

KENT COUNTY WATER AUTHORITY

MINUTES OF THE REGULAR MEETING
OF THE BOARD

July 18, 2019

A meeting of the Board of Directors of the Kent County Water Authority was held on the 18th day of July 2019, 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, Russell Crossman, Jeff Giusti, 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 Finance and Administration Michael Lanfredi. Mr. Crossman led the group in the pledge of allegiance.

APPROVAL OF THE MINUTES

The minutes of the regular board meeting held on June 20, 2019 were presented for approval. Mr. Rousselle moved, seconded by Mr. Crossman, to approve the minutes. The minutes were approved unanimously.

Legal Matters

Mr. Sullivan updated the board on the Verizon easement/license for the Spring Lake property in Coventry. He said the document was already signed by Verizon and he needed a motion from the board to authorize the agreement and the signature of the Chairman to finalize the matter.

Mr. Crossman moved, seconded by Mr. Rousselle, to authorize granting the easement/license to Verizon and also to authorize the Chairman to execute the agreements.

Motion duly made and seconded, it was unanimously

VOTED: That KCWA authorizes the granting the easement/license to Verizon and also to authorize the Chairman to execute the agreements.

Next, Mr. Sullivan advised the board that he updated the substance abuse/drug policy to comply with current Rhode Island and federal law. He also discussed the Employee Assistance Policy (EAP). This was an employee referral policy that was cancelled several years ago. Mr. Sullivan suggested this program be renewed at a cost of \$1,800.00. He explained that RI law requires employers that use drug testing to have some professional medical person to refer employees to and the EAP fit the bill. He asked the board to approve the updated policy and the renewal of the EAP at the cost of \$1,800.00. Mr. Sullivan also updated the harassment policy that was in the package given to the board. He said the former policy was quite old and it was now compliant with RI and federal laws. He urged the board to approve it as well.

Mr. Gallucci moved, seconded by Mr. Kortz, to approve the new harassment and substance abuse/drug policies and to renew the EAP at the cost of \$1,800.00.

Upon motion duly made and seconded, it was unanimously

VOTED: That KCWA approves the new harassment and substance abuse/drug policies and KCWA shall renew the EAP at the cost of \$1,800.00.

Mr. Sullivan then discussed the CONE receivership. He updated the board on the status of the CONE matters that were pending before the court. He reminded the board that the consent order between the receiver and the town of Coventry had been approved and as such, the sale of the lots at the Highlands at Hopkins Hill can proceed, which will increase the sale of water.

Mr. Sullivan then added that he, Mr. Simmons and Mr. Lanfredi met and revised the employee handbook. Mr. Sullivan said that the approved policies would be exhibits to the handbook.

Mr. Simmons then went over the revisions he made to the handbook. He highlighted hours of employees, shifting nighttime differential, employee breaks and certification standards. Chairman Boyer asked about backhoes operating on roadways. Mr. Simmons said all backhoes were registered with a plate.

There was a general discussion of sick time, extended disability insurance, and sick banks. Mr. Crossman suggested that a sick bank might be useful for employees with extended illness. Mr. Simmons explained all the options available to employees.

Mr. Simmons then went over proposed changes to the holiday schedule and vacation accrual. Overall, the board declined to award an additional holiday to the employees, but rather gave on call stipend to employees that are on call. Additionally, the board elected to modify Mr. Simmons' recommendation after Mr. Kortz suggested that vacation accrual change after ten years of service, and that the employee earn one day for each year thereafter until the employee reaches his fifteenth year.

Next, Mr. Simmons discussed the probationary reviews. He thought they were too close in time. Mr. Kortz suggested that the reviews be staggered, with the first being after three months, then (3) consecutive six month review periods, with a final review three months after the last six month review. The board seemed to like the suggestion.

Chairman Boyer suggested that everyone's name should be on their uniform. The board instructed Mr. Simmons to look into the cost.

After an extended discussion, the following motions were made to modify the employee handbook.

Mr. Rousselle moved to remove President's Day as an additional holiday, seconded by Mr. Gallucci.

