KENT COUNTY WATER AUTHORITY

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

December 21, 2023

A meeting of the Board of Directors of the Kent County Water Authority was held on the 21st day of December, 2023, at 3:30 p.m. at the offices of the Authority 1072 Main St., West Warwick, RI, in the Joseph D. Richard Board Room.

Vice Chairman Jeff Giusti opened the meeting at 3:30 p.m. Treasurer Scott Duckworth, Board members Geoff Rousselle, Brian Kortz, and Charles J. Donovan were all in attendance along with Executive Director/Chief Engineer David L. Simmons, Legal Counsel Patrick J. Sullivan, Esq. and Director of Human Resources and Finance Michael Lanfredi. Director of Engineering and Technology Nicole Campagnone and Director of Operations Richard Burns were also in attendance.

Mr. Giusti led the group in the pledge of allegiance.

Approval Of The Minutes

The minutes of the board meetings held on November 16, 2023 were presented for approval. Mr. Duckworth moved the approval, seconded by Mr. Rousselle. The minutes were approved unanimously.

Legal Matters

CONE Receivership

Mr. Sullivan updated the board on the receivership at the Center of New England. He said the matter continues as the receiver attempts to resolve the contamination and wrap up the receivership, but there were no new legal filings.

PFAS Litigation

Mr. Sullivan updated the group on the PFAS litigation. He explained to the board the proposed process of resolution. He indicated that at this point, the gross amount that the authority

may be entitled to was in the area of \$2.5 million. He added that there will be no restrictions on how this money can be spent. He also said that there is a separate fund that the authority can apply to that will strictly deal with physical improvements to the infrastructure to mitigate the problem.

Mr. Duckworth asked once the PFAS is eliminated, what happens to it. Mr. Simmons summarized the removal process and indicated that the environmental protection agency continues to work on the spent GAC disposal problem under CERCLA. He said that KCWA, Quonset and North Kingstown were all working together on solutions to PFAS issues within the immediate wells within the Hunt River Basin. He went on to say the plant that is proposed by Kent County Water is for all the parties to use to provide water free of PFAS. Mr. Sullivan said he continues to update the board as he receives information from our attorneys working on the matter.

Director of Human Resources and Finance Report:

Closing Report November Cash 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 2023-2024 as of November 2023 and Statement of Revenues, Expenditures, and Changes in Fund Balance as of November 2023, attached as exhibit "A", and a thorough discussion ensued with regard to the sales and revenue.

Mr. Lanfredi discussed the delinquencies, payment plans and shutoffs.

Mr. Lanfredi advised the board that there were 700 accounts delinquent in excess of \$100 and of that there were 217 accounts delinquent in excess of \$150. He said there were 20 payment plans totaling \$7000. He said there will be no shut offs until January with the holidays upon us. He said there were 5800 customers on auto pay and 14,000 people in the portal itself. He said that 6600 people elected to get their ebill.

Mr. Giusti asked if there any red flags that would assist the authority in collections.

Mr. Rousselle moved, seconded by Mr. Duckworth, 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 2023-2024 as of November 2023 and Statement of Revenues, Expenditures, and Changes

in Fund Balance as of November 2023, attached as exhibit "A", be approved as presented and be incorporated herein and are made a part hereof.

Personal Privilege and Communication

Vice chair Giusti asked the board to pause for a moment of silence for Chairman Boyer who was recently injured in an accident.

EXECUTIVE DIRECTOR/CHIEF ENGINEER'S REPORT

ONGOING PROJECTS

IFR 2021-22-23: Update

Update IFR 22/23—Work at Cowesett temporary trench patch

Update IFR 21/22- East Main update - concrete base, temporary patch

Mr. Burns updated the board on the construction activity.

He went on to say that on Cowesett Road, the project should be finished tomorrow for the winter break. He said there were some paving problems, but the paving should resume tomorrow and ongoing trench maintenance through the winter is the responsibility of the contractor to keep the road smooth and safe for travel. He went onto to discuss that KCWA was not happy about the state of the trenches and continued settlement and has put the contractor on notice for the same.

