AGENDA
NOTICE OF MEETING: Board of Directors Meeting
Date: September 20, 2017            Time: 5:30 PM

Location: Tiverton Wastewater District, 400 Fish Road, Tiverton RI 02878

The items to appear on the agenda are as follows:

OLD BUSINESS

1. Approval of minutes of previous meetings: August 16, 2017 Monthly Meeting
2. Public Comments

NEW BUSINESS

1. Election of Officers (Vice Chairman & Secretary)
2. Onsite Services for the Town of Tiverton
3. Report from AECOM on the Phase 1 project and Casino work.
4. Department Reports:
   a. Treasurer’s Report
      i. Summary of revenue and expense
      ii. Financially related information
   b. General Manager’s Report
      i. Phase 1 Expansion – Main Lines & Connections Projects
      ii. Phase II Planning
   c. Superintendent’s Report
      i. Onsite Wastewater Disposal Systems
      ii. Wastewater Collection Systems
      iii. Pump Stations
      iv. Design Projects
      v. Mandatory Connection Regulations
   d. Office Manager’s Report
      i. Quarterly Billing
      ii. Past Due Collections
      iii. Accounts Receivable

Pursuant to the terms of R.I.G.L.  § 42-46-6. Notice.— (a) All public bodies shall give written notice of their regularly scheduled meetings at the beginning of each calendar year. The notice shall include the dates, times, and places of the meetings and shall be provided to members of the public upon request and to the secretary of state at the beginning of each calendar year in accordance with subsection (f).

(b) Public bodies shall give supplemental written public notice of any meeting within a minimum of forty-eight (48) hours before the date. This notice shall include the date the notice was posted, the date, time and place of the meeting, and a statement specifying the nature of the business to be discussed. Copies of the notice shall be maintained by the public body for a minimum of one year. Nothing contained herein shall prevent a public body, other than a school committee, from adding additional items to the agenda by majority vote of the members. School committees may, however, add items for informational purposes only, pursuant to a request, submitted in writing, by a member of the public during the public comment session of the school committee’s meetings. Said informational items may not be voted upon unless they have been posted in accordance with the provisions of this section. Such additional items shall be for informational purposes only and may not be voted on except where necessary to address an unexpected occurrence that requires immediate action to protect the public or to refer the matter to an appropriate committee or to another body or official.
Board of Directors Meeting,
Tiverton Wastewater District Conference Room, 400 Fish Road, Tiverton, RI
August 16, 2017
Final Approved Minutes

Meeting Time and Location: Tiverton Wastewater District, 400 Fish Road, 5:30 PM

TWWD Board present: Leroy Kendricks (LK); Paul Northrup (PN); Tom Principe (TP); Brett Pelletier (BP)
TWWD Board absent: Scott Humphrey (SH)
TWWD personnel present: Steve Berlucchi (SB); Sarah Stearns (SS); Pat Nannini (PNN)
TWWD personnel absent: Judy Rapoza (JR)
Guest: Public:

LK called the meeting to order at 5:39 PM

1. Approval of Minutes of previous meeting: July 17, 2017 Board of Directors Meeting

   LK called for a motion to approve the minutes of the July 17, 2017 Board Meeting, PN so moved, TP seconded. Motion to approve minutes passed unanimously without changes.

New Business
2. Onsite Services for the Town of Tiverton
   1. Discussions between the Town and TWWD have been ongoing regarding the funding of $900k for the CSSLP Loan program, currently all existing funds have been depleted and there are 3 people on the waiting list for the low interest loans.
   2. TWWD needs to prepare an agreement/contract/Memo of Understanding with the Town to provide services for the OWTS Program and funding requirement. BP offered insight on the Town Council and will prepare a contract to present to the Town for our services. This year we have asked for $38,000 but may need to be increased to $50,000 for future years.
      1. LK would like BP and staff to meet with the Town Administrator and the DPW Director at the new TWWD office to present the results of the April 2017 OWTS project and explain the next steps, costs and responsibilities and general OWTS support service.
      2. BP will talk to Bill and Paul (DPW Director and Town Manager), Conservation Commission and the Town Council members concerning OWTS services.
   3. SB will meet with Bill Anderson, DPW Director (make a presentation to the Town Council) to go over the plans for the Phase 1 Sewer Expansion project.

3. Discussion of RFP for legal services:
   1. Jim Donnelly (TWWD Lawyer) recently retired, LK met with Brenda Panaggio, Jim’s law practice partner, about taking over our legal needs. LK would like to research other experienced municipal lawyers as well and go out to bid. BP has experience in this area and will lead the search and issuance of the RFP. He has a list of experienced law firms for municipalities and will solicit their services. If the known list doesn’t provide what we need for price, etc, we may open the search to additional firms. SS will notify Rebecca at the USDA concerning the RFP for legal services.
4. Department Reports:
   1. Treasurer’s report (see appended)
      1. Resolution to Authorize Bond Anticipation Note through October 2018
         1. PN spoke with the TWWD Bond Council and the resolution and funds requested will satisfactorily meet our needs.
         2. PN asked for a vote on the resolution, LK made a motion to accept, TP seconded the motion, motion passes unanimously
   2. General Manager’s Report (see appended)
      1. Phase 1 Mains – The Pump Station at Schooner Drive has been examined and determined that it can handle the extra flow from both the Project and the anticipated Banquet Facility that the Boathouse restaurant is anticipating building in the near future. We still need to obtain the easement from the Boathouse to put sewer on Schooner Dr., SB feels this is forthcoming. An alternate route would be to use the existing Rail Road right of way to get to the FR Interceptor.
      2. Phase 1 Mains – SB stated there are still 3 properties that will not sign off on the project, and would like to have one more chance to explain to the property owners the ramifications of opting-out. TP offered to speak to the homeowners as their neighbor to see if he can explain to them the benefits and pitfalls if they choose not to participate.
      3. Phase 1 Connections - 90% participation rate
   3. Superintendent’s Report (see appended)
   4. Office Manager’s Report (see appended)

LK called for a motion to adjourn. PN so moved; TP seconded. Motion passed unanimously. The meeting was adjourned at 7:10 PM.
TIVERTON WASTEWATER DISTRICT
TREASURER’S REPORT
September 20, 2017

Operating Cash Position:
- Balance 7/31/17 = $103K
- Administrative Fees = 32K
- Sewer Usage Fee Income = 71K
- Betterments/Assessments = 2K
- Other Income = 1K
- Payroll Expense = (12K)
- Legal Fees = (2K)
- Office Moving, etc. = (2K)
- Pump Station Maintenance = (2K)
- Other Expenses = (5K)
- Balance 8/31/17 = $185K

The balance of $185K is $15K better than projected due to revenue being $12K better and expenses being $3K less than forecast.

Budget Year to Date:
Revenue is 14% better than budget primarily due to Administrative Fees and Sewer Use Fee Income being $17K over budget. Expenses are 54% under budget due to Sewer Usage Fee Expense which is paid quarterly (payment due in September).

Major Variances from Budget:
- Sewer Usage Fee Income - $10K over budget
- Sewer Usage Fee Expense – $64K under budget

Watuppa Plantation:
We have collected 13 of the 14 assessments. The amount to be reimbursed to our interim loan money market consists of $1,575 for interest, $8,934 for 1 property and $28,643 of cost over-runs, totaling $39,152.

Interim Loan (BAN – Bond Anticipation Note):
Balance in our money market account at BayCoast Bank as of 8/31/17 = $1,425,414 (71%).
Awaiting advice from our Fiscal Advisor on how next phase of notes should be solicited for bids, i.e., $2M & $4.5M increments.

