

Board of Directors, Prudence Island Water District

Minutes of Meeting November 15, 2014

Board Meeting Call to Order, 1:00 p.m. Present were Moderator Robin Weber; Clerk Martha Fuller; Treasurer Ann Marie Lockwood; Board Members Bill Silvia and Philip Brooks. A quorum was present. Also present, Donna Hammann, Robert Marshall, Ken Lowe, Dick Owen.

Approve minutes for October 18 and October 25, 2014 meetings. Philip Brooks moved, Ann Marie Lockwood seconded, to approve the minutes for October 18. Passed unanimously. Philip Brooks moved, Martha Fuller seconded, to approve the minutes for October 25. Passed unanimously.

Review Treasurer's Report. The Treasurer pointed out that cash is low in the checking account. The Bookkeeper was instructed to transfer \$10,000 from the money market account into the checking account. Martha Fuller moved to accept the Treasurer's report, Philip Brooks seconded. Passed unanimously.

Approval of Accounts Payable. The Board discussed the invoice from Northeast Water Solutions. The project is not completed until the well is dug, so payment of that invoice (\$25,069.43) will be deferred. Philip Brooks moved, Martha Fuller seconded, to approve payment of all just and due bills in the amount of \$2,100.33. Passed unanimously.

Citizen's Bank account signatories. The Moderator has learned that would-be signatories on this bank account must come to the bank

accompanied by current signatories; all signatories must coordinate.

By-law revision - Connection Fees. New service connections will be assessed a flat fee of \$2,000 to cover expenses incurred by the District. Martha Fuller moved to approve the change to the bylaws, Ann Marie Lockwood seconded. Passed unanimously.

USDA Grant requirements - Compliance Review and Audit. All District documents, including the Website, must include language describing a policy of non-discrimination. The District must produce a demographic report on the Board, employees, and customers, and must provide security/vulnerability assessment and plan, in addition to a self-evaluation and transition plan for compliance with the Americans with Disabilities Act. An audit is also required, perhaps comprising the budget and customer report.

System Improvement Projects update. Army Camp well is still not online. A building inspector must approve the electrical work. National Grid must come. All the rest should be done by November 26. The addition of the pressure-reducing valve requires a change order. Big Blue will be robotically inspected, then cleaned. The Office Manager will find out the date for the ROV inspection.

November-December Board Objectives for Operations Manager. Ongoing.

Adjourn. Martha Fuller moved to adjourn, Philip Brooks seconded.

Passed unanimously.

Respectfully submitted, Martha Fuller, Clerk