Mr. Burns indicated that the Staples Plaza temporary bypass was completed.

Board Action

RFP Award for Auditing Services

Mr. Lanfredi indicated that the annual audit had gone out to bid, and they received only one bid. The bid was from Hague, Sahady and Co. He said the bid was for three years, with the year 2024 being at \$28,350, and the year 2025 being at \$29,500 in the year 2026 being at \$30,750 indicated that this was an increase from 2023 and Mr. Manfredi indicated that in the last three years the rate hadn't risen.

Emotion was made by Mr. Duckworth to award the ordering contract to Hague, Sahady & Co., and was seconded by Mr. Kortz.

Motion made, and duly seconded, it was unanimously

VOTED: That the contract for the audit for the next three years awarded to Hague, Sahady & Co.

RFP Award for Bill Printing and Mailing Services

Mr. Simmons outline the RFP for billing services. He indicated that the same printer from last year bid on the project, SmartBill, and the price actually went down from last year. The charges .512, which includes postage.

Motion made by Mr. Duckworth, second by Mr. Kortz, to award the billing contract to, SmartBill.

Motion made and duly seconded, it was unanimously

VOTED: KCWA awards the billing contract to, SmartBill.

Office and Maintenance Facility: Construction Update

Mr. Simmons updated the board on recent activity at the site. He discussed recent paving of the binder course to maintain the site free from mud and washout. He also discussed a current issue with leaks discovered within the building envelope after the major rainstorms that had occurred. The contractor has been working diligently addressing all of the items. Overall the project continues on schedule.

Advanced Metering Infrastructure: First fixed network gateway installed for reading meters.

Mr. Simmons showed the board several photographs of this advanced metering infrastructure that was installed by KCWA. He said they put up a tower on the top of West Street tank that reads the meters in real time. He said the tower is the first of 10 to be installed. He says the tower provides real time data for about 9000 out of the 28000 customers we serve. Currently, the meter reading is done once per month through drive by AMR and the new AMI system compliments the existing way of doing business. This is a game changer for the authority to provide better service and information for our customers. He explained that the tower pushes data from a gateway into the cloud server through a cellular connection every 30 minutes. He said this real time data can provide hourly usage and with unusual activity, it can be red flagged. Ultimately, with all 10 towers he stated that he is hoping for at least 90% coverage by this summer and will push to get to 100% with optimization in difficult to read areas.

Mr. Giusti asked what happens in the event that the technology goes down. Mr. Simmons says we still have the trucks that can operate as a redundant or secondary meter read through AMR. He said since the AMI network is not fully operational, the trucks are still doing their work via AMR. He said Wakefield Street is the next location for a tower.

Office and Maintenance Facility

Construction update

Mr. Simmons updated the board on the construction of the new facility. He said the binder "was going down, and the gas lines were installed a couple of weeks ago." He said this is temporary and permanent power and gas lines will be installed soon. Mr. Kortz was asked, did we experience any flooding from the recent havoc on the area. Mr. Simmons replied that the contractor was fully prepared for that. He said they had generators and related materials in the event of a problem.

1276 Bald Hill Rd (Staples Plaza)

Temporary Winterizing Service Completed

Mr. Burns had previously advised the board that the Staples Plaza winterizing has been completed.

Centerville Road Upgrade:

AC pipe replacement plan from 95 to Royal Crest Apartments -RIDOT coordination. Public request for bids published in PROJO (12-18-23)

Mr. Simmons updated the board on the progress of this upgrade and described the nature of the work to be completed.

There being no further business before this board, on motion duly made by Mr. Rousselle, seconded by Mr. Duckworth, and carried, the meeting was adjourned at 4:15 p.m.

