

# BRISTOL COUNTY WATER AUTHORITY

## Board of Directors Meeting

Wednesday, November 18, 2020 4:15 pm

Meeting by Zoom Audio-Visual Teleconference  
Pursuant to Executive Order 20-05, March 16, 2020  
Third Supplemental Emergency Declaration –  
Public Meeting and Public Records Requests

---

### AGENDA

1. Call to Order
2. Public Input
3. Minutes
  - 10/8/2020 Personnel Committee Meeting
  - 10/15/2020 Personnel Committee Meeting
  - 10/20/2020 Personnel Committee Meeting
  - 10/29/2020 Board Meeting
  - 11/5/2020 Personnel Committee Meeting
4. Executive Director Report
5. Financial Report
6. Resolution for a New Bond Rate Lock to Replace the TD Bank Bond in an Amount of \$6.5MM
7. Update - Search for Executive Director
8. Task Order for the 2021 Water Main Improvements- High Pressure Zone Expansion
9. Quarterly Write-Offs – for Information Only
10. Executive Session
  - i. Hope St. Tank Site Pursuant to RIGL 42-46-5(a)(2)
  - ii. Discussion related to Job Performance and Character of Executive Director Candidates Pursuant to RIGL 42-46-5(a)(1)
  - iii. Investment of Public Funds related to Executive Director Position Pursuant to RIGL 42-46-5(a)(7)
11. Hope St. Tank Site
12. Next Scheduled Meeting(s):
  - i. Board Meeting December 16, 2020
13. Adjournment

**PUBLIC ACCESS TO MEETING – ZOOM or DIAL-INTO CONFERENCE**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/87581020247?pwd=aVRUQmdUM3pFbHJJacEI0UXh1QWti dz09>**

**Meeting ID: 875 8102 0247**

**Passcode: 243253**

**Dial by your location**

**+1 929 436 2866 US (New York)**

Individuals requiring interpreters for the hearing impaired must notify the Bristol County Water Authority, (401) 245-2033, not less than 48 hours in advance of the meeting.

**Agenda Posted 11/13/2020**

- 1. Secretary of State Website**
- 2. BCWA Main Office Bulletin Board**
- 3. BCWA Operations Department Bulletin Board**
- 4. BCWA Website [bcwari.com](http://bcwari.com)**

**Agenda Sent Via Email 11/13/2020 for Posting on Public Bulletin Boards**

- 1. Barrington Town Hall**
- 2. Bristol Town Hall**
- 3. Warren Town Hall**

**Meeting of the Personnel/Compensation Committee of the  
BRISTOL COUNTY WATER AUTHORITY**

**Meeting by Zoom Audio-Visual Teleconference  
Pursuant to Executive Order 20-05, March 16, 2020  
Third Supplemental Emergency Declaration –  
Public Meeting and Public Records Requests**

**Thursday, October 8, 2020  
450 Child Street, Warren Office, Warren, RI**

---

The committee meeting was called to order at 2:00 pm by Committee Chairman John Jannitto

Committee members in attendance: John Jannitto, Allan Klepper and Juan Mariscal.  
Committee members Absent: None

Also present - Executive Director Pamela Marchand, Manager of Finance Mark Champagne and Manager of Customer Services/Purchasing Joseph Granata

Present by Zoom – Directors George Champlin, Tom Kraig, Georgina Macdonald, Robert Martin and Legal Counsel Joseph Keough

**1. Executive Director Search – Discussion of Selection Process**

Board Chairman A. Klepper stated 22 applications were received for the Executive Directors' position. This meeting is only to discuss the selection process. We must ensure the privacy of the applicants. Finalists will have a 45 minute interview by the entire board. A rating sheet will be used to rate all the applicants. Barrington, Bristol and Warren Town Managers will also come in to rate the top applicants.

Director Mariscal questioned if a Chief Engineer job description is needed.

A Personnel Committee Meeting will be held on 10/15/2020 at 2pm.

**Motion to adjourn passed unanimously.**

Personnel Committee adjourned at 2:50 pm.

---

George Champlin  
Secretary

**Meeting of the Personnel/Compensation Committee of the  
BRISTOL COUNTY WATER AUTHORITY**

**Meeting by Zoom Audio-Visual Teleconference  
Pursuant to Executive Order 20-05, March 16, 2020  
Third Supplemental Emergency Declaration –  
Public Meeting and Public Records Requests**

**Thursday, October 15, 2020  
450 Child Street, Warren Office, Warren, RI**

---

The committee meeting was called to order at 2:14 pm by Committee Chairman John Jannitto

Committee members in attendance: John Jannitto, Allan Klepper and Juan Mariscal.  
Committee members Absent: None

Present by Zoom – Director Robert Martin and Legal Counsel Joseph Keough

Also present - Manager of Finance Mark Champagne and Manager of Customer Services/Purchasing Joseph Granata

Legal Counsel J. Keough stated that the persons to be discussed in Executive Session for job performance and character have been notified of their right to have the discussion take place in open session. None of those persons have requested to have those discussions take place in open session.

**1. Executive Session**

Chairman Klepper made the following motion seconded by Committee Chairman Jannitto

**MOTION: To go into Executive Session i. Discussion related to Job Performance and Character of Executive Director Pursuant to RIGL 42-46-5(a)(1) ii. Investment of Public Funds related to Executive Director Position Pursuant to RIGL 42-46-5(a)(7)**

**Motion passed unanimously by hand Vote.**

The Board entered Executive Session at 2:14 pm.

The Board returned to open session at 3:30 pm.

**Motion to seal the Executive Session Minutes and adjourn the meeting passed unanimously.**

A Personnel Committee Meeting will be held on 10/20/2020 at 2pm.

Personnel Committee Meeting adjourned at 3:30 pm.

---

George Champlin  
Secretary

**Meeting of the Personnel/Compensation Committee of the  
BRISTOL COUNTY WATER AUTHORITY**

**Meeting by Zoom Audio-Visual Teleconference  
Pursuant to Executive Order 20-05, March 16, 2020  
Third Supplemental Emergency Declaration –  
Public Meeting and Public Records Requests**

**Tuesday, October 20, 2020  
450 Child Street, Warren Office, Warren, RI**

---

The committee meeting was called to order at 2:00 pm by Committee Chairman John Jannitto

Committee members in attendance: John Jannitto, Allan Klepper and Juan Mariscal by Zoom

Committee members Absent: None

Present by Zoom – Directors George Champlin, Robert Martin

Also present – Executive Director Pamela Marchand, Manager of Finance Mark Champagne and Manager of Customer Services/Purchasing Joseph Granata and Legal Counsel Joseph Keough

**1. Executive Session**

Board Chairman Klepper made the following motion seconded by Director Mariscal

**MOTION: To go into Executive Session i. Discussion related to Job Performance and Character of Executive Director Pursuant to RIGL 42-46-5(a)(1) ii. Investment of Public Funds related to Executive Director Position Pursuant to RIGL 42-46-5(a)(7)**

**Motion passed unanimously by hand Vote.**

The Board entered Executive Session at 2:03 pm.

