

KENT COUNTY WATER AUTHORITY

MINUTES OF THE REGULAR MEETING  
OF THE BOARD

January 16, 2020

A meeting of the Board of Directors of the Kent County Water Authority was held on the 16<sup>th</sup> day of January 2020, 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 Joseph Gallucci, Secretary Scott Duckworth, Treasurer Russell Crossman, Brian Kortz, Jeff Giusti, and Geoffrey Rousselle were all present together, along with Executive Director/Chief Engineer David L. Simmons, Legal Counsel Marisa Desautel, Esq., Director of Administration John Duchesneau and Director of Human Resources and Finance Michael Lanfredi. Director of Information and Technology Alisa Morrison was also in attendance. Mr. Duckworth led the group in the pledge of allegiance.

**APPROVAL OF THE MINUTES**

The minutes of the regular board meeting held on December 19, 2019 were presented for approval. Mr. Rousselle moved, seconded by Mr. Duckworth. The minutes were approved unanimously.

**Legal Matters**

Ms. Desautel updated the board on the Center of New England Receivership. The case remains before the superior court. The court approved recent actions by the receiver designed to improve the water infrastructure and to eventually introduce KCWA water to the Highlands at Hopkins Hill.

Next, Ms. Desautel advised the board that the sewer easement with the Town of Coventry was tentatively on the January 13, 2019 town council agenda. She said the town manager inadvertently left the matter off the agenda and promised to have it on the next meeting agenda.

**Director of Finance Report:**

Mr. Lanfredi, Finance Director, explained and submitted the financial report. He reported on the Cash Receipts and Disbursements and Statement of Cash Location FY 2018-2019 as of December 2019 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of December 2019, attached as exhibit "A", and a thorough discussion ensued with regard to the sales and revenue.

Mr. Rousselle moved, seconded by Mr. Duckworth, to accept the reports and attach the same as an exhibit and that the same be incorporated by reference and be made a part of these minutes.

Upon Motion duly made and seconded, it was unanimously,

VOTED: That the Cash Receipts and Disbursements and Statement of Cash Location FY 2019-2020 as of December 2019 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of December 2019, attached as exhibit "A", be approved as presented and be incorporated herein and are made a part hereof.

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

#### **GENERAL:**

#### **Providence Water Supply Board rate filing – Motion to Intervene**

Mr. Simmons advised the board that PWSB had filed a rate case. He said it was a three stage increase with a proposed 20.94% first year increase. He said the data requests were made to get the number for the wholesale rate. He predicted 7-9 months before the PUC made its decision. He added that KCWA would have to file a pass through filing for its customers. He said that KCWA filed its intervention paperwork on December 30, 2019.

#### **Abbreviated Rate Filing**

Mr. Simmons discussed KCWA's abbreviated rate filing. He discussed the restricted meter account ongoing funding instead of spending all at once. He said the filing would result in a rate reduction in meters 2" or less. He discussed the blended rate for all large and medium compound meters that have two registers and the effect on the billing structure and systems. He stated that the large and medium compound meters are charged at two separate rates based on the size of the main meter and the size of the bypass meter that picks up on small flows. The blended rate would assign one tariff rate to a single account rather than two tariffs at a single location. The small bypass meter picks up on average 2/3 of flow derived revenues on all large and medium sized meters but they are currently receiving no benefit of the meter change out program. Mr Simmons stated that the filing requests before the PUC also includes large and medium sized meters into the current meter change out program. He said by using Neptune, this is saving the project \$900,000.00 which will be used to fund the large and medium sized unitized measuring elements.

Also being addressed are fire services and equitable cost reallocation to all rate payers resulting in a lowering of fire service rates. The last item that is being addressed in the filing was the establishment of a wholesale rate for Quonset.

### **Muni Link Update**

Mr. Simmons discussed the topic. He said all the data was uploaded. He said weekly integration will take a few months before the full meter upload. He discussed the implementation of the program.

### **Meter Replacement Project, Status – Report of Progress**

Mr. Simmons advised the board that the project was continuing, and 2790 meters have been charged out so far and the meter installation contractor has increased staffing for appointments and installations. The current installation rate is approximately 300-350 meters being completed per week. There was a general discussion of slippage and water loss. Mr. Simmons said all meters 20 years or older need to be tested or replaced as required under the Division regulations. He estimated the slippage factor at 5%. There was also a discussion of unaccounted for water, losses created by theft, fire department use, and leaks.

### **Tank Demo Project - Vinagro Progress**

Mr. Simmons said the project is off until the spring as DEM approval is pending.

