

KENT COUNTY WATER AUTHORITY
MINUTES OF THE SPECIAL MEETING
OF THE BOARD

June 7, 2017

A special meeting of the Board of Directors of the Kent County Water Authority was held on the 7th day of June 2017, 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. Giorgio 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 and Director of Finance and Administration Michael Lanfredi. Mr. Duchesneau led the group in the pledge of allegiance.

GENERAL MANAGERS – EXECUTIVE SUCCESSION PLAN

Mr. Brown began the discussion by briefing the board of a workplace accident where an employee was injured and hospitalized. He outlined the incident and the investigation thereafter.

The Chairman then introduced the subject of Mr. Brown's replacement to the board. He said he had discussed this matter with Mr. Brown and turned the meeting over to Mr. Brown.

Mr. Brown advised the board that the KCWA facility is licensed by the Dept. of Health as required by state and federal law since the mid 90s. He said the facility is required to have a distribution IV and treatment III licenses. He said that his name and license number is on the license. As such, he is subject to discipline and revocation as the license holder is responsible for the customers' health and safety. He said KCWA needs someone with at least those licenses.

He said that the successor needs at least some experience with construction. He said familiarity with the computer system and modeling would be necessary. Also, KCWA needs someone proficient in management and someone with enough wherewithal to mete out discipline.

He said it is difficult to get licensed employees as one cannot just go out and get this license without being an employee first. He said time in grade is required.

He then said Mr. Simmons had all the required licenses. He said he had the knowledge in chemical analyses, sampling and knows the operation of the treatment plant. He said it would be very difficult to hire someone brand new and train them. He said someone with institutional knowledge is difficult to find outside the organization. He said he had been training Mr. Simmons for 4 years. He said with him coming from another system with all the licenses is

invaluable.

The Chairman asked if there were people to step in for other key employees in the event of their departure. Mr. Brown said not really, as the organization isn't large enough. He said there is currently some cross training going on and it has been beneficial. The Chairman said he is concerned that now the general manager is a jack of all trades and he didn't think we could find another. Mr. Brown then advised the board that he is interviewing a treatment plant operator that could fill Mr. Simmon's position eventually. He said the candidate is already licensed. He thought that person could start in the maintenance side for 1-2 years.

Mr. Gallucci said he would prefer to promote from within. He added that holding both positions of general manager and chief engineer was overburdening.

There was a discussion of the date of retirement for Mr. Brown. He said he hadn't picked one but had some more work to be done. He thought some time in 2018.

Mr. Giorgio said the vision of the next manager should be presented to the board with respect to the management structure. Mr. Masterson said that the institutional knowledge is precisely what Mr. Brown was speaking about. Mr. Brown said he could come up with ideas and present them to the board.

Mr. Brown then discussed the expansion of the system, the rating agencies and the revenue bonds. The Chairman asked who could review the technical plans and review projects. Mr. Brown said that Mr. Simmons could do that and also that he was proficient in GIS as well. The Chairman asked about timelines and when the transition would take place.

Mr. Gallucci raised the annual prospect of regionalization and water issues in Warwick.

The Chairman ended the meeting saying that the KCWA needs to come up with a retirement date and the restructuring, and opined that the meeting was a good beginning.

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

Dated: June ____, 2017

Patrick J. Sullivan
Legal Counsel