

KENT COUNTY WATER AUTHORITY

MINUTES OF THE REGULAR MEETING OF THE BOARD

March 12, 2020

A meeting of the Board of Directors of the Kent County Water Authority was held on the 12th day of March 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, Treasurer Scott Duckworth, Secretary Russell Crossman, Brian Kortz, and Geoffrey Rousselle were all present together, along with Executive Director/Chief Engineer David L. Simmons, Legal Counsel Patrick J. Sullivan, 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. Rousselle led the group in the pledge of allegiance.

Amendment of the Agenda

Mr. Simmons asked if the board would vote to amend its agenda so as to add COVID-19 for discussion purposes only. Mr. Duckworth moved, seconded by Mr. Rousselle to amend the agenda. The vote was unanimous in favor.

APPROVAL OF THE MINUTES

The minutes of the regular board meeting, including executive session minutes, held on February 20, 2020 were presented for approval. Mr. Duckworth moved, seconded by Mr. Rousselle. The minutes were approved unanimously.

Legal Matters

Mr. Sullivan updated the board on the Center of New England receivership. The case remains before the superior court. There was little action to report except that there were minor matters unrelated to KCWA. He continues to monitor the case.

Next, Mr. Sullivan advised the board that the sewer easement on the Monroe Dr. area was approved by the town council in form. He said he was in contact with Weston and Sampson, the

town's consultants, and he has asked for an engineering plan. The metes and bounds of the easement, however, are already in the proposed easement. He said this would be an action item on the next meeting agenda.

Next, Mr. Sullivan discussed the legislative update including the RI Water Authority Act, along with Mr. Simmons. Mr. Sullivan said he contacted some of the senators and representatives and found that the Providence delegation appeared to oppose it as they see their pension fund as their pot of gold to resolve their pension problems.

Mr. Simmons discussed the bills S2235 and H7216 PFAS IN DRINKING WATER, GROUNDWATER AND SURFACE WATERS. He outlined what PFAS was and that the RIDOH wants to reduce the contaminant level significantly, from the current EPA limit at 70)Parts Per Trillion (ppt) to the proposed RIDOH level at 10 ppt, a significant reduction. Mr. Duckworth discussed the reason for the reduction. Mr. Rousselle asked what the PWSB levels were. Mr. Simmons said there were no PFAS detected in samples tested in water delivered by PWSB. Mr. Simmons added that the level set by California was 20 ppt, which he said is an still extremely aggressive limit but more attainable than the 10 ppt as proposed. Mr. Simmons went on to discuss that the new treatment facility being proposed at the East Greenwich Well will review and address treatment techniques for PFAS and incorporate them into the design if needed. At a minimum, the space and piping configurations within the new facility will be made available if treatment is needed at some point into the future. Mr. Kortz added additional reasoning for PWSB water having zero.

Mr. Duchesneau discussed the recent EPA study of PFAS.

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 2019-2020 as of February 2020 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of February 2020, 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 February 2020 and Statement of Revenues, Expenditures, and Changes in

Fund Balance as of February 2020, attached as exhibit “A”, be approved as presented and be incorporated herein and are made a part hereof.

EXECUTIVE DIRECTOR/CHIEF ENGINEER’S REPORT

GENERAL:

COVID-19

Mr. Simmons said he received a an email from the Division of Public Utility and Carriers (DPUC) to provide a Continuity of Operations Plan (COOP) that KCWA has in place in response to pandemics. He said he updated the current plan that was put together for the H1N1 swine flu to reflect specific details related to COVID-19 and submitted it. He said he plans to present it to staff tomorrow. He said he reached out to the meter installation company to adjust their staff sanitizing procedures and start asking if anyone was sick within the last 14 days to reschedule the appointment. He said he put sanitizer in all KCWA trucks and in the office area.

Mr. Simmons discussed the KCWA initial response to the corona virus. He feared a loss of personnel and discussed his response to potential infected employees and how they would be compensated in the event of a sustained quarantine and the exhaustion of the employee’s paid time off or TDI. He thought the authority would like to make sure the employees kept earning their salaries. He thought this may become an emergency over the next few weeks as conditions were expected to worsen and requested for the board to act now. Mr. Sullivan said his opinion was that this currently wasn’t an emergency as no one has been quarantined and/or lost salary. The general consensus of the board was in favor with the stipulation of a doctor’s note and payment verification from RIDLT papers that the employee would provide. The board asked Mr. Sullivan to look into RIDLT regulations/contact them right away to assure this was ok to do and it could be put on this agenda for a ratify vote if it was found necessary to do so. The Board approved it pending Mr. Sullivan’s finding.