The Board returned to open session at 2:50 pm.

**Motion to seal the Executive Session Minutes and adjourn the meeting passed unanimously.**

Personnel Committee Meeting adjourned at 2:50 pm.

---

George Champlin  
Secretary

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

## Meeting by Zoom Audio-Visual Teleconference Pursuant to Executive Order 20-05, March 16, 2020 Third Supplemental Emergency Declaration – Public Meeting and Public Records Requests

Thursday, October 29, 2020

---

Pursuant to proper notice, the Board Meeting of the Bristol County Water Authority was called to order by Chairman Klepper at 4:18 pm by Zoom Audio-Visual Teleconference.

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

George Champlin, William Gosselin, John Jannitto, Allan Klepper, Thomas Kraig, Georgina Macdonald, Juan Mariscal, Robert Martin, Christopher Stanley

Directors Absent: None

### **1. FY2020 BCWA Pension Investment Report – Washington Trust**

Chairman Klepper introduced Gene McCabe of Washington Trust.

G. McCabe stated that BCWA's 70% equity allocation has been paying off due to a tremendous recovery of the stock market. BCWA's 30% Bond allocation has had a low return.

### **2. Public Input**

There was no public input.

### **3. Minutes**

Director Kraig made the following motion seconded by Director Martin

**MOTION: Approve the 9/24/20 Board Meeting minutes.**

**Motion passed unanimously.**

### **4. Executive Directors Report**

Executive Director P. Marchand stated purchased water was 10% higher for September compared to last year. The contractor for the lead remediation for Hope St. will begin work early next month. Work has begun on the budgets, a Finance Committee Meeting will be held before next month's Board Meeting.

### **5. Financial Report**

Manager of Finance M. Champagne stated that consumption has gone up 11% this year and revenues up 16%, this is due to the dry summer we had.

Executive Director P. Marchand stated there has been no response from East Providence for the Pawtucket Pipeline. The item has not been added to their agenda for discussion.

Director Macdonald stated we need East Providence to get on board with us or we will go with the small pipe. We must give them an ultimatum.

**6. Task Order Amendment for Repair of East Bay Pipeline**

Director Kraig made the following motion seconded by Director Gosselin

**MOTION: Beta Corporation awarded \$17,109 for engineering services.**

**Motion passed unanimously.**

**7. Task Order Amendment for Design of Upper Reservoir Removal Design**

Director Gosselin made the following motion seconded by Director Kraig

**MOTION: Pare Corporation awarded \$12,000 for the design of the dam removal.**

**Motion passed unanimously.**

**8. New (Small) Leak on East Bay Pipeline - Presentation**

Operations Manager M. Crawford – Leak testing of the East Bay Pipeline was done using Smartball. A leak was discovered in the golf course on a pipe joint, this will require a large excavation. The joint is leaking 2 – 10 gallons per minute. The estimated cost will be \$50,000. Work will be done now because of the lower water demand.

**9. Search for New Executive Director**

Chairman Klepper stated a memo was sent to all Directors with details of the hiring process. Personnel Committee will interview on site with the candidates, the remainder of the Board will join the meeting through Zoom. Interviews will be done on 11/5/2020 in Executive Session.

**10. Executive Session**

Director Gosselin made the following motion seconded by Director Mariscal

**MOTION: To go into Executive Session for**

- i. Hope St. Tank Site Pursuant to RIGL 42-46-5(a)(2)**

**Motion passed unanimously by Roll Call Vote.**

The Board entered Executive Session at 6:00 pm.

The Board returned to open session at 6:24 pm.

Director Mariscal made the following motion seconded by Director Gosselin

**MOTION: To seal the executive session minutes and adjourn the meeting.**

**Motion passed unanimously**

The meeting was adjourned at 6:24 pm.

---

George Champlin  
Secretary

**Meeting of the Personnel/Compensation Committee of the  
BRISTOL COUNTY WATER AUTHORITY**

**Meeting by Zoom Audio-Visual Teleconference  
Pursuant to Executive Order 20-05, March 16, 2020  
Third Supplemental Emergency Declaration –  
Public Meeting and Public Records Requests**

**Thursday, November 5, 2020  
450 Child Street, Warren Office, Warren, RI**

---

The committee meeting was called to order at 4:29 pm by Committee Chairman John Jannitto

Committee members in attendance: John Jannitto, Allan Klepper and Juan Mariscal  
Committee members Absent: None

Present by Zoom – Directors George Champlin, William Gosselin, Robert Martin,  
Georgina Macdonald, Tom Kraig, Christopher Stanley

Also present – Executive Director Pamela Marchand, Manager of Finance Mark  
Champagne and Manager of Customer Services/Purchasing Joseph Granata and Legal  
Counsel Joseph Keough

**1. Executive Session**

Board Chairman Klepper made the following motion seconded by Director Mariscal

**MOTION: To go into Executive Session i. Discussion related to Job Performance  
and Character of Executive Director Pursuant to RIGL 42-46-5(a)(1) ii. Investment of  
Public Funds related to Executive Director Position Pursuant to RIGL 42-46-5(a)(7)**

Legal Counsel J. Keough stated that the persons to be discussed in Executive Session  
for job performance and character have been notified of their right to have the  
discussion take place in open session. None of those persons have requested to have  
those discussions take place in open session.

**Motion passed unanimously by hand Vote.**

The Board entered Executive Session at 4:29 pm.

The Board returned to open session at 7:24 pm.

**Motion to seal the Executive Session Minutes and adjourn the meeting passed  
unanimously.**

Personnel Committee Meeting adjourned at 7:24 pm.

---

George Champlin  
Secretary



450 Child St. • P.O. Box 447 • Warren, Rhode Island 02885-0447  
 www.bcwari.com • Fax: 401-245-2004 • Tel: 401-245-2022  
 A Public Agency

## BRISTOL COUNTY WATER AUTHORITY

### Executive Director's Report for November 18, 2020

This meeting will again be held in Zoom. As an Executive Session is included on the agenda, participants will be first placed into a "waiting room" then brought into the regular meeting. For the executive session, non- participants will be put into the "waiting room" and brought back into the meeting at the conclusion of executive session.

