

## **Prudence Island Water District**

### **Minutes of meeting: July 11, 2009**

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

**Swearing in board member elected on June 20, 2009:** David Buffum administered the oath of office to Phillip Brooks.

**Approval of minutes of meeting for June 27, 2009:** Motion to Approve by Richard Brooks, seconded by Mr. Perrotta, approved unanimously.

**Resignation/appointment of district treasurer:** Mr. Buffum presented the board with his formal letter of resignation from the treasurer's office. Motion to accept Mr. Buffum's resignation by Ms. Richard, seconded by Mr. Perrotta, carried unanimously.

Motion by Mr. Buffum to appoint Ms. Richard to treasurer's office, seconded by Phillip Brooks. Motion carried with 4 votes, Ms. Richard abstaining.

**Purchasing/treasury:** Expense report for June totaling \$13,526.83, \$6000 of which was for payment for legal expenses associated with acquisition of the community water system.

July expenses of note: Paid conservancy lease for Broadway, Army Camp and Dewitt properties, \$1562.64

RI RIDOH lab bills for Bristol Colony well and May distribution samples \$840. CTDOH bill for Dewitt radiological \$262.44

June backhoe charges \$945

Hinckley Allen & Snyder bill to be paid this month \$1175. Ms Richard warned the board that more legal fees would be incurred when escrow closes for acquisition.

Second quarter RI Employer Tax to be paid this month \$1258.10.

Reimbursed Ms. Richard a total of \$184.80 for office supplies.

Received insurance certificate from RI Interlocal Risk Management Trust, including workers comp rider, haven't seen invoice yet.

Facilities manager cell phone must be renewed today; web special for \$200 a year.

**Customer accounts:** As of the morning of July 10, have received \$56,455.21 since June first billing. \$20,827.85 in open invoices remain; this includes new connections installations and repair job.

Contact with the sole customer that has not made any payments toward water since the district took over. Said received only one invoice; no longer at address of record. Is supposed to see clerk at district office this week to make payment and correct address.

**Bylaws:** Conservation bylaws - Mr. Buffum said that Pier Road well should be designated monitoring point for triggering conservation measures. Phillip Brooks asked that monitoring be done on this well shortly before board meetings so that most current information is available. Mr. Brooks suggested that the Pier Road well be remediated so that it is not necessary to enter the well housing for monitoring tasks. Mr. Capron will attend to the matter. Mr. Brooks cautioned Mr. Capron not to do monitoring alone until remediation is complete.

Mr. Buffum said measures should be taken to involve the community in monitoring, posting rainfall and pumping records. Phil Brooks said they had been trying to recruit monitoring volunteers for years. Mr. Capron suggested that district employees should take over some of the critical monitoring stations within the district. Observed that there were many more stations than he'd been aware of. Mr. Capron said that monitoring of #3 well had been increased. Noted that when #4 well in service, precipitous drop in monitoring well level. Phil Brooks observed that last monitoring at Pier Rd. revealed a 4-ft drop in well level. Ms. Richard said that pumping was not considerable higher than it had been in previous months. Mr. Brooks theorized that foliage might be a contributing factor.

Ms. Richard said that she had examined the 2009 pumping records to get a gallon per day damage average for each month, divided that number by average gpd statewide to arrive at a theoretical number of active connections. In winter, many more theoretical active connections than estimated actual, in summer, far fewer in summer than might be expected, suggesting that summer residents are careful to conserve water. Figures suggest significant infrastructure failure. Said that although board should continue with work on conservation bylaws, the board should be cognizant that the major problem with water loss is not due to customer wastefulness but to infrastructure failings. Discussion of strategies to upgrade infrastructure; Governor Paine Road is worst section. Mr. Buffum and Mr. Capron will work together to gather pertinent information for funding strategies to begin this project; Ms. Richard will provide material from Whitehouse grant application. RIDOH is soliciting "green" projects for project priority reserve list.

Mr. Buffum will work on verbiage for conservation bylaws.

