

## **Prudence Island Water District**

### **Minutes of meeting: May 9, 2009**

Meeting was called to order at 1:00 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 April 25, 2009: Motion to approve minutes of the meeting by Mr. Brooks, seconded by Mr. Hanson, approved unanimously.

**Purchasing/treasury:** Ms. Richard presented the Board with April expenditures.9044.07.

Received statement State of CT Dept. of Health for radiological testing at wells, incorrect billing info, never received original invoice, have not received test results. Owe 787.32. Mr. Capron said that RIDOH had mentioned that CT does not give test results until bill is paid. Ms. Richard to contact them regarding correct billing info.

Received and paid bill for well testing \$1631.

Ordered 500 checks.\$87.09. Ms. Richard expressed dissatisfaction with the price, need to look at alternatives. Mr. Buffum asked who the printer was. Ms. Richard said Clarke American was printer, was unable to order online because no record of account, too long since checks last ordered.

**Customer accounts:** Ms. Richard redesigned invoice for June billing to include a portion to be sent back with payment. Mr. Buffum said that invoice should include a line "Make check payable to Prudence Island Water District." Ms. Richard asked the board for permission to buy perforated paper for invoices, purchase approved.

Ms. Richard said that Mr. Capron had received a tip from a customer for emergency repair, which he turned over to the district. She said that it was here opinion that it should be given back to Mr. Capron, as customer understands that he will be billed for the work and the gratuity was for Mr. Capron's efforts in quickly addressing the emergency repair. The board concurred and the money was returned to Mr. Capron.

Waiting list replies closed April 30, need to send confirmation letters to respondents. Only two did not reply, also clerical error in original list means that some applicants are pushed back in queue. 17 connections on list.

Money beginning to trickle in from final notices. Foreclosed property at 015 Homestead has changed hands, past due bill paid and contact info for new owner received. Certified mail sent to owner of 77/69/C was returned unclaimed. Ms. Richard said that at this point the property should be made inactive in customer accounts and the property lose its right to a connection on the community water system. The board concurred. Mr. Capron asked if he should take up the task of speaking to customers in arrears. Ms. Richard and Mr. Buffum both expressed the opinion that it is not the system manager's responsibility to do collections; the board will direct Mr. Capron to shut off customers in arrears at the appropriate time. Mr. Buffum noted that the district has been lenient about arrearage for the present billing cycle because of ambiguities in some of the customer information in the database received from PIUC. Mr. Brooks advised Mr. Capron that if customers subject to shutoff who attempted to reconnect themselves, a curb stop lock should be employed at the connection. Ms. Richard said that in any business there is always a small percentage of people who will not pay until there are consequences. Mr. Brooks said that when he was doing shutoffs, he saw the same people over and over again and many would write the check at that point to keep from losing service. Ms. Richard advised Mr. Capron that if anyone behaved aggressively toward him when he was doing shutoffs, he should call the police. Mr. Capron asked about hardship cases. Mr. Buffum said that anyone in financial hardship could appeal to the board for a payment plan to avoid shutoff.

**Bylaws:** Ms. Richard said that she did not believe administrative bylaws governing the internal workings of the board should be included in those bylaws referred to in B. Applications for Service Item 3 because they did not affect the customer' rights and responsibilities. Section B, Item 3 was amended to refer to those sections only relevant to customer service.

Ms. Richard referred to Section F, Conservation and asked how each stage would be defined. Mr. Brooks said that stages should be determined by well levels and stream flows. Ms. Richard asked how the district would establish at what level the well would be for each stage of restrictions. Mr. Brooks said he would consult with Robin Weber, who has been monitoring those parameters. Ms. Richard said that perhaps other districts had set criteria for instituting water restrictions. Mr. Hanson said that well levels should have been part of the log. Mr. Capron said that he was aware that some monitoring had been done, said he would check the logs to see if the information could be used. Mr. Brooks said that levels and stream flows should be more closely monitored, but volunteers were needed. Mr. Brooks said that any time there was no stream flow it should be considered Stage 4. Stage 1, conservation awareness always in place The board concluded that standards for Stages 2 and 4 should be developed before any kind of fine for water waste during drought periods could be adopted.

Mr. Buffum moved for approval of Section A, Definitions, Section B Applications for Service 2-7 as amended, Section C Service Connections, Section D Payment for Service, Section E Termination of Service, and Section J General, seconded by Mr. Brooks, approved unanimously.

**Other:** Metering. Mr. Brooks said that metering would become a state requirement soon because it was the only way to determine the difference between actual demand and water loss. Ms. Richard said that H6097, proposed legislation for water use and efficiency, called for metering and quarterly billing by 2013. Conversation with Rep Ray Gallison as to applicability of the legislation for PIWD, said he would check with legal at general assembly. Received e-mail from RIWWA calling for comments on bill, Ms. Richard e-mailed them questioning rationale for quarterly billing, received reply saying that legislation does not apply to district. Mr. Brooks said quarterly billing was done to make people more aware of their water usage; all about curbing water use. Ms. Richard said that

other options existed for aggressive water management, cited conservation surcharge for pumping over the 10-year average, would make community responsible for policing its own usage.

### **Technical**

**Systems manager's report:** Mr. Capron reported that #4 well filled to capacity and overflowing, monitoring well at 12.3 ft.

Greer Tank inspected and cleaned, in better shape than initially believed, some pitting but much better than Broadway tank. Removed 4 barrels rust and sludge. Plans for second cleaning, recommends that it be filled with water for storage. Mr. Hanson said that aboard ship, insides of water tanks are cemented and thoroughly dried. Suggested that Mr. Capron contact a shipyard for recommendations to remediate tank. Suggested using a chipping hammer to knock rust off inside of tank if only a small amount of rust was present.

Portsmouth DPW replaced catch basin near water line, no problem.

Did required water sampling for Bristol Colony well.

Purchased 2 valve keys from Seekonk Supply for resale.

Pricing for portable generators for work in the field, approximately \$1000; need to get 2 more quotes. Must run units dry because ethanol absorbs water and affects performance.

Maintenance of Army Camp Road.

Emergency repair customer connection for water line broken during construction. Customer piping in poor condition, recommended replacement to customer.

Cleaning at world headquarters. Discussion of options for office space and warehouse storage; decision needs to be made soon because lease is running out.

### **New Business:**

**Correspondence:** Received Peoples Credit Union reminder that CD matures June 2

Ms. Richard e-mailed Mark Kimball regarding salinity figures, he does not have, need to contact RIDOH and ASRWVA to see if they have figures.

Ms. Richard checked on application for RI Interlocal Risk Mgt Trust insurance renewal, coming soon. Did quick property valuation for inclusion in application.

**Other:** Mr. Leo Perotta introduced himself and said he was interested in running for a seat on the board.

Elections - Jessie Brooks cannot serve on board of canvassers because of scheduling conflict, resigned position as assessor. Need to find someone else to serve.

Motion to adjourn by Mr. Buffum, seconded by Mr. Brooks, approved unanimously. Meeting adjourned 2:45 p.m.

Patricia Richard, Clerk