Cash in Escrow (not included in operating cash above):
- Longplex Sports = $620
- Twin River Casino = 72,855
- Total Escrow = $73,475

Paul B. Northrup
Treasurer
Phase-1 Expansion Projects – Main Lines (public) and Connections (private)
Sarah and I met with Tom Parese, AECOM, on 9/14 to review final revisions to plans and specs. Project nearly ready for submission to permitting authorities.

Mainline Project –
A.) Poplar Ave. Easements – We have all but one easement agreement from the abutters. The last abutter wants the potholes patched before they will consider signing. Because Poplar is going to be used as an emergency entrance and exit for the residents effected by the project, we planned on patching the pot holes as soon as construction started. Pot holes are scheduled to be patched in the near future by the DPW at an agreed upon price of $3,500. from project funds.

B.) Schooner Drive Easement - The Newport Harbor Corp. (Boat House) has agreed, in principal, to give us an easement to install sewer main down Schooner Drive from Poplar Ave. to the existing gravity sewer manhole servicing the restaurant. Hope to negotiate particulars next week.

Connection Project – Have received 235 out of 253 signed agreements = 93%. Will continue to pursue stragglers.

Phase-2 Expansion Project – Ready to begin planning process for phase-2. AECOM estimates that it will take them about 9-months to put the project together.
District Engineer/Superintendent’s Report for
September 20, 2017
Tiverton Wastewater District Board of Directors Meeting

I. On-Site Wastewater Disposal Systems:
   a. Community Septic System Loan Program (CSSLP):
      i. Tiverton Town Council approved new loan commitment of $900K over 3 years for CSSLP. Loan commitment letter signed. Next step is for RIIB and Town agreement to be executed.
      ii. 1 CSSLP application received this month.
   b. OWTS Inspection Program - Stafford Pond Watershed Area updates
      i. 11 properties are on wait list for inspection (down from 13)
      ii. 72 properties are non-responsive (down from 74)
   c. 4 properties with failed cesspools have yet to complete repair process:
      i. Main Road Property – RIDEM is moving to issue NOV and enforcement order.
      ii. Evergreen Ave Property – Homeowner cannot secure CCHC loan until probate resolved.
      iii. Wood Ave Property – Assisting homeowner with CSSLP
      iv. Urbans Ln Property-Excavation started for system repair.

II. Wastewater Collection Systems:
   a. Sewer Tie-In Activity since last BOD meeting:
      i. Villages of Mount Hope Bay–4 Mainsail Dr. and 2 Leeshore Lane units tied into sewer. 8 units on Yard Arm Dr.expected to tie in this month.
      ii. Lake Avenue Deadline to comply with mandatory sewer connection regulation is end of August 2017.
         a. 2 remaining properties have not applied for a connection to the low pressure sewer line and water line. Enforcement letter to be sent out pending BOD discussion regarding mandatory connection rule.
      iii. Country view Estates – 1 new Lark Lane unit tied in.

III. Pump Stations O&M

   Mill Street Pump Station
   Industrial Way Pump Station
   Schooner Drive Pump Station

These pump stations are in good operating condition. No station alarms in past month.

Blackbird Court Pump Station

This pump station is in good operating condition with the following exception:
• Generator charger needs replacing.
• Intermittent issue with pressure level sensor Tri-State trouble shooting.
Hurst Lane Pump Station

This pump station is in good operating condition with the following exception:
- Generator auto transfer switch replacement needed. On hold due to impending station abandonment.

eRPortal Construction Maintenance and Management Software

Training scheduled for 9/27 at 1:00 pm via webinar.