Mr. Rousselle moved to remove General Election Day as a one half day holiday, seconded by Mr. Gallucci.

Mr. Kortz moved to modify the probationary reviews to the first being after 3 months, then 6 months, then 6 months, then 3 months, seconded by Mr. Rousselle.

Mr. Kortz moved to vacation accrual change after ten years of service, and that the employee earn one day for each year thereafter until the employee reaches his fifteenth year, seconded by Mr. Gallucci.

The Chairman requested a vote individually on each motion, and each motion was approved unanimously.

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 June 2019 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of June 2019, attached as exhibit "A", and a thorough discussion ensued with regard to the sales and revenue.

The Chairman asked if the tariff increase made up for the industrial loss, and Mr. Lanfredi agreed that it did. There was also a general discussion of lost water and the cost.

Mr. Gallucci moved, seconded by Mr. Rousselle, 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 2018-2019 as of June 2019 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of June 2019, attached as exhibit "A", be approved as presented and be incorporated herein and are made a part hereof.

Personal Privilege and Communication

Chairman Boyer suggested that there was an air of a more relaxed atmosphere here at the KCWA with Mr. Simmons at the helm. He said the current makeup of the board was a great group. He discussed the prior boards under the former legal counsel and said with the new leadership things are going great.

Mr. Gallucci echoed these sentiments.

GENERAL MANAGER/CHIEF ENGINEER'S REPORT

GENERAL:

Hydrant Painting Program

Mr. Simmons said there are 2800 hydrants in our system. He suggested that a single paint system would speed the painting of the hydrants. He passed out a proposed plan and said he would undertake the efforts.

Facility Security Upgrades Update

Mr. Simmons updated the board with the progress of the security camera installation. He said the parts are ordered for the door control strikes. A key fob would be needed to get in the various doors. He explained the matter to the board.

Meter Replacement Project, Status – Report of Progress

Mr. Simmons advised the board that the project was ongoing. He said the pilot was started and appointments were being set up. He said by this week next month, the project should be in full force with replacements.

Consumer Confidence Report

Mr. Simmons said the EPA required report was mailed out to all customers. He said KCWA also uses it to communicate with our customers in a public relations manner.

East Greenwich Well

Mr. Simmons explained that the North Kingstown well went down, as it lost its motor. He said it sits next to the EG well. North Kingstown contacted the Authority to give us notification of a chemical cleaning of their well. KCWA shut down the EG Well during this process to prevent potentially drawing in cleaning agents due to its proximity and zone of influence. Mr. Simmons stated that once NK was done with its maintenance and repairs the EG Well came back online with some surprising results. The manganese levels that are usually around 0.25 mg/l were being measured at 0.02 mg/l for several months. Initially manganese levels went down and stayed there for some time, but then started to climb after about 5 weeks. He said the board should consider treatment at that well because the manganese levels will most likely re-stabilize at the higher amount. He discussed the various treatment options he thought would work.

Mr. Kortz suggested the higher manganese levels may implicate the EPA.

INFRASTRUCTURE PROJECTS

IFR 2018 Construction Update, WW Centerville Bridge no. 28, Warwick, Division Fairmount, Shady Glen, Hilltop Spencer, Beverly and Berkley

Mr. Simmons said the Natick Bridge construction has been completed. He said in the Hilltop area, a new main was being installed.

Old Read Schoolhouse and Tiogue Tank Demolition Contract Review

Mr. Simmons said he was reviewing the new contract documents now.

Natural Gas Standby Generator with ATS at main office

Mr. Simmons updated the board on the generator. He said it had arrived and the pad is being set. He said the electric was being run in August and the generator should be operational by the next meeting.

CAPITAL PROJECTS

Water Main North/South Interconnection High Service Coventry Main St, Leader, Old Main St, Sandy Bottom, Tiogue @ Gilles

Mr. Simmons said the KCWA had \$9 million in the bank to fund this matter.

REMAINDER OF PAGE INTENTIONALLY BLANK

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

Dated: August _____, 2019

Patrick J. Sullivan
Legal Counsel