

**Prudence Island Water District
Minutes of meeting held May 15th, 2010**

Call to Order

Meeting was called to order at 1 p.m. Present were David Buffum, moderator, Philip Brooks and Robert Hanson, , Patricia Richard, treasurer and William Capron, system manager. Absent were Leo Perrotta, Clerk and Richard Brooks, Board member.

Approval of minutes

P. Brooks made a motion to approve the minutes of April 24th 2010, R. Hanson seconded the motion, vote; motion passed unanimously.

Administrative

- Treasury
 - P. Richard handed out Profit and Loss report for April
 - Current account balances:
 - BOA balance \$30,195.07, Citizens balance \$55,083.42, undeposited funds; \$1443.98, for a total of \$86722.47. Less opening balance equity of \$32,700 ,for net operating funds of \$54022.47. With \$10,000 set aside for RICWFA payment we have operating funds of \$44022.47, We could spend \$4891.38 per week for the next 9 weeks until the next influx from the June billing arrives,we are in a good financial position even with the Warner ave project, still to be costed out.
- Purchasing
 - Found a New source for office supplies which will save us more money.
- Customer accounts and billing
 - Approximately \$1200 in open invoices

Discussion of proposal for Backhoe Lease

Proposal is for:

150 hours per year.

- D. Buffum said 150 hours is reasonable but if W. Capron's unit is down and we need to rent equipment for replacement or if special equipment is needed for a job that those hours would count towards the 150 hour minimum. W. Capron agreeded. Work for others unrelated to the PIWD system (ie. Prudence Park Association), would have to be billed by W. Capron.
 - D. Buffum said PIWD related work (ie. running a line to a customers house past curb stop) could be billed through the District, but D. Buffum was unsure of Insurance coverage. P. Richard clarified the question, saying that our insurance does cover us for any job the District does.
 - With regards to hydraulic line breakage caused by tree limbs while working in tight quarters, In an effort to minimize tree damage and to offset the added risk of hose breakage the District may be willing to pay for a portion or maybe all of the deductible from W. Caprons insurance, we need to get info on that deductible amount.
 - R. Hanson wanted to know how the 150 hour minimum compared to what we budgeted.
 - P. Richard said we budgeted \$9600/yr which equals 128 hrs. at \$75/hr. That doesn't include capital improvement items.
 - P. Richard said that there should be a provision in the hours minimum that allows the District not to be required to pay that minimum in case of financial hardship brought on by unforeseen circumstances.
 - R. Hanson thought that the risk of hose damage should be W. Caprons responsibility since its his equipment.
 - D. Buffum said normally that would be the case but as a courtesy to the customer we are asking W. Capron to take a risk in order to minimize tree damage.
 - P. Brooks thought it was in the Districts best public interest to take that added risk.
- Discussion to continue at next meeting.

Technical

Systems managers report –

- Finished installing new line from Raplael to public works garage, It was easier to just put in a new line rather than following the old line and tying that into the system, It's all new line now. W Capron provided photos to show work done.
- P Richard said that this project stopped leaks that was in excess of 127000 gallons from previous month.
- Repaired leak on Merrell ave. , a nylon insert had failed. N. Bacon figured out how to remove this part without damaging the existing line.
- Will was given shut off list from nonpaying customers, and commenced to posting shutoff notices, and starting shutoffs.
- Did system grounds maintenance,.
- Attended the Atlantic states Rural Water and Wastewater Association (ASRWVA) annual conference.
- Took system bacteria samples as well as a sample for Greer tank. System checked out OK but Greer tank failed. It will have to

be re disinfected and retested.

Scheduled meeting with T&T Fracturing But will have to reschedule due to scheduling problems.

W. Capron was given a box of various parts from Marcy Dunbar and asked if we wanted to purchase it.

W.Capron said the parts are in new condition and he was willing to pay full price for items he knew he could use, and would pay 50 cents on the dollar (or less) for other items that we might need.

Payment to be made to Laurie Cubellis and that these parts are from a private source. Estimated cost of parts \$270.

Instructed Will to get parts for as little as possible.

Technical Other

Streamflow /test wells at maximum, to be tested next week.

New Business

Correspondence

Presented a copy of proposed regulations to be presented to Water Resources Board May 17th2010.

ASRWWA representative Diane Johnson emailed about meeting with PIWD to help bring Management and Operations Guide up to current requirements.

ASRWWA representative Gallian McGovern asking if we wanted to pursue funding for operations projects at this time.

With the new census numbers we may not be in as strong a position for very low financing packages if our census show a growth in income per household.

We asked P.Richard to pursue Govener Paine phase 3, and the Broadway tank, and see which project might be more advantageous to try and get funding for.

Bank of America assigned us a new rep. ,and would like to meet and talk about account activity.

Shannon Cubellis is going for Haz Com. Training which fulfills our training requirements with Dep't. labor and training for 2010

Other

nothing

D.Buffum made a motion to adjourn, P Brooks seconded, vote was unanimous, meeting adjourned at 2:15 pm.