IV. Design Projects

a. USDA Year 1 Project – Riverside Drive and Robert Gray Sewer Mains & Connections. This project includes approx. 8,100' of gravity and 6,900' of low pressure sewer main construction and 198 private property connections. Additionally, 50+- properties presently abutting sewer lines will be connected.
   i. August Plans and June specs reviewed by TWWD and markups sent to AECOM to address.
   ii. TDPW provided with Plans on 8/31. No comments received yet.
   iii. Stonebridge Fire District requested hard copy Plans for review.
   iv. RIDEM Order of Approval Permit to be submitted this week with updated plans and specs. CRMC, RIDEM Wetlands permit applications to follow.

b. USDA Year 4 Application for Funding- $7,139,000 for Garden Heights Area Project. This project includes 21,000' public gravity sewer extension and laterals to 334 properties. This application is on hold with USDA until Phase 1 is put out to bid.

c. CDBG Hooper and Shove- This project includes approx. 1,200’ public gravity sewer extension and 24 private property connections.
   i. Project will utilize CDBG 100% grant funds totaling $268K for sewer mains only and USDA funds totaling $271K for mains and $120K for connections for construction. USDA funding is roughly 76% loan/24% grant.
      a. RI Office of Housing and Comm Development informed TWWD that 2012 award in amount of $100K was deobligated due to funding sunset. TWWD may reapply for this amount at next call for applications.
      ii. Contract agreement from C&E Engineering ($49K) still waiting for concurrence review by USDA prior to executing.

d. Long Sports Complex -This development project includes approx.1,100' public gravity sewer and 1,400' private force main and pumping station construction. No new activity to report.

e. Twin River Casino-This development project includes approx. 3,200’ public gravity sewer and 2,600’ private force main and pumping station.
   i. RIDEM Order of Approval for public wastewater extension and private force main and pumping station granted on 8/16/2017.
ii. After confirming existing sewer invert elevations of Fall River lines, Amec FW issued revised plans.
   a. AECOM reviewed and marked up plans.
   b. Analysis of short term and long term flows conducted to address Fall River concerns.
   c. Casino starting wastewater work on-site only 9/22. AECOM's Reggie Donoghue to inspect work.
   d. Escrow for peer review, engineering support and construction inspection services has been collected from Twin River.
   e. Shop drawing approvals for piping and structures on the public sewer extension are pending (following acceptance of changes by Fal River).

V. **Mandatory Connection Regulations**
   a. Asking for Board consideration of 25-year rule waiver process from 1-year mandatory connection requirement. See Attached 9/7/17 Email.
      a. Waiver would allow property to be exempted from 1-year mandatory connection requirement until State permitted septic system passing inspection reaches age of 25-years from date of installation or prior to transfer of property, whichever comes sooner. Waiver application would require owner to submit copies of RIDEM construction and conformance certificates, inspection report, record of most recent pumpout, and certification statement/signature that system will be tied into public sewer upon septic system reaching 25-years age or prior to ownership transfer of property.
TIVERTON WASTEWATER DISTRICT
OFFICE/BOOKKEEPER’S REPORT
Prepared by: Patricia Nannini
September 20, 2017

Quarterly Billing
- The mailbox has been installed at 400 Fish Road, all mail is being delivered to the new address and mail addressed to 86 Main Road is being forwarded.
- Since last month were: 26 payments by Credit Card
  - $3784.70 paid to TWWD
  - $3895.40 paid by the Customer

New Customers Added
- Total new customers included in the FY18 budget – 25
- Actual new customers added in August - 4
- YTD actual new customers added - 5

Past Due Collections
- Late fees were assessed on September 6th, resulting in a total of $139.06 in fees charged to 69 accounts that had balances due over 35 days.
- The over 180 days delinquent accounts are $2469 – last month was $3772. There are 5 customers in this category, 3 of them are on payment plans, 1 account has no water service already ($117.09 total fees due) and one account balance due is under $1.
- The shutoff process initiated in August yielded in collecting $1300 on the past due accounts. Both accounts are on payment plans for the remaining balance on their accounts.

Accounts Receivable
- Aging as of 9/12/17
  - 180+ days: $2468.69
  - 90-179 days: $12937.27
  - 60-89 days: $6068.38
  - 30-59 days: $14598.23