary challenge of climate change in a fun and humorous way, complete with a spectacular thunderstorm. The requested funding will cover transportation to the Museum and Admission.

High Touch, High Tech Session "Currently Attracted" for the Fourth Grade ($610) and "Plant Smarty" for First Grade ($346)
Students study electricity in Fourth Grade at Marvin. This program from High Touch, High Tech brings actual scientists into the classroom. The children will feel the power of magnets at a distance and use them to make electricity. They will also discover how to use electricity to make light, heat and sound. Finally, the students will build circuits using these devices.
First Graders will learn about Plant life and how plants turn sunlight into energy and they will discuss the process of osmosis with the students. The students will plant seeds in the classroom and observe and care for the plants to watch them grow and discuss how important plant life is to our environment.

Maritime Center "A House for a hermit Crab" ($580)
The New Canaan Nature Center "Plant life" ($580)
Kindergarten
The Kindergarten teachers would like to have the Maritime Center come visit the school and present a "A House for a Hermit Crab" and the New Canaan Nature Center come visit the school and present a program called "Plant Life". The Maritime Center presentation would follow the life of a young hermit crab month by month as it grows and changes. The children will be able to handle many live animals from the story and learn about our environment. The students will also learn about conservation, particularly how different organisms use the natural

resources in the Long Island Sound that are available to live and survive. The New Canaan Nature Center program introduces the students to basic identification of plants by discussing the stem, roots and petals. The students will learn about the life cycle of plants and how they grow. Conservation of natural resources will be discussed, including the necessity of plants to have sunlight and water. They will also learn how plants and soil play a big part in the environment when it comes to conservation of the Sound and how plants produce energy from the sun.

Thank you for your consideration to fund these important programs for the children of East Norwalk.

Sincerely,

Leia Hamilton, Marissa Mangone, Esme Lombard
Enrichment
Marvin Elementary PTO

Sarah Mills
Secretary
Marvin Elementary PTO

Third Taxing District Marketing Review

March 14, 2016

Overview

- Continued contracted services including:
  - Customer Service Programs
  - Communications Campaign
  - Advertising
  - Public Relations
  - Special Events
  - Website Management
  - General Business Support

Customer Service Programs

Customer Service Programs

- Major Power Outage Plan
  - Developed area on website to list outages by street when/if needed
- Budget Billing Announcements
  - Billing insert
  - Website
  - Newsletter
- Quarterly Customer Satisfaction Survey
  - Launched January 2016
    - Billing insert
    - Newsletter
    - Website

Communications Campaign

Communications Campaign

- Content Calendar
  - Developed and distributed quarterly
    - Newsletter content
    - Blog topics
- Newsletter
  - Redesign in March 2015
  - Distributed in print & electronic formats bi-monthly
- New Online Billing & Payments Portal
  - Email
  - Newsletter
  - Website

Communications Campaign

- Library Master Plan
  - Advertising
  - Emails to rate payers
  - Flyers
  - Posters
  - Survey
    - Built in Constant Contact in both English and Spanish
- EV Charger Stations
  - Flyers created and distributed at train station
- LED Bulb Program
  - Customer emails

Advertising

Advertising

- Annual Meeting (2015 and 2016)
- Library Master Plan
- Summer Concert Series
- District Mapping
- Christmas Tree Lighting

Public Relations

Public Relations

- EV Charger Stations coverage in The Hour
- Press Release Development
  - Annual Meeting (2015 and 2016)
  - Public Power Week
  - Energy Programs
  - Customer Satisfaction Survey Results
  - February 2016 Tree Lighting
- Robert Koch (The Hour)
  - Ongoing dialogue to engage Robert on TTD initiatives
- Christmas Tree
- Monthly Tree Lighting

Website Management

Website Management

- Timely and ongoing updates/postings of:
  - Commission Meeting agendas
  - Commission Meeting packets
  - Commission Meeting minutes
  - News / PR
  - Energy Programs
- 'On demand' and emergency updates
- Calendar management
- Monitor and report on monthly traffic statistics
- General maintenance

Site Enhancements

- Phase II Initiatives
  - Restructured navigation / usability
    - My Account
      - For My Home
      - For My Business
  - Construction Updates
    - East Avenue transformer replacement
    - GIS Mapping
  - Ticker
  - Blog
    - Launched December 2015
    - New blog content created monthly
  - Integrated Home Feeds
      - Industry News feed

Site Enhancements

- Phase II Initiatives (cont'd)
  - Speaker Bureau
    - New area to request TTD representative to speak at events
  - FAQs
    - Translated to Spanish

Moving Forward

Q2 Initiatives

- Quarterly Content Calendar
  - Develop Q2 calendar
- Quarterly Customer Satisfaction Survey
  - Report on results from Q1
  - Develop Q2 survey
- Strategic PR Plan
  - Schedule ongoing meetings with Robert Koch
  - Identify other PR opportunities
  - Van Zant Street Firehouse

Q2 Initiatives (Cont'd)

- Redesign Pole Banners
- Monthly Tree Lighting
- Summer Concert Series
  - Advertising
  - Promotion / Signage
  - Billing Insert (new)
  - Newsletter
  - Website

Q2 Initiatives (Cont'd)

- Increase Community Outreach / Involvement
  - The Marvin School – programs like:
    - Earth Day Poster Contest
    - "Kids Speak" educational programs
    - Reading in classrooms

Third Taxing District
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MEMORANDUM

To: TTD Commissioners

From: Ron Scofield

Date: March 7, 2016

Re: Person-To-Person Report

We are presently in our third year of our Joint Energy Assistance Program with Person-to-Person. Our current program (Phase III) runs from November 2015 through June 2016. Currently, we have 32 people enrolled.

The program has proved, once again, to be a valuable help in keeping the electricity and heat on during the winter months for our most needy customers. We try to limit the program to a maximum of two years by counseling the participants and exposing them to pre-arranged monthly payments for six months which they must complete to qualify for the final assistance payment. We have also changed the final payment amount to coincide with the amount of the individual monthly payments. The larger the amount of the monthly payment, the more they get in the final payment with a cap of $600.00 per family.

My recommendation is that we continue to fund this program for another year in the amount of $20,000.00.

