

## **Prudence Island Water District**

### **Minutes of meeting: September 19, 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.

**Approval of minutes of meeting for September 5, 2009:** Motion to approve by Richard Brooks, seconded by Phillip Brooks, approved unanimously.

#### **Purchasing/Treasury:**

Proceeds from matured CD in the amount of \$10,117.71 deposited to operations account.

Invoice for telemetry repair \$1355.60. Ms Richard advised Mr. Capron to let her know immediately if telemetry failed so that option of filing insurance claim can be considered. Mr. Capron informed the board that telemetry has failed again; Mr. Moclair has been contacted to troubleshoot transmitter. Mr. Perrotta suggested that a brownout condition might be responsible for the continuing problems with telemetry.

Checked with RI Interlocal on insurance billing, invoice should come this week. Still have not heard from person performing payroll audit for workers comp.

#### **Customer Accounts/Billing:**

Customers in arrears are still very slow to pay; many shutoff orders to be carried out at the beginning of October.

Billed out repair job, parts used for repair services are subject to RI state sales tax.

#### **Water Conservation Bylaws:**

Mr. Buffum presented the board with new language for conservation bylaws to be voted upon at next meeting:

#### ***F. Conservation***

1. When implemented, the PIWD Water Shortage Regulations shall remain in effect until further notice. As described below, each Stage is progressively restricted and implemented to help insure adequate water reserves for the island. Stage 1 shall be implemented each year to raise awareness of Prudence Island's limited water resource. Stages 2, 3 and 4 shall be implemented only in more severe circumstances.

Determination of the implementation of Conservation stages will be from many sources including (but not limited to) monitoring well levels, precipitation amounts, stream flow, pumping amounts, foliage cover, and seasonal forecasts. Notification to customers of the implementation of Stage 1 restrictions will be posted in at least two public places within the geographic boundaries of the PIWD and on the PIWD web site ([www.pih2o.org](http://www.pih2o.org)). Notification to customers of the implementation of Stage 2, 3, or 4 will be published in the *Sakonnet Times* and posted in at least two Public places within the geographic boundaries of the PIWD and on the PIWD web site ([www.pih2o.org](http://www.pih2o.org)).

2. The following Stages and conservation measures shall be implemented at the discretion of the Board:

- a. Stage I - Public Awareness: This Stage shall be implemented by the Board annually as an educational tool to remind customers of the limited water resource and methods to conserve water.

- b. Stage 2 – Conservation: This Stage restricts the watering of lawns, landscaping, shrubs or trees, gardens (excluding vegetable gardens), use of power washers and washing of vehicles to Tuesday through Thursday only. All hoses must be equipped with an automatic shutoff device. Filling of ponds, pools, hot tubs etc. (less than 300 gallons) restricted to early morning (before 9 a.m.) or late evening (after 7 p.m.) by permit issued by the PIWD only. Ponds, pools, hot tubs etc. greater than 300 gallons will require tanker truck filling.

- c. Stage 3 – Conservation: Watering of lawns, landscaping, shrubs or trees, gardens, use of power washers and washing of vehicles prohibited. A special permit may be issued by the PIWD to allow for watering of newly planted lawns and shrubs or trees for a limited time.

Vegetable gardens may be watered Tuesday through Thursday only. Watering hours are early morning (before 9 a.m.) or late evening (after 7 p.m.) only. A limited number of special permits may be issued for weekend vegetable garden watering on a case by case basis, by the PIWD Operations Manager or the Board. Permitted watering shall be by hand held hose or container only. All hoses must be equipped with an automatic shutoff device. Filling of ponds, pools, hot tubs and similar equipment shall not be permitted under any circumstances.

d. Stage 4 - Severe Conservation: Watering of lawns, landscaping, shrubs or trees, gardens (including vegetable gardens) and vehicles prohibited. Filling of ponds, pools, hot tubs and similar equipment shall not be permitted under any circumstances.

