

## **Prudence Island Water District**

### **Minutes of meeting: July 25, 2009**

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

**Approval of minutes of meeting for July 11, 2009:** Motion to approve by Richard Brooks, seconded by Mr. Perrotta, approved unanimously.

**Purchasing/treasury:** Cell phone service for facilities mgr renewed for one year; Ms. Richard reimbursed herself \$200 for the expense.

Paid RI Employer Tax

**Customer accounts:** Second billing went out July 16. Discrepancy in bylaws regarding timing of billing; bills past due after 30 days, 15 day grace period, but bylaw says 2nd billing after 60 days. Ms. Richard said that since after the 45-day period a finance charge is due and owing, there's no point in waiting an additional 2 weeks to bill. One inquiry regarding the finance charge. One correction to payment credited to the wrong account. One statement returned, account has been turned over trustee, got contact info from Portsmouth tax rolls.

**Conservation bylaws** - Mr. Buffum said that although Pier Road well was designated the primary monitoring station for triggering conservation restrictions, other considerations such as pumping records, rainfall and streamflow should also be taken into account. He observed that using a reading of 30% off the mean to trigger restrictions would have a different "weight" in each parameter. Mr. Brooks recommended that Broadway well also be considered because of its elevation and that Phillip Brooks wants Mill Creek stream flow to be considered. Mr. Perrotta asked if there was enough data available for stream flow to be a viable parameter for restrictions. Ms. Richard said that additional streamflow data should be available in the Urish report. Mr. Brooks observed that at the time the report was being written, pumping records indicated very high demand.

**Cross Connection Control Program policy:** Mr. Buffum contacted Susan Rabideau at RIDOH regarding surveyor and inspector-tester provision in the regulations. Received e-mail saying that facilities manager could indeed act as either surveyor or inspector-tester, but not both. Told Mr. Buffum that employees could work under Phil Brooks' certification, but did not indicate this in e-mail. DOH Hired consultant to do template for x-connect control program but will not begin until September, too late for district to comply with certification due Dec. 31. Found a cross-connection control manual for state of CT online. Mr. Brooks found programs for East Prov., Pawtucket, Kent County is in process of writing, template for systems in Florida. Printed out Pawtucket's public education flyer. Ms. Richard said that next step for PIWD is language of policy statement. Mr. Buffum and Mr. Brooks will work on composing a policy statement. Mr. Perrotta suggested looking at systems of similar size and configuration that have programs in place, also suggested putting language in the program that allowed the district to make changes down the line. Ms. Richard reminded Mr. Brooks that the district would reimburse him for any out-of-pocket expenses associated with producing documents for the district.

**Status of lease office/storage facility:** Mr. Buffum spoke with property owner, who is willing to extend the lease of the facility; would like to have free water connection in addition to having taxes paid. Owner has no immediate plans for property. Ms. Richard said that she had calculated taxes for 2010, \$898 and change. Said lease renewal least expensive option for district. Mr. Buffum asked Mr. Capron, facilities manager, if facility is adequate for immediate future. He said that it's unpleasant but not awful. Ms. Richard asked if some modest remediation to address indoor air quality, ie dehumidifier, sealing the concrete block would improve conditions. Mr. Capron said doubtful, building is in bad shape. Mr. Perrotta asked what current lease terms were. Ms. Richard explained that current terms are \$1 a year and property taxes. Ms. Richard will reproduce current lease and amend to include new terms and conditions.

### **Technical**

**Well/stream flow monitoring:** Mr. Brooks reported that well levels were at April levels at last monitoring. Robin Weber will not be available in August; Mr. Brooks and Mr. Capron to do measurements.

**Systems manager's report:** Received results of radiological testing for Bristol Colony well, meets clean water standards. Ready to put back into service.

Did sodium sampling for Indian Spring #1 and Army Camp wells. Results well within DOH parameters.

Pier Rd well cleaned of debris, pipe extended and vault filled.

Weed-whacking on water lines; found leak on Gov. Paine and repaired.

Discussion with Portsmouth workers regarding road/driftway maintenance. Concern about water lines in wake of major storm event.

Repositioned valve box on Merrill Ave to make operational. Valve is operational, allowing street shutoff for southern end of system.

Attempted to evaluate valve Edda Ave; too wet right now. Found valve handle during cleaning, expects valve is broken.

Installed new curb stop at (Coletta's address). Previously inspected new customer service line; sheeting is in fact better than regs require. Will re-inspect prior to putting in service to make sure backflow prevention is installed.

Test and maintenance carried out for generator at Broadway pumphouse. Discussion of proper testing/maintenance procedures.

Leak repair on Harriet Ave. Pipe was not the size he expected it to be, pipe also not located where expected to be. Discussion of appropriate road repair.

Discussion Bill Moclair regarding repair of tank telemetry/delayed until large ferry is back in service.

Inventoried pipe sizes/types currently in use on system, more than 2 dozen different sizes/types in the ground, suggests working toward greater standardization. Discussion of appropriate types and sizes. System map does not accurately reflect pipe sizes.

Bacterial sampling for July clean.

Composed letter requesting new sampling site to replace Pier Rd site, along with sample locations to be used if positive result at primary site.

Broadway-Greer storage - Pare Engineering "Master Plan" states big blue will not replace tanks. Ms. Richard said tape and minutes of 7/23/05 Tom Nicholson of C&E Engineering clearly states Broadway to be taken offline at completion Narragansett Ave. line. Wants to see if engineering report submitted to RIDOH and/or Clean Water for tank might include reference to this issue. Mr. Perrotta will contact Anthony Simeone at RICWFA to see if they have salient information. Question as to exactly when Broadway tank was taken offline, before or after 2006 sanitary survey. Discussion of usefulness of small storage tanks within the system.

Ms. Richard reminded the board that formal reply to RIDOH regarding sanitary survey must reach them by Aug. 21.

**New Business:**

**Correspondence:** Letter to customer regarding incident reported at July 11 meeting requesting customer to address all complaints directly to the board, and advising customer of district's right to repair and maintain system components. Motion to approve by Mr. Buffum, seconded by Mr. Brooks, approved unanimously.

**Other:**

**Budget workshop agenda:** Ms. Richard said the board should be thinking about agenda items for the meeting; Already had inquiries and given out information on proposed rates along with draft operations budget with explanatory letter; expect meeting to be well attended. Bring on any new connection in 2010? Nominal rate discount for board members and non-profits? Also separate budgets for projects, suggests starting with phase one Governor Paine Rd. Mr. Brooks suggests firming up maintenance budget. Consumer price index has risen 18.2 percent since last rate increase. Discussion of balancing need to improve system with need to keep cost reasonable for the community. Imperative to get control of infrastructure if system is ever to support new connections that would bring in extra revenue and help defray costs. Mr. Brooks and Mr. Buffum encouraged Mr. Capron to be proactive in budget process. Discussion of various budgeting strategies.

Mr. Capron requests additional 100 labor hours budgeted for brush clearing, etc. along water lines.

Mr. Capron presented board with PUC documentation for PIUC rate increase submitted 2001 asking for revenue of \$165k.

**Moderator Pro tem** - Motion by Ms. Richard to appoint Leo Perrotta as moderator pro tem, seconded by Mr. Brooks, approved unanimously.

**Waiting list inquiry:** District currently has no policy regarding right of transfer as it applies to position on waiting list. Policy must be framed and put into bylaws. Board members will take under consideration and formal discussion will be noticed for next meeting.

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

Patricia Richard, Clerk