Ron

District Commissioners

Charles L. Yost	203-853-0837	Chairman	**James Smith**	203-866-9271	General Manager
David L. Brown	203-866-8099	Commissioner	**Ron Scofield**	203-866-9271	Assistant General Manager
Debora Goldstein	203-252-7214	Commissioner	**Michael Intrieri**	203-866-3001	Treasurer

Memorandum
Third Taxing District
Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: March 1, 2016

Subject: Commission Approval of CMEEC Resolution – New Member

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Back in September 2015, the Commission voted to accept Bozrah Light & Power to become a permanent CMEEC member provided they completed the steps required by December 31, 2015. Due to circumstances, BL&P did not complete the steps by year-end.

Attached please find a revised copy of a resolution prepared by CMEEC requesting authorization by the TTD Commission to allow Bozrah Light and Power to become a permanent CMEEC member.

CMEEC MEMBER GOVERNING BODY – NEW MEMBER APPROVAL

CONFIRMING RESOLUTION

CONNECTICUT MUNICIPAL ELECTRIC ENERGY COOPERATIVE – EXISTING MEMBER (TTD) CONFIRMING APPROVAL OF APPLICATION FOR NEW MEMBERSHIP OF THE BOZRAH LIGHT AND POWER COMPANY.

Whereas, the Third Taxing District of the City of Norwalk, acting by and through its municipal electric utility ("TTD") is an existing member of CMEEC; and

Whereas, TTD previously adopted a resolution to approve the application of BL&P to become a member of CMEEC (the "Prior Resolution"), subject to completion of the New Membership Requirements (as defined in the Prior Resolution) for new membership in CMEEC by BL&P on or before December 31, 2015 (as set forth in Paragraph C of the Prior Resolution).; and

Whereas, after the exercise of good faith and diligence by BL&P and CMEEC, CMEEC and BL&P have now completed the procedures for satisfying the requirements for new membership in CMEEC, other than certain documentary filings and signing of documents by persons with valid and due authority which are anticipated to occur in short order; and, accordingly, TTD desires to ratify and confirm the Prior Resolution approving BL&P's application for membership in CMEEC and to remove as a condition of the Prior Resolution completion of the New Membership Requirements by the referenced date.

Now, therefore, TTD hereby resolves as follows:

TTD ratifies and confirms the Prior Resolution which approved BL&P to become a new Member of CMEEC, except for Paragraph C of the Prior Resolution which is hereby deemed removed and to have no force and effect.

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MEMORANDUM

To: TTD Commissioners

From: Ron Scofield

Date: March 8, 2016

Re: Follow-Up of Annual Meeting

I thought that the changes we made for this year's Annual Meeting accomplished much of what we wanted. In general, I thought the meeting went very well.

As always, there are areas that we can improve upon through suggestions and discussion. As Jim, Cynthia and I discussed the meeting, these are some suggestions that we have.

- Add to the agenda for next year, Salute to the Flag and a Moment of Silence. We will make sure to have a Flag present in the auditorium. I think that the Moment of Silence should be stated as to what it is for, our servicemen around the world, or our country, etc.
- Assign staff, other than myself, to count votes and microphone duties, while I would remain available to answer questions, where necessary, along with Jim and Matt.
- Put two microphones on stands, in the front of the auditorium, for individuals to speak (ask questions, make motions, etc.).

I also had a suggestion from David Brown to change the position of the screens.

Finally, in speaking with Charlie Yost at the conclusion of the meeting, he expressed surprise that I only put one ad in The Hour. I can put it in the newspaper as many times as you want and make it larger than 5 x 2-1/2 if you wish.

We should discuss these ideas and other suggestions you may have, finalize them tonight, and I will put them into motion for next year.

District Commissioners

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Debora Goldstein	203-252-7214	Commissioner	**Michael Intrieri**	203-866-3001	Treasurer

Memorandum
Third Taxing District
Electric Department

To: TTD Commissioners

From: Jim Smith – General Manager

Date: March 3, 2016

Subject: Second Quarter Budget to Actual Results - Capital and Operating Budgets FY 2015-16

Attached please find a copy of the FY 2015 - 16 Capital and Operating Budget statements with the Budget vs. Actual results for the 2nd quarter ending 12/31/15.

These statements show that we are controlling overall Operating expenses (46.8% vs. 50% benchmark) along with our overall Capital expenses (45% vs. a 50% benchmark) through the 2nd quarter of the fiscal year.

Please review these statements prior to the Commission meeting.

I will be happy to answer any questions you may have under the "General Manager's Comments "section of the meeting.

Third Taxing District
Profit & Loss
July 2015 through June 2016

	Budget Jul '15 - Jun 16	Jul - Dec 15	% of Budget
Ordinary Income/Expense			
Income			
443-00 · Cervalis Data Center Revenues	150,000	101,007	67.34%
440-00 · Residential Sales	4,861,800	2,166,892	44.57%
442-01 · Large Commercial Sales	1,152,300	514,550	44.65%
442-02 · Small Commercial Sales	3,139,500	1,485,911	47.33%
445-01 · Water Pollutn Contrl Plnt Sales	1,353,600	521,091	38.50%
445-02 · Flat Rate	101,800	51,983	51.06%
557-00 · Purchased Power Adjustment	588,000	793,085	134.88%
Total Income	11,347,000	5,634,518	49.66%
Cost of Goods Sold			
555-00 · Electrical Power Purchased	6,810,900	3,418,070	50.19%
Total COGS	**6,810,900**	3,418,070	50.19%
Gross Profit	4,536,100	2,216,448	48.86%
Expense			
904-00 · Substation			
904-15 · Substation Call Time	19,700	11,768	59.73%
904-12 · Payroll - Substation	204,900	94,767	46.25%
Total 904-00 · Substation	**224,600**	106,534	47.43%
403-00 · Depreciation Expense	**552,000**	373,698	67.70%
408-00 · Taxes			
408-10 · Gross Receipts tax	423,900	102,429	24.16%
408-19 · Rebates of G/R Taxes	12,300	7,599	61.78%
408-50 · Taxes - Other	0	906 -	
Total 408-00 · Taxes	**436,200**	110,934	25.43%
540-00 · Other Power Generation Expense			
548-00 · Generation Expense	173,000	63,519	36.72%
Total 540-00 · Other Power Generation Expense	**173,000**	63,519	36.72%
580-00 · Distribution Expenses			
582-00 · Sub-Station Expense	16,000	2,563	16.02%
583-00 · Overhead Lines Expense	12,300	12,962	105.38%
584-00 · Underground Lines Expense	10,000	4,655	46.55%
585-00 · Street Lght & Signal Sys Expnse	0	1,300 -	
586-00 · Meter Operations Expense	5,000	0	0.00%
588-00 · Misc Distribution Expense	32,000	8,319	26.00%
Total 580-00 · Distribution Expenses	**75,300**	29,799	39.57%
590-00 · Maintenance Expenses			
592-00 · Sub-Stations-Maintenance	48,300	18,818	38.96%
593-00 · Overhead Lines-Maintenance			
593-12 · Payroll - Line Department	460,300	177,240	38.51%
593-15 · Payroll - Line On Call	73,300	43,724	59.65%
593-00 · Overhead Lines-Maintenance - Other	92,400	50,089	54.21%
Total 593-00 · Overhead Lines-Maintenance	626,000	271,053	43.30%
597-00 · Meters-Maintenance	5,000	1,815	36.30%
598-00 · Misc Maintenance Expense	38,000	14,178	37.31%
Total 590-00 · Maintenance Expenses	**717,300**	**305,864**	42.64%
900-00 · Customer Accounts & Service			

