

Prudence Island Water District
Minutes of meeting: November 8, 2008

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

Approval of minutes of meeting for November 1, 2008: Motion by Mr. Phillip Brooks, seconded by Mr. Hanson, approved unanimously.

Hiring - Ms. Richard reported having posted notice for facilities operator assistant and day labor, putting a help wanted ad in Sakonnet Times and starting an account with the newspaper. She said that she had not received any inquiries. Mr. William Capron, facilities manager, said that he was working on recruiting personnel.

Operations budget – Robert Hanson submitted a preliminary breakdown of monthly operations costs. Mr. Buffum said that he'd done a draft annual budget. He said that he presumed only the revenue from the 353 service connections. He said that he'd had trouble nailing down travel expenses. Mr. Capron said that doing rounds took approximately ten miles each day, 7 days a week. Education – Mr. Brooks said that he believed Mr. Capron would be required to take 30 credits every 3 years. Discussion of most economical means of getting those credits. Additional labor – one day per week budgeted at \$20 per hour for certified operator. Ms. Richard asked how long it takes to do rounds on a normal day. Mr. Capron said that to simply check the system took only one hour per day. Consulting fee for PIUC operator 90 days at \$300 per month. Day labor budgeted at 1 day per week \$15 per hour. Equipment rental backhoe budgeted for 12 hours per month at \$100 per hour. Mr. Hanson questioned annual backhoe rental budget, estimated between 6-9 breaks per year at 2-4 hours per incident for repair. Budget set at 10k per year. Service calls for electrical work budgeted at \$4500. Ms. Richard asked Mr. Capron if all electronic repairs had been done in the wake of the August lightning strike. He said that they had not. Ms. Richard asked Mr. Capron to talk to Gene Rinker about status of repairs. Mr. Capron said DeWitt well down, perhaps pump is broken. He said that he could check it out but didn't want to go alone. Mr. Brooks said that Mr. Capron should not enter any hole alone. Workman's comp estimated at \$700 per person. Liability insurance budgeted at \$5500. Ms. Richard said that should turn out to be high. She said that assets were not in excess of current coverage, so that \$4000 would probably be a closer estimate. Utilities: electric \$7800 budgeted. Ms. Richard suggested putting electric on budget plan so that a relatively fixed monthly cost could be budgeted. Well testing budgeted at \$2000 per year. Ms. Richard asked Mr. Capron if he had a sampling schedule for 2009. He said that sampling could take place at any time throughout the month. Ms. Richard said that there were other requirements in addition to bacterial sampling and that Fred Kurdziel at DOH could help with that. Small tools and equipment - \$4000 budgeted. Mr. Capron said that if this item excluded parts the figure was too high. Mr. Hanson said \$2000 was better estimate. Rent – meeting place \$625 annually. Office lease \$1 per year plus property tax. (approx. \$1000) Conservancy leases: Ms. Richard said hard numbers were available for these leases. Robert Marshall said that Conservancy leases were adjusted annually for inflation. Licensing and permitting: Ms. Richard said that she had paid licensing fee of 390.50 to DOH. Budgeted \$450. Road cut permitting - \$100 per incident, budgeted for 3 incidents. Dues, subscriptions water associations \$450. Office equipment, invest in laptop, desktop available needs software, basic printer. Budgeted \$1550. Office supplies - \$200 annual. \$750 for billing, \$700 for annual report print and post. \$600 for election expense. Professional services: accounting \$3500; legal, final figure not yet available, budgeted \$15,000. Ms. Richard said that she had seen one invoice through Oct. 24 which did not count last 2 weeks of transactions totaling 30k, has already taken 10k already paid. HAS willing to accept monthly payments. Advertising \$200 budgeted. Long term debt \$22,782.29. Ms. Richard said new figures should be put in budget and reviewed next meeting, wants vote for adoption by Nov. 29 meeting. Mr. Capron suggested gasoline for equipment should be budgeted. Parts - low on spares, Mr. Capron to make list for purchase.

Annual meeting calendar. Ms. Richard suggested that board continue to meet once a week with last 2 weekends in December as holiday hiatus, then resuming January 3 with meeting every 2 weeks. Said she would put calendar together for vote at next meeting.

Customer accounts – Mr. Buffum and Ms. Richard will look at customer billing in the coming week.

Technical:

Systems manager's report: Locks changed on buildings and spare keys turned over to the board. Blueprint and estimate of work to be done at office to secure onsite well. Materials estimate \$138.05. Mr. Brooks suggested that the work should have been done as part of lease agreement. Ms. Richard said that she would consult with legal, but was liability issue and must be done.

Removal of old service line, letter explaining procedure and timing, labor needed for 1 day at \$120 plus admin cost, letter to be submitted to legal.

Test results from DOH to be mailed to operations manager district P.O. Box.

Need new cabinet for chemical testing kits. Ms. Richard asked for specs.

Mr. Capron said that he would like to dismantle sequestering system. Chemistry is gone. Mr. Buffum instructed Mr. Capron to dismantle it.

Running Army Camp and Indian Springs#1. 20 GPM pump at Army Camp turns on and off depending on water level. Mr. Brooks said waste of electricity. Springs #1 pump sucking air. Mr. Brooks said district should consider purchasing chart recorder to monitor system pressure. Ms. Richard asked for specs to get quotes.

Mr. Capron said that system should not be flushed because of low water availability. Mr. Brooks said that he was surprised by that. Mr. Capron noted low rainfall for October. Mr. Marshall said that groundwater should recover now that leaves were down.

Mr. Capron turned over a box of envelopes with 37-cent stamps printed on them.

Mr. Capron turned over pump specs for Broadway tank. Ms. Richard to track down information n suitable replacement pump.

Correspondence: Trust invoice

Other: Ms. Richard will be looking into Portsmouth tax exemption, contacting accountant regarding payroll, RI Division Taxation on Employer taxes, reporting new hire to state, meet with Mary-Stuart Kilner of Bank of America, submit info to RI Interlocal.

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

Patricia Richard, Clerk