

Tiverton Wastewater District (TWWD)

Special Meeting & Board of Directors Meeting held at the new Tiverton Library, 34 Roosevelt Ave., 5:30 PM

Minutes (approved September 21, 2015)

August 17, 2015

Special Meeting Time: Meeting was called to order by Chair Leroy Kendricks at 5:37 PM; LK called roll

TWWD Board present: Leroy Kendricks (LK); Paul Northrup (PN); Colleen Stanton (CS); Scott Humphrey (SH); Chris Nearpass (CN)

TWWD personnel: Lisa Andromalos (LA); Sarah Stearns (SS), Nan Godet (NG)

Guests: Diane Johnson (DJ), ASRWVA; Robert Laflamme (RL)

Special Meeting:

1. PN introduced the Resolution authorizing the issuance of bonds and notes by TWWD, as prepared by Ellen Corneau (EC), Bond Counsel; bonds and notes not to exceed \$7.36M (see appended document). PN read and summarized the document; PN said that EC reviewed TWWD By-Laws and Enabling Legislation before writing the resolution. Discussion followed.

SH commented that the wording ‘the project’ in the resolution may restrict us in the future by not clearly defining which project. Discussion followed. Group determined best to identify what the funds would be used for by adding clarifying language to the document after ‘the project’.

PN then moved that the Board request a District vote on the resolution as amended (see appended document; wording amended to read “the Project as defined by [USDA loans obligated in 2014 and Community Development Block Grants awarded as of this date](#)”; [USDA loan numbers to be inserted](#); CN seconded; motion carried unanimously.

RL asked about grants and loans, the number of residents paying off the loan, and the amount of time allowed; RL also asked about the resolution itself, which was explained by LK. RL voted “yes” to approve.

RL left the Special Meeting at 5:55 PM

LK asked for a motion to adjourn the Special Meeting; PN so moved; CN seconded; carried unanimously. Meeting adjourned at 5:56.



Board of Directors Meeting held at the new Tiverton Library, 34 Roosevelt Ave., 5:30 PM
Draft Minutes
August 17, 2015

Board of Directors Meeting:

Meeting Time: Meeting at the Tiverton Library (Learning Center) was called to order by Chair Leroy Kendricks at 5:56 PM, August 17, 2015; LK called roll

TWWD Board present: Leroy Kendricks (LK); Paul Northrup (PN); Colleen Stanton (CS); Scott Humphrey (SH); Chris Nearpass (CN)

TWWD personnel: Lisa Andromalos (LA); Sarah Stearns (SS), Nan Godet (NG)

Guests: Diane Johnson (DJ), ASRWVA

1. Approval of minutes of the previous meeting: LK asked for a motion to approve; SH so moved; CS seconded; discussion followed. Minor changes to minutes were discussed. Motion to approve minutes with appropriate changes was approved unanimously.
2. Public Comments: none.
3. Bond Issue Authorization: Discussed and resolved in Special Meeting.
4. Department Reports:
 - a. Treasurer’s Report (see appended):
PN reviewed report; end of June balance of \$168K; end of July balance of \$177K; revenues better than projection. LK asked that PN explain the revenues; LA commented that “latent users” had been entered into the system and billed. Discussion followed regarding cash flow and billing cycles. PN then reviewed major variances.

USDA/PPG Agreement: LK sent an email to Joanne Demars (JD) inquiring as to the delay; JD apologized, the engineer has not yet reviewed the PER

Transfer of Fixed Assets: TWWD list submitted to Solicitor May 13, 2015; LA commented that the (new) Town Solicitor (Anthony DeSisto/AD) had placed on the Council’s next Agenda, as well as CSSLP; Also, as of July 1, 2015, the assets were disposed from the town books. Discussion followed regarding outstanding asset transfer issues : 1) Blackbird Ct Pump Station must first transfer to the Town from Countryview, then can transfer to the district; 2) discrepancy between the town list of assets being disposed and the TWWD asset list. LA and PN will work to reconcile the discrepancy (regarding asset records) and will consult with Jim Dugan (CPA) who has advised this is common in terms of municipalities recording assets. PN has full asset list and worked with AECOM to establish values using industry standard values for pipe etc; 3) confirmed with solicitor and town that interceptor is not being transferred as TWWD does not have funds to pay bonds. Understanding is that once bond obligation is fulfilled, Town will turn interceptor over to district.

b. General Manager’s Report (see appended):
LA reviewed report: SB billing has just gone out (estimated); reviewed receipts from Bourne Mill; reviewed tax lien list, and aged payments.

Shut-offs: LK asked that LA coordinate shut-offs with NT. LK asked if LA can make contact with SB’s Chair and request that shut-off be placed on the SB Board’s next Agenda

“Latent” Sewer Users: 6 properties; 4 are currently on payment plans; notices have been sent to the other 2

LA/SH to meet to evaluate possible discrepancies between what rules and regs TWWD has and what is needed; match those requirements to possible Town Ordinance changes. “Kick-off” meeting to be held sometime in early September.

Payroll: Intuit/Quick Books cannot handle year end W2 reporting because it is not set up to do 457 retirement plans. LA has received a proposal from Jim Towers (JT); also tried to get proposals from Paychex. JT can do full reporting for increased cost of \$25/yr over current plan; he will run payroll, do direct deposit, make tax payments and W2 forms. LA or NG can call in hours bi-weekly. Discussion followed between PN and LA regarding tax payments.