Chairman Boyer and Mr. Rousselle asked if there were any current employees out sick. Mr. Simmons said there was one out with a fever returning from military leave from Washington State which is currently a hot spot. Mr. Simmons said he told the employee to remain out for 2 weeks, but he can work remotely. Mr. Duckworth asked about a lien in the event there is more paid to the employee in addition to their benefit. He asked Mr. Sullivan to look into it. Mr. Kortz asked about a contingency plan in the event of sickness of a large amount of staff. Mr. Simmons said yes, the COOP outlines the plan of action and additionally if necessary KCWA could purchase 100% of water from PWSB and shut all KCWA plants down to reallocate those forces to handle emergent matters on an as needed basis. Mr. Simmons would keep the Board posted as to the response and mitigation measures as we continue to adapt to situation.

Customer Service Representative Position Recommendation

Mr. Simmons advised the board that Ms. Heard was retiring after working at KCWA for 44 years. He advised there were 300 applicants which was culled to 11, then there were 7 interviews. They asked 3 for second interviews and he said Anthony Corrente was selected to recommend to the board for the job. He said Mr. Corrente was with the Warwick wastewater authority, and familiar with utility nomenclature. He said he was smart and had great computer skills.

He said Nicole Jaques would move into Ms. Heard's position and Mr. Corrente would move into Ms. Jaques position. Chairman Boyer added that he spoke with two of his references and they both had positive recommendations.

Mr. Gallucci moved to extend Mr. Corrente a conditional offer of employment, subject to all pre employment testing, BCI, and probationary period, seconded by Mr. Duckworth.

Motion made and seconded, it was unanimously

VOTED: That KCWA shall extend Mr. Corrente a conditional offer of employment, subject to all pre employment testing and BCI and probation period.

Abbreviated Rate Filing to PUC – Docket 5012 – Status Update

Mr. Simmons discussed KCWA's abbreviated rate filing. He said KCWA had responded to two sets of Division's data requests. Chairman Boyer asked Mr. Simmons to keep the board updated on the Quonset matter that is the subject of the filing.

Mr. Simmons said he was asked how Quonset's request would affect PWSB filing. Mr. Simmons said it was a *de minimis* effect. Since it was a rate decrease, they are trying to push it through. July 2020 is the earliest it could be approved.

Meter Replacement Project, Status – Update on Installation Progress

Mr. Simmons advised the board that the project was continuing. He said the project was going well, with 400-450 being installed weekly. So far 5313 have been replaced.

Tank Demo Project

Mr. Simmons discussed this item. He said the demolition had begun and that the project should be done by the end of next month.

INFRASTRUCTURE PROJECTS

IFR Design Services for the replacement of two PRV stations and associated main replacements in the Town of Coventry.

Mr. Simmons said the board approved task order no. 2 to replace two PRVs. He said the IFR went out for design services.

Paving Policy in the Town of Coventry

Mr. Simmons explained the RI Utility Fair Share Repair Act passed last year by the general assembly and signed into law by the governor. He said he spoke to the public works director in Coventry, and he agreed to allow KCWA to continue their usual replacement of pavement as they had done in the past. Mr. Crossman said he agreed with KCWA's request.

Alisa Morrison (Director of Engineering and Technology) Hydraulic Model – progress update

Ms. Morrison updated the board on this topic. She said the model was working and there was in house training yesterday. She said there was a pilot project that would allow them to get up to speed on the models.

CAPITAL PROJECTS

Water Main North/South Interconnection High Service Coventry- Main Street @ Leader and Old Main, Sandy Bottom, Tiogue @ Gilles. – On hold until spring

Mr. Simmons explained that this project has begun for the construction season.

Groundwater Treatment Facility Design for the East Greenwich Well-Update

Mr. Simmons discussed the EG well. He updated the board on the design.

RFP for Land Acquisition for Proposed New Facility - Publicly Advertised – 2-28-20

Mr. Simmons said the RFP has hit the street. He added that no one showed for the pre proposal meeting.

Chairman Boyer exited the meeting. Vice Chairman Gallucci presided over the remainder of the meeting.

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.

Vice Chairman Gallucci read the agenda item. He then asked Mr. Michael Stocklosa if he wanted the meeting in open session or closed session. Mr. Stocklosa opted for open session, so the board did not go into closed session.

Mr. Simmons said Mr. Stocklosa has been a probationary employee for two years. He said Mr. Stocklosa has done a great job and he recommended Mr. Stocklosa for full employment and a termination of his probationary status.

Mr. Duckworth moved, seconded by Mr. Rousselle, to elevate Mr. Stocklosa to full employment and a termination of his probationary status.

Motion made and duly seconded, it was unanimously

VOTED: KCWA elevates Mr. Stocklosa for full employment and a termination of his probationary status.

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 4:30 p.m.

Dated: May _____, 2020

Patrick J. Sullivan
Legal Counsel