

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

**Wednesday, September 25, 2013
450 Child Street, Boardroom, Warren, RI**

Pursuant to proper notice, the Board Meeting of the Bristol County Water Authority was called to order by Chairman Klepper at 6:00 pm, 450 Child Street, Boardroom, Warren, Rhode Island.

Executive Director Pamela Marchand, Legal Counsel Joseph Keough and the following Directors were in attendance at the commencement of the meeting:

Robert Allio, Paul Bishop, William Gosselin, Allan Klepper, Bradford Louison, Georgina Macdonald, Raymond Palmieri, Sr., Frank Sylvia

Directors Absent: John Jannitto

1. Public Input - None

2. Approval of minutes.

Director Sylvia made the following motion seconded by Director Bishop

MOTION: To approve the minutes of the 8/28/13 Board Meeting.

Motion passed unanimously.

Director Palmieri made the following motion seconded by Director Macdonald.

MOTION: To approve the minutes of 9/11/13 Board Meeting.

Chairman Klepper requested an amendment to the minutes and stated the Executive Session Minutes would be voted on in October.

Director Sylvia made the following motion:

AMENDMENT: To amend the minutes as presented.

Amendment and motion passed unanimously.

Director Palmieri made the following motion seconded by Director Bishop:

MOTION: To approved the minutes of 9/18/13 Strategic Plan Workshop.

Director Allio requested amendments be made to the minutes.

Director Allio would like further discussion on a rewards system that offers merit increases in the October meeting.

Motion passed with changes 5 to 2, Voting Aye Chairman Klepper, Directors Allio, Gosselin, Macdonald and Palmieri. Voting Nay Directors Bishop and Sylvia.

3. Executive Director's Report

The Executive Director P. Marchand updated the Board – The THM removal system for the Bay View Tank is now in operation with work done in-house. BCWA has installed an air compressor pump, transformer with new piping, and a mixer and sprayer system. She also stated that Phase I of the Poppasquash Road project is now completed.

Executive Director P. Marchand discussed the Kent County E.coli incident; BCWA is looking into utilizing the State Emergency Management Association system to notify its customers if it had a similar problem.

Executive Director P. Marchand informed the Board of a theft of heavy material, totaling \$16,000, at BCWA. The area was entered using a key and a police report was filed.

Director Macdonald made the following motion seconded by Director Palmieri:

MOTION: Board to receive a complete report, both what happened and steps being taken, for the October meeting.

Motion passed unanimously.

Director Allio questioned if any milestones had been established with the MIS Contract.

Executive Director P. Marchand stated that following the CUSI workshop next week to determine the conversion issues, they should be able to supply a milestone schedule.

4. Financial Report – M. Champagne

The unbilled revenues for the previous 2 months is 14% over budget. Expenses are low, one employee retired and the utility operators have not yet been hired.

Discussion followed on the pension plan.

Director Macdonald requested a complete report by our consultants for the October meeting.

It is also requested that the consultant to be present to discuss the pension issues at the Finance Committee meeting to be held in October,

5. Washington Trust Investment Policy

Finance Manager M. Champagne presented a draft investment policy. After discussion, it was recommended that Washington Trust attend the next Finance Committee meeting to review the policy with the Board.

6. BCWA By-Laws – Proposed Changes Suggested by Tri-Town Committee

Legal counsel J. Keough stated information will be posted first then put on the agenda for the October meeting.

7. Bid Award – Maintenance and Service Work

Staff recommends the lowest qualified bidder, RMT Excavating.

Director Palmieri made the following motion seconded by Director Macdonald:

MOTION: To approve award of Maintenance and Service Work Contract to RMT Excavating of Warren, RI at a price of \$231,957.00.

Motion passed unanimously.

8. Policy Change – Approved Charge-Offs of Unpaid Accounts Annually

Chairman Klepper asked that the information be sent to the collection agency more frequently, the Board would still get a quarterly report.

Director Allio made the following motion seconded by Director Gosselin:

MOTION: Grant staff the authority to process the charge-offs quarterly.

Motion passed unanimously.

9. No Board Correspondence.

Director Macdonald made the following motion seconded by Director Gosselin:

MOTION: To go into Executive Session RIGL 42.46-5 (2) Anawan Litigation and Providence Water Rate Filing Litigation.

Chairman Klepper stated when the Board returned to open session no votes would be taken and there would be no further business.

Motion passed unanimously.

The Board entered Executive Session at 7:55 pm.

The Board returned to open session at 8:10 pm.

Director Macdonald made the following motion seconded by Director Gosselin:

MOTION: To seal the Executive Session minutes.

Motion passed unanimously.

Director Palmieri made the following motion seconded by Director Macdonald:

MOTION: To adjourn the meeting.

Motion passed unanimously.

There being no further business, the meeting was adjourned at 8:10 pm.

Allan C. Klepper
Chairman