



**State of Rhode Island and Providence Plantations
Water Resources Board**

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RHODE ISLAND WATER RESOURCES BOARD

MINUTES OF BOARD MEETING # 477

September 8, 2008

Members Present:

William Penn, Chairman
Pamela Marchand, Vice Chair
Daniel W. Varin
Harold Ward
June Swallow*
Robert Griffith*
Alicia Good*
Ian Morrison
William Parsons

Members Absent:

William Stamp, III
Frank Perry
Richard Mignanelli
Jesse Rodrigues, Jr

Guests

Al Bettencourt – RI Ag Council
Kevin Flynn, Statewide Planning
Nancy Hess, Statewide Planning
Eugenia Marks – Audubon

Staff Present:

Juan Mariscal, General Manager
Kathleen Crawley
Romeo Mendes
William Riveroso

*Member designee

Call to Order: Meeting Goals / Objectives / Process

Chairman Penn called the special meeting to order at 10:15 am. He invited Mr. Bettencourt to participate in the session as Mr. Stamp's representative but noted, per statute, he will not be able to vote. A quorum was not yet present. He thanked members for the commitment of time. He stated that the purpose of the special meeting is to take a hard look at all the programs and activities that the Water Resources Board and Water Resources Board Corporate are currently charged with, evaluate them in terms of the work that needs to be done, determine what staffing is required for the projects, and then recognizing that we have no ability to achieve everything that is on the "to do" list, because we are now currently faced with a situation of having budgeted six full time equivalent staff. He summarized his expectations of the day:

- Develop specific program goals and objectives
- Measurable results and timelines
- Mini business plan for each project

- Match resources to priorities, transfer functions to other agencies that may be in a better position to achieve the specific goals and objectives of the program.

He asked each board member present to comment on their expectations for the meeting which resulted in the following:

- Decide the timeframe of the work plan.
- 2 year work program. Identify the highest priority projects and activities as well as the approximate allocation of staff resources. Determine where the board needs to take formal action on areas that are required but not possible. This would include formally (by Board resolution) suspending activities due to lack of resources.
- Identify measurable outcomes for each of the goals and objectives and balance them against resources and priorities, then establish timelines for accomplishing the top priorities and finally identify those things that we do not believe we can accomplish over the next two years.
- It is important to specify what will be suspended; to communicate activities that cannot be achieved.
- The booklet developed by staff was helpful. Specifically it was helpful to have all the legislation related to the Water Resources Board in one place.
- Conservation should be at the top of the list.
- The work plan will need to include communication with the Governor's office and the General Assembly.
- The relationship between land use planning and water needs to be defined in relation to the work of other agencies, specifically Statewide Planning.
- Not all mandates are created equal.
- We should be explicit about what we can do with 4 people. The fastest and least costly way to increase water supply is through conservation. Demand management can be put into place the most rapidly with the largest impact.

Ms. Marchand arrived at 10:28 am resulting in a quorum of members (7 voting members) present.

Evaluate Mission, Mandates, Programs and Activities

Mr. Mariscal reviewed the schedule for the day, materials that had been prepared for the meeting and presented an overview of the Six Sigma process. State agencies are required to submit forms by 9/22. Mr. Mariscal and staff reviewed functional areas of responsibility, projects and programs and answered questions from the Board:

- The five main areas of responsibility include Administration and Policy, Engineering and Development, Water Management and Planning, Finance and Day to Day Operations.
- The programs reviewed fall under two functional areas (Engineering and Development, Water Management and Planning) and were not presented in any order of priority:
 1. Big River Groundwater Development Project
 2. Big River USGS Wetlands Impact Project

3. Statewide Water Use Efficiency and Conservation Program
 4. South County Well Sites Acquisitions
 5. Bristol County Water Authority
 6. Emergency Interconnections
 7. Supplemental Water Supply
 8. Water System Supply Management Planning
 9. Water Data and Water Atlas
 10. Water Management (Allocation)
 11. New Source Approvals
 12. Big River Land Use Plan
- The administrative, finance and day to day responsibilities were presented and are currently allocated to the four technical staff. Suggestions for the work plan included:
 - Figure out what makes the most sense for the 6 FTEs in the budget and how to maximize the work outputs of those people.
 - Break down the skill sets in the administrative and financial areas into programmatic/oversight functions and bookkeeping/clerical functions.
 - Think outside the box about the specific skills needed for functions. Some possibilities mentioned were two part time positions to cover the clerical and bookkeeping functions.
 - There will be obstacles and the challenge is to overcome the obstacles.
 - Authorization to hire/staff is tied to the Six Sigma process.
 - Big River Property Management and Special Uses of the Big River Management Area- this was noted as another area where staff and the board spend time.

Develop Priorities and Business Plan: Two Year Timeframe

The group continued discussion of programs staffing and vacant positions. There was further discussion of the four criteria used in the Six Sigma ranking process and consensus that the process was too complicated for today's session, but important to consider. Members ranked the programs and projects as low (0-1), medium (3) or high (9) priority as follows:

High

Big River Well Development Project

- Deliverable: Contract (RFP/Q) first quarter 2009
- Ecology/wetlands project-first phase

Water Management (Allocation)

- The two year deliverable is a pilot regional water management (allocation) program to be implemented in the Hunt Basin to include:
 - Water Use Efficiency and Conservation Program. Conservation was noted to be a part of Water Management/Allocation (#10) and was combined with a ranking of high.
 - New Source Approvals- also recognized as a component of Water Management/Allocation.

Medium

Overseeing Body: RI Water Resources Board Corporate
Public Body: RI Water Resources Board Corporate

Public Contact Information: Kathleen Crawley
Posting Date: October 20, 2008

www.wrb.ri.gov

Emergency Interconnections-

- Staff was instructed to prepare a timeline and indicate which projects have local and/or board eligibility approvals.

Water System Supply Management Plans (WSSMPs) and Water Use Reporting.

- Complete the current Cycle (every supplier has a five year plan)
- Continue annual reporting requirement

Bristol County Water Authority

South County Well Sites

Low

New Regulations for WSSMPs

Supplemental Water

- Complete review of final report
- Spend staff time to work with the two Board Committees (Protection and Use and CEO) in order to take action to implement the report within the next two years

BRMA Land Use Plan

Water Data and Atlas

Wrap Up and Next Steps

By consensus, it was agreed that the next step is for staff to summarize projects, goals and deliverables with specific timelines and an allocation of projects and programs to the six funded positions. Staff was also directed to lay out responsibilities and time required for administrative/financial functions and Big River Property Management with some indication of required level of effort. Mr. Flynn noted that this topic had been raised by other agencies which have identified these as “functions without which other functions cannot happen.” The Board’s intent is to include these functions and assign a project title for the Six Sigma ranking process. Staff was directed to prepare a summary of today’s actions and the discussion would continue for clarification at next week’s board meeting Monday, September 15, 2008.

Adjournment

Respectfully Submitted,

Kathleen Crawley
Acting General Manager

Note: The complete proceedings of this meeting are available on audiotape by request.