

KENT COUNTY WATER AUTHORITY

MINUTES OF THE REGULAR MEETING  
OF THE BOARD

September 19, 2019

A meeting of the Board of Directors of the Kent County Water Authority was held on the 19<sup>th</sup> day of September 2019, at 3:30 p.m. at the offices of the Authority in West Warwick, RI, in the Joseph D. Richard Board Room.

Vice Chairman Joseph Gallucci opened the meeting at 3:30 p.m. Board members, Russell Crossman, Brian Kortz and Jeffrey Giusti 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. 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. Crossman moved, seconded by Mr. Giusti, to approve the minutes. The minutes were approved unanimously.

The minutes of the regular board meeting held on August 15, 2019 were presented for approval. Mr. Crossman moved, seconded by Mr. Giusti, to approve the minutes. The minutes were approved unanimously.

**Legal Matters**

Mr. Sullivan indicated that there was nothing in litigation at this point for reporting.

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

Mr. Crossman moved, seconded by Mr. Kortz, 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 August 2019 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of August 2019, attached as exhibit "A", be approved as presented and be incorporated herein and are made a part hereof.

## **Utility Billing & CIS Software**

### Guest Presentation of Muni Link Software – Potential Contract Award

Mr. Simmons introduced Mr. Peter Jones and Mr. Derek Laurin, representatives of the Muni Link software. Mr. Simmons said the software was the best by far from their competitors, and the price was very competitive as well. The representatives gave an extensive background of their company and the origin of the company. They described themselves as a utility billing and customer assistance portal for water utilities among others. They produced and showed a presentation to the board of the software's abilities, both for the employees benefit as well as the customer's benefit, including ease of use, payment of bills, notices to customers, and many other benefits.

Mr. Simmons said the initial cost to get the software up and running was \$27,000.00 for the implementation. Thereafter, a three year contract was negotiated by Mr. Simmons for \$42,000.00 for each year, with no increases over that term. Mr. Gallucci asked if there were other vendors that were considered, to which Mr. Simmons replied in the affirmative. Mr. Simmons said the value for the price caused him to recommend Muni Link.

The representatives described the different company access levels, the fact the data was cloud based, and that at the end of the contract, the authority's data would be returned in an industry standard format. Mr. Kortz asked about the end of the three years. Mr. Simmons indicated he would like to continue with Muni Link. He says problems with other vendors are sometimes crippling. He explained our current vendor was experiencing an internal licensing feud, crippling it.

Mr. Gallucci thanked the representatives after they concluded their presentation.

Mr. Crossman moved, seconded by Mr. Giusti, to award the software contract to Muni Link, for \$27,000.00 for implementation, then a three year contract at \$42,000.00 for each year.

Motion made and duly seconded, it was unanimously

VOTED: KCWA awards the software contract to Muni Link, for \$27,000.00 for implementation, then a three year contract at \$42,000.00 for each year.

### **Personal Privilege and Communication**

Mr. Simmons commented on the new portal and website for KCWA and gave a brief demonstration on the new television monitor in the boardroom.

Mr. Gallucci commended Mr. Simmons as being very responsive to any issues Mr. Gallucci brings up with him.

### **EXECUTIVE DIRECTOR/CHIEF ENGINEER'S REPORT**

#### **GENERAL:**

#### Amgen Expansion

Mr. Simmons said he was concerned with the press release related to the new biomanufacturing facility proposed at the West Greenwich location. He said they were responsible for \$518K in revenue for KCWA last year. He said he contacted representatives of Amgen and they reassured Mr. Simmons that their baseline should remain the same.

#### Facility Upgrades – Emergency Standby Generator

Mr. Simmons said the generator was up and running and works perfectly.

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

Mr. Simmons said the company was replacing about 200 meters each week. He said he expected that to rise to 300/week by the end of October.

#### Warwick City Hall – Backflow Prevention Updates

Mr. Simmons advised the board that this project was completed by the City of Warwick.

#### PUC Compliance Filing

Mr. Simmons explained this filing to the board. He said it was due by October 1, 2019. This was for a determination of whether the meter funding program should be cut or remain. He went on to say that he would like to reallocate the funding, perhaps to the capital projects and some rate relief for customers. He said the PUC is receptive to this but not through a compliance filing. He said KCWA would do an abbreviated filing to accomplish this.

## **INFRASTRUCTURE PROJECTS**

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

Mr. Simmons said they were testing the lines in Warwick. He said there were 3 main breaks over the Labor Day weekend; he said he provided the board a memo to that effect.

### **Old Read Schoolhouse and Tiogue Tank Demolition pre bid complete**

Mr. Simmons discussed this topic and said four people attended the meeting. He said the bids are due to be opened on September 24, 2019.

## **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 was moving along. He said he met with the owner of the bait shop. He said there was a complaint from ReMax regarding excessive dust. He said he would contact the contractor to make sure the dust mitigation takes care of the project.

### **RFP Advertised for Professional Architectural/Engineering Services for Analysis of New Office and Maintenance Facility**

Mr. Simmons described the RFP to the board. He said there was a pre proposal meeting on September 12, 2019 and the proposals are due 3 months later. He said 3 prospective proposers appeared.

## **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.**

Mr. Gallucci asked Mr. Thomas Burney if he wanted the matter heard in open session or closed session. Mr. Burney elected open session so the body did not go into executive session.

Mr. Simmons said Mr. Burney had successfully completed his probationary period. Mr. Simmons said Mr. Burney is a valued employee and he recommends Mr. Burney for full employment. He said Mr. Burney was instrumental in assisting with the security matters.

Mr. Crossman moved, seconded by Mr. Kortz, to end his probationary period and place Mr. Burney on full employment.

Upon motion duly made and seconded, it was

VOTED: That Mr. Burney probation is ended and he is placed on full employment

### **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.**

Mr. Gallucci asked Ms. Nicole Oliveira if she wanted the matter heard in open session or closed session. Ms. Oliveira elected open session so the body did not go into executive session.

Mr. Simmons said Ms. Oliveira had successfully completed her probationary period. Mr. Simmons said Ms. Oliveira is a valued employee and he recommends Ms. Oliveira for full employment. He said Ms. Oliveira was an amazing employee and very happy, smart and articulate.

Mr. Crossman moved, seconded by Mr. Kortz, to end her probationary period and place Ms. Oliveira on full employment.

Upon motion duly made and seconded, it was

VOTED: That Ms. Oliveira's probation is ended and she is placed on full employment

#### **Executive Session – 42-46-5 (a)(3) Discussions regarding the matter of security including, but not limited to the deployment of security personnel or devices.**

Mr. Crossman moved, seconded by Mr. Kortz and Mr. Giusti, to go into executive session for the purposes as set forth above.

Motion made and duly seconded, it was unanimously, by roll call vote, voted to enter executive session at 4:55 p.m.

The board emerges from executive session and resumes open session at 5:20 p.m.

The board discloses that no votes were taken in executive session.

Mr. Crossman moves, seconded by Mr. Kortz, to seal the minutes of the executive session.

Motion made and duly seconded, it was unanimously

VOTED: That the executive session minutes remain under seal.

There being no further business before this meeting, on motion duly made by Mr. Crossman, seconded by Mr. Giusti and carried, the meeting was adjourned at 5:25 p.m.

Dated: October \_\_\_\_\_, 2019

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Patrick J. Sullivan  
Legal Counsel