

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

**Wednesday, October 23, 2013  
450 Child Street, Boardroom, Warren, RI**

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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 Joe Keough and the following Directors were in attendance at the commencement of the meeting:

Robert Allio, William Gosselin, John Jannitto, Allan Klepper, Bradford Louison, Raymond Palmieri, Sr.

Directors Absent: Paul Bishop, Georgina Macdonald, Frank Sylvia

- 1. Public Input – None**
- 2. Approval of Minutes**

Director Louison made the following motion seconded by Chairman Klepper

**MOTION: To approve the minutes of 9/25/13 Board meeting.**

**Motion passed unanimously.**

Director Jannitto made the following motion seconded by Director Louison

**MOTION: To approve the minutes of the 10/9/13 Finance Committee Meeting**

**Motion passed unanimously.**

Director Jannitto made the following motion seconded by Director Gosselin

**MOTION: To approve the minutes of the 10/9/13 Board meeting.**

**Motion passed unanimously.**

**3. Executive Director's Report**

Executive Director P. Marchand stated the PUC hearings on the Providence rate increase will begin November 12. Savings from water leak repairs were estimated to be approximately \$200,000. BCWA will be purchasing its own leak detection equipment.

**4. Financial Report – M. Champagne**

Finance Manager M. Champagne stated that YTD revenue is up 7%, consumption is down by 4% and expenses are under budget by 10% due to not hiring 3 water utility operators.

Director Allio stated that Washington Trust statement did not report performance against benchmarks this must be reported monthly.

Director Allio made the following motion seconded by Director Palmieri

**MOTION: Monthly Washington Trust Reports must show performance in both the equity and fixed income portions of our fund against appropriate benchmarks and report must show YTD trend performance on a monthly basis.**

**Motion passed 5 – 1. Chairman Klepper voted Nay.**

Chairman Klepper stated he opposed the motion, Washington Trust has already been advised to do this. We do not need to put everything into a formal policy.

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

Legal Counsel J. Keough stated that all changes have been incorporated into the By-Laws.

Chairman Klepper made the following motion seconded by Director Gosselin

**MOTION: Resolution to accept the By-Laws, copy of the formal wording to be provided by counsel.**

**Motion passed unanimously.**

**6. Trihalomethane Treatment Report**

Executive Director P. Marchand made a presentation to the Board. Changes to disinfection by-product regulations made by the EPA are a cause of concern with utilities using surface water supplies. A spray system was installed in the Bay View tank to reduce THM's. Executive Director thanked employees Brian Sousa and George Coffey for their work installing this system.

The 12" water main and the connection on Poppasquash Road have been completed. Phase II of this project involves installing 4000 ft of new pipeline at a cost of \$800,000. A presentation will be given to the Bristol Town Council next week.

**7. Theft of Materials Update**

A report was provided to the Board.

**8. CUSI Update, Milestones**

IT Specialist Randy Manchester presented a project timeline for the installation of the programs. We should be going live in June, with all employees completely trained.

Director Allio requested a summary of what the new system can do for us.

**9. BCWA Pension Plan**

Executive Director P. Marchand stated that the option of closing the pension plan will cost \$50,000 to \$60,000 in consulting fees, just to start. We may need a pension bond for \$2.3 million to payout to the employees; there could be a problem with the debt service reserve; and tax issues for employees.

Another option would be to freeze the plan.

Legal Counsel J. Keough is investigating the requirement for the lump sum payout.

Item to remain on the agenda.

**10. Finance Committee Meeting – Revision of Investment Pension Policy**

Executive Director P. Marchand stated that Legal Counsel will review this plan before approval.

Director Allio stated that there are two material changes in the document - Shift in the investment allocation ratios and the objective of the policy is to optimize return on invested assets.

Item to remain on the agenda.

