

Prudence Island Water District

Minutes of meeting: January 3, 2009

Meeting was called to order at 1:00 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Robert Hanson and Phillip Brooks. Absent was Richard Brooks.

Approval of minutes of meeting for December 13, 2008: Motion by Mr. Phillip Brooks, seconded by Mr. Hanson, approved unanimously.

Ms. Richard asked the board for permission to start recycling tapes of the meetings, beginning with 2004, citing storage considerations and cost of new tapes. The board gave Ms. Richard permission to begin re-using tapes.

Operations Budget – Mr. Buffum presented the board with the final draft of the operations budget for calendar year 2009. Mr. Hanson expressed reservations about approving a budget when the board had no actual experience in operating the system and several unknowns might still exist. Mr. Buffum said that the budget was based on prior system financials and represented the best estimate that the board could make. Ms. Richard said that actual expenditures of other entities such as towns and states were often not entirely accurate, and that a budget needed to be submitted to RICWFA and to Rhode Island Interlocal Risk Management Trust in the not too distant future. Mr. Hanson said any vote to approve should include a statement that the budget was an estimate of operations costs. Motion to approve the 2009 operations budget by Mr. Brooks, seconded by Ms. Richard, approved unanimously.

Purchasing/treasury Received credit approval from F.W. Webb, very large plumbing supply house. Applied for credit at Merciers hardware.

Paid Plumbers Supply for yard hydrant 95.45

Talked to industrial pump about credit status of returned pump. They credited PIUC's credit card. No more returns of PIUC-bought property. If something has no use for district operations, sell it privately.

Ms. Richard spoke to Portsmouth Tax Assessor about confirmation of tax exempt status. Doesn't want to document, said meeting with moderator and clerk should have cleared up any question of tax status. Said district has the right to appeal denial of abatement for 2008-09. Taxes owing total 1474.20 for PIUC properties, and should be no more taxes after that. Mr. Hanson said district should have written documentation of tax exempt status from town. Ms. Richard suggested asking other island non-profit landowners if they had received such documentation from the town to determine if any irregularity in the way district's status was being treated.

Lease on world headquarters expires January 1, 2010.

Released escrow payment to PIUC in the amount of \$83,130.60.

Still no invoice from Hinckley Allen Snyder, holidays probably slowed down processing of paperwork. Ms. Richard also mentioned that district had a moral obligation to pay Kim Greene for the work she had done for the district. Mr. Buffum said board should wait for HAS invoice and then see how those charges line up with budget for legal expenses.

Ms. Richard said that she had counted the number of meetings held since PIVFD was last paid; estimated \$1000 for past meetings; should begin making payments as soon as practicable.

Board members to be reimbursed \$200 each for 2008 D&O insurance payments, \$1000 total

Ken Garlick submitted terms for leasing backhoe. Ms. Richard said that she had explained to Mr. Garlick that as a public entity, the district was compelled by their own bylaws to put projects with budget exceeding \$10,000 out to bid. She said the board should be mindful that Mr. Garlick's overhead was high, particularly insurance costs, and that since Mr. Capron had unrestricted access to the equipment, Mr. Garlick should qualify as a sole source provider of backhoe leasing for system maintenance and repair work. She said that she would speak to him about a regular billing schedule.

Ms. Richard said that since the district has two checking she wants to designate a depository account exclusively for payroll and payroll taxes; the another for incidental expenses. This will make it easier for bookkeeping to resolve accounts, and since payroll has predictable number of checks each month, it should be easier to keep track of bank charges.

Ms. Richard to begin putting money aside in Certificates of Deposit for RICWFA payment, approximately \$10k needs to be reserved from each billing period. Mr. Hanson said that he would research best available short term CD rates.

Customer accounts –Ms. Richard reported having received a total of \$49,662.50 for the billing period. Discussion of customer credits and open invoices. Discussion of Tim Curry’s request to have certain property added to connection waiting list, provided documentation of when property was acquired. Mr. Curry also requested clarification of water on demand status for a property that formerly had such status. Ms. Richard said that it was likely that the prior owner was delinquent on water bill and lost the right to water on demand.

Bylaws – No new work done on bylaws,

Other - Water dumping fine letter was revised to reflect the 2009 rate of \$100.

Revised indemnity letter for work done on private property was submitted.

Systems manager’s report:

Replaced sampling hydrant on Pier Road. Did December sampling. Spoke with Fred Kurdziel at DOH about 2009 sampling schedule; which is still being processed. DOH suffering from staff reductions due to state budget crisis.

Made appointment to take hazcom training at RI Interlocal Risk Management Trust.

Located several system shutoffs and documented locations.

Fixed system leak in Warnerville. Had to shut down a significant amount of the system in order to do repairs because of failed valves.

Emergency call to shut off water at private residence due to burst pipe.

Snow and tree removal.

Generator testing. Broadway generator is good; problems at Indian Springs; requested approval to have electrical system evaluated by an electrician at both Indian Springs and DeWitt well, approval granted.

Requested revision of system log to include tank height; Ms. Richard suggested that electrical meter reading might also be helpful, citing recent discrepancy between estimated reading at army camp that resulted in very large electric bill for that account.

Request from via Allan Barse for service connection to be moved to Narragansett Ave to comply with septic system regs for new structure for F. Coletta.

New Business: Received 2 quotes for RICWFA sign: Silktone \$560 without installation; Reynolds signs \$695 w/o installation. Ms. Richard said she was waiting on some other quotes; award of job at next meeting.

Motion to adjourn by Mr. Buffum, seconded by Mr. Brooks, approved unanimously. Meeting adjourned at 2:50 p.m.

Patricia Richard, Clerk