#### Goals FY2021, as requested to be placed on Executive Director's Report

1. *Pursue construction of connection to Pawtucket Water Supply Board.*
  - a. Phase 1
    - i. Due to the lateness of the year for roadwork, CB will begin the project in early spring of 2021. CB has been submitting plans for by-pass layout and permits.
  - b. Phase 2
    - i. BETA is continuing to work on the design of alternate routes for the 5-mile pipeline.
    - ii. Providence Water has not yet begun adding phosphate to their water. We are proposing to mix the Pawtucket and Providence waters to meet the Providence Water quality parameters, which is to a pH of 10.3. Pawtucket treats their water to a pH of 8 with the addition of a phosphate, so the BCWA treatment of the mixing of the supplies should be a relatively minor adjustment.
    - iii. I understand the Mayor of East Providence is still trying to have the Phase 2 project placed on the City Council agenda, but is being pushed back for other more critical issues such as Covid and budget. We have not had any recent updates.
  - c. Prepare system to initiate monthly billing.
    - i. NewGen Financial is working on the model for the rate study that will work with various scenarios and will provide a presentation for the December meeting.
    - ii. We have five data collectors installed and collecting data, with a 6<sup>th</sup> installed.
2. *Create realistic upper management succession plan.*
  - a. Mark Champagne has postponed his retirement past the end of February 2021. Mark is willing to provide assistance after retirement.
  - b. The Executive Director position interviews are in progress.
  - c. Interviews for Cid Harper's position have been completed, and a candidate selected. Background and reference checks are being completed.

### *3. Plan for demolition of the water treatment plant.*

- a. The review of the hazardous materials in the plant has taken place. There is a significant amount of asbestos and we have had to close one of the storage rooms. Operations is looking into additional trailers to store equipment. We are awaiting the report and an estimate for the demolition.

### Water Purchased

The state of Rhode Island is still under a Drought Watch as below normal levels of streamflow and groundwater continue.

However, the drought has contributed to increased sales this summer and fall. The purchased water was 19% higher for the month of October compared to October of last year (during the pipeline leak). It was 10% higher than the previous 5-year average, which had been declining each year. We hit a max day of 4.1 MGD at the beginning of the month when daily usage is generally less than 3 MGD.

The annual accumulated usage for the eight months of FY21 is 7% higher than FY2019 and 5% above the average of the last 5 years for the same period.

The Providence monthly charges and usage is attached, as is the graph for the annual comparison of monthly purchased water.

### Kickemuit Dam Removals

Joe Keough is preparing a letter requesting significant modifications to the BCW Act to be sent to the legislators as the elections are now completed. There were no changes in our state reps.

Pare Corp. is continuing to work on the dam removal permitting in coordination with the RIDEM and the CRMC and providing information to the RIDOT for the design of the culvert replacement.

The zoom meeting of the Dam Removal Committee took place on October 28<sup>th</sup> to update the Committee on the status of the engineering, permitting and grants. Copies of the minutes and slides are available on request.

### Elevator

No update at this time. As construction prices have escalated in general, we will most likely bid in the spring - hopefully when pricing is more reasonable.

### Remediation at Hope and Tupelo Streets

The contractor for the lead remediation has begun site preparation for the soil removal project. The plan (to date) is to just perform the work on the BCWA property. Further information will be discussed in executive session.

The Hope St. pump station design is almost complete. Mike has attached a conceptional design of the building to his report.

#### Leak on East Bay Pipeline

The contractor is preparing to dig at the site of the proposed leak Tuesday or Wednesday of next week. We have been waiting to have all possible repair equipment on site before proceeding. See Mike Crawford's report for more information.

#### 2014 \$8,355,000 TD Bank Bond

Due to the low interest rates, we are looking to issue a new bond for the balance of approximately \$6.7MM before the due date of September 1, 2021. Our financial advisors and bond counsel have reviewed various scenarios. We requested that a five-year and seven-year term be considered to coincide with the beginning of the debt service for the Phase 2 of the Pawtucket Pipeline. The 5 year term is the most cost-effective, with an indicative rate of 1.00%! Sandy Mack will be preparing a recommendation and proposal for a rate-lock for the Board meeting.

#### FY2022 Budget

We are working on the Capital and Operations budgets for next year and will have a draft available for the Finance Committee early next month.

#### Legal and Financial RFP's

The BCWA is due to issue RFP's for both legal services and financial services. These will be posted by the end of the month.

#### Meter Data Collectors

All five gateways are in operation, with a sixth ready for programming. We are collecting readings from approximately 80% of our meters. We can also see where we will need additional collectors and are working on specific locations.

Meter installations are continuing with staff. Now at 92% complete.

Engineering Report by Sue Rabideau – see attached.

MIS Report by Randy Manchester – see attached.

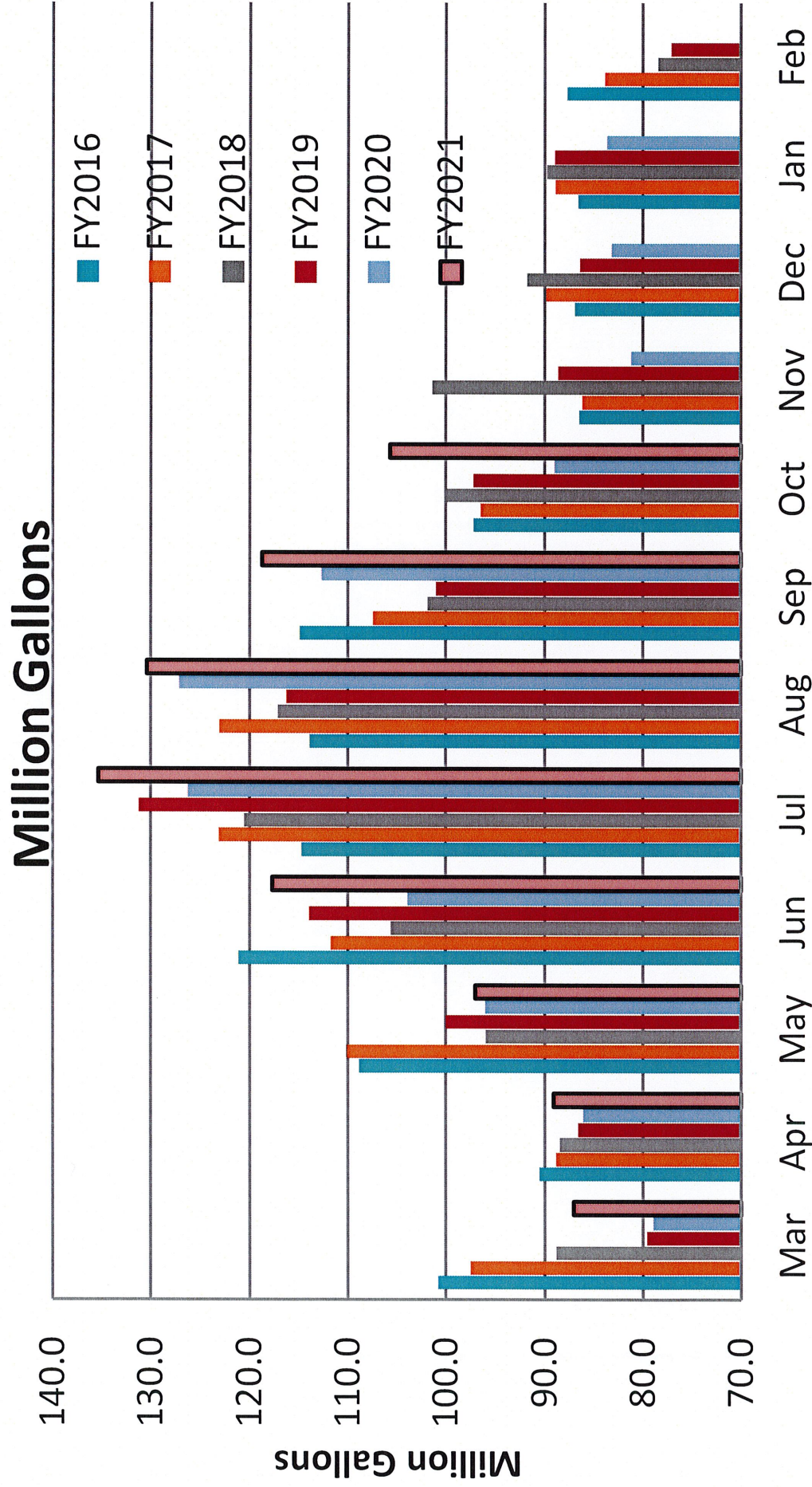
Operations Report by Mike Crawford – see attached.

