

Prudence Island Water District

Minutes of meeting: December 6, 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 29, 2008: Motion by Mr. Phillip Brooks, seconded by Mr. Hanson, approved unanimously.

Operations Budget – Mr. Buffum presented the board with a revised draft of the operations budget. Made adjustments as discussed in the previous 2 meetings; budget is very tight, only \$200 revenue remaining at end of year. Mr. Buffum asked Mr. Capron about number of hours for rounds if well pumps need to be “blown out”. Mr. Capron said could take as much as 2 hours. Mr. Buffum asked if process could be automated. Mr. Brooks said that it would not be feasible, process requires judgment call as to when to put a well online. Mr. Capron asked if relief operations person was overbudgeted; original budget called for only one day per week. Said Friday will be his normal day off. Wanted to know how time cards should be filled out. Ms. Richard said that if relief person was in effect on duty for the entire day, so a minimum of 4 hours pay should be standard even if that person worked a minimum number of hours. Ms. Richard asked if alternate day labor in budget was a flexible item; Mr. Brooks said he wanted to give alternate at least one day per month. Mr. Capron said that he wanted to “save up” time so that if major project came along and he was unable to do rounds, there would be money in budget for relief person to do them. He agreed that a 4-hour minimum pay was appropriate for the relief person to do both morning and evening rounds. Ms. Richard said that if Mr. Capron wished to work a 6-day week that was acceptable but expressed concern that he might get “burned out” on that schedule. Mr. Brooks agreed. Ms. Richard said that some of the items were budgeted generously and that she hoped in actual fact operations would not be so expensive because no money was budgeted for emergencies. Suggested taking one more good look and put on agenda for a vote on Dec. 13.

Purchasing – Ms. Richard reported having paid town taxes on world headquarters, Mr. Naciewicz wants key to the building. Won't hold district to \$1 per year in lease agreement. Other checks written this week: 72.53 to Will Capron reimbursement for parts; manager's salary 995.31, mileage 207.56, day labor 109.07, relief facilities mgr. 72.84, consulting \$300. Total November expense \$5,025.77, not counting bank loan payoff.

Ms. Richard sent requisition to RICWFA for \$17,362.54 on HAS invoice; no more money changing hands with RICWFA. Still seeking resolution of 166.67 overpayment to bank.

Received notice from BOA saying overpayment on loan of 166.67. Two days later received nastygram saying call about delinquent loan. Called, loan is paid, no one seems responsible to provide documentation to that effect

Ms. Richard talked to RI Div of Taxation about payment schedule... they are sending forms for unemployment, job development and temporary disability taxes. Income tax withholding to be paid monthly, other RI taxes quarterly.

Ms. Richard talked to IRS about depositing withholding... done through banks. They are sending payment tickets, due on the 15th each month.

Ms. Richard putting together calendar of important dates so won't miss any payments.

Ms. Richard talked to Dennis Canario about tax situation w/Portsmouth. He spoke to tax assessor, called and said all is ok, go see him. Made appointment for Monday, Dec. 8 at 10:30 a.m. Indian Springs property should be no issue, but water tank might present problem because no deed and hasn't been recorded on town tax rolls; sent e-mail to Sandra Mack asking for executed copy of the bill of sale to be faxed to assessor. Asked if someone would accompany her to the appointment, wants second pair of ears in the room. Mr. Buffum said he would accompany her.

Ms. Richard said credit application from M&G Plumbing Supply did not arrive, Will Capron got while in town, and will fill out this week.

Customer accounts –Ms. Richard said she had sent Mr. Buffum several emails updating customer info that she got from Portsmouth Tax office and several customer communications about anomalies in billing. Said had taken in \$11,475 in payments so far. Started new customer file so that it could be integrated with bank information and chart of accounts, giving accurate reflection of financial condition.

E-mail from accountant, wants to talk with district ASAP now that his personal issues are resolved.

Discussed waiting list status of Curry property; Ms. Richard asked for documentation of when P&S agreement was signed.

Mr. Buffum presented the board with a printout of open invoices and customer credits.

Bylaws – Water dumping. Ms. Richard presented the board with a form letter to accompany invoice for water dumping fine. Asked if letter and invoice should be sent to customer responsible for recent system leak. Board unanimously approved sending the letter and invoice.

Mr. Brooks stressed need for company shutoff on every service connection. Asked about grant money for system remediation. Ms. Richard said unlikely, infrastructure improvement money mostly in form of low/no interest loans, district already has significant debt.

Ms. Richard said district needs its own bylaw addressing the water dumping issue before January 1, 2009. Mr. Brooks said \$50 fine is too low, is not adequate deterrent. Suggested fine of between \$100-\$200. Ms. Richard pointed out that a significant water leak on customer property usually resulted in property damage, which was a deterrent, but agreed fine was too low. Board will consider a bylaw raising water dumping fine to \$100 at the next meeting, Mr. Capron to determine if fine is appropriate in a leak incident. Mr. Buffum asked if reconnection fee should be added to fine. Ms. Richard said that double billing for a leak incident seemed excessive. Mr. Buffum said if no company shutoff not appropriate.

Ms. Richard presented board with poster encouraging people to shut off water. Mr. Buffum asked if shutoff reminder should be mailed with summer billing. Ms. Richard said that if funds were available, post card mailing might be effective.

Technical:

Mr. Capron said he was asked to shut down water at PIA. Ms. Richard said that PIA had been very accommodating to district with regard to holding elections there and should be done as courtesy.

Discussion of appropriate installation of backflow preventers. Mr. Brooks said units were not meant to be buried and instructed Mr. Capron not to do that any more. Said better off to use anti-siphon bibs rather than putting check valves in the ground. Said on new service connections should have meter pits and backflow preventers can be installed there.

Systems manager's report:

Rebuilt well housing at world headquarters, invoices for materials given to clerk.

Printing quotes, Log books 9.75 apiece with no setup charges, wants to change format. Ms. Richard asked for sketch of log books for typesetting. Time sheets \$28 per hundred, \$45 for 200. business cards 29. for 250. Ms. Richard said business cards can be done in-house. Ms. Richard said sketches for any printed materials should be forwarded to her, printing not budgeted, only thing can't do in-house is carbonless forms. Said will contact printer about quantity prices.

Yard (sampling) hydrant distributor is Plumber's Supply Middletown. Going to look at different model in stock.

Industrial Pump Sales has ordered Aermotor pump.

Minor leak at customer valve; not turned off all the way, fixed. Said several customers did not have shutoff keys, asked if district should acquire keys and sell them. Mr. Brooks said he has keys available.

No progress on repair of radio telemetry on water tank.

Ms. Richard typeset flushing notices for Mr. Capron's approval. He approved; Ms. Richard will get high visibility paper and print them.

Correspondence: DOH License still crawling through state mail system.

Signed memo of understanding re lease for Broadway, Dewitt, Army Camp received from Conservancy establishing July 1 payment date.

Hazmat declaration form received from RI DLT, includes certification of training.

Specs for RICWFA sign. Mr. Brooks said he has a line on where to get sign made.

Motion to adjourn by Mr. Buffum, seconded by Ms Richard, approved unanimously. Meeting adjourned at 2:35 p.m.

Patricia Richard, Clerk