

Prudence Island Water District

Minutes of meeting held **April 24, 2010**

REVISED 5/25/10 TO REFLECT PREVIOUSLY MIS-STATED ACCOUNT BALANCES

Call to Order

Meeting was called to order at 1 p.m. Present were David Buffum, moderator, Philip Brooks and Robert Hanson, Board members and William Capron, system manager. Absent were Patricia Richard, treasurer Leo Perrotta, Clerk and Richard Brooks, Board member.

Approval of minutes

P. Brooks made a motion to approve the minutes of April 3rd 2010, R. Hanson seconded the motion, vote; motion passed unanimously.

Administrative

Purchasing/Treasury

D. Buffum handed out Profit and Loss report for March, expenses seemed normal for activities of the month. W. Capron noticed higher than normal ferry expenses, probably due to a sand delivery.

April expenses were \$5770.10.

Current account balances: BOA balance \$33,937.78, Citizens balance **\$56,888.27**, undeposited funds **\$2007.56**, for a total of \$92833.61. Less opening balance equity of \$32,700, for net operating funds of \$60133.61. With \$10,000 set aside for RICWFA payment we have operating funds of \$50133.61, next billing to go out June 1st.

Received and paid Workers Comp. adjustment from payroll audit done last winter:\$527.

Completed and filed 2010 application for property/liability and workers comp

Customer accounts and billing

\$2984.33 in open invoices, W. Capron will receive shutoff list at end of April.

Opening Request for Backhoe Lease

Only received one proposal. That was from Will Capron. Proposal was filled out completely, and proof of insurance was provided. Proposal is for: \$75/hr and a minimum of 150 hours per year. Hydraulic line breakage caused by tree limbs while working in tight quarters would be paid by the district both parts and labor. P. Brooks asked the condition of the unit and W. Capron said in very good shape, D. Buffum concurred with this since he inspected the machine while checking out a job W. Capron was working on. R. Hanson asked about billing for private work W. Capron said for water related work (ie. Prudence Park Association, water system, private line replacement etc.) he was proposing that the PIWD bill out the job and then reimburse him for expenses. R Hanson was concerned about who would be responsible for payment problems that may arise from this private work. He was also concerned about who would pay for hydraulic line breakage, If we were doing the billing. He also wanted to make sure we make any agreement with W. Capron and/or the customer clear as to hose liability, hourly backhoe rate, and hourly operator and laborer rates. D. Buffum was concerned that if we are doing billing then we could be liable in case of trouble, and that our insurance may not cover us for non direct District work. We will have to check with our insurance. Discussion to continue at next meeting.

Technical

Systems managers report

W. Capron was given a box of various parts from Marcy Dunbar and asked if we wanted to purchase it. W. Capron said the parts are in new condition and he was willing to pay full price for items he knew he could use, and would pay 50 cents on the dollar for other items that we might need. Need to establish that these parts are from a private source and not the PIUC which we already paid for. Monthly bacteria samples came back negative.

W.Capron found another shutoff on Pier Rd.
Old galvanized pipe removed from wells ln.
District office/warehouse(World Hdqtrs) cleaned out and organized.
Greer tank had a new cover gasket to get correct seal so that positive pressure can be maintained in the tank. Tank will be flushed twice and the refilled and sample taken.
New 1.5 in water line and isolation valves installed between Warner ave. and Raphael. Major leak now fixed. There still is a leak somewhere on Raphael which will be investigated. W.Capron said that Shannon Cubllis did an excellent job assisting in the work and was very proactive in the process. Discussion regarding taking on additional labor.
W. Capron will continue to install curb stops, valves and hydrants at various locations.

Other

Streamflow /test wells at maximum. Some stream bed have been cleaned out and water flow increased. This may be detrimental to helping replenishing the ground water sine more of whats there will wash downstream instead of soaking in.

New Business

Correspondence

P. Richard Received an E Mail from an administrative asst. At RICWFA asking for 2005-2008 audited financials and single audit. Patricia E Mailed her back that we had no relationship with the agency before Nov.2008, and thought she might be looking for PIUC financials and referred her to Tony Simeone regarding our 2008-09 statement. Didn't hear back from the asst. so Tony must have straightened it out.

Also spoke to Nicole Henderson at ASRWVA regarding consumer confidence report. She said she should have it ready in time to go out with June billing. That's great we can save postage

Other

No other business

Phillip Brooks made a motion to adjourn, Robert Hanson seconded, vote was unanimous, meeting adjourned at 2:30 pm.

Submitted by: David Buffum, Moderator