*Pamela Marchand*  
11/12/20

# Providence Water - Monthly Charge

	<u>Read</u>	<u># Days</u>	<u>Billed Amount</u>	<u>\$/Day</u>	<u>Billed</u> <u>MG</u>	<u>MG/day</u>
<b>FY2019</b>						
March	27 Mar	29	\$ 140,404.36	\$ 4,841.53	77.7	2.68
April	25 Apr	29	\$ 149,748.40	\$ 5,163.74	82.9	2.86
May	29 May	34	\$ 196,726.83	\$ 5,786.08	108.9	3.20
June	26 Jun	28	\$ 196,427.05	\$ 7,015.25	108.8	3.89
July	26 Jul	30	\$ 232,663.63	\$ 7,755.45	128.8	4.29
August	28 Aug	33	\$ 231,141.21	\$ 7,004.28	128.0	3.88
September	28 Sept	30	\$ 192,547.84	\$ 6,418.26	106.6	3.55
October	26 Oct	29	\$ 185,730.34	\$ 6,404.49	102.8	3.54
November	27 Nov	32	\$ 160,484.83	\$ 5,015.15	88.86	2.78
December	26 Dec	29	\$ 151,272.63	\$ 5,216.30	83.76	2.89
January	29 Jan	34	\$ 178,896.59	\$ 5,261.66	99.06	2.91
February	25 Feb	27	\$ 138,457.54	\$ 5,128.06	76.67	2.84
Total FY2019			<b>\$ 2,154,501.25</b>		<b>1192.9</b>	<b>3.27</b>
From Previous Year					<b>-1.6%</b>	
<b>FY2020</b>						
March	25 Mar	28	\$ 133,691.61	\$ 4,774.70	74.03	2.64
April	26 Apr	32	\$ 166,000.30	\$ 5,187.51	91.92	2.87
May PW	29 May	33	\$ 79,120.91		43.80	
May EP	21 May	20	\$ 94,310.00		52.23	
June	25 Jun	27	\$ 169,315.97	\$ 6,270.96	93.75	3.47
July	26 July	31	\$ 227,811.02	\$ 8,437.45	126.14	4.07
August	28 Aug	33	\$ 252,836.21	\$ 7,661.70	140.00	4.24
September PW	17 Sep	19	\$ 147,483.72	\$ 7,762.30	81.67	4.30
EP	30 Sep	13	\$ 83,948.24	\$ 6,457.56	46.49	3.58
October PW	28 Oct				0.34	
October EP	30 Oct	31	\$ 160,683.49	\$ 5,183.34	88.98	2.87
November PW	22 Nov	25	\$ 35,517.82	\$ 1,420.71	19.67	NA
November EP	31 Nov	31	\$ 70,811.69	\$ 2,284.25	39.21	NA
December	23 Dec	31	\$ 151,368.34	\$ 4,882.85	83.82	2.70
January	27 Jan	35	\$ 173,550.95	\$ 4,958.60	96.10	2.75
February	25 Feb	29	\$ 143,066.35	\$ 4,933.32	79.22	2.73
Total FY2020			<b>\$ 2,089,516.62</b>		<b>1157.35</b>	<b>3.16</b>
From Previous Year					<b>-3.0%</b>	
<b>FY2021</b>						
March	30 Mar	34	\$ 172,796.06	\$ 5,082.24	95.68	2.81
April	24 Apr	25	\$ 138,760.94	\$ 5,550.44	76.83	3.07
May PW	26 May	32	\$ 176,283.37	\$ 5,508.86	97.61	3.05
June	26 June	31	\$ 214,342.17	\$ 6,914.26	118.69	3.83
July	28 July	32	\$ 257,504.61	\$ 8,047.02	142.59	4.46
August	25 Aug	28	\$ 223,935.00	\$ 7,997.68	124.00	4.43
September	25 Sept	31	\$ 259,425.83	\$ 8,368.58	124.43	4.01
October	28 Oct	33	\$ 255,368.38	\$ 7,738.44	121.36	3.68
November						

# Monthly PW Purchased Water



## BCWA Engineering Report – for November 18, 2020

Prepared by: Susan Rabideau, PE, Engineering Project Manager

### ❖ 2020 Water Main Renewals

Project Budget Breakdown	Approved Budget	change orders (Rock, Shaws and Ryan)	Spent (through end of Sept*)	Remaining in Budget
Contractor	\$ 1,677,333	\$ 250,000	\$ 1,050,000	\$ 877,333
Police (thru Oct)	\$ 130,000	\$ 15,000	\$ 135,000	\$ 10,000
Inspection	\$ 70,000	\$ 10,000	\$ 70,000	\$ 10,000
Contingency	\$ 222,667			\$ 222,667
total	\$ 2,100,000	\$ 275,000	\$ 1,255,000	\$ 1,120,000

\*October invoices not yet reviewed due to early Board meeting.

We will need to use part of the contingency to cover additional police and inspection costs. Traffic control has often required multiple officers per day, due to work in downtown Warren and on Hope Street. The original task order for inspection estimated 70 days of construction. However, the project is already at 100 days. While the total cost of inspection was underestimated, we pay an hourly rate for services provided, in accordance with the approved Engineering Services contract. The additional funds needed will be included in a Task Order Amendment (to be approved at the December Board meeting) but will be paid from the previously approved contingency.

