

KENT COUNTY WATER AUTHORITY

MINUTES OF THE SPECIAL MEETING
OF THE BOARD

June 26, 2018

A meeting of the Board of Directors of the Kent County Water Authority was held on the 26th day of June, 2018, at 3:30 p.m. at the offices of the Authority in West Warwick, RI, in the Joseph D. Richard Board Room.

Chairman Robert Boyer opened the meeting at 3:30 p.m. Board members, Vice-Chairman Peter Masterson, Treasurer Joseph Gallucci, Frank Giorgio, Russell Crossman and Jeffrey Guisti were all present together, along with the General Manager/Chief Engineer Timothy J. Brown, and Legal Counsel Patrick J. Sullivan, Esq. Mr. Guisti was welcomed to the board and he led the group in the pledge of allegiance.

Mr. Brown said he would like to add two items to the agenda for discussion only:

1. Staff assignments current and future.
2. Preparation of Brochure on KCWA highlights, historical and current

Mr. Masterson moved, seconded by Mr. Gallucci, to amend the agenda.

Upon motion duly made and seconded, it was unanimously

VOTED: That the agenda is amended to add the following subjects for discussion only:

1. Staff assignments current and future.
2. Preparation of Brochure on KCWA highlights, historical and current

Staff assignments current and future.

Mr. Brown said he was concerned about future assignments of employees. He said over the next few months, it would be important for the board to discuss these matters. He discussed the assignments of the top four employees.

David Simmons

Mr. Brown outlined his current tasks:

- EG Well
- Technological review for meters.

- All computers and software
- Budget
- Rate case
- Sit in with Mr. Brown on employee reviews
- Involvement with rate new rate consultant
 - Current rate consultant has returned
- Chemical and EPA testing
- Treatment plant
- IFR and capital programs

John Duchesneau

- Technical review
- All bids and RFP
- Most technological troubleshooting
 - With regulatory bodies
- Correspondence with customers
- Works with DPUC on complaints
- CCR water quality report
- Dig safe liaison
- Construction inspections
- Backflow preventer program
- Supply IFR and capital

Rick

- Field crew assignments
- Discipline of employees
- System operations
- Historical research on customer inquiries
- State reviews

Michael Lanfredi

- Audit
- Works with bonds and the trustee
- Administration
 - Insurance
 - Workers compensation
 - Payroll
 - Benefits

Mr. Brown said he wanted to expand Mr. Lanfredi's role on the administrative side. He added that the board needed to look at the organizational chart. He said he was holding 2 operators positions open until fall. He said KCWA needed to promote from within, as the employees are more effective.

Mr. Brown gave a brief overview of the current status of the Division Road water main break.

Preparation of Brochure on KCWA highlights, historical and current

Mr. Brown said he was preparing a bullet point/power point history of the authority to give out to speaking groups, etc. He said he would put it into a timeline arrangement dating back to the 1880s, being born of three entities at one time.

Chairman Boyer said he would like to show it at planning and zoning meetings. He said most people only know about the KCWA when they turn their faucet on high quality water comes out.

Budget Approval FY 18-19

Mr. Brown gave an overview of his detailed presentation from the meeting the prior week. He suggested to the board that the employee assistance program ("EAP") that is funded in the budget is not used that often at all by employees. He gave an overview of the program particulars and employee participation, and Mr. Masterson said it sounded like it wasn't needed.

Mr. Masterson moved, seconded by Mr. Crossman, to remove the EAP line item from the budget.

Upon motion duly made and seconded, it was unanimously

VOTED: That the EAP line item was removed from the FY 18-19 budget.

Mr. Brown then left the room and the board discussed his salary increase. There was a discussion of Mr. Brown's impending retirement of April 2019, and the fact that he has two roles in the company, both chief engineer and general manager. Mr. Gallucci thought upon his retirement, the position may be divided into two position with two employees.

Mr. Giorgio moved, seconded by Mr. Masterson, that the remainder of the FY 18-19 budget be approved with a 3% increase to Mr. Brown.

Upon motion made and duly seconded, it was unanimously

VOTED: That the remainder of the FY 18-19 budget be approved with a 3% increase to Mr. Brown.

There being no further business before the board, Mr. Giorgio moved, seconded by Mr. Crossman, to adjourn the meeting. The vote was unanimous in the affirmative.

Dated: July ____, 2018

Patrick J. Sullivan
Legal Counsel