

Prudence Island Water District

Minutes of meeting: October 3, 2009

Meeting was called to order at 1:05 p.m. Present were David Buffum, moderator; Patricia Richard, clerk; Richard Brooks and Phillip Brooks. Absent was Leo Perrotta.

Approval of minutes of meeting for September 19, 2009: Motion to approve by Richard Brooks, seconded by Phillip Brooks, approved unanimously.

Purchasing/Treasury:

September expenses totaled \$12,999.55. This includes quarterly RI Employer Tax payment.

Fiscal year closed on Sept 30. Total income including active open invoices is \$153178.94. Net income as of 9/20/09 is \$27089.86 assuming all active open invoices are paid. Actual net profit is more closely related to calendar year, operations must run until January 2010 on current revenues; 2010 insurance invoice still to come, legal expenses coming for escrow closing in November, accountant's bill for annual review, increased payroll with Shannon Cubellis now doing his internship to meet certification requirements to get operator's license. With these expenses on the horizon, district will be fortunate to break even for 2009 calendar year.

Escrow closing at the beginning of next month; discussion of what possible claims the district might have.

Shannon Cubellis request for mileage because he had to borrow a truck in order to do district work. The board agreed to pay mileage to Mr. Cubellis for his use of that vehicle. In order to have a consistent policy for all employees, the board also directed Mr. Capron, facilities manager, to speak to Mr. Bacon about exercising his option to claim mileage.

Mr. Capron's pay increase to take effect on his anniversary date, November 1, 2009.

Customer Accounts/Billing:

Shutoff list is being compiled; courtesy calls being made to give customers one last opportunity to pay. Shutoffs not to be done until Mr. Capron returns from his leave of absence.

Discussion of waiting list. Two people that have been approached regarding a connection for 2010 want to be placed on customer list and billed, but are not yet ready to have a physical water service connection installed at their property. These new accounts will be added to the December billing.

Complaint of rusty water during flushing operations. Ms. Richard spoke to the customer at length and provided expanded contact information to make certain that the customer is always able to speak to the appropriate personnel.

Water Conservation Bylaws:

Section F, Conservation bylaws, motion to approve by Phillip Brooks, seconded by Mr. Buffum, approved unanimously.

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). 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).

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 3 month avg.> 10% below avg
Stage 4	3 month avg. <75%	2 month avg.> 15% below avg 1 month > 20% below avg

Cross Connection Control Program, part 3 responsibilities:

Mr. Buffum presented the board with text of responsibilities to for consideration to be voted upon at the next meeting:

CROSS CONNECTION CONTROL PROGRAM

3. Responsibilities

A Prudence island Water District

1. New Installations

The PIWD requires a minimum of a dual check valve to be installed in all new construction. In order to maintain the proper level of safety for the system, the PIWD will conduct an on-site evaluation and/or inspection of plans in order to make the proper determination of the type of backflow preventer required.

2. For all existing connections, the PIWD will perform surveys and follow-up inspections

Any connection not meeting the minimum standard will be sent a letter informing the owner of corrective action needed and the timeframe in which the corrective action must be completed.

3. Re-inspections will be done to insure compliance with the corrective action required.

If an owner hasn't completed the correction required, the PIWD will inform the owner by letter that they have an additional fifteen (15) days to comply, and that failure to comply upon the second re-inspection will result in immediate water shutoff.

The PIWD may extend the grace period, but only if the owner informs the PIWD of any extenuating circumstances that would prevent compliance before the end of the 15-day extension, at which time the PIWD may extend the grace period up to an additional fifteen (15) days.

4. The PIWD has the responsibility to protect the public health, and if a serious threat to the system exists, water service will be terminated immediately.

5. The PIWD will have a person who is a certified backflow prevention device surveyor. The PIWD will also maintain a list of private contractors who are certified backflow prevention device testers.

B. Owner

1. The owner shall be responsible for the elimination or protection of all cross connections on his property. The use of fixture outlet protection devices should be used for that purpose.
2. The owner (after notification from the PIWD) will install, maintain, and have inspected by a qualified inspector all backflow preventers on the property.
3. The owner shall not modify or bypass any backflow preventer.
4. The owner shall install only backflow preventers approved by the PIWD, and the backflow preventer must be installed in a location approved by the PIWD.
5. Any owner having a private well can never be cross-connected to the PIWD system.
6. The owner should be aware that the installation of a backflow device results in a potential closed plumbing system within the residence. Provisions may have to be made to provide for thermal expansion within the closed system.

Discussion of advancing the schedule for inspection with regard to commercial/public properties. Discussion of the timeframe involved for customer compliance. Discussion of backflow prevention devices and the most appropriate devices for use within the district. Phil Brooks explained the different types of check valves, testing methods for “non-testable” valves, relative pricing, and explained that installation of such devices results in loss of water pressure; says many customers will remove the “guts” of the devices to increase pressure in their home.

Facility lease renewal:

Tabled pending insurance carrier review.

System Manager report:

Mr. Capron has been on leave, will be gone another week. During his absence, the crew did the following:

Grass cut at all PIWD installations, and along Governor Paine Ave and Brown Lane.

System flushing took place over a 2-day period. Problem with hydrant on Pier and Narragansett; stuck in the open position. Hydrant will be taken out of service. Discussion of appropriate lubricants for use on water system components.

Repaired leak on John Oldham Road. Dug up by hand; backhoe is out for service at the moment. If an emergency arises, Bearses have a unit available.

Cleared foliage from around a hydrant at Warnerville.

Mr. Capron said that the crew was working well in his absence and he was pleased with their performance.

Well/Streamflow Monitoring: Robin Weber, NBNERR, has been away for fire control training, will have report for the next meeting.

Correspondence: Training brochures given to Mr. Capron. Statement from RICWFA reflecting current loan balance (principal) of \$414,000.

Other:

Richard Brooks will be leaving for Florida for the winter before the next meeting.

Resignations/Appointments:

Ms. Richard presented the board with her resignation from the Clerk’s office. She will remain active in the district as treasurer. Mr. Perrotta will assume the Clerk’s office; another board member must be recruited. Mr. Buffum moved to accept Ms. Richard’s resignation, seconded by Richard Brooks, approved unanimously. The board thanked Ms. Richard for her service.

Motion to adjourn by Mr. Buffum, seconded by Phil Brooks, approved unanimously. Meeting adjourned 2:00 p.m.

Patricia Richard, Treasurer