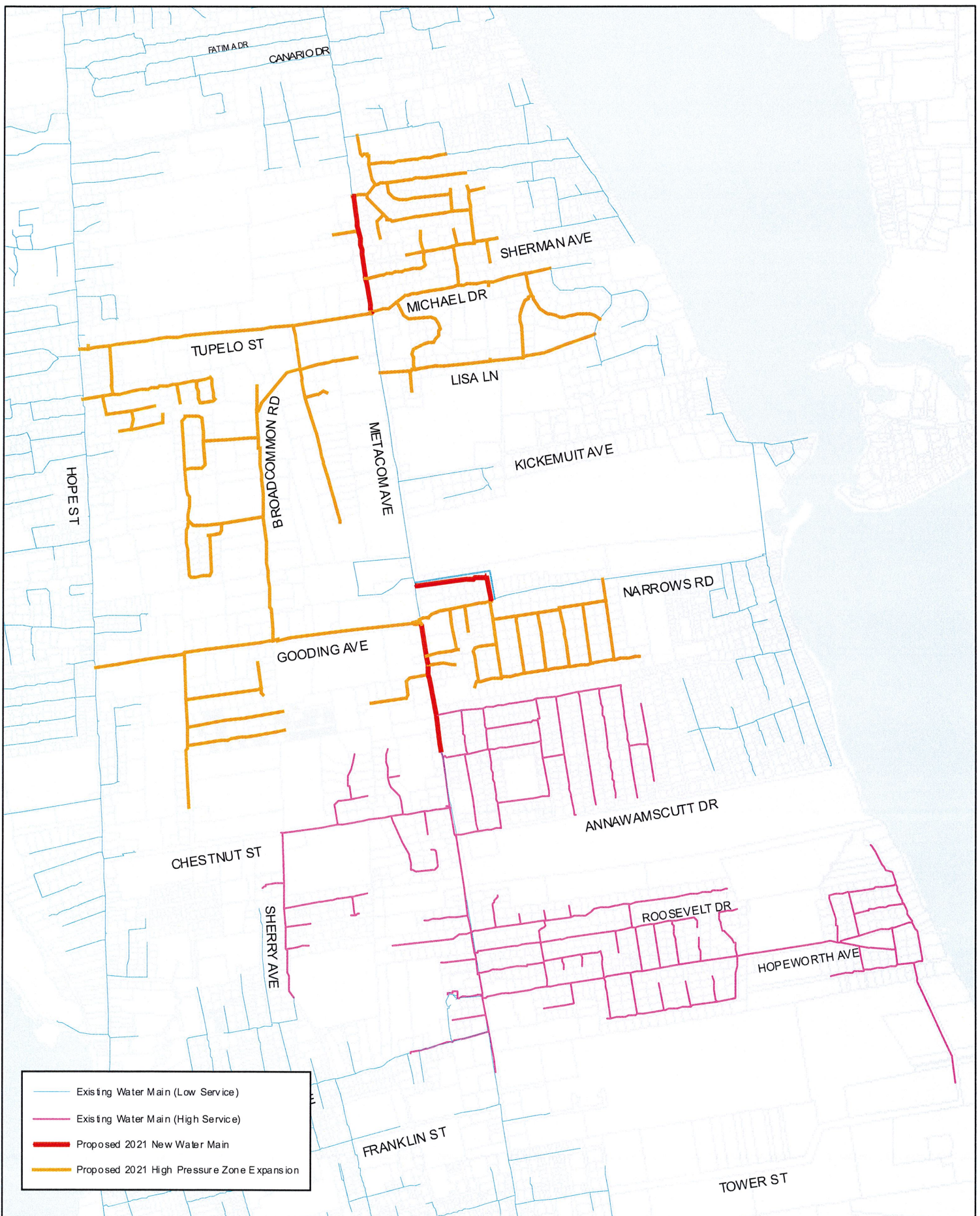
The work is progressing smoothly. Walsh is currently cleaning and lining the last phase of work in Warren (north Main Street and Union Street) and on south Hope Street in Bristol. They are working quickly to complete the project, and remove bypass piping, before the cold weather.

### ❖ Expansion of the High-Pressure Zone in Bristol

Distribution improvements planned for 2021 will include new high-pressure mains and connections in Bristol to expand the high-pressure zone in northeast Bristol. We are in the process of finalizing the limits of the expansion and the new mains that will be needed. A DRAFT of the proposed work is attached. Together with the new pump station at the Hope Street tank, these improvements will allow us to add approximately 1000 customers to the high-pressure zone.

Attached:

High Pressure Zone 2021 Proposed Expansion  
Gantt Chart of ongoing BCWA projects



Disclaimer: The information contained on this plan has been compiled from various sources, including RIGIS, BCWA Distribution System Data, and MainStreetUSA. BCWA does not guarantee the locations to be exact and encourages users of this information to review or consult the primary data and information sources to ascertain the usability of the information.

## DRAFT proposed 2021 Expansion of High Pressure Zone



DATE: 11/9/2020

# **Bristol County Water Authority**

## **Information Technology Report**

November 12, 2020

Randall S. Manchester, IT Specialist

Most of the previous month entailed adding new functionality to the base systems (modifications, new reports, server patches, bug fixes, improvements etc.) and the day-to-day running of the IT department.

### **AT&T FirstNet Phones**

We have now completely migrated our phones over to AT&T. Everything seems to be working very well and the connections do seem to be faster and more reliable than AT&T.

### **Neptune Gateways**

We installed another Neptune Gateway within our system. This has brought our coverage up to about 90 percent of the district. We still have four more gateways to install and are hoping that will fill in the remaining 10%

As a reminder, the plan is to run the Neptune 360 gateways in parallel with our current drive-by meter reading for a few months to ensure integrity in the technology and to make any required tweaks to the system.

### **Coming Up!**

Another project coming up is to upgrade our in-house phone system. The current system is 15 years old and is due for replacement. The plan is to move over to a VOIP system (Voice over IP). This upgrade will give us a lot new functionality and most likely at lower cost. Details to follow.

### **Website Statistics**

Unique visitors – Last four months. Very static traffic.

July:	2,315
August:	2,659
September:	2,299
October:	2,401
November:	1,232 (as of 11/12/2020)

Date: November 13, 2020

To: Pamela Marchand, P.E., Executive Director

From: Michael Crawford, P.E., Operations Manager

RE: Operations Report

### *COVID-19*

The Bristol County Water Authority (BCWA) Operations Department continues to operate under pandemic conditions. Our focus continues to be maintaining the health and safety of our employees. With COVID infections rising throughout the area we have revisited our mitigation strategies to ensure we can maintain business continuity should infections spread to our organization. This also involves coordinating with our vendors to ensure the health and safety of our staff and customers.