Third Taxing District
Profit & Loss
July 2015 through June 2016

	Jul '15 - Jun 16	Jul - Dec 15	% of Budget
902-00 · Meter Reading Expense			
902-12 · Payroll - Meter reader	96,900	47,246	48.76%
Total 902-00 · Meter Reading Expense	96,900	47,246	48.76%
903-00 · Customer Recordkeeping Expense			
903-12 · Payroll - Customer Recordkeepin	123,800	48,703	39.34%
903-13 Customer Recordkeeping - On- Call	9,500		0.00%
903-00 · Customer Recordkeeping Expense - Other	20,000	5,843	29.22%
Total 903-00 · Customer Recordkeeping Expense	153,300	54,546	35.58%
905-00 · Credit Card Discount Fee	59,500	29,127	48.95%
Total 900-00 · Customer Accounts & Service	309,700	130,919	42.27%
920-00 · Administrative Expenses			
920-05 · Payroll Taxes	99,600	41,505	41.67%
920-12 · Payroll - Admin Dept	409,800	241,379	58.90%
920-15 · Admin P/R-On Call Time	5,300	8,423	158.93%
921-00 · Office Expense			
921-20 · Bank Service Charges	100	29	29.00%
921-30 · Postage	32,000	13,277	41.49%
921-35 · Office Equipment rental	10,500	8,790	83.72%
921-40 · Office Supplies	27,500	7,607	27.66%
Total 921-00 · Office Expense	70,100	29,703	42.37%
923-00 · Outside Services			
923-10 · Computer Services	48,000	36,558	76.16%
923-30 · Legal Fees	40,000	29,347	73.37%
923-35 · Legal Fees - Labor relations	6,000		0.00%
923-40 · Pension Plan Actuarial & Legal	10,000		0.00%
923-45 · Engineering	50,000	32,000	64.00%
923-65 · Outside Accounting Services	42,000	19,219	45.76%
923-70 · Office bldg maintenance & repai	40,000	32,075	80.19%
923-00 · Outside Services - Other	5,000	1,125	22.50%
Total 923-00 · Outside Services	241,000	150,323	62.37%
924-00 · Commercial Package Insurance	109,200	56,818	52.03%
925-00 · Workman's Comp Insurance	50,000	22,000	44.00%
925-10 · Long & Short Term Disability	12,000	1,172	9.76%
926-00 · Pension & Benefits			
926-10 · Pension contributions	150,000	87,500	58.33%
926-20 · Employee Health & Life Insuranc	425,000	165,078	38.84%
926-30 · Self Inurances			
926-32 · Current Employees	55,000	13,183	23.97%
926-34 · Retired Employees	10,500	10,055	95.76%
Total 926-30 · Self Inurances	65,500	23,238	35.48%
926-80 · Special Pension per contract	15,600	6,300	40.39%
926-90 · Miscellaneous employee benefits	20,000	5,883	29.41%
Total 926-00 · Pension & Benefits	676,100	287,999	42.60%
928-00 · Regulatory Expense	15,500	6,589	42.51%
930-00 · General Expense			
930-40 · Promotions	36,000	19,050	52.92%
930-45 · Travel & lodging	4,000	3,708	92.69%
930-50 · Seminars & training	10,000	1,604	16.04%
930-00 · General Expense - Other	45,000	12,000	26.67%
Total 930-00 · General Expense	95,000	36,361	38.27%

Third Taxing District
Profit & Loss
July 2015 through June 2016

	Jul '15 - Jun 16	Jul - Dec 15	% of Budget
940-00 · Truck Expense			
940-10 · Company Autos - GM Vehicle	6,000	4,533	75.55%
940-30 · Company Autos - Trucks & Cars	75,000	27,704	36.94%
Total 940-00 · Truck Expense	81,000	32,237	39.80%
Total 920-00 · Administrative Expenses	1,864,600	914,509	49.05%
980-00 General Community Expenses			
980-71 - Library planning committee		466	
Total 980-00 - General Community Expenses		466	
Total Expense	4,352,700	2,036,242	46.78%
Net Ordinary Income	183,400	180,206	
Other Income/Expense			
Other Income			
418-00 · Dividends	2,500	7,681	307.25%
419-00 · Interest Income	1,400	3,720	265.68%
421-00 · Norden Project Income	723,600	160,399	22.17%
423-00 · Gain/(Loss) from Sale of FA	4,000	9,000	225.00%
424-00 · Energy Conservation Fund Income	75,000	45,230	60.31%
Total Other Income	806,500	226,030	28.03%
Other Expense			
426-30 · PERSON TO PERSON	20,000	20,000	100.00%
426-20 · Energy Conservation Expense	25,000	10,500	42.00%
942-00 · Interest Expense	4,000	2,181	54.51%
Total Other Expense	49,000	32,681	66.70%
Net Other Income	757,500	193,350	25.52%
Net Income	940,900	373,556	39.70%

