

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS
OF THE BRISTOL COUNTY WATER AUTHORITY**

Wednesday, August 10, 2011

450 Child Street, Warren Office, Warren, RI

Pursuant to proper notice, the regular meeting of the Board of Directors of the Bristol County Water Authority was called to order by Chairman Jannitto at 6:00 pm, 450 Child Street, Warren Office, Warren, Rhode Island. Executive Director Pasquale DeLise and the following Directors were in attendance at the commencement of the meeting:

David Dugan, , John Jannitto, Allan Klepper, John McElroy, Lloyd Matsumoto, Frank Nencka, Joseph Rego

Directors Absent: William Gosselin, Frank Sylvia

HOUSEKEEPING

Minutes of the following meeting were reviewed.

Upon a motion duly made and seconded, it was unanimously

VOTED: That the minutes of the following meetings, be approved.

Executive Session, August 3, 2011

Special Board Meeting, July 27, 2011

Board Meeting, July 13, 2011

Special Board Meeting, June 29, 2011

PUBLIC RELATIONS/PERSONNEL COMMITTEE

Director Gosselin reported:

Old Business

1. BCWA Website (for Information Only), Ms. Susan Andrade, Engineering Technician, stated that the new website was online as of July 13, 2011. Staff will build up the site in next few months.

2. Staff Employees Performance and Salary Review for FY11 (Executive Session), Committee requests this item to be put on hold.

3. Policy for Legal Services, Committee recommends approval as presented. Upon a motion duly made and seconded, it was

VOTED: Committee recommends approval of legal policy as presented.

Motion passed unanimously.

4. B&E Report, Committee recommends that Director Matsumoto's presentation and Director Klepper's "working paper" dated 8/3/11 be added to BCWA response and evaluations. Workshops held on 7/14,

7/20 and 7/27/11.

Executive Director DeLise stated that all the recommendations concerning water rates have been addressed and are now in the Ad Hoc Committee.

Director Matsumoto stated that BCWA is very efficient. This data is missing from the B&E Report. The Executive Director is retiring at the end of the year.

5. Senior Citizen Discount, item moved to the Ad Hoc Committee.

6. Manager of Accounting and MIS Position (at the Request of Director Gosselin), Executive Administrative Assistant, Ms. Cid Harper stated that 22 applications had been received.

7. Legal Expenses January 2011 – June 30, 2011 (at the Request of Director Gosselin), July invoices not yet received.

New Business

1. Recent Towns Councils Meeting Concerning B&E Report, Director Klepper stated that he had answered questions from the Barrington Town Council. A written request is expected from the Bristol Town Council.

2. Staff Employees Salary Adjustments FY12, To be continued at

September meetings.

AUDIT FINANCE

Director Nencka reported:

Old Business

1. Meter Replacement Program Update, There are 260 meters in inventory.

2. Rate Structure Revisited, Also refer to the Ad Hoc Committee.

3. Credit Card Water Bill Payments, Committee recommends approval, as presented. Upon a motion duly made and seconded, it was.

VOTED: Committee recommends approval of Official Payments Corporation, as presented.

Motion passed unanimously.

5. Loan Application to RI Clean Water Finance Agency (for Information Only), Executive Director DeLise stated that the application is moving forward.

6. City of Newport Rate Increase Filing (for Information Only), This item to be deleted.

New Business

1. Janitorial Services, Executive Director DeLise stated that he will go out to bid. Director Nencka made the following motion

MOTION: Board of Directors and the Executive Director under pressure to go out to bid for Janitorial Services.

Motion passed unanimously.

2. Landscaping, Executive Director DeLise stated that all landscaping is being done by employees on straight time.

3. Line of Credit (for Information Only), received information from one bank, waiting for information from second bank. Legal Counsel Ms. Sandra Mack stated that Board approval is required. There will be some impact on the calculations for the Clean Water Finance loan.

Engineering

Director McElroy reported:

Old Business

1. Existing Emergency Interconnections, no news at this time.

2. Water Treatment Plant Project Update, WTP temporarily shut down. Sampling is being done during normal working hours. System monitoring is unchanged at 24/7. Number of employees in Production is at present 6. Proposal by Maguire/PARE, CDM and

Dewberry have been evaluated.

Executive Director DeLise stated that some employees are on vacation now, maintenance crew is covering for the operators. We have to man three shifts. Our facilities have to be monitored everyday.

Director Dugan – if the law states we have to keep the plant running, why is Mr. Morse arguing this is not the case.

Ms. Mack stated that his group is purposely misleading the councils with his mis-statements.

3. Serpentine Road Drainage Project Update, Engineering Tech, Ms. Susan Andrade stated that a response to her letter has not yet been received.

4. Anawan Reservoir Spillway – Miscellaneous Damage Due to Heavy Rain the Week of March 29, 2010, Committee requests an approximate schedule of activities.

Executive Director DeLise stated that all applications have been submitted.

5. Recent Meeting Before Rehoboth Water District (for Information Only), Executive Director DeLise stated that it was a very good meeting, the next meeting will be in September. They will be notified

when the pump station design is complete.

6. Water Supply System Management Plan Revision I (for Information Only), plan submitted to RIWRB by deadline of June 30, 2011.

7. Emergency Response Action Plan, plan submitted to RIWRB by deadline of June 30, 2011.

Ad Hoc

Director Rego reported:

New Business

1. Rates Structure, Director Klepper would like to know the impact on the average homeowner.

Director Rego – when our system was implemented, the intent was to have it business friendly.

Ms. Mack – I will attend the Tri-Town Meeting tonight. Let Councils know that BCWA is actively pursuing making changes to the B&E recommendations. Concerning The Executive Director's retirement, reassure the public that the public health and safety of the public will be met.

Chairman Jannitto appointed Directors Matsumoto, Nencka and Dugan to a Search Committee for the replacement of the Executive Director.

BCWA in the News was self-explanatory.

NEXT STEPS

- 1. Public Relations/Personnel Committee Meeting, Wednesday, September 7, 2011, 5:15 p.m., Warren Office, Boardroom, 450 Child Street.**
- 2. Audit Finance Committee Meeting, Wednesday, September 7, 2011, 5:20 p.m., Warren Office, Boardroom, 450 Child Street.**
- 3. Engineering Committee Meeting, Wednesday, September 7, 2011, 5:25 p.m., Warren Office, Boardroom, 450 Child Street.**
- 4. Ad Hoc Committee Meeting, Wednesday, September 7, 2011, 5:30 p.m., Warren Office, Boardroom, 450 Child Street.**
- 5. Special Board Meeting, Wednesday, September 7, 2011, 5:35 p.m., Warren Office, Boardroom, 450 Child Street.**
- 6. Board of Directors Monthly Meeting, Wednesday, September 14, 2011, 6:00 p.m., Warren Office, Boardroom, 450 Child Street.**

The Chairman made the following motion, which was duly seconded

MOTION: To accept the dates for the September meetings.

Motion passed unanimously.

The Chairman made the following motion, which was duly seconded

MOTION: To adjourn the meeting.

Motion passed unanimously.

There being no further business, the meeting was adjourned at 6:35 pm.

William F. Gosselin
Assistant Secretary