### *Facilities/Water Quality*

Following the completion of the Fall flushing program and the transition towards the colder weather, Operators are working to shutdown summer chemical feed and recirculation systems and to winterize temperature sensitive components.

Additionally, the buildout of the meter collecting equipment continues. Since the last report one additional unit has been put online, see Figure 1. This additional unit has increased data recovery from approximately 81% to approximately 89%. Pictured below, Figure 2., is a system overview of meters that are not being recovered from the meter reading equipment. As we continue to deploy equipment, we will analyze the data to ensure maximum recovery per deployed unit. Currently we are analyzing the siting of the next unit.



Figure 1. Unit 6 Completed Installation

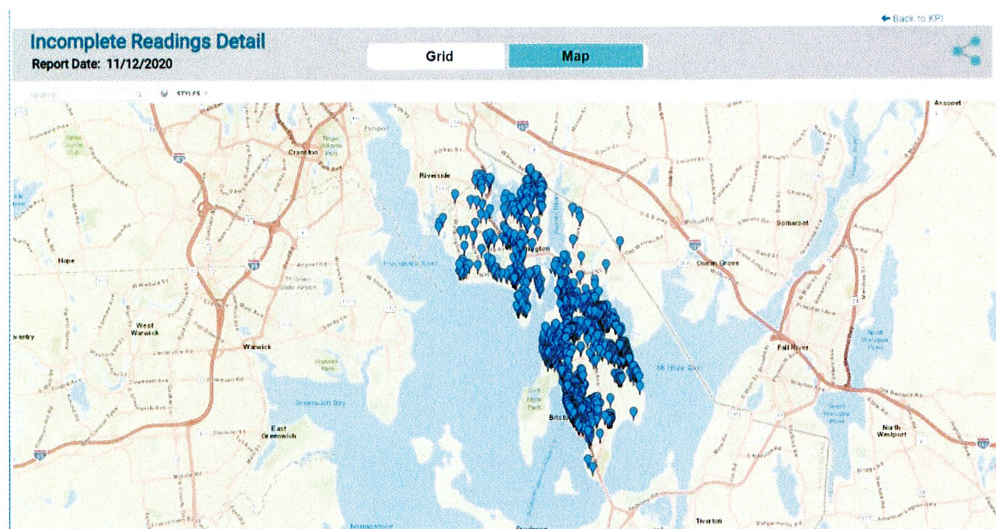


Figure 2. Meter Collection software overview

Operators are continuing in-house contracting improvements of BCWA facilities. We have worked with the lift designer to also develop a floor plan for the unfinished office spaces on the second floor. With that floor plan we will work to contract the services necessary to complete the work.

Water quality sampling continues in the system with total coliform sampling rule, surface water treatment rule and unregulated contaminant monitoring rule sampling being performed over the past month.

### *Transmission and Distribution*

Work throughout the transmission and distribution system remains active. As the temperatures begin to transition, we have been experiencing some early water main breaks. Included below are some images of a repair that was performed live, under pressure, mitigating the impacts to customers associated with a time consuming shutdown. Work over the past few weeks has also comprised of service installations that are being completed in advance of winter moratoriums.