USDA projects: On September 3, LA will meet with AECOM to outline future phases and draft a timeline and communications strategy

c. Superintendent/Engineer (see appended):

SS reviewed report: SS is following up with Clean Water Financing

Wastewater Collection: 1 sewer tie-in and another pending (Watuppa Plantations, private development)

Fall River/Lake Avenue: SS received a letter from Fall River (FR) with a change order for stubs for 4 houses, an estimated \$9K (higher than anticipated; possibility that the change order can be made up by \$2700 betterment per property). LK provided some clarification. SS obtained a copy of the FR agreement; the service stubs to be paid for by FR, the agreement specifically says “connection”; not yet signed by FR but has been signed by Tiverton. Discussion followed; there appears to be room for negotiation, since a change order for stubs per connection elevates the expense (as opposed to a contract item).

SS will be checking TWWD manhole covers on Tuesday for any maintenance issues. LK asked about having manhole inspections cycled. Discussion followed. DJ said that ASRWVA could supply a manhole check sheet; LK asked about photos (SS said that you cannot break the plane for photographs as that becomes a confined space); LK asked CN to email the basic form for manhole inspection to SS; DJ indicated that ASRWVA employed a rating system, and she will email those basic sheets to SS; SS indicated she would begin numbering so can record maintenance history.

LK asked if the Town has GPS/GIS database; and if TWWD could work with the Town. Discussion followed. DJ mentioned ESRI; CS asked about the possibility of engineering interns from Roger Williams. AECOM already has some mapping done.

Pump Stations: CN has received run-times from SS.

Blackbird: There has been an issue with pump #2; it’s drawing 60 amps; pump has been pulled and sent to Industrial Pump to be assessed; replacement would be ~\$2,300. Pump not on the alarm system, but has an audible alarm. Discussion followed. LK said put in a Mission box (2 already approved for this year: Blackbird & Hurst).

Crane to pull pumps: SS estimated ~\$1K for a crane and davit bases; LK said crane purchase is already in the budget (previous board approval for ~\$11K, which could cover 2 Mission boxes and a crane).

Mill Street alarm: Will look into; appears to have been some sort of intrusion; pressure wash the wet well.

Schooner: pumped the wet well

The Boat House: High-end paper product is clogging the pumps; LA suggested writing a letter to the Boat House advising them of the situation. Discussion followed concerning possible further action.

Design Projects: SS reviewed Amendment 3 (concerns borings, survey, substrate, culture/history research); Has been trying to track amendment; to should be able to move forward soon. Cost seems appropriate for the work involved (~\$296K).

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LK called for a motion to accept the amendment. Brief discussion followed which involved clarification of language. LA asked, if this proves to be above the not-to-exceed total, would TWWD know how to break down the project costs? LK would like to know percentages of the total cost for the next Board Meeting. This being said, CN moved to accept Amendment 3; PN seconded. LK reminded the Board that Amendments 1 & 2 (PER & ER) were already approved. Further discussion followed. Motion then passed unanimously.

USDA Phase II: There is a meeting scheduled for September 3rd to confirm where we stand, and discuss where the funds will be used.

CDBG Project: Shove & Hooper St. SS developed an RFQ; AECOM's document did not contain CDBG required language.

SS in the process of submitting another round of funds.

2011 CDBG grant; expend on Shove St paving? SS asked the Board to approve. These funds must be spent by September 30, 2015, and only some expenditures qualify. SS working with Tiverton DPW. Discussion followed.

LK then asked for a motion to use remaining 2011 CDBG funds for paving. CS so moved; CN seconded. Motion carried unanimously.

Private Development: SS has been working with Town Planner. Nothing has happened with the Sports Complex Project yet; they are hoping to close in early October of this year and break ground.

5. TWWD Fees:

SS has been reviewing fees, based on hourly rates (billable rate of \$93.61, rounded to \$95). Based on the number of hours required to set up, SS suggests connection fee of \$325; and an inspection fee of \$275, total to equal (minimum of) \$600 to tie in, residential sewer connection). Discussion followed; fees must cover costs. *(CS left the meeting at 7:22 PM and returned at 7:25 PM)* PN expressed concern regarding future TWWD revenues (since sewer user fees are a wash to FR). Question arose concerning commercial fees; LA said that in 2016 will be looking at EDUs and consumption with regard to residential vs commercial OMA's. *(CN left the meeting at 7:30 PM and returned at 7:34 PM)* Discussion followed re possible connection fees.

LK called for a motion to adopt the fees as proposed. CS so moved; SH seconded. There being no further discussion, the motion carried unanimously.

6. Bay Street Group:

LA summarized the history of Bay St and Phase I, and reviewed the hand-out (see appended), for future consideration: (Discussion Guide prepared by CH), Mission Statement, Appointment Processes, possible Deliverables (current wastewater solutions, known environmental conditions, sewer vs septic, etc.); stake-holders; what about storm water, paving, etc? LA and LK made group appointment suggestions.

A salary survey would be in the Town's, TWWD's, and in the Community's interest (eligibility for, e.g., CDBG loans)

Discussion ensued regarding sewer abutters and Bay St. Abutters are required (by Town Ordinance) to tie-in. LA can look at any questions/comments the Board may have, and put issue on the next Agenda, or LK could call a special meeting to review.

LK entertained a motion to adjourn. CN so moved; CS seconded. The meeting was adjourned at 7:49 PM.