

KENT COUNTY WATER AUTHORITY

MINUTES OF THE REGULAR MEETING
OF THE BOARD

August 15, 2019

A meeting of the Board of Directors of the Kent County Water Authority was held on the 15th day of August 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, 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 Technical Services John Duchesneau and Director of Finance and Administration Michael Lanfredi. Mr. Kortz led the group in the pledge of allegiance.

APPROVAL OF THE MINUTES

The minutes of the regular board meeting held on July 18, 2019 were presented for approval. Mr. Rousselle moved, seconded by Mr. Duckworth, to table the minutes until the next meeting. The minutes were tabled 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 recorded in the land evidence records and that the matter was concluded.

Mr. Sullivan continued that the CONE receivership was still ongoing, with no court appearances since the last meeting.

He added that there was no appeal from the PWSB case brought by Burrillville and the Conservation Law Foundation.

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 July 2019 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of July 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. 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 2018-2019 as of July 2019 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of July 2019, attached as exhibit "A", be approved as presented and be incorporated herein and are made a part hereof.

Board Reorganization

Election of new Vice Chair

Mr. Duckworth nominated Mr. Gallucci for the office of Vice Chair. Mr. Rousselle seconded the nomination. Chairman Boyer asked for additional nominations. Hearing none, the Chairman called for a roll call vote. The vote was unanimous, with Mr. Gallucci abstaining.

Election of Vacant Treasurer Position

Mr. Crossman nominated Mr. Duckworth for position of Treasurer. Mr. Gallucci seconded the motion. Chairman Boyer asked for additional nominations. Hearing none, the Chairman called for a roll call vote. The vote was unanimous.

Election of Vacant Secretary Position

Mr. Rousselle nominated Mr. Crossman for position of Treasurer. Mr. Duckworth seconded the motion. Chairman Boyer asked for additional nominations. Hearing none, the Chairman called for a roll call vote. The vote was unanimous.

St. Joseph Drinking Fountain

The Chairman advised the board that the site is under construction. He said the priest asked whether or not the second service could remain so that the children's drinking fountain could use the service. Mr. Duckworth asked about the backflow connection. Mr. Rousselle asked about

structure concerns. Mr. Simmons said he would work with the applicant so as to ensure this was a seasonal use.

Mr. Duckworth moved, seconded by Mr. Rousselle, to allow the use of the second service for a drinking water fountain.

Upon motion duly made and seconded, it was unanimously

VOTED: That St. Joseph's Church is allowed to use the second service for a drinking fountain on the site.

Personal Privilege and Communication

Mr. Gallucci expressed concern about the backflow prevention and flooding on Panto St on the Warwick and West Warwick line. He said he would like representatives from both communities be notified in the event of any problems.

Mr. Simmons said he would pass that along to the West Warwick sewers. There was a discussion of a leak on New London Ave. Mr. Simmons detailed the work undertaken by KCWA to assure the board it was not a water leak.

EXECUTIVE DIRECTOR/CHIEF ENGINEER'S REPORT

GENERAL:

Open Positions Hiring Approvals

Director of Engineering and Technology

Mr. Simmons said he recommends Alisa Morrison P.E., Ph. D., for the open position. He said she is well qualified and is a perfect fit with the hydraulic model and GIS program. She was an engineering teacher for 20 years. He said the Chairman, Member Kortz, and he met with the candidate last week. He recommends the candidate.

There was a general discussion of probationary status, salary, and experience.

Mr. Duckworth moved, seconded by Mr. Rousselle, to authorize Mr. Simmons to extend a conditional offer of employment to Alisa Morrison, P.E., Ph. D. at a salary not in excess of \$90,000.00.

Upon motion duly made and seconded, it was unanimously

VOTED: That Mr. Simmons is authorized to extend a conditional offer of employment to Alisa Morrison, P.E., Ph. D. at a salary not in excess of \$90,000.00.

Water Technologist

Mr. Simmons informed the board that this was the new position below Shelby. The position was designed to provide field support for the workers. He said the candidate, Christian Boucher, was well versed in technology plus he has water operator experience. He also has military experience. Mr. Simmons recommended the candidate.

Mr. Rousselle moved, seconded by Mr. Duckworth, to authorize Mr. Simmons to extend a conditional offer of employment to Christian Boucher at an hourly rate of \$21.76 per hour.

Upon motion duly made and seconded, it was unanimously

VOTED: That Mr. Simmons is authorized to extend a conditional offer of employment to Christian Boucher at an hourly rate of \$21.76 per hour.

