

Prudence Island Water District
Minutes of meeting: March 8, 2008

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: Motion by Phillip Brooks to approve the minutes of February 9, 2008, seconded by Mr. Hanson, approved unanimously.

Administrative: Operations budget. Mr. Hanson said that he had checked with Gene Rinker, PIUC operations manager on utilities bills and that the bill was \$550 per month. He said that they would be meeting again but that Mr. Rinker had family issues at the moment. Mr. Hanson also said that all PIUC employees receive 1099 forms rather than W2 forms. Mr. Buffum asked if cost of insurance was included in mileage allowance paid to employees. Mr. Brooks said yes. Discussion tabled until Mr. Hanson could meet again with Mr. Rinker.

Advertising rates for help wanted ad. Ms. Richard presented rates for Providence Journal and Newport Daily News. The Newport Daily News is by far the most reasonable of the two newspapers. Mr. Brooks asked if the Daily News had enough circulation for it to be a viable search for a candidate for a water system operator. Ms. Richard said that they have a wide circulation in the East Bay area. She said that she would run down the circulation figures. Mr. Buffum asked for an explanation of ad dimensions. Ms. Richard explained them. She said that NEWWA had an online option that wasn't too expensive, but that their print options were deadline sensitive because they are a quarterly. She said that considering the lack of funding, the Newport Daily News seemed to be the best option.

Annual report. Ms. Richard presented the Board with the annual report for FY2006-07. She said that it had to be approved with revisions today because she needed to print and distribute by the end of the month. Mr. Brooks asked how much printing costs would be. Ms. Richard said she would print it in house. Mr. Buffum asked if the report had to be delivered by US mail. Ms. Richard said that its distribution was not covered specifically in the charter. Mr. Brooks asked if the district had the money for postage. Ms. Richard said no, that she had absorbed the cost of postage the previous year. Mr. Brooks suggested that everyone should chip in to pay the postage. Ms. Richard said that it was unacceptable that the board has to keep covering these costs. She said she'd prefer to deliver them door-to-door. The board scheduled door-to-door delivery for the following Saturday, March 15. Mr. Buffum said he was concerned that Ms. Richard had to assume the cost of office supplies. She said that she runs an office anyway and the cost of consumables is negligible. Motion to approve annual report by Dave Buffum, seconded by Phil Brooks, approved unanimously.

Technical: Phillip Brooks said that well measurements would take place over the weekend. He reported that he would be attending a March 25 meeting at DEM on CICEET grant for aerial thermal imaging of fracture zones. He asked what should be done with the meters he has been collecting. He said that he believed that in time RI Water Resources Board would mandate metering for all water systems. Ms. Richard said that she didn't believe that the state had the resources to enforce the plan. Ms. Richard said that the cost of installing meter pits is the biggest obstacle to a metering system. Mr. Buffum said that the cost might be reduced for quantity. Ms. Richard said that companies that supply water systems do not consider 350 connections to be quantity. She said that in the meantime, the district does not even have a place to store meters, let alone install them.

Correspondence: RI Interlocal Risk Mgt Trust changing the terms for leaving the membership. Membership requirements reduced from 5 years to 1 year with 30 days notice to quit.

Town Administrator, Town of Portsmouth on CDBG reporting. Ms. Richard said that she contacted Charles Kimes of the state CDBG program staff and will report directly to him. She said that she explained to Mr. Kimes that the district was obligated to file a financial report with the Town each year and it should have been in their files in the Town offices. Ms. Richard said that she spoke to Ms. Goucher at the Town Finance Office and told her that the district will deal directly with the state.

Other business: no other business.

Meeting adjourned to executive session at 1:45 p.m.

Patricia Richard, Clerk