Benchmark = 50%

Third Taxing District
Five Year Capital Budget Requirements Forecast

			Priority	FY 2015-16 Approved	Actual 07/1/15-12/31/15			FY 2016-17	FY 2017-18	FY 2018-19	FY 2019-20
A	**Generation**	Generators		-							
				0				**0**	**0**	**0**	**0**
B	**Transmission Plant**	Land & Land Rights		-				-	-	-	-
		Structures & Improvements		493,500	295,098	60%	A	267,900	65,000		
		Underground Conduit		-				2,000	2,000	2,000	2,000
		Underground Conductors		-				2,000	2,000	2,000	2,000
				493,500	**295,098**	60%		**271,900**	**69,000**	**4,000**	**4,000**
C	**Distribution Plant**	Structures & Improvments		15,000	3,660	24%	B	5,000	5,000	5,000	5,000
		Substation Equipment		327,500	4,080	1%	C	490,800	1,203,300	268,300	135,000
		Generator									
		Poles, Towers, & Equipment		22,500	9,589	43%	D	25,000	30,000	25,000	30,000
		Overhead Conductors		137,500	76,800	56%	E	187,500	187,500	187,500	-
		Underground Conduit		-				2,000	2,000	2,000	2,000
		Underground Conductors		262,500	133,125	51%	F	87,500	87,500	87,500	-
		Line Transformers		45,000	40,881	91%	G	60,000	60,000	60,000	60,000
		Meters		35,000	24,100	69%	H	46,700	46,700		
		Street Lights & Signals		2,000		0%			2,500	2,500	2,500
				847,000	**292,235**	35%		**904,500**	**1,624,500**	**637,800**	**234,500**
D	**General Plant**	Structures & Improvments		200,000	59,784	30%	I	30,000	10,000		
		Office Furniture & Equipment		2,500	2,070	83%	J	5,000	5,000	5,000	5,000
		Transportation Equipment			39,003		K		-	-	-
		Tools, Shop & Yard Equipment		-							
		Laboratory Equipment		3,000				3,000	3,000	3,000	3,000
		Communications Equipment		5,000				20,000	54,000	17,500	5,000
		Miscellaneous Equipment		-	3,300		L	1,000	1,000	1,000	1,000
				210,500	**104,157**	49%		**59,000**	**73,000**	**26,500**	**14,000**
		TOTALS		**1,551,000**	**691,490**	45%		**1,235,400**	**1,766,500**	**668,300**	**252,500**
		Grand Total		**5,473,700**							

A	Scada
B	New garage roof
C	SEL Relays
D	New Poles
E	Mpower GIS, Wire for overhead conductors
F	Waste Water Treatment Plant
G	Purchase of Line Transformers
H	Purchase of new Itron Meters
I	New Men's Bathroom, Roofing
J	Cogsdale money down on quote for software programming
K	Substation Utility Truck - Budgeted for in prior fiscal year.
L	New HVAC unit in break room

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Third Taxing District
Financial Highlights
Jul-Jan 2016 vs. Jul-Jan 2015

	Jul-Jan 2016	Jul-Jan 2015	$ Change	% Change
Total Income	6,130,954	5,603,009	527,945	9%
Total Expense	6,285,781	6,086,305	199,477	3%
Net Ordinary Income	(154,828)	(483,296)	328,468	-68%
Other Income	223,532	339,415	-115,883	-34%
Other Expense	35,291	30,375	-	-
Net Income before Rate Stabilization	33,413	(174,255)	207,668	-119%
Rate Stabilization	665,233	359,319	305,913	85%
Net Income	698,645	185,064	513,581	278%

CASH BALANCES FY 2015

	Jan-16
ACCTS	
Operating Accounts	695,951
Construction WIP	558,898
Capital Improvements Fund	848,011

TTD Outstanding Principal Balance with CMEEC

Balance as of July 1, 2015	4,568,422
Current Balance	4,345,583
Current Fiscal Year Capital Additions to date	741,570.04

Power Supply	Current Fiscal Year-to-Date	Last Fiscal Year-to-Date	$ Change	% Change
Energy Cost	$ 3,929,236	$ 3,912,894	$ 16,342	0%
Budget Energy Cost	$ 3,614,897	$ 3,717,249	$(102,352)	-3%
Energy Cost Cents/KWH	10.400	10.310	$ 0.09	1%

Third Taxing District
Profit & Loss Prev Year Comparison
January 2016

	Jan 16	Jan 15	$ Change	% Change
Ordinary Income/Expense				
Income				
443-00 · Cervalis Data Center Revenues	14,212.53	4,477.62	9,734.91	217.41%
440-00 · Residential Sales	365,041.10	456,610.93	-91,569.83	-20.05%
442-01 · Large Commercial Sales	99,247.92	116,322.61	-17,074.69	-14.68%
442-02 · Small Commercial Sales	242,369.71	288,143.77	-45,774.06	-15.89%
445-01 · Water Pollutn Contrl Plnt Sales	101,547.66	118,922.85	-17,375.19	-14.61%
445-02 · Flat Rate	8,680.29	8,729.79	-49.50	-0.57%
557-00 · Purchased Power Adjustment	145,072.39	64,992.63	80,079.76	123.21%
Total Income	976,171.60	1,058,200.20	-82,028.60	-7.75%
Cost of Goods Sold				
555-00 · Electrical Power Purchased	516,466.00	588,013.35	-71,547.35	-12.17%
Total COGS	516,466.00	588,013.35	-71,547.35	-12.17%
Gross Profit	459,705.60	470,186.85	-10,481.25	-2.23%
Expense				
904-00 · Substation	17,966.66	16,654.34	1,312.32	7.88%
403-00 · Depreciation Expense	62,283.00	46,636.06	15,646.94	33.55%
408-00 · Taxes	73,908.82	57,577.85	16,330.97	28.36%
540-00 · Other Power Generation Expense	7,065.90	25,126.45	-18,060.55	-71.88%
580-00 · Distribution Expenses	2,338.65	410.72	1,927.93	469.4%
590-00 · Maintenance Expenses	42,908.66	39,163.25	3,745.41	9.56%
900-00 · Customer Accounts & Service	22,331.75	20,637.16	1,694.59	8.21%
920-00 · Administrative Expenses	151,482.05	126,910.77	24,571.28	19.36%
Total Expense	380,285.49	333,116.60	47,168.89	14.16%
Net Ordinary Income	79,420.11	137,070.25	-57,650.14	-42.06%
Other Income/Expense				
Other Income				
419-00 · Interest Income	457.00	365.00	92.00	25.21%
421-00 · Norden Project Income	57,275.20	43,000.83	14,274.37	33.2%
424-00 · Energy Conservation Fund Income	13,437.72	14,580.32	-1,142.60	-7.84%
Total Other Income	71,169.92	57,946.15	13,223.77	22.82%
Other Expense				
942-00 · Interest Expense	298.69	211.67	87.02	41.11%
Total Other Expense	298.69	211.67	87.02	41.11%
Net Other Income	70,871.23	57,734.48	13,136.75	22.75%
Net Income before rate stabilization	150,291.34	194,804.73	-44,513.39	-22.85%
Rate Stabilization	111,032.91	-16,216.69	127,249.60	784.68%
Net Income	**261,324.25**	**178,588.04**	**82,736.21**	**46.33%**