Dated: January 13, 2023

Patrick J. Sullivan Legal Counsel

KENT COUNTY WATER AUTHORITY MONTHLY FINANCE REPORT FOR THE MONTH ENDING NOVEMBER 30, 2023

	,	Nov 2023		Nov 2022
Cash Receipts & Disbursements				
Washington Trust-Deposit Account	\$	3,385,463	\$	2,073,894
Washington Trust-Checking Account		180,939		152,448
RIIB-Revenue Bond Fund		6,598,878		17,256,974
BNYM Restricted Accounts	-	17,706,405		18,170,516
	\$	27,871,685	\$	37,653,832
Collections		2 005 545		0.074.044
Disbursements	\$	2,006,616	\$	2,074,941
Dispursements	\$	3,267,711	\$	2,106,410
Revenues				
Monthly Budgeted	\$	1,607,083	\$	1,778,833
Monthly Actual		1,689,371		1,641,632
Over/(Under) Budget	\$	82,288	\$	(137,202)
YTD Budgeted	\$	11,177,417	\$	10,582,767
YTD Actual		10,238,500		11,248,531
Over/(Under) Budget	\$	(938,917)	\$	665,764
Expenditures				
Monthly Budgeted	\$	1,395,333	\$	1,265,292
Monthly Actual	•	1,518,775	*	1,421,972
(Over)/Under Budget	\$	(123,441)	\$	(156,679)
YTD Budgeted	\$	7,822,424	\$	6,878,937
YTD Actual		7,735,219		7,699,182
(Over)/Under Budget	\$	87,205	\$	(820,245)
YTD Budgeted Surplus/(Deficit)	\$	(851,711)	\$	(154,481)
Sales	\$	1,607,743	\$	1,637,390
Open Receivables				
0-30 Days	\$	1,868,423	\$	1,510,782
31-60 Days	•	127,671	•	630,251
61-90		(12,647)		(8,534)
Over 90 Days		53,280		395,250
	\$	2,036,727	\$	2,527,748

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Kent County Water Authority STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

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Kent County Water Authority STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
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REPORT DATE 12/18/2023 SYSTEM DATE 12/18/2023 FILES ID Z	Kent STATEMENT OF REVENUES,	Kent County Water JES, EXPENDITURES	Authority AND CHANGES	IN FUND BALANCE		PAGE 39:43
•		AS OF 11/	11/2023			
ACCOUNT DESCRIPTION	n 2 C n	RRENT MO		Y E	AR-TO-DA	TE
	BUDGET	ACTUAL	ACTUAL OVER/ UNDER BUDGET	BUDGET	ACTUAL	ACTUAL OVER/ UNDER BUDGET
PROPERTY TAXES 1-9170	5000.00	28228.62	-23228.62	25000.00	40624.76	-15624.76
COMPUTER EXPENSE	26666.66	5372,07	21294.59	133333.30	186140.20	-52806.90
BANK CHARGES	8500.00	22873.68	-14373.68	42500.00	131597.04	-89097.04
OFFICE SALARY LABOR 1-9210	45833.33	47062.68	-1229.35	229166.65	211358.48	17808.17
OFFICE SUPPLIES & EXP	5416.66	2764.84	2651.82	27083.30	17638.64	9444.66
OUTSIDE SERVICES	18750.00	42521.65	-23771.65	93750.00	121854.25	-28104.25
INSURANCE EXPENSE	22083.33	21931.50	151.83	110416.65	94767.50	15649.15
EMPLOYEE BENEFITS	87500.00	64219.46	23280.54	437500.00	574964.36	-137464.36
O.P.E.B. EXPENSE	80000.00	80000.00		80000,00	80000.00	
REGULATORY COMM EXP	15833,33		15833.33	79166.65		79166.65
MISC GENERAL EXPENSE	583.33	.25	583.08	2916.65	-445,94	3362.59
MISC-BOD EXPENSE	1750.00	1500.00	250.00	8750.00	8500,00	250.00
- 1	13333.33	21728.63	-8395,30	66666.65	74024.79	-7358.14
- 1	13333,33	9511.82	3821.51	66666.65	54385.99	12280.66
PAID TIME OFF	43000.00	53836.06	-10836,06	3000.00	-56822.72	59822.72
ıÞ	833,33		833.3	166.6		166.6
TOTALS FOR ADM. & GENERAL EXPENSES	397166.	409808.31	-12641.69	1453833.10	1577948.37	-124115.27
1-9180 LICENSES & PERMITS	250.0	0.0	0.0	50.0	1625.00	0.
TOTALS FOR MISC. & GENERAL EXPENSES	250.00	200,00	50.00	1250.00	1625.00	-375.00
1-4030 DEPRECIATION EXPENSE 1-4080	337500.00	336117.59	1382.41	1687500.00	1680587.95	6912.05
PAYROLL TAXES	16666.66	19991.31	-3324.65	83333.30	67700.57	15632.73
INTEREST EXPENSE				157758.0	52585.8	105172.1
TOTALS FOR OTHER EXPENSES		356108.90	-1942.24	1928591.30	1800874.36	127716.94
TOTALS FOR EXPENDITURES	1395333.19	1518774.56	-123441.37	7822423.95	7735218.58	87205.37