#### **11. Management Development and Compensation Committee Meeting Update**

Director Louison stated that 3 topics were discussed in the committee meeting 1) succession plan further discussion needed. 2) Personnel evaluations for non-union staff – already being done by the Executive Director. 3) Reward Plan for exceptional performance discussed with no decision made.

#### **12. Award of General Engineering Services**

Executive Director P. Marchand stated she had put out an RFP for different engineering categories. Two categories have already been awarded. The awards will be for a three year period.

Director Jannitto made the following motion seconded by Director Palmieri

**MOTION: To approve the eight categories for engineering consultants – Architectural, Electrical, HVAC, Structural, Transmission and Distribution, Water Treatment, Dam Engineering, Geotechnical, Security, Surveying and Cathodic Protection per attached memo.**

**Motion passed unanimously.**

#### **13. Pawtucket Alternate Supply**

Director Jannitto stated that there were incorrect facts in the local newspaper. Executive Director P. Marchand stated she will send a letter to the editor.

Executive Director P. Marchand stated that CDM-Smith will have a proposal ready for a November meeting.

#### **14. Board Self-Evaluation – Requested by Director Allio**

Director Allio stated the Board must hold itself accountable for its performance. The Chairman should implement an evaluation by December 1.

Item to remain on the agenda.

#### **15. 2013 Strategic Plan**

Director Allio made the following motion seconded by Director Gosselin

**MOTION: To accept the 2013 Strategic Plan, as presented.**

**Motion passed unanimously.**

Director Allio stated that the plan needs the implementation detail and resources.

Plan to be posted on BCWA's website.

Director Gosselin made the following motion seconded by Director Jannitto

**MOTION: To go into Executive Session RIGL 42.46-5 (5), Investment of Public Funds.**

Chairman Klepper stated there would be no further business in open session after Executive Session.

**Motion passed unanimously.**

The board entered Executive Session at 7:45 pm.

The Board returned to open session at 8:01 pm.

Director Jannitto made the following motion seconded by Director Gosselin

**MOTION: To seal the Executive Session minutes.**

**Motion passed unanimously.**

There being no further business the meeting was adjourned at 8:01 pm.

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Allan C. Klepper  
Chairman



**BRISTOL COUNTY WATER AUTHORITY**

**Memo**

Date: October 15, 2013

To: BCWA Board

From: Pamela M. Marchand, P.E.

Re: Selection of Engineering Firms for General Engineering Services Categories

RFPs for General Engineering Services by Categories was received on July 19, 2013. The following Engineering firms were selected to provide services by specific engineering specialties in which the criteria was qualifications of the firm, qualifications of the engineers or specialists to be assigned in the category and the engineering firm's price list for the proposed specialists. These firms are selected for a three (3) year period and the provided price list will be in effect for that period.

The following firms are recommended:

1. **Architectural, Electrical, HVAC, Structural:**
  - a. CDM-Smith Engineers
  - b. Dewberry Engineers Inc.
  - c. Wright-Pierce
  
2. **Transmission & Distribution (including Pumping)**
  - a. CDM-Smith
  - b. C&E Engineering Partners, Inc.
  - c. Pare Corporation
  
3. **Water Treatment**
  - a. CDM-Smith
  - b. C&E Engineering Partners, Inc.
  - c. O'Brien & Gere
  - d. Wright-Pierce
  
4. **Dam Engineering**
  - a. GEI Consultants, Inc.
  - b. Pare Corporation
  - c. Weston & Sampson Engineers, Inc.
  - d. Wright-Pierce

**5. Geotechnical**

- a. GEI Consultants, Inc.
- b. Pare Corporation

**6. Security**

- a. CDM-Smith
- b. Wright-Pierce

**7. Surveying**

- a. Garofalo & Associates, Inc.

**8. Cathodic Protection**

- a. CorrTech Inc.

When a project is determined to require engineering assistance, the engineering firms selected will be sent specific project information in a task list format and requested to provide a proposal. The proposal that best fits the BCWA needs at the most efficient cost will be selected.