

## **Prudence Island Water District**

### **Minutes of meeting: August 8, 2009**

Meeting was called to order at 1:05 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 25, 2009:** Motion to approve by Richard Brooks, seconded by Mr. Perrotta, approved unanimously.

**Purchasing/treasury:** Expenses for July 2009 totaled \$14,400.96. Quarterly employer tax, lab fees, lease on Big Blue and Broadway, legal fees, Workers Comp contributed to the high figure for the month. With current revenues, the district can afford to spend approximately \$9600 a month through the close of the year to break even for 2009.

**Customer accounts:** One customer was not on billing database; contacted them and sent invoice for the year, which was immediately paid.

District received a notice of returned check, letter composed and new invoice generated with returned check fee and bank charge added to the bill.

**Bylaw regarding payments:** Ms. Richard said that the current bylaws do not reflect the appropriate time periods for generating a second billing. Terms are 30 days net with a 15-day grace period, so second billing should take place after 45 days rather than 60 days because the late payment fee is already owed at that point.

Ms. Richard made a motion to amend Item D Payment, Section 2, Subsection A in the bylaws from :

#### ***D. PAYMENT FOR SERVICE***

2. a. A non-payment notice will be sent after sixty (60) days, which will show open invoices, and penalties.  
to:

#### ***D. PAYMENT FOR SERVICE***

2. a. A non-payment notice will be sent after forty-five (45) days, which will show open invoices, and penalties.  
Motion seconded by Mr. Buffum, approved unanimously.

**Conservation bylaws** - Richard Brooks said that precipitation during the wet season (December through April) should be considered a priority indicator for defining conservation stage to be set at the beginning of the season of high water demand. Once the high-demand season begins, the rate at which water levels drop in the monitoring wells should be the primary indicator. First board meeting in May will be when initial conservation stage is set, and constant monitoring should take place throughout the high-demand season. Ms. Richard to provide Mr. Buffum with copy of the Urish report. Mr. Buffum to meet with Mr. Brooks for further work on conservation bylaws.

**Cross Connection Control Program policy:** Mr. Buffum presented the board with the proposed policy statement for the district's cross-connection control program:

#### **Policy**

It is the responsibility of the PIWD to provide safe potable water. In an effort to maintain the integrity of the system, the PIWD shall implement a Cross Connection Control Program by adopting rules and regulations to control cross-connections, using a containment strategy to protect the public water supply from the possibility of contamination by backflow from sources outside the supply system.

Board is to consider the language of this policy and vote to amend, accept or reject at the next board meeting (after Aug 22 budget workshop/rate meeting)

Mr. Capron reported having found a cross-connection in the course of his repair work. Ms. Richard to compose a letter informing the customer of Dept. of Health regulations regarding cross-connections and requesting that the customer address the issue immediately.

**Budget workshop agenda:** Mr. Buffum proposed an agenda item proposing reduced rates for island non-profits. Mr. Buffum suggested that money in the operations budget be allocated to system upgrades such as valve replacement.

Ms. Richard proposed giving Marcy Dunbar free water connection at her residence for the remainder of her life in recognition of her many years of service to the community water system.

Mr. Brooks suggested an annual performance bonus for district employees. General discussion of compensation issues.

Mr. Buffum proposed compensation for Treasurers position.

Ms. Richard proposed discounts on water service for board members. Mr. Perrotta suggested that if the board voted for this benefit, it should be take effect beginning with the next election in which all sitting board members

had been through the cycle (4 years away) to prevent conflict of interest. Question as to whether the board has the right to compensate its members. The charter states that the board receives no compensation, except as approved by the electors at any meeting. (Section 9 of the charter)

Mr. Buffum proposed including Governor Paine remediation project included in 2010 budget.

**Waiting list inquiry:** Mr. Brooks proposed that the board work toward eliminating the waiting list by instituting a policy that current positions on the waiting list will not survive the sale of property, and that no new names be added to the waiting list.

**Status of lease office/storage facility:** Ms Richard presented the board with copies of the lease agreement of 2005 for office/storage facility. Board members will study the document and make edits to be considered at the next board meeting (after Aug 22 budget workshop/rate meeting).

### **Technical**

**Well/stream flow monitoring:** Mr. Brooks said that well level and streamflow monitoring will be done this week. Mr. Buffum suggested that Mr. Capron engage Mr. Butler in helping to do monitoring tasks. Discussion of the role streamflow will play in setting conservation stages.

**Systems manager's report:** Mr. Capron reported that Shannon Cubellis' certification will expire soon. Mr. Capron to speak to him about what the district needs to do to help him maintain his certification.

Mr. Capron expressed his thanks to Mark Goulet for furnishing him with map info for his survey of curbstops and customers shutoffs.

So far Mr. Capron has surveyed Bristol Colony; pressurized system at southern end of the water works; John Oldham Rd.; the "winter line" at Governor Paine Rd.; the 2" line running up east side of Narragansett on Sawyer (Sandy Point) hill; Fairview, Second and Third Streets, Chase Ave, Harriet Ave., Alice Ave. and part of Holbrook in the Homestead area. There are a number of residences where no curbstop or customer shutoff has been located.

Mr. Capron reported having found a full-size swimming pool in the course of his survey work.

Someone is taking the gravel from the driveway at big blue and using it to fill potholes in the road, and tossing rocks into the fenced area.

Operational testing of Bristol Colony well. New pressure gauge needed.

Leak in the pressurized section of the system during the weekend of July 31-Aug.1st. Eventually found leak at Merrill Ave residence, replaced curb stop with non-draining valve. Large oak tree hampered repair, and root system will continue to be a problem if not addressed. Water line should be moved.

New curbstops needed at Merrill Ave and Broadway.

Wrote letter to RIDOH requesting that sampling station be moved from Pier Road to 0654 Narragansett tap.

Colletta property is now back in service; backflow preventer is installed.

Pumped more than 1 million gallons in July and expects to pump that much again in August.

### **Correspondence:**

**Other:** Sanitary survey. Mr. Perrotta contacted Anthony Simeone at RICWFA regarding any records from the construction loan for Big Blue that might address the issue of dormant storage tanks. Mr. Simeone contacted RIDOH and was informed that there was no outstanding issue with PIWD. Ms. Richard to send Mr. Simeone a copy of the sanitary survey and cover letter from RIDOH indicating a deficiency with regard to dormant storage tanks.

Motion to adjourn by Mr. Buffum, seconded by Mr. Brooks, approved unanimously. Meeting adjourned 3:15 p.m.

Patricia Richard, Clerk