Third Taxing District
Profit & Loss Prev Year Comparison
July 2015 through January 2016

	Jul '15 - Jan 16	Jul '14 - Jan 15	$ Change	% Change	
Ordinary Income/Expense					
Income					
443-00 · Cervalis Data Center Revenues	102,038.66	95,845.14	6,193.52	6.46%	
440-00 · Residential Sales	2,323,708.27	1,933,992.46	389,715.81	20.15%	
442-01 · Large Commercial Sales	579,060.43	504,014.34	75,046.09	14.89%	
442-02 · Small Commercial Sales	1,609,687.25	1,353,065.21	256,622.04	18.97%	
445-01 · Water Pollutn Contrl Plnt Sales	591,607.22	562,501.53	29,105.69	5.17%	
445-02 · Flat Rate	54,804.72	49,110.25	5,694.47	11.6%	
557-00 · Purchased Power Adjustment	870,047.06	1,104,480.16	-234,433.10	-21.23%	Footnote 1
Total Income	6,130,953.61	5,603,009.09	527,944.52	9.42%	
Cost of Goods Sold					
555-00 · Electrical Power Purchased	3,929,236.25	3,912,894.02	16,342.23	0.42%	
Total COGS	3,929,236.25	3,912,894.02	16,342.23	0.42%	
Gross Profit	2,201,717.36	1,690,115.07	511,602.29	30.27%	
Expense					
904-00 · Substation	124,501.09	128,471.51	-3,970.42	-3.09%	
403-00 · Depreciation Expense	435,981.00	367,655.29	68,325.71	18.58%	Footnote 2
408-00 · Taxes	184,047.13	142,617.55	41,429.58	29.05%	
540-00 · Other Power Generation Expense	70,584.95	56,388.72	14,196.23	25.18%	Footnote 3
580-00 · Distribution Expenses	32,137.30	36,848.71	-4,711.41	-12.79%	
590-00 · Maintenance Expenses	348,772.16	355,317.11	-6,544.95	-1.84%	
900-00 · Customer Accounts & Service	153,955.29	162,338.18	-8,382.89	-5.16%	
920-00 · Administrative Expenses	1,006,566.22	923,773.64	82,792.58	8.96%	Footnote 4
Total Expense	2,356,545.14	2,173,410.71	183,134.43	8.43%	
Net Ordinary Income	-154,827.78	-483,295.64	328,467.86	67.96%	
Other Income/Expense					
Other Income					
418-00 · Dividends	19,561.46	10,499.80	9,061.66	86.3%	
419-00 · Interest Income	4,319.53	178.91	4,140.62	2,314.36%	
420-00 · Gain/(Loss) on Investments	-47,690.61	0.00	-47,690.61	-100.0%	Footnote 5
421-00 · Norden Project Income	187,674.16	286,106.23	-98,432.07	-34.4%	
423-00 · Gain/(Loss) from Sale of FA	9,000.17	0.00	9,000.17	100.0%	Footnote 6
424-00 · Energy Conservation Fund Income	50,667.00	42,630.00	8,037.00	18.85%	
Total Other Income	223,531.71	339,414.94	-115,883.23	-34.14%	
Other Expense					
426-20 · Energy Conservation Expense	32,812.00	28,562.10	4,249.90	14.88%	
942-00 · Interest Expense	2,479.24	1,812.47	666.77	36.79%	
Total Other Expense	35,291.24	30,374.57	4,916.67	16.19%	
Net Other Income	188,240.47	309,040.37	-120,799.90	-39.09%	
Net Income before rate stabilizaiton	33,412.69	-174,255.27	207,667.96	119.18%	
Rate Stabilization	665,232.78	359,319.47	305,913.31	85.14%	
Net Income	698,645.47	185,064.20	513,581.27	277.52%	

Third Taxing District
Profit & Loss Statement
Explanation of Major Variances
Jul-Jan 2016 vs. Jul-Jan 2015

1. The decrease in the fuel adjustment is due to the fact that the District moved to a revenue neutral rate adjustment in accordance with the results of the independent rate study. The Fuel Adjustment rate was decreased and the adjustments were spread proportionally to the revenues throughout the system. This can be seen by reviewing the January 2016 year to date financial statements versus the January 2015 year to date financial statements.

2. The increase in depreciation expense is mainly due to the Fitch and Cervalis projects that are now full year.

3. Other Power Generation expense increased $15K due to maintenance on the generators by HO Penn for $10K and $5K in painting with Sergio's Painting..

4. The $82K increase in Administrative expenses is due primarily to the unforeseen (i.e., not budgeted) roof repairs that were contracted with Ricks Main Roofing amounting to approximately $40,000. The increase is also attributable to an increase in legal fees mainly due to the work done by Berchem, Moses & Devlin for $16K. The district also has increased their contributions to the pension fund in an attempt to grow closer to becoming fully funded. The contributions were increased from $8,223 in the prior year to $12,500 in the current year. Also attributing to the increase is the timing of health insurance payments and benefits.