3. Fines for failure to comply conservation restrictions shall be set annually.

- a. First Offense: Verbal warning, followed by a written reminder.
- b. Second Offense: Fine imposed (see list of rates and charges)
- c. Third Offense: Fine imposed (see list of rates and charges) and outside taps locked. The customer shall pay for the cost of locks. The locks will be removed after 30 days or after Stage 2 restrictions are lifted.
- d. Fourth Offense: Fine imposed (see list of rates and charges) and water shutoff. The customer's water shall be turned on only after a hearing before the Board or in the event that Stage 2 restrictions are lifted

4. Stage 4 noncompliance: Fine imposed (see list of rates and charges) and water shutoff. The customer's water shall be turned on only after a hearing or after Stage 2 restrictions are lifted.

5. Fines for Filling of Pools, Ponds, Hot tubs etc.

- a. Stage 2 noncompliance: Fine imposed (see list of rates and charges) plus \$1.00 per gallon
- b. Stage 3 noncompliance: Fine imposed (see list of rates and charges) plus \$1.00 per gallon and water shutoff. Water to be turned on only after a hearing before the Board or after Stage 3 restrictions are lifted.
- c. Stage 4 noncompliance: Fine imposed (see list of rates and charges) plus \$1.00 per gallon and water shutoff. Water to be turned on only after a hearing before the Board or stage 4 restrictions are lifted.

The following table describes the drought indicators that are used to determine the Conservation levels. The indicators are for seasonally adjusted norms. Either indicator meeting the criteria could be enough to trigger a conservation stage if other factors indicate a dry period ahead. These factors would include stream flow, foliage cover, pumping records and seasonal forecasts.

| <u>Conservation Stage</u> | <u>Precipitation level</u> | <u>Well levels</u>  |
|---------------------------|----------------------------|---|
| Stage 2                   | 3 month avg. < 75%         | 2 month avg.>10% below avg                                  |
| Stage 3                   | 3 month avg. <75%          | 2 month avg. > 15% below avg<br>3 month avg.> 10% below avg |
| Stage 4                   | 3 month avg. <75%          | 2 month avg.> 15% below avg<br>1 month > 20% below avg      |

Phil Brooks and Rick Brooks will coordinate furnishing the board with information on precipitation, seasonal forecasts and well levels so that conservation stages can be set based on deviation from average.

**Cross Connection Control Program, part 3 responsibilities:**

Mr. Buffum to compose language outlining responsibilities of various participants in cross-connection control program.

**Facility lease renewal:**

Ms. Richard presented the board with revised office lease agreement for consideration. Copy to be forwarded to RI Interlocal for review.

**System Manager report:**

Clarification of service connections from waiting list. Persons contacted to receive service connection need to respond within 30 days and coordinate with system manager to set up a connection within the next calendar year.

Replaced leaking curb stop on Warner Ave and repaired homeowner leak. Advised customer that service line should be replaced. Discussion of policy regarding chronic problems with customer service lines and district's authority to compel a customer to repair or replace service lines.

Replaced valve and removed hydrant on Edda Ave. Line is uncomfortably close to utility pole. Need to purchase 1-1/2" valve for stock.

Removed rock from army camp well area.

Exploratory excavation of valve on Ross Ave. Need to purchase 4-inch gate valve, cost \$500.

Replaced valve box Alice Ave.

Raised valve box on Narragansett Ave.

Took Sept. water sample for bacteria.

Spent time training Shannon Cubellis for operator certification. Requested that Shannon be allowed to perform labor tasks for the district; the board advised Mr. Capron to use his discretion in the matter.

Continuing reports of rusty water, probably because of reliance on #4 well to meet demand. Production down in army camp well and #1 well due to lack of rainfall.

**Correspondence:**

Written request from Mr. Capron for 15-day leave of absence. The board granted Mr. Capron a 15-day paid vacation.

E-mail from ExTech with information regarding robotic tank cleaning.

**Other:**

Mr. Buffum reported that Mr. Perrotta has agreed to assume Clerk's duties. Ms. Richard will submit formal resignation at next meeting.

Discussion of frequency of meetings for 2010. Richard Brooks suggested cutting back to monthly meetings. Mr. Buffum said that perhaps a 3-week time frame would be more appropriate.

Motion to adjourn by Mr. Buffum, seconded by Phil Brooks, approved unanimously. Meeting adjourned 2:10 p.m.

Patricia Richard, Clerk