### **Water Supply System Mgmt. Plan Board action -Approval of Task Order No 2: Professional Services of James Geremia and Associates to expand scope of WSSMP project to include an updated Emergency Response Plan and Risk Assessment for compliance required with American Water Infrastructure Act (AWIA).**

Mr. Simmons discussed the need for the task order number 2. He said the scope of the project needed to be expanded for emergency response and the risk assessment. He recommended approval of the TO in the amount of \$13,920.00 to James Geremia and Associates.

Mr. Duckworth moved, seconded by Mr. Gallucci, to approve the task order no. 2 in the amount of \$13,920 to Geremia and Associates.

Motion made and duly seconded, it was unanimously

VOTED: That KCWA approves the task order no. 2 in the amount of \$13,920 to Geremia and Associates.

## **INFRASTRUCTURE PROJECTS**

### **Hydraulic Model**

There was a general discussion of the model. Alisa Morrison discussed the update of the model. Chairman Boyer asked if she got the model in good shape from C&E. She replied that in the old model, the pipes did not match up with the GIS. She said now they do. The chairman said the model was held hostage by C & E. Mr. Simmons and Ms. Morrison discussed the various sizes of projects and the impact they would have on the model. All work would be done in house now with charges which are fair and reasonable, not for a profit.

## **CAPITAL PROJECTS**

### **Water Main North/South Interconnection High Service Coventry- Main Street @ Leader and Old Main, Sandy Bottom, Tiogue @ Gilles. – Update - Station Street addition**

Mr. Simmons said there was a pipe break that required a change order. He said 600' of pipe was necessary to connect Main St. to Park St. He said it was done with 12" ductile pipe and D'Ambra Construction did the work. Mr. Kortz asked if this was within budget, and Mr. Simmons said it was, and that the cost was reasonable. Mr. Simmons recommends approval.

Mr. Rousselle moved, seconded by Mr. Gallucci, to approve a change order to D'Ambra Construction in the amount of \$293,230.73, for the pipe break to connect Main St. to Park St.

Upon motion duly made and seconded to approve a change order to D'Ambra Construction in the amount of \$293,230.73, for the pipe break to connect Main St. to Park St., it was unanimously

VOTED: That KCWA approves the change order to D'Ambra Construction in the amount of \$293,230.73, for the pipe break to connect Main St. to Park St.

### **Professional Architectural/Engineering Services for Evaluation and Analysis of New Office and Maintenance Facility -Update of design progress.**

Mr. Simmons explained this topic to the board. He said there would be a presentation on the maintenance facility and new office before the board at the next meeting.

**Professional Engineering Consultation Services for a Groundwater Treatment Facility for the East Greenwich Well-Update**

Mr. Simmons discussed the EG well. He said there was a scope and design meeting today with Pare Engineering. He said there should be an approximately 6-month timeframe, with the project going out to bid sometime in January 2021.

**Executive Session – 42-46-5 (a)(1) relating to discussions of the job performance, character, or physical or mental health of a person or persons.**

Chairman Boyer asked the employee if he wanted the meeting in open session or closed session. Atty. Williamson appears on behalf of the employee. They requested closed session.

Mr. Duckworth moved and seconded by Mr. Gallucci that the board move into executive session for discussion of job performance, character, physical or mental health pursuant to RIGL 42-46-4 and 42-46-5(a)(1)

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

VOTED: That the board moved into executive session for discussion of job performance, character, physical or mental health pursuant to RIGL 42-46-4 and 42-46-5(a)(1).

The board goes into executive session at 4:15 p.m.

The board emerges from executive session at 4:45 p.m.

Mr. Duckworth moves to seal the minutes of the executive session, seconded by Mr. Rousselle.

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

VOTED: That the minutes of the executive session are hereby sealed.

Mr. Duckworth then moved, seconded by Mr. Rousselle, to accept the discipline recommendation of Mr. Simmons for the affected employee as follows:

1. One-month loss of pay via suspension; and
2. Probation for a period of 12 months; and
3. Delegation of the board power to Mr. Simmons to terminate while the employee is on probation.

Motion duly made and seconded, it was

VOTED: That KCWA accept the discipline recommendation of Mr. Simmons for the affected employee as follows:

1. One-month loss of pay via suspension; and
2. Probation for a period of 12 months; and
3. Delegation of the board power to Mr. Simmons to terminate the employee while the employee is on probation.

There being no further business before this meeting, on motion duly made by Mr. Rousselle, seconded by Mr. Crossman and carried, the meeting was adjourned at 5:15 p.m.

Dated: February \_\_\_\_\_, 2020

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Patrick J. Sullivan  
Legal Counsel