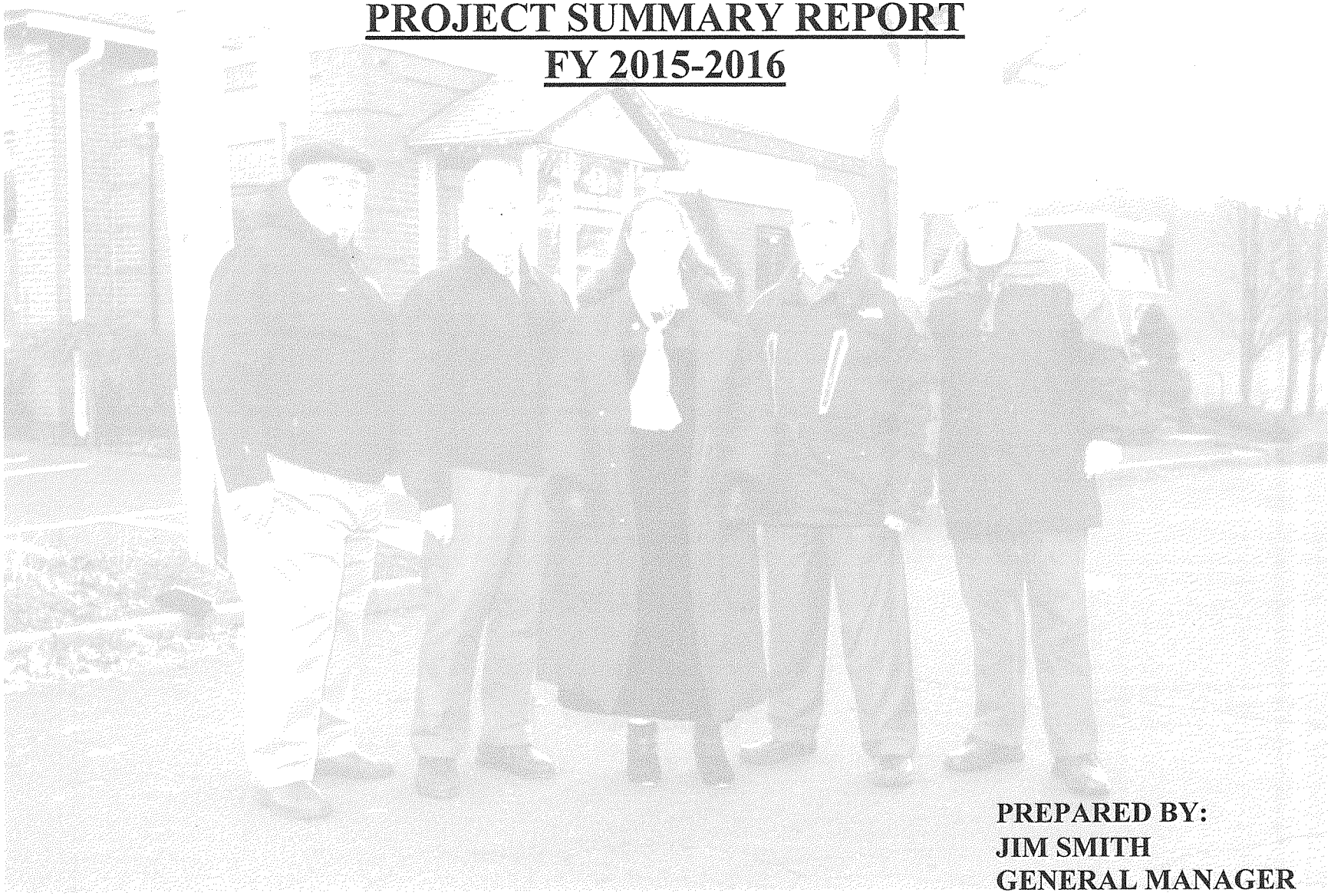
5. The $47K decrease in Gain/(Loss) on Investments is due to the fair market value adjustment of the investment portfolio which is representative of unrealized loss.

6. The increase in Gain/(Loss) on Sale of FA is due to the sale of scrap at Lajoies and old transformers with Jerry's Electric.

THIRD TAXING DISTRICT
KEY PERFORMANCE INDICATORS (KPI'S)

			2016	January 2015	Industry Average (Bandwidth)
1)	***OPERATING RATIO***	TOTAL OPERATING EXPENSE / TOTAL OPERATING REVENUE	102.53%	108.63%	87% - 92%
2)	***POWER SUPPLY EXPENSE RATIO***	TOTAL POWER SUPPLY EXPENSES / TOTAL EXPENSES	63%	64%	65% - 70%
3)	***BAD DEBT RATIO***	TOTAL CUSTOMER ACCOUNTS OVER 90 DAY / TOTAL ACCOUNTS RECEIVABLE	4.29%	5.02%	3% - 10%
4)	***ACTUAL RATE OF RETURN ON RATE BASE***	AUTHORIZED BY STATE STATUTE	N/A	N/A	Varies by state
5)	***ELECTRIC CUSTOMERS PER EMPLOYEE***	TOTAL ELECTRIC CUSTOMERS / TOTAL FULL TIME EMPLOYEES	354	382	200 - 500
6)	***ENERGY LOSS %***	TOTAL ENERGY LOSSES/TOTAL SOURCES OF ENERGY	3.42%	4.76%	2.5% - 6%
7)	***SYSTEM LOAD FACTOR***	TOTAL SALES + TOTAL ENERGY LOSSES/8760/ HIGHEST HOURLY PEAK DEMAND	51.3%	53.03%	50% - 65%

THIRD TAXING DISTRICT
PROJECT SUMMARY REPORT
FY 2015-2016



PREPARED BY:
JIM SMITH
GENERAL MANAGER

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THIRD TAXING DISTRICT – PROJECT SUMMARY

