

## **Prudence Island Water District**

### **Minutes of meeting: January 31, 2009**

Meeting was called to order at 1:05 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Phillip Brooks and Robert Hanson. Absent was Richard Brooks.

Approval of minutes of meeting for January 17, 2009: Motion to approve minutes of the meeting by Mr. Hanson, seconded by Mr. Buffum, approved unanimously.

#### **Purchasing/treasury**

RI Division of Taxation notice regarding Unemployment Insurance. District tax rate has jumped from 2.36% to 9.79% of first \$18,000 of each employee's pay, based on experience rating of PIUC. Called division, they will not accept lump sum payment to defray tax rate, must refile for 2008 to reflect new tax rate; can't opt out for two years. Ms. Richard will investigate options for recovery from escrow.

\$13105.15 in checks written so far for the month of January, with several left to be written: Assistant facilities manager pay, received time sheet from system manager. Consultant's fee \$300, backhoe rental Nov.-Dec \$630. Ms. Richard requested reimbursement for cell phone airtime 6 months \$100, ad in Sakonnet Times announcing district takeover, mailing labels for annual report for total of \$191.19. Hinckley Allen and Snyder \$750, for work on release from escrow for PIUC. Need to know cost for computer. Upcoming bills: Conservancy lease, debt service on RICWFA loan, town taxes. Need to buy office supply to produce annual report. Mr. Capron suggested a visit to world headquarters to look at inventory of office supplies.

National Grid claims to have straightened out sales tax charges, will not budge on gross earnings tax. Ms. Richard spoke to RI Division Taxation, they say it's National Grid's tax to pay, but state cannot compel them to remove it from district bill. National Grid rep suggested that district present themselves to state as "manufacturer" of water and ask for abatement. RI Div of Taxation rep found the idea highly amusing. Only other option to possibly file complaint with PUC.

Mr. Buffum purchased Dell laptop for district, put on his credit card and sent tax exempt documentation to Dell. Approximate cost \$590. Did not purchase Quickbooks software.

**Customer accounts** –Ms. Richard gave Mr. Buffum list of payments received, very little came in within past 2 weeks, credit memos to be checked. Ms. Richard said the second billing needs to go out.

**Bylaws** – Mr. Buffum presented board with operations standards. Ms. Richard said that it seemed to be more like a procedures manual than bylaws; bylaws were to explain how district deals with customer and handles expenditures, could have bylaw saying district will adhere to adopted operations manual. Mr. Capron, system manager, said the proposed operations standards would add significantly to his recordkeeping workload, particularly those regarding inventory.

**Systems manager's report:** Discussion of daily log. Mr. Brooks suggested electrical meters should be read daily. Mr. Capron said operations manual should include safety procedures.

Mr. Brooks said well and stream monitoring would take place Feb 1. Mr. Buffum asked Mr. Capron how well levels were; Mr. Capron said they were fine, #3 well at 16 feet, during summer could be as low as 40 feet.

Spoke with Allan Bearse about customer connection Holbrook Ave., extending line, road cut permit. Discussion of who will bear expense of extension.

System leak at 028 John Oldham Road, customer left water on; pipe(s) broke and flooded house. Mr. Capron turned off service and made out water dumping fine letter.

Electrical trouble at Indian Springs. Ladder diagrams from Wm Auclair for electrical system at Indian Springs are coming. National Grid came over with line truck on January 29, did troubleshooting, replaced lines between transformer and building, should be ok now.

January coliform sample tested positive, resampled in accordance with DOH procedures, all negative. Suspect improper disinfection when taking sample, DOH recommends full-strength Clorox. Must do 5 samples in February, over wide area of the system. Looking for possible contamination possibilities. Hydrant should not be used for testing during winter. Air getting into lines at army camp well, tightened up lines and sealed. World headquarters dirty, could attract mice. Mice at army camp and Indian springs.

Mr. Capron suggested that Broadway tank be evaluated for possible use as emergency storage.

#### **New Business:**

Correspondence: Project priority list from Gary Chobanian at DOH. Prudence Island has several projects listed, fairly high priority for well development and water treatment facility.

Other: Mr. Hanson found best short term CD rates at People's Credit Union; will invest \$10k this week as a savings strategy for RICWFA loan payment.

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

Patricia Richard, Clerk