

APPROVED

BOARD OF COMMISSIONERS MEETING

MINUTES OF

January 15, 2019

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Present:

Wendy Chapman, Commissioner
Robert, Ethier, Commissioner
Jennifer Kelson, Treasurer
Steven Souza, Superintendent
Wayne Perkins, Crew Chief
Louise Warren, Billing Clerk
Barry Woods, Admin. Support
Peter Meier, Selectman/Resident
Patrick O'Neil, Tata and Howard
5 residents of Buzzards Bay

The meeting was called to order by Robert Ethier, Commissioner at 4:00 pm.

Approval of meeting minutes dated 12/11/18

Wendy Chapman made a MOTION to approve the minutes dated 12/11/18. Robert Ethier seconded that motion, and all in favor.

Approval of December 2018 Commitment

Wendy Chapman made a MOTION to approve the December 2018 Commitment. Robert Ethier seconded that motion, and all in favor.

New Business: Discuss Rates and Status of Well #5 with Patrick O'Neil, Tata and Howard

Patrick O'Neil gave an update on the project budget. He explained how there are two components to the project, the well and the chemical feed facility. Patrick explained why the well is not online yet. There were leaks identified. Station 3 has existing leaks in the pipeline while there is a new leave at Well 5. District crew worked to find the source of the leaks. Station 3 did eventually go online.

They continue to investigate the leak at Well 5. It is a very small leak, leaking at .006 gallons per minute. The leak has not been located. The contractor dug up the pipeline from his connection to the well. They could not find leak. There is still a leak somewhere. The contractor pulled the well pump 3x to check for leaks. Replaced check valve one time. Replaced O-rings. Did not observe the leakage but the leak is still there. Pumps were pressure tested. There is possibly something in the pitless o-ring.

Patrick made his recommendation to the board. He recommends we start up the well and put it into service. All components run and should get some hours in because it is under warranty. Patrick suggests running the well for a few months then shut it down and check it for pressure

leaks. He said it is very hard to find leaks right now because the water level is up to the pipe line. Leaks are hard to see at this point.

There is an open issue with the security keypad. Patrick is trying to get the correct keypad that was specified in contract. Robert Ethier asked if we are giving the contractors a deadline? Patrick will issue a letter with a timeline to the contractor for getting the necessary security keypad. Wendy asked if they (the contractor) have been paid in full. Patrick said they have not been paid in full yet and that we still have some leverage.

Robert Ether stated, "We want what was specified for the project."

Robert Ethier asked if these leaks are typical. Patrick said no. It is an odd situation.

Wendy asked what are the ramifications if we don't find the leaks? Patrick replied, "really none." The water from the leaks will go back into the aquifer. Chemical treated water could potentially drain back into the aquifer which could have a slight change on PH levels. It would take a lot of leakage to do this. The soil should dissipate any chemicals in the water from the leak. Patrick, "I don't think there are any drastic long-term concerns."

Steve said that hopefully running it (the well) will fix itself.

Well needs to go thru disinfection process before going on line.

From the floor, "What does the keypad control?" Patrick said it is a security keypad to arm and disarm the door. The keypad that was put in is not the requested one and doesn't work with our software.

Barry asked if Patrick could work with Steve on fulfilling the DEP's requirements to get the new Well up and running. Patrick said, "yes."

Wendy asked Patrick if tax exempt properties were taken into consideration when creating the rates. Patrick answered, "no, it was not looked at." Wendy Chapman explained that twenty percent of the district is tax exempt/non-profits. Anything not covered on the usage is made up in tax revenue. The rates that people are paying are extremely high in their opinion, per Wendy. Per Barry Woods, taxation usually covers 45% of the budget.

Wendy brought up topic of pilot programs. She said that certain places (such as Falmouth) are using pilot programs. There was discussion about adding a new billing tier. Patrick suggested looking at the users who would fall into that higher tier. There are options for gaining revenue from that group (tax-exempt/non-profits) but further info is needed to see who the users are.

Barry Woods stated, many of the town parcels are not top users.

Wendy discussed the additional construction going on in town, and how we need to try to balance the rates across the board.

Peter Meier said he would bring up the topic of a pilot program to the Town of Bourne Finance Dept. He said he is willing to ask. Wendy stated that Mass Maritime would not entertain a discussion with us about Pilot programs.