### **Authority to adopt bylaws creating cross connection control program:**

The board considered the following resolution:

#### PRUDENCE ISLAND WATER DISTRICT

#### A RESOLUTION TO ADOPT BYLAWS CREATING A CROSS CONNECTION CONTROL PLAN

**VOTED:** That, pursuant to the authority contained in Section 10 "Powers" of the Enabling Legislation of the District entitled "An Act Creating The Prudence Island Water District", Chapter 04/007 of the Public Laws of 2004 (the "Act"), the District is authorized to adopt bylaws for the regulation of its affairs and the conduct of its business to promulgate rules, regulations and procedures in connection with the performance of its functions and duties and to fix, enforce and collect penalties for the violation thereof;

THE BOARD OF DIRECTORS OF THE PRUDENCE ISLAND WATER DISTRICT HEREBY RESOLVES to adopt bylaws creating a Cross Connection Control Plan in accordance with Section 9.4 of the Rhode Island Rules and Regulations Pertaining to Drinking Water. These bylaws will be incorporated into Section C, Service Connections, of the existing Prudence Island Water District Bylaws.

Creation and passage of these bylaws is to be completed, and a Cross Connection Control Plan Certification is to be submitted to RI Dept of Health, Office of Drinking Water Quality no later December 31, 2009.

This matter came before the Board of Directors at its meeting of July 11, 2009 and was passed by a vote of five-zero.

Ms. Richard said that the next step for compliance is to frame language for a policy. Phillip Brooks suggested that the district get a copy of Providence's statement to draft the framework. Mr. Perrotta said that he could run down a copy of the document; Richard Brooks said he would look for it online.

### **Technical**

**Systems manager's report:** repaired leak on private property, poor original installation of both supplier side and customer connection. Suggested to customer that their line be replaced; customer declined. Ms. Richard said if the property continued to experience leaks resulting in system water loss, the district might be compelled to order the repairs.

Groundskeeping duties performed by Steve Butler.

Replaced meter on #4 well. Inclement weather making outdoor work difficult.

#4 well put online for one day only to top up storage tank.

Line backflushing carried out in Homestead area. Significant rust even though #4 has not been online. Suggested additional flushing be carried out before autumn.

Ms. Richard suggested that #1 well be tested for sodium during high demand months; concerned about stressing the well. Only \$12 to test, money well spent.

Mr. Capron said that he has been carefully monitoring wells, Army Camp is only being pumped a fraction of the day, still producing well. Richard Brooks pointed out that Army Camp is performing well because of unusually high groundwater levels; will not perform well during normal years.

Additional sampling Army Camp in the coming week. Drafted sampling location change request for monthly coliform.

Checking status of Bristol Colony well - authorization to put in service.

Replaced curb stop at Bristol Colony. Informed customers of interruption of water service; Steve Butler reported one customer uncooperative and rude; intentionally buried curb stop and partially buried hydrant valve. Ms. Richard said Mr. Capron should furnish her with customer information, would compose letter addressing the incident.

Telemetry at Big Blue: William Moclair states that telemetry functioned properly for 5 years, done many installations; in his experience surge suppression has never gone bad. Believes surge came through antenna. To replace surge suppressor \$60, install new grounding rods, no price named, replace transmitter \$800, labor \$500. Discussion of pressure gauge method to determine tank level. Rick Brooks suggested waiting until after lightning storm season to carry out repairs. Mr. Perrotta asked if insurance would cover the repair; Ms. Richard said that there was \$1000 deductible, also timely reporting to the trust had long passed. Board directed Mr. Capron to proceed with repair to telemetry; but expressed unwillingness to budget for continuous repair of system if it is going to be regularly down due to lightning strikes.

Sanitary survey: No significant deficiencies, minor deficiencies: Broadway tank taken offline without DOH approval; log book should reflect annual tank top inspections; exterior of Greer tank should be painted. 45 days to address issues. Broadway offline before district took over; research master plan to see if it was ever intended to be utilized following installation of big blue. Mr. Capron will furnish copy of the report to Ms. Richard for copying and dispersal to board members.

**Cross connection control regulations** - Phillip Brooks expressed doubt that regulations would be enforced in the timeframe stated by DOH. Ms. Richard said that the district should proceed with its work on the CCCP regardless, and must certify that it has done so by the end of the year.

### **New Business:**

**Correspondence:** RIDOH correspondence: Compliance report 2007-2008.

**Other:** No other business

Motion to adjourn by Mr. Buffum, seconded by Mr. Brooks, approved unanimously. Meeting adjourned 3:10 p.m.

Patricia Richard, Clerk