Figure 3a. Cast Iron Bell Joint Failure

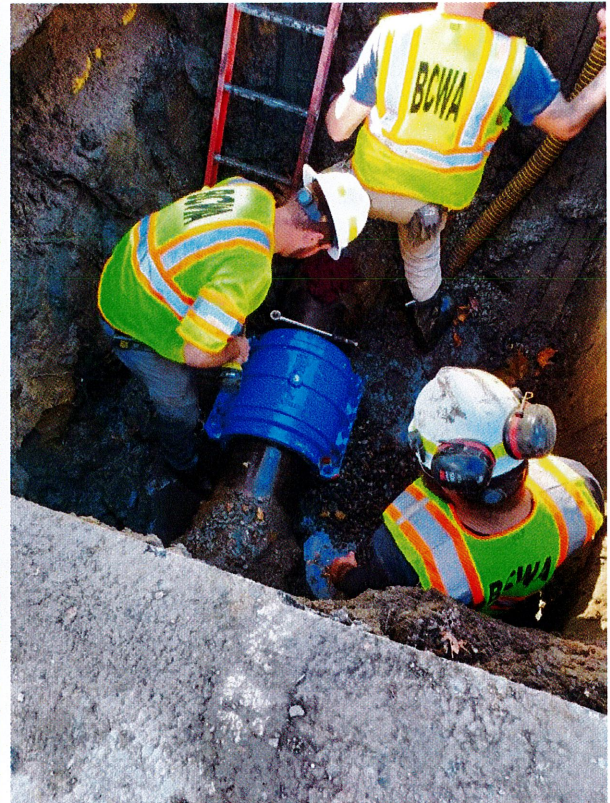


Figure 3b. Cast Iron Bell Joint Failure Repair

### *Projects*

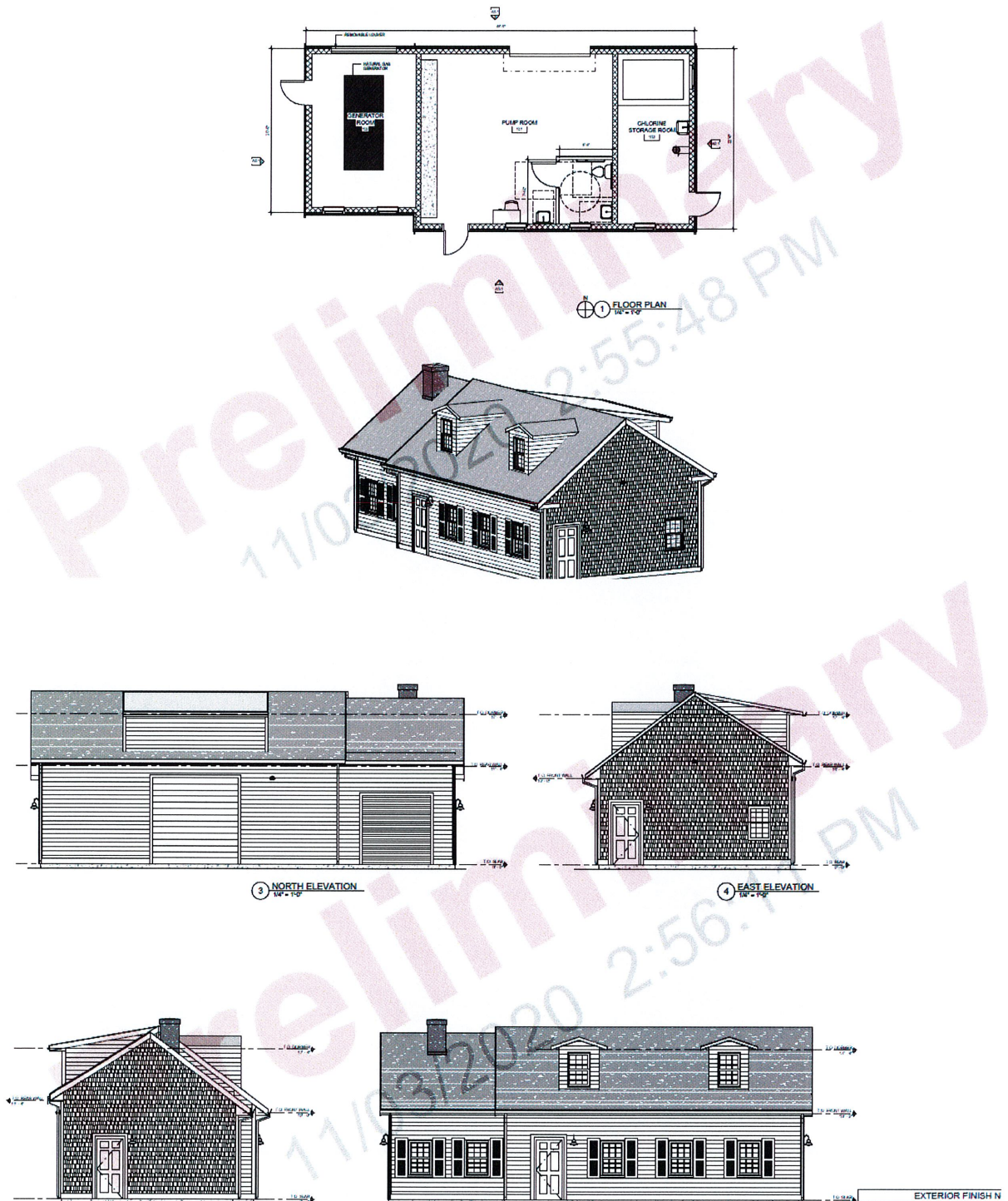
With demolition of the residential structure complete, the lead soil contractor has mobilized to the site. The contractor is working on removing a small amount of concentrated soil contamination and will then proceed to mobilize the remaining identified soil into predefined areas that will be covered by a RIDEM approved cap. The contractor will also construct clean utility corridors that will allow for the future pump station contractor to complete the necessary work without impact to the constructed caps. This work is anticipated at taking a couple of weeks to complete.

The buildings and grounds associated with the future demolition of the Child Street Water Treatment plant were surveyed and BCWA was provided some initial results. The results of this survey will be used to quantify the known hazards or environmental conditions that must be remediated prior to bulk demolition. BCWA is working with Pare to analyze the initial results and craft the best solution forward.

The PVC sliplining project contractor completed the restoration of the Port of Providence property and performed some overseeding of the Silver Spring Golf Course impacted grounds. Looking ahead, the work necessary to investigate and repair the leak in the golf course property will not impact any restoration work completed to date. On the leak, BCWA operators further investigated the site of the leak in concert with Pure Technologies in an effort to precisely define the leak

location. BCWA with our contractor anticipate moving forward with a repair once a specially ordered repair clamp is received.

The Hope St. Pump Station design is progressing. A full set of preliminary drawings are anticipated in the next week or so. Included herein are some preliminary building elevations representative of the cape style that was thought to fit in with the surrounding properties.





450 Child St. • P.O. Box 447 • Warren, Rhode Island 02885-0447  
www.bcwari.com • Fax: 401-245-2004 • Tel: 401-245-2022  
A Public Agency

6

## BRISTOL COUNTY WATER AUTHORITY

### MEMO

Date: November 12, 2020

To: BCWA Board Members

From: Pamela M. Marchand

RE: 2014 TD Bank Bond

The BCWA authorized an \$8.355MM bond in 2014 with debt service calculated on a 20 year amortization, but with a balloon payment due on 9/21/21 to obtain an interest rate of 2.39% (very low at the time!). The total cost of the payment (including fees and interest) is approximately \$6.5MM.

Last month, with bond counsel Sandy Mack and financial advisors Maureen Gurghgian and Adam Krea, we began to investigate refinancing the loan. We were interested in closing before the due date to take advantage of the lower interest rates and to have it finalized before the new Executive Director and Finance Manager are onboard.

We did learn the we are subject to a penalty for early payoff. However, TD Bank has provided several options, and we considered a 7 year bond term with an interest rate of approximately 1.3%, and a 5 year term with an interest rate of 1.0%.

It appears that the 5-year term would offer the lowest overall cost with a savings of \$120,000 compared to a 7-year term. All options were less costly than waiting until August 2021. Currently, there is available funding to provide for the debt service payment of \$1.4MM vs. \$1.0MM per year for the 7-year plan. Our present debt service on the bond is \$550,000 per year.

By paying this bond early, it will free up debt service funds for the Phase 2 of the Pawtucket Pipeline. We are looking to obtain a 30-year bond from the RI Infrastructure Bank for the project.

TD Bank is offering a rate lock that may be to our advantage to confirm ASAP, based on our advisor's analysis.

Sandra Mack will be preparing a rate-lock agreement with TD Bank for the Board. It will be listed on the November agenda, with the Resolution to be send out on Monday, 11/16. If delayed, it may need to be addressed at a Special Board meeting.



450 Child St. • P.O. Box 447 • Warren, Rhode Island 02885-0447  
www.bcwari.com • Fax: 401-245-2004 • Tel: 401-245-2022  
A Public Agency

**BRISTOL COUNTY WATER AUTHORITY**

**MEMO**

Date: November 13, 2020

To: BCWA Board Members

From: Pamela M. Marchand

RE: Task Order for the 2021 Water Main Improvements- High Pressure Zone Expansion

Pare Corporation has been requested to provide a detailed task order for the installation of water main on Metacom Avenue to expand the higher-pressure zone.

If the task order is received by Monday, it will be forwarded to the Board and posted on the website for the meeting. Otherwise, it will be postponed to the next meeting.