Facility Security Upgrades Update

Camera Install Progress

Building Improvements. Wall installation -Electronic strike.

Emergency stand-by generator installation at main office

Mr. Simmons updated the board with the progress of the security camera installation. He said there was a shooting across the street from the main office. He said he gave the footage to the WWPD. He said the camera installs are just about complete. He said the generator was installed and the auto transfer switch was next. He said all computers are on battery back up in the event of a loss of power.

Meter Replacement Project, Status – Report of Progress

Mr. Simmons updated the board on the progress of the meter installations. He said he is pushing the company to speed it up. He asked they assign additional personnel. He said he needs the salvage value of the meters for the compliance filing required under PUC docket 4611 by October 1, 2019. The compliance filing requires KCWA file no later than October 1, 2019 to terminate funding of meter replacement program effective January 1, 2020 or what date program funding is complete. Filing must include recent information of actual cost of program as well as salvage value of old meters.

Hydraulic Model RFP – Award Recommendation

Mr. Simmons said there were four responses to the RFP. He recommended the award go to PARE Engineering. They were the lowest and best bidder. Mr. Simmons said he contacted BCWA and the PWSB, and both water companies were very happy with PARE Engineering.

Mr. Duckworth moved, seconded by Mr. Rousselle, to award the hydraulic model to PARE Engineering for \$106,844.00.

Upon motion duly made and seconded, it was unanimously

VOTED: That KCWA awards the hydraulic model to PARE Engineering for \$106,844.00.

Warwick City Hall – Backflow Prevention Installation

Mr. Simmons and Mr. Duchesneau gave a history of KCWA’s efforts to get Warwick City Hall into compliance with state law. They said they have been trying for 27 months to no avail. There are no return calls, no return emails, no contact whatsoever. Mr. Duchesneau said KCWA even agreed to a “double check” installation.

Mr. Gallucci said he spoke to Mr. Solitro that day and he was informed it was a financial matter related to the flood in the Annex behind city hall. Mr. Duchesneau said he was told the city had to wait for the new budget to be in place. Mr. Duchesneau said he estimates the cost at between \$3,000.00 and \$10,000.00, notwithstanding the fact that the city could do the work itself.

Mr. Duckworth objected and said all other businesses and government buildings had to install it or face a shutoff. Mr. Rousselle said he had to install one as well. Chairman Boyer added to it, saying all other commercial businesses had to do it.

Mr. Duckworth moved to institute shutoff proceedings for the city hall, seconded by Mr. Rousselle. There was a lively discussion. Thereafter, Mr. Duckworth amended his motion to stay the shutoff proceedings until the next meeting, September 19, 2019, so as to allow the city to come into compliance and directing Mr. Simmons to let the city know of the action via a letter. Mr. Rousselle seconded the amended motion.

Upon motion duly made and seconded, it was voted

VOTED: That the board authorizes KCWA to begin shutoff proceedings for Warwick City Hall, and that decision is stayed until the next meeting, September 19, 2019, so as to allow

the city to come into compliance, and directing Mr. Simmons to let the city know of the action via a letter.

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 Spencer and Division areas were complete. He said Hilltop was 70% done and should wrap up in October.

Old Read Schoolhouse and Tiogue Tank Demolition Advertisement in September

Mr. Simmons discussed this topic and said notice needed to be sent to neighbors as a result of the lead paint.

CAPITAL PROJECTS

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

Mr. Simmons said this project starts on the 26th with surveys, then the bridge construction will begin. Mr. Duckworth asked that the KCWA give notice to the bait shop as his business will be impacted with the work.

EXECUTIVE SESSION

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 Mr. Brian Jenison if he wanted the matter heard in open session or closed session. Mr. Jenison elected open session so the body did not go into executive session.

Mr. Simmons said Mr. Jenison had successfully completed his probationary period. Mr. Simmons said Mr. Jenison is a valued employee and he recommends Mr. Jenison for full employment.

Mr. Gallucci moved, seconded by Mr. Duckworth, to end his probationary period and place Mr. Jenison on full employment.

Upon motion duly made and seconded, it was

VOTED: That Mr. Jenison's probation is ended and he is placed on full employment

There being no further business before this meeting, on motion duly made by Mr. Duckworth, seconded by Mr. Rousselle and carried, the meeting was adjourned at 4:45 p.m.

Dated: September _____, 2019

Patrick J. Sullivan
Legal Counsel