Wendy said we need to try to balance the nonprofits with everyone else that has to pay the tax bill. It isn't fair for the residents to shoulder the tax burden.

Peter asked if we have a dollar amount in mind? Wendy answered that we do not right now, we are in the talking stages to come to a number. It will be a negotiation and an amount that both groups can agree on that is more than zero.

Patrick threw out the idea of a Special Capital Assessment. Some places utilize this as a source of revenue. The Capital Assessment would capture tax exempt individuals too. It is a fee issued on a project by project basis. He said it is just something to consider.

Wendy asked where the \$81 base charge came from. Jennifer Kelson explained that it came from the results of the rate study, and Patrick explained that it is a constant guaranteed revenue stream.

From the Floor, a resident questioned the \$81 base and asked, "what is it for?" She said it seems, "crazy." She was not happy that there was no more free water. She stated, "the \$81 includes nothing." Barry Woods stated the true cost of water is going up and people should try to use less water. Robert Ethier stated, The State put restrictions on water usage and it's the cost of doing business. It's to pay for the infrastructure.

Wendy asked if we should look into long term debt to save on expenses. Jennifer Kelson said that we could look into long term borrowing for future projects. Barry Woods explained that you need to look at interest rates and what it would cost us in interest on long term notes.

New Business: Review, Discuss, and submit proposed changes to existing Bylaws regarding increasing number of board commissioners and the requirement for nomination paper. Commissioners to call and set date for Special District Meeting to vote Bylaw changes.

Jennifer Kelson presented a letter to the board explaining the proposed bylaw amendments. See attached.

Jennifer Kelson then read aloud the proposed amendment changes to the existing bylaws. See attached. Changes are reflected in Red.

There was discussion regarding Article XIV, the commissioners agreed that candidates must be a registered voter of the district.

Robert Ethier made a MOTION to call a Special District Meeting to be held on March 5, 2019 to vote on the adoption of the Bylaw amendments proposed for Articles I, IV, IX, XII, and XIV. Wendy Chapman seconded that motion and all in favor.

Superintendents Report

Presented by Steven Souza and accepted by the board.

Treasurers Report

Presented by Jennifer Kelson and accepted by the board.

Holiday calendar 2019 accepted

Any business not reasonably anticipated within 48 hours

None

Commissioners comments/select next meeting date

The next Board meeting is scheduled for Tuesday, February 12, 2019 at 4:00 pm

Special District Meeting is scheduled for Tuesday, March 5th @ 7:00 pm at Bourne Community Bldg.

ADJOURNMENT

Wendy Chapman made a MOTION to adjourn the meeting 5:20PM. Robert Ethier seconded that motion.

Prepared by: Jennifer Kelson, Treasurer
Buzzards Bay Water District

March 21, 2019

Memorandum **Inter-office** **Buzzards Bay Water District**

To: Board of Water Commissioners

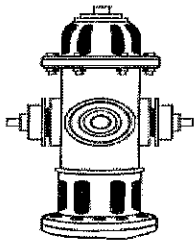
CC: file

From: Steve Souza, Superintendent

Date 1-10-2019 for BWC Meeting on 1-15-2019

Re: Superintendent's Report

I am pleased to provide you with this monthly bulleted report regarding some of the District activities since our last Board meeting.



- Working with Tmobile on upgrades
- Working with Sprint on upgrades
- New truck delivered
- Tier 2 report complete
- Working with MMA on demo
- Working on aged meter changes

Respectfully submitted, *Steve Souza, Superintendent*

March 21, 2019

Memorandum **Inter-office** **Buzzards Bay Water District**

To: Board of Water Commissioners

CC: file

From: Jennifer A. Kelson

Date 1/15/19

Re: Treasurer's Report

Please see to the following notes regarding Treasurer activity since the last Board meeting:

- Tax Recap for Plymouth approved by DOR. FY2019 rate is .52
- Spoke with Plymouth County OPEB Trust Advisor, suggested he make presentation to the board at future meeting
- Water bills went out first week of January 2019
- 1099's completed and mailed out
- W2's distributed
- Attended Cape and Islands Treasurers Meeting 12/13/18
- Holiday schedule 2019
- Begin initial review of FY20 Budget

Respectfully submitted, *Jennifer A. Kelson, District Treasurer/Clerk*