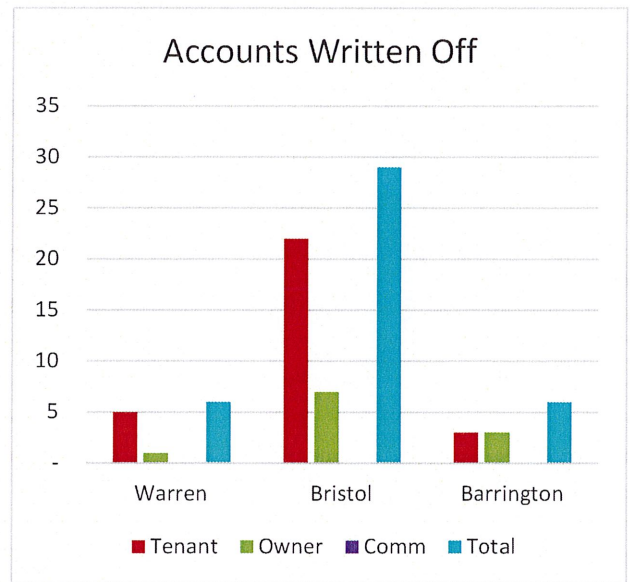
It is on this month's agenda to get the project design started as soon as possible. Pare is also providing a hydraulic analysis of the area to determine the most efficient interconnections to the system to maintain fire flow and water quality.

Sue Rabideau will provide an update on the project, including a map.

# Bristol County Water Authority Quarterly Write Offs Analysis 8/1/2020 to 10/31/2020

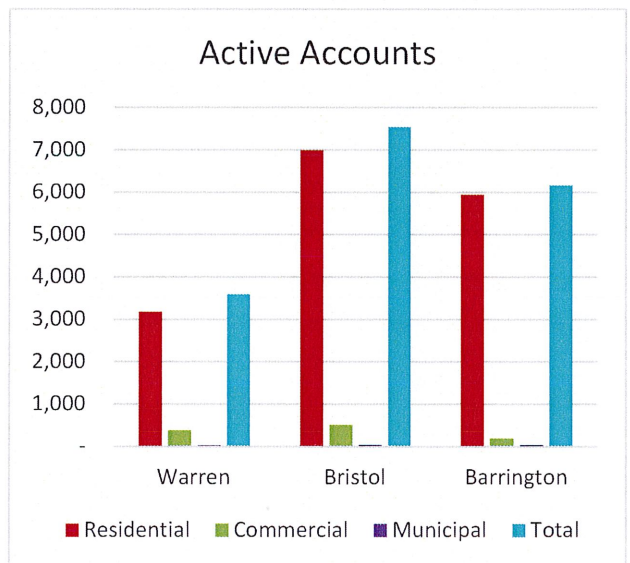
## Accounts Written Off:

Customer Class	Warren	Bristol	Barrington	Total
Residential Tenant	5	22	3	30
Residential Owner	1	7	3	11
Commercial	-	-	-	-
Total Accounts	6	29	6	41
Percent	14.63%	70.73%	14.63%	



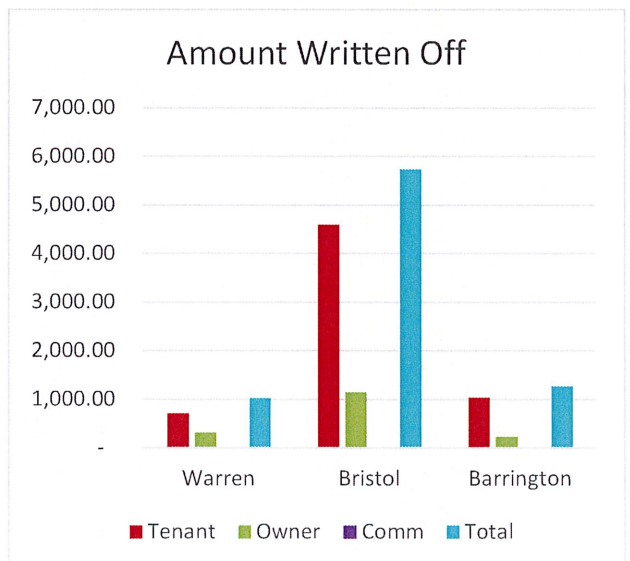
## Active Accounts:

Customer Class	Warren	Bristol	Barrington	Total
Residential	3,182	6,996	5,946	16,124
Commercial	375	503	185	1,063
Municipal	26	40	35	101
Total Accounts	3,583	7,539	6,166	17,288
Percent	20.73%	43.61%	35.67%	



## Amount Written Off:

Customer Class	Warren	Bristol	Barrington	Total
Residential Tenant	708.11	4,590.62	1,034.31	6,333.04
Residential Owner	318.02	1,144.32	230.54	1,692.88
Commercial	-	-	-	-
Total Write Offs	1,026.13	5,734.94	1,264.85	8,025.92
Percent	12.79%	71.46%	15.76%	



Less Recoveries	5,324.45
Net Write Offs	2,701.47

Qtrly Revenues	4,950,487
----------------	-----------

## Net Write Offs to Revenue:

0.05%

## Average Write Off:

\$ 195.75

	BCWA Major Project Schedule																							
Project and task	4th Qtr 2019	1st Qtr 2020	2nd Qtr 2020	3rd Qtr 2020	4th Qtr 2020	1st Qtr 2021	2nd Qtr 2021	3rd Qtr 2021	4th Qtr 2021	1st Qtr 2022	2nd Qtr 2022	3rd Qtr 2022	4th Qtr 2022	1st Qtr 2023	2nd Qtr 2023	3rd Qtr 2023	4th Qtr 2023	1st Qtr 2024	2nd Qtr 2024	3rd Qtr 2024	4th Qtr 2024	3rd Qtr 2024	4th Qtr 2024	
Pawtucket Pipeline - Phase 1 (BCWA to EP tanks, 9,000')																								
Design, easements, permits																								
Bidding																								
Construction				submittals																				
Pawtucket Pipeline - Phase 2 (EP tanks to Pawtucket, 27,000')																								
Investigate/choose pipe alignment																								
Survey																								
soil borings																								
Design (30%)																								
Design (100%)																								
Water Quality (blending) study																								
Bidding																								
Construction																								
Water Quality Assurance																								
Install pressure and water quality collectors																								
Backflow Prevention Program																								
Unidirectional Flushing program																								
Integrate hydraulic model, SCADA, GIS, Asset Mngt																								
High Pressure Zone Expansion																								
Planning, hydraulic modeling																								
Hope Street Pump Station																								
Purchase corner lot																								
demolish exisitng home																								
Environmental Study, permits, site work																								
Design of Pump Station				Design and Bid																				
Construction																								
Water main installation, pressure reducing valves, low service tie-ins, etc.																								
Miscellaneous system connections																								
Metacom, Robin to Gooding, Tupelo to Fatima (2000')																								
Metacom Ave, Fatima to Overhill (2000')																								
Metacom Ave, Franklin to Tower (1800')																								
Bay View, Metacom to Manchester (2600')																								
Hope St, Tupelo to Gibson (2700')																								
Divest of Non-Operable Assets																								
Child Street Treatment Plant																								
Upper and Lower Kickemuit Dams				studies, design, permitting		removal/breach of both dams																		
Nayatt Treatment Plant																								
MA water sources				investigate options (removal, transfer ownership)																				