

**Prudence Island Water District
Meeting Minutes
January 9, 2010**

Call to Order

Moderator Dave Buffum called the meeting to order at 1:00PM.

Members Present: Patricia Richard, Treasurer, Phillip Brooks, Dave Buffum, Moderator Leo Perrotta, Clerk. Also present Will Capron – System Administrator. A quorum was present. Absent – Ricky Brooks.

Approval of Minutes

Minutes of the November 14th and November 28th meetings (with a correction made to the November 28th meeting on the System Manager’s report) were unanimously approved upon a motion made by Phil Brooks and seconded by Leo Perrotta.

Administrative

Treasurers Report

Patricia Richard presented the Treasurer’s Report. December’s expenses were \$12,387.55; revenues were \$63,329.00 since December 1st and there open invoices totaling \$24,882.99. The bank balance is \$90,557.33, with some funds yet to be deposited, minus the opening balance equity, leaves the District with \$57,772.33 in operating funds. Payment to Fire District is due for the 26 meetings held last year - \$650.00 and our Conservancy Lease is also due. The increase on the lease is based upon the CPI and has to be determined. No lab bill for December has been received as of yet. Bill for backhoe rental has to be received as well. Year end, everything has been paid that could be paid and we ended the year in the black - \$139.23. Tax reconciliation has been started and we owe \$60.00 to the Federal and State combined. We ran 14 months on 12 months of revenue and did quite well. In the new year we can probably put some money aside for a “rainy day” and consolidate our financial position.

Customer Accounts/Billing

One customer is seeking to cancel his service, as he has a private well. We need to ensure that there are no cross-connection issues. The Building Inspector also called

regarding a request to install service connections and a subdivision of land on Hornbine. The Building Inspector is asking if there is permission for 4 service connections. The Board affirmed that there is one connection per lot – there are only two lots.

Letter received from Rob Garlick regarding a matter with a customer before the Water District took over the system. Mr. Garlick asking that the Board waive the customer's annual bill. After much discussion, the Board voted to affirm its confidence in the System Manager and that the District does not have any responsibility. Mr. Perrotta will craft a response to Mr. Garlick.

District Policy for Cross-Contamination Control Plan

Dave Buffum noted that due to unforeseen circumstances we requested an extension on adoption of the District Policy for Cross-Contamination Plan. Approval received from the State of Rhode Island extending the deadline to March 31, 2010. We will hold off on adoption until further information is received from Susan Rabidoux from the State, as they are making some revisions to the law and it would be prudent to adopt the Policy once, without having to make amendments. A complete draft of the plan has been printed for all board members' review.

Facilities Lease Renewal

Patricia Richard reviewed the language regarding the damage repair. There is a question as to whether to use the appraised value or whether there is another way of determining an equitable reimbursement method. To replace the building would cost more than what the building is worth. A garage or something similar, with a fixed amount for replacement may be a solution.

Meeting Schedule for 2010

Discussion on meeting schedule for the PIWD for the new year was presented. Clerk of the Board put together a schedule of meeting once every three weeks at 1:00PM on Saturdays for the new year, all to be held at the Fire Station. Upon a motion made by Dave Buffum and seconded by Phil Brooks, the meeting schedule for the new year was unanimously approved.

Technical

System Managers Report

Will Capron presented the System Managers Report for December

- Received Certificate of Analysis for the Army Camp Well – we will need to continue to test once a year
- 026 Brown Ln curb stop turned back on – Customer paid bill
- Started clearing water line in easement from Narragansett to Ross Ln.

- Repaired leak on Raphael Ave in same place as previous leak that was repaired in October. Line was brittle beyond the where the new line was installed.
- Leak on Holbrook Ave. repaired with back-up backhoe
- Generator operation and training was performed on the 1st of December. Both generators are fully functional under load. Question was asked if they were run monthly with a load on them. No, but it was recommended that the tests be done with load on a quarterly basis.
- Calculated water production from late October to early December to see impact of hunting season and to determine if there were any leaks. Using 12,000 gallons a day in late October. Increased to 16,700 gallons a day in the beginning of November. From the 10th to 20th of November production went down to 14,500 gallons per day. The last 10 days of November the gallons increased to nearly 20,000 per day. This is partly due to a leak that was discovered at 0110 Narragansett Avenue on November 30th. This leak was also discovered during the summer and was repaired. Leak is on private property and is expensive to repair. Discussion ensued on how to work with customer and also impress upon them that repeated leaks cannot be happening, as it will negatively impact the system.
- Leak at 0132 John Oldham Rd repaired on December 13
- Leak at 029 Edda Ave. repaired on December 17
- 0170 Hornbine Garden hose style shutoff removed and a proper curb stop installed
- 072 Raphael turned off house at curb stop – no shut off in house
- Arborist cut trees
- Extech contacted about cleaning and inspecting tank – contract sent with conditions about specific sized opening needed to fit machine into tank. Will is to contact Extech and revise the language to specify the size of the opening of Big Blue

Other

Fire Chief Bob Marshall presented to the Board a proposal to utilize the systems hydrants and water system during major catastrophic fires. Request centered on using Big Blue or a reserve tank to quickly fill the Fire pumper. Chief Marshall noted that the use of salt water causes damage to the equipment. After much discussion on the issue including the possibility of cross contamination, procedures and protocols, the board decided to investigate the matter further, with Chief Marshall providing the Board with more information. The Board's first responsibility is to protect the integrity of the water system and the customers it serves.

Will Capron presented a communication to the Board from the Health Department indicating that based upon population; the Water District would have to sample its system more frequently. It was unclear where or how the population numbers were generated and they appeared to be inflated. Will was instructed to look at the customer list and usage and calculate a population number for the district and respond to the Health Department. At worst case, the District would probably have to sample more often in the summer months, when there is a population increase – similar to Block Island.

List of projects that are on the Statewide Revolving fund was presented to the Board. Discussion ensued as to what projects we may want to add to the list or do on our own instead of taking on more debt.

Board discussed the Backhoe rental agreement. Agreement that was understood by Will was that the System would be charged a minimum of 3 hours per month, regardless of usage. Instead, it was determined from the billing that the owner of backhoe was billing for a minimum of 3 hrs per job, regardless of the length of the job. The end result was that the District was charged for 25 hours above and beyond what we would have paid out under the agreement that the Board thought it had. Now that the District and the Backhoe owner have a an understanding of how the billing will work, the System Manager will utilize the backhoe for a minimum of three hours every time it is needed, by combining various jobs. Discussion also ensued that the System manager will also be getting his own backhoe in the near future and a more equitable agreement could be made.

Phil Brooks noted that he will be going around tomorrow to look at the streams.

New Business

Emergency Response Plan

Dave Buffum noted that the Plan needs to be updated in conjunction with Fire Chief Marshall's recent request.

Bob Hanson has indicated that he is willing to serve on the Board. A notice appointing him will be posted for the next meeting.

Meeting was adjourned at 2:45PM upon a motion made by Dave Buffum and seconded by Phil Brooks. (approved unanimously) Next meeting is January 30, 2010.