unty Water Authority FINDITURES AND CHANGES IN FUND BALANCE

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----- Y E A R BUDGET ACTUAL UNDER BUDGET AS OF 11/2023 ACCOUNT DESCRIPTION

OTHER ADJUSTMENTS TO FUND BALANCE

EXCESS OF REVENUE OVER EXPENDITURES FOR general

FUND BALANCES - JULY 1
FUND BALANCES - NOVEMBER 30

- T O - D A T E -------ACTUAL OVER/ ACTUAL UNDER BUDGET ACTUAL 2503281,11 3354992.55 BUDGET

-41153.31

170596.80

211750.11

-851711.44

175362391.08

00.0

KENT COUNTY WATER AUTHORITY CASH LOCATION FISCAL YEAR 2023-2024

CASH LOCATION:	JULY	AUGUST	SEPIEMBER	OCTOBER	NOVEMBER	DECEMBER JANUARY	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Washington Trust - Deposit Washington Trust - Checking BNYM - 2022B Debt Svc Fund (112328) BNYM - 2022B Debt Svc Res (112328) BNYM - CIP (112541) BNYM - RER (112542) BNYM - Revenue Fund (112549) BNYM - Qap Equipment (112552) BNYM - O&M Reserve (112554) BNYM - O&M Reserve (112554) BNYM - O & Mark Reserve (112554) BNYM - O & Rev Allow (112591) BNYM - OP Rev Allow (112591) BNYM - OP Rev Allow (112591) BNYM - OB Rev Allow (112591) BNYM - EBF 2022B Fund RIIB - BBF 2022B Fund	3,128,513 64,996 116,910 146,740 4,093,080 7,285,093 1,291,496 10,9501 942,697 1,991,093 163,841 1,673,953 1,216,998 10,776,211 1,576,211	1,539,749 197,489 129,432 147,339 4,302,406 6,865,974 1,290,510 118,266 1,040,832 2,147,083 164,510 1,580,787 1,221,967 10,157,465 1,566,095	1,268,402 89,944 15,911 147,957 4,485,769 6,553,654 1,188,357 127,076 255,443 2,304,080 1,687,840 1,227,095 8,924,062 1,566,095	3,351,280 248,650 28,020 148,562 4,667,420 6,275,220 452,052 135,902 369,350 2,461,340 165,876 1,694,739 1,732,110 6,266,350 1,566,095	3,385,463 180,939 40,184 149,192 4,856,643 5,678,244 626,051 144,786 485,680 1,701,932 1,237,340 5,032,783 1,566,095							
Total	34,567,218	32,569,906	30,004,888	29,056,965	27,871,686							
Total All Accounts	\$ 34,567,218	\$ 34,567,218 \$ 32,569,906 \$ 30,004,888	\$ 30,004,888	\$ 29,056,965	\$ 27,871,686	¥	64	6A 6A		¢A Ü	6 4	a
Cash Receipts and Disb report	34,567,217 0	34,567,217 32,569,906 0 0	30,004,888	29,056,965	27,871,686	27,871,686 (27,871,686)	27,871,686 (27,871,686)	27,871,686 (27,871,686)	27,871,686 (27,871,686)	27,871,686 (27,871,686)	27,871,686 (27,871,686)	27,871,686 (27,871,686)

