MEETING MINUTES

Subject: DWQMS – Infrastructure & Risk assessment Review

Date: June 12, 2024

Location: Town Hall – Committee Room A

Attendees

Name	Position with the Town of Kingsville
Shaun Martinho	Director of Public Works
Tim Del Greco	Senior Manager of Capital Projects & Engineering
Erica Allen	Manager of Public Works & Environmental Services
Jerell Penales	Development Engineer
Laura Anthony	Office Support
Kyle Davis	Water Compliance & Operations Tech

Discussion

Item #	Topic of Discussion
1	Infrastructure Review – 5yr Plan annual review
2	Risk Assessment Review – Annual Review
3	Risk Assessment discussion for cyber security
4	Round Table

Meeting Minutes

Purpose: This meeting is part of the DWQMS annual requirement for Kingsville's Infrastructure and Risk Assessment.

1. **Infrastructure Review – 5yr Plan annual review**
   - Infrastructure plan was reviewed, room agreed that plan seems sufficient, the supervisor was absent from the meeting however sent an email in advance to address concerns of reoccurring main break areas. All of his concerned areas are included in the current Infrastructure plan.
2. **Risk Assessment Review – Annual Review**
   - The current online version of the RA was reviewed by all. No additional comments or assessment was deemed required at this time. It was noted that with an updated MDWL being issued soon there may be new conditions in there that may required an RA for consideration.
3. **Risk Assessment discussion for cyber security**
   - The current Risk Assessment was reviewed and found to not include the cyber security threat assessment in the Online posted version. Shaun will look for his files for an update RA for cyber security that he and Erica did perform and get back to KD with it.

4. **Round Table**
   - The updated Financial Plan and Rate Study, when released should be reviewed by the infrastructure team to ensure that all medium term infrastructure needs are securely funded.

Action Item Summary

Item #	Required Action
1	Investigate RA cybersecurity threat analysis by EA and SM - KD
2	Add updated financial plan review for Management Review meeting Item

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.