

## MINUTES OF THE BOARD OF TRUSTEES

May 20, 2021

A Workshop meeting of the Board of Trustees was held at the Pipeyard Building. It was called to order by President Jim Burrows at 12:30 pm. Trustees Tom Oliver and Fred Lynk attended along with Superintendent Steve Cox, Assistant Superintendent Scott Minor, Treasurer Wayne Brockway, Plant Manager Bill Snyder, Chief Operator Greg Pargellis, Facilities Manager Rob Weymouth, Distribution Manager Keith Archibald, GIS/Asset Management Coordinator Justin Richardson, District Engineer Jamie Paschal, Accountant Cathy McLeod, Front Office Supervisor Kathleen Chapin and Administrative Assistant to the Superintendent Cindy Rounds.

The Superintendent introduced the general discussion by briefing the Board on the progress and status of workload strategies and initiatives. The lengthy list of considerations (long- and short-term) have had little progress since the last workshop, however staff has identified two items as being most critical which were the focus of the meeting.

Raybern Utility Solutions has been engaged to assist the District in evaluating its business platforms and workflow strategies including: customer service and billing platform, financial\GL platform, asset management and inventory solutions, electronic workorder system, online billing solutions, AMI integration, single customer sign on portal, redefinition of seasonal customer class, monthly billing, etc. Phase one discovery is expected to be completed by the end of June.

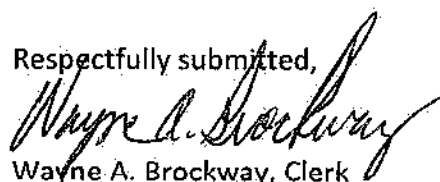
The other topic focused on the administration and operations facility at the 92 Main Street complex, initiated by the condition assessment of the fleet garage and mechanic's bay. A conceptual plan which was available for review during the Workshop will be distributed to all departments for review and comment. Design concepts will then be refined so cost estimates and potential timelines can be accurately developed. The Trustees encouraged staff to move forward in the exploration of alternatives based on the goals and objectives discussed during the presentation. It was agreed that a campus evaluation committee should be formed, including representation from all District departments and a member of the Board, to further study this initiative.

It was also decided that a business platform committee would form to consider the recommendations of Raybern.

### ADJOURNMENT

On a motion by Trustee Oliver, seconded by Trustee Lynk, it was unanimously voted to adjourn the May 20, 2021 meeting at 2:35 pm.

Respectfully submitted,



Wayne A. Brockway, Clerk