KENT COUNTY WATER AUTHORITY CASH RECEIPTS & DISBURSEMENTS FISCAL YEAR 2023-2024

FY2024	\$ 1,724,944	2,346,542	2,262,084	1,630,173	- contracts							9.710.517	2000																		
H	RATE REVENUE RA . \$ 2,439,916 \$	2,317,280	2,633,403	1.570.473	1.437.903	1,425,101	1,479,050	1,474,693	1,441,416	1,464,683	2.378.719	\$ 21.962.426 \$	200																		
	KAT JUL	AUG	SEP	NON N	DEC	JAN	FEB	MAR	APR	MAY	NO																				
JONE	\$ 27,871,686					27,871,686																									-
MAY	\$ 27,871,686					27,871,686																									
APRIL.	\$ 27,871,686					27,871,686																									
MARCH	\$ 27,871,686					27,871,686																									
FEBRUARY	\$ 27,871,686 \$					27,871,686																								,	
JANUARY	27,871,686					27,871,686																									
	27,871,686 \$					27,871,686																								,	
NOVEMBER DECEMBER	29,056,965 \$ 27,871,686		2,006,616	75,815		31,139,396		!	455,967	396	295,936	160,475	70,664	12,450	82,928		20,265	2,408	2,917	1,470		3,080	333,670	906'609	3,910	1,251,734	5,810		53,723	3,267,711	
l.,	30,004,888 \$		2.369.165	74,207		32,448,260		!	554,697	56,729	236,477	181,780	67,862	26,355	65,227	282	24,117	2,249	1,373	4,569		36,065	419,306	350,393		1,232,985	11,885		118,946	3,391,295	
SEPTEMBER CXTOBER	32,569,906 \$		2,395,250	80,187		35,045,343			643,872	135,254	302,123	121,260	330,077		39,760		25,259	2,078	2,739	2,450		13,446	505,679	442,663		1,408,441	10,003	1,032,910	22,442	5,040,455	
AUGUST SE	\$ 34,612,298 \$ 34,567,217 \$ 32,569,906 \$ 30,004,888		1.992.490	77,705		36,637,412			656,412	70,521	271,861	214,493	69,674	15,660	44,781		18,267		565	1,330		11,820	880,512	367,534		1,390,934	3,208		49,937	4,067,507	
LUCY	34,612,298 \$		2,395,355	74,998	244-000-000	37,082,652		in the second	647,935	286	229,418	101,564	67,381	12,765	38,134	263,178	22,810	2,178	2,187	13,470			358,604	43,769		630,650	7,970		73,135	2,515,434	
	w																						290	291	292	298	299			1	
	BEGINNING BALANCE	CACH BUCKIBES.	Collections	Interest Income		TOTAL CASH RECEIPTS	O A CUT THE THE THE STATE OF THE CO.	CASH DISBUKSEMENTS	Purchased Water	Purchased Power	Payroll	Operations	Employee Benefits	Legal	Materials	Insurance	Sales Tax	Bank Service Chargo	Refunds	Oulside Services	Reg Commission Exp	Capital Expenditures	IFR 2016/2021	IFR 2022	IFR2023	Office & Maint Facility	EG Well Refurbishment	Debt Service (P & I)	Water Protection	TOTAL DISBURSEMENTS	The state of the s