UPDATED: FEBRUARY 29, 2016

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
1)	A-BASE METER REPLACEMENT PROGRAM	• IN PROCESS WITH METER DEPT.	ON-GOING UNTIL COMPLETED	• FEBRUARY 2016 – NO ACTIVITY TOOK PLACE DURING THE MONTH. HOWEVER, 2 CUSTOMERS HAD THEIR SERVICES REPLACED VOLUNTARILY, THEREBY ELIMINATING TWO A-BASED METERS IN THE FIELD.
2)	CUSTOMER SERVICE TRAINING PROGRAM	• TRAINING THROUGHOUT THE YEAR BASED ON TRAINING OPPORTUNITIES AND EMPLOYEE SCHEDULES.	1ST & 2ND QTR 2016	• FEBRUARY 2016 – KRISTEN MALONE AND CYNTHIA TENNEY HAVE COMPLETED THE FIRST PART OF THE 4-PART APPA WEBINAR SERIES "ELECTRIC UTILITY 101" DEALING WITH GENERATION.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
3)	SUCCESSION PLANNING PROCESS	• COMPLETE WITH PERIODIC REVIEW • NEW LINEMAN TO BE HIRED DURING SECOND HALF OF FISCAL YEAR.	ON-GOING	
4)	RADIO-READ METER UPGRADE	• APPROXIMATELY 1/3RD OF SYSTEM COMPLETED.	ON-GOING THROUGH 2015 INTO 2016	• FEBRUARY 2016 – INSTALLED 73 RADIO-READ METERS DURING THE MONTH OF FEBRUARY, FOR A TOTAL OF 1,718 TO DATE. WE ARE BEGINNING TO RAMP UP OUR INSTALLATION PROCESS BASED ON THE LACK OF SNOW IN THE FIELD.
5)	UPGRADE FLEET VEHICLES	• PURCHASING/LEASING VEHICLES IN ACCORDANCE WITH FIVE-YEAR FLEET VEHICLE REPLACEMENT SCHEDULE.	ON-GOING WITH PERIODIC UPDATES	

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
6)	UPDATE EMERGENCY PLAN FOR DEPARTMENT	• IMPLEMENTED AS NEEDED DEPENDING ON WEATHER CONDITIONS, OR AS SPECIAL CIRCUMSTANCES DICTATE.	ON-GOING	
7)	I/T UPDATE/ UPGRADES	• TRANSITION PROCESS COMPLETED WITH PERIODIC UPDATES TO HARDWARE/ SOFTWARE, IT SYSTEM, ETC. AS NEEDED.	ON-GOING	• FEBRUARY 2016 – WE CONTINUE TO MONITOR THE PARTICIPATION RATE AND PROGRESS OF THE "INVOICE CLOUD" PAYMENT PROCESSING SYSTEM. WE HAVE SEEN INCREASED PARTICIPATION IN FEBRUARY AND ARE REMINDING CUSTOMERS THAT THEY NEED TO "RE-REGISTER" FOR THE UPGRADED SYSTEM THROUGH OUR WEBSITE. WE ARE HANDLING ANY "GLITCHES" ON USING THE SYSTEM WITH INDIVIDUAL CUSTOMERS AS THEY ARISE.
8)	CONDUCT COST OF SERVICE/RATE STUDY	• INITIAL STUDY CONDUCTED IN 2013 WITH RESULTS IMPLEMENTED IN OCTOBER 2014.	WORK BEGINS 1ST QTR 2016.	• FEBRUARY 2016 – CONTINUING THE PROCESS OF WORKING WITH UFS TO HAVE THEM PERFORM THE COS UPDATE. WE ARE PROVIDING A DATA PACKET OF MATERIAL AS A FOLLOW-UP TO OUR SUBMISSION OF THE JUNE 30, 2015 FINANCIAL AUDIT.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
9)	STRATEGIC PLANNING PROCESS	• TO BE PRESENTED TO COMMISSION AT THE FEBRUARY 1, 2016 MEETING.	BEGIN IN 1ST QTR 2016.	• FEBRUARY 2016 – THE COMMISSION AWARDED THE BID FOR STRATEGIC PLANNING SERVICES TO APPA'S HOMETOWN CONNECTIONS BASED ON THE GM'S RECOMMENDATION AT THE FEBRUARY 1, 2016 COMMISSION MEETING. WE HAVE SUBSEQUENTLY CONTACTED APPA AND ARE WORKING TO ARRANGE SCHEDULING OF SEVERAL MEETINGS WITH BOTH STAFF AND THE COMMISSION OVER THE NEXT SEVERAL MONTHS.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
10)	MAPLEWOOD	• IN NEGOTIATION.	ON-GOING	• FEBRUARY 2016 – EXTENSIVE LEGAL ACTIVITY HAS TAKEN PLACE DURING THE MONTH OF FEBRUARY AFTER A BREAKDOWN OF SETTLEMENT TALKS WITH MAPLEWOOD'S LAWYERS. STEVE STUDER IS IN THE PROCESS OF PREPARING A STATUS MEMO TO THE COMMISSION OUTLINING THIS ACTIVITY. I WILL CONTINUE TO KEEP THE COMMISSION APPRISED OF SCHEDULING, KEY DATES, ETC. AS THE PROCESS HAS MOVED FORWARD AT PURA.
11)	WEBSITE/BRANDING PROJECT	COMMISSION GRANTED EXTENSION OF JUMAR CONTRACT THROUGH FIRST QUARTER OF 2016.	ON-GOING THROUGH FIRST QTR 2016.	

