

**RYE WATER DISTRICT
MEETING MINUTES
Meeting held via ZOOM
January 6, 2021 – 9:00 a.m.**

Attendance:

Tom Clifford, Commission Chair
Ralph Hickson, Commissioner
Art Ditto, Commissioner

Others Present:

Arik Jones, Superintendent
Darren Prince, Asst. Superintendent
Dyana Ledger, Business Manager
Chris Berg, Wright-Pierce
Attorney Justin Richardson
Zachary Malpass
Johanna Silkowski

I. Call to Order

Chair Clifford called the meeting to order via Zