

KENT COUNTY WATER AUTHORITY

MINUTES OF THE SPECIAL MEETING  
OF THE BOARD

November 3, 2016

A special meeting of the Board of Directors of the Kent County Water Authority was held on the 3<sup>rd</sup> day of November 2016, at 3:30 p.m. at the offices of the Authority in West Warwick, RI, in the Joseph D. Richard Board Room.

Chairman Boyer opened the meeting at 3:30 p.m. Board members Vice-Chairman Peter Masterson, Treasurer Joseph Gallucci, and Mr. Duckworth were all present together, along with the General Manager/Chief Engineer Timothy J. Brown, Legal Counsel Patrick J. Sullivan, Esq., Treatment Manager/Water Project Engineer Dave Simmons and Director of Technical Services John Duchesneau. Mr. Masterson led the group in the pledge of allegiance.

EXECUTIVE SESSION – Pursuant to RIGL 42-26-5(a)(1), Employee Performance Review, Employment Status

Chairman Boyer read the first agenda item and then asked for a motion to move into executive session. The chairman noted for the record that the affected employee was notified of the meeting and that she was given the opportunity to have the meeting in open session. Mr. Sullivan advised the board that he spoke to the employee's attorney and that neither the employee nor her attorney would be attending the meeting.

Mr. Duckworth moved, seconded by Mr. Masterson, that the board move into executive session for discussion of the aforementioned employee performance review.

Upon Motion duly made and seconded, it was unanimously, by roll call vote,

VOTED: That the board move into executive session for discussion of the aforementioned employee performance review.

The board moved into executive session at 3:35 p.m.

The board reconvened in open session at 4:05 p.m.

Mr. Duckworth moved, seconded by Mr. Masterson, that the minutes of the executive session be sealed.

Upon Motion duly made and seconded, it was unanimously, by roll call vote,

VOTED: That the minutes of the executive session shall be sealed.

## **GENERAL MANAGER/CHIEF ENGINEER'S REPORT**

### **GENERAL:**

#### **Staff Reorganization Discussion/Strategic Plan Discussion/Succession Plan Discussion – Key Personnel**

Mr. Brown, having previously delivered to the board, began discussion of the organizational chart of the KCWA. He discussed the open positions of a maintenance mechanic and an equipment operator. He added that KCWA is looking, through the rate case, to add three additional employees to bring the total complement up to 37 employees. He added that there is a need for additional personnel.

He then discussed the 2014 Strategic Plan, which listed goals of the KCWA. He advised the board that there were 5 objectives in the plan, and he went on to discuss the status of each objective.

With respect to Objective 1, Supply and Distribution, he indicated that most of the sub goals are complete.

He went on to Objective 2, Facilities and Staffing. He discussed the need for the board to think about staffing requirements and the organizational structure. He said he needs direction from the board about reorganization. He thought this should be raised after the board had an opportunity to reflect on this at another meeting, even a special meeting.

He Discussed Objective 3, Improve security in All Aspects as ongoing. He said there was a vulnerability assessment that was involved in the rate case.

Mr. Brown then said Objectives 4 and 5, Define Serviceable Area and Maintain Financial Stability, are complete.

Mr. Brown then began a discussion of the need for a succession plan. He said key personnel can be lost, and significantly impacting the organization, due to long term illness, retirements, or a sudden, unanticipated, vacancy. He said the authority doesn't have the funds or the staff to temporarily replace key employees. He indicated this may impact the bonds KCWA sells to investors; they usually need to see an effective succession plan in place. He indicated that there was no easy answer.

Chairman Boyer began a discussion of the organizational charge and the number of employees. Mr. Brown informed the board that once the billing upgrade is fully operational, he would like to implement some valve exercising and hydrant maintenance personnel.

Mr. Gallucci discussed the annual possibility of the consolidation of water companies by

the general assembly. Mr. Brown responded that the PWSB are trying to do that with a district in their current rate filing, but the devil is in the details.

Mr. Duckworth said the succession plan is paramount. He said every organization, large and small alike, needs this type of plan.

There being no further business before the board, Mr. Duckworth moved, seconded by Mr. Masterson, to adjourn the meeting.

Dated: November \_\_\_\_, 2016

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Patrick J. Sullivan  
Legal Counsel