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
12)	CATV POLE ATTACHMENTS/ AMPLIFIERS	• COMPLETED NEGOTIATIONS PENDING FINALIZED SIGNED AGREEMENT FROM CABLEVISION.	FINALIZE 1ST QTR OF 2016	• FEBRUARY 2016 – COMPLETED NEGOTIATIONS WITH CABLEVISION WHICH HAS RESULTED IN A FINAL CONTRACT. WE HAVE SIGNED AND SENT IT OFF FOR SIGNATURE FROM CABLEVISION. ALL INVOICES FOR POLE ATTACHMENT FEES HAVE BEEN PROCESSED BY CABLEVISION AND WE ARE AWAITING PAYMENT.
13)	UPGRADE/ENHANCE FUEL TANKS @ 2 SECOND STREET	• CURRENTLY IN COMPLIANCE WITH ALL STATE CODES THROUGH MONTHLY INSPECTIONS. HOWEVER, TANKS ARE AT THE END OF USEFUL LIFE.	2ND QTR OF 2016	• FEBRUARY 2016 – STAFF IS DEVELOPING BID SPECIFICATIONS FOR REPLACING THE EXISTING FUEL TANKS IN CONJUNCTION WITH OUR FUEL TANK COMPLIANCE/ MONITORING SERVICE.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
14)	SUBSTATION UPGRADES AND IMPROVEMENTS	• PROJECTS ON-GOING IN ALL SUBSTATIONS IN ORDER TO UPGRADE/ MAINTAIN COMPLIANCE WITH CONVEX/NERC/ FERC REQUIREMENTS.	ON-GOING THROUGHOUT 2015-16 FISCAL YEAR.	• FEBRUARY 2016 – STAFF IS CONTINUING TO WORK WITH SURVALENT/SWEITZER FIELD ENGINEERS TO COMPLETE "OPEN ITEMS" DISCOVERED IN THE SCADA HARDWARE/SOFTWARE DURING THE MONTH. THIS HAS SLOWED THE PROJECT SCHEDULE DOWN, BUT IS NECESSARY TO "GET IT RIGHT" BEFORE WE MOVE TO THE NEXT PHASE OF THE PROJECT.
15)	18 ROWAN STREET RENOVATION	• PROPERTY ACQUIRED, HOUSE DEMOLISHED AND LOT REPAVED. • FINAL STEP IS TO SITE A MATERIALS STORAGE FACILITY ON THE SITE.	RESCHEDULED TO SPRING 2016.	• FEBRUARY 2016 – STAFF HAS BEGUN DISCUSSIONS WITH POTENTIAL BIDDERS, ALONG WITH THE CITY OF NORWALK'S PLANNING & ZONING PERSONNEL IN ORDER TO DETERMINE THE APPROPRIATE ZONING REGULATIONS THAT AFFECT THE SITE. WE WILL SIT DOWN IN EARLY MARCH WITH JOHN BOVE TO GET THE PROPER LEGAL ASSISTANCE PRIOR TO FORMALIZING OUR APPROACH TO THE PLANNING COMMISSION, SHOULD THAT BE NECESSARY.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
16)	**MISCELLANEOUS** • ANNUAL REVENUE/ EXPENSE BUDGET/FIVE-YEAR CAPITAL BUDGET	BUDGET PREPERATION COMPLETED, PRESENTED AND APPROVED BY COMMISSION AT THE JUNE 23, 2015 SPECIAL MEETING FOR THE 2015-16 FISCAL YEAR.	PERIODIC UPDATES WILL BE SENT TO THE COMMISSION AS BUDGET VS. ACTUALS BECOME AVAILABLE.	
	• SOLAR P/V PROJECT ROOFTOP AT SECOND STREET OFFICE	NO ACTIVITY AT THIS TIME. WE WILL RE-EVALUATE ONCE ALL OTHER ENERGY CONSERVATION IMPROVEMENTS/PROJECTS (LED S/L's, ETC.) ARE COMPLETED.		
	• LEASE NEGOTIATION – NORDEN GENERATORS	ON HOLD PENDING NEGOTIATION.	ON-GOING	• FEBRUARY 2016 – NO ACTIVITY - HOWEVER STAFF HAS DISCOVERED THAT PROPER MAINTENANCE HAS NOT BEEN DONE BY FORTIS ON THEIR DISTRIBUTION EQUIPMENT BASED ON A RECENT "BLACK START" CONNECTION TEST OF THE GENERATORS HELD DURING THE MONTH. ALTHOUGH THIS DOES NOT AFFECT TTD, CUSTOMERS AT THE FORTIS BUILDING ARE ONLY BEING FED BY ONE SOURCE, WHICH WILL REMAIN THE CASE UNTIL THEY GET THEIR EQUIPMENT REPAIRED.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
	MISC. (Cont.) • **SOLAR PROJECTS**	**DISCUSSION STAGE/ POTENTIAL PROJECTS DISCUSSED WITH RESIDENTIAL CUSTOMERS AS PRESENTED.**	**ON-GOING**	
	• **ANNUAL FINANCIAL AUDIT (FYE 6/30/15)**	**COMPLETED FOR FYE 6/30/15 AS OF NOVEMBER 23, 2015.**	**EXPECTED COMPLETION DATE – OCTOBER 15TH OF EACH YEAR**	

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
	MISC. (Cont.)			
	• LED STREET LIGHT PROJECT	ON-GOING	ALL OF 2015	• FEBRUARY 2016 – 10 ADDITIONAL LED'S WERE INSTALLED DURING THE MONTH, BRINGING THE TOTAL OF LED STREET LIGHTS INSTALLED TO 545, OR 81% OF THE SYSTEM.
	• SCADA PROJECT	PROJECT BEGINS JULY 2015	• 1ST/2ND PHASE (SECOND STREET-FITCH STREET SUB-STATION) – JULY 2015 – DECEMBER 2015 • 3RD PHASE (EAST AVENUE) JANUARY 2015 – APRIL 2016 • 4TH PHASE – MAY 2016 – AUGUST 2016 • 5TH PHASE – AUGUST 2016 – NOVEMBER 2016	• FEBRUARY 2016 – SEE COMMENTS ON THIS PROJECT UNDER ITEM #14. AS YOU CAN SEE, WE ARE CURRENTLY BEHIND SCHEDULE BASED ON THE ORIGINAL TIMELINE.

#	PROJECT	STATUS	TIMELINE	COMMENTS/MONTHLY UPDATE
	MISC. (Cont.)			
	• COMMERCIAL CUSTOMER VISITS	ON-GOING AS SCHEDULES PERMIT	THROUGHOUT 2015	• FEBRUARY 2016 – WE HAVE SCHEDULED A VISIT WITH CERVALIS IN MID-MARCH TO SIT DOWN WITH THEM ON A VARIETY OF ISSUES. I WILL KEEP THE COMMISSION INFORMED OF ANY IMPORTANT DEVELOPMENTS. WE HAVE ALSO PICKED UP THE SONO ICE HOUSE, WHO WILL BE BUILDING TWO OUTDOOR ICE RINKS AT VET'S PARK OVER THE NEXT FEW MONTHS. THIS IS A SEASONAL LOAD THAT WILL BE CONNECTED TO OUR SYSTEM UTILIZING A 750 KVA PADMOUNT TRANSFORMER.
	• SYSTEM MAPPING	PROJECT BEGINS LATE AUGUST 2015.	TO BE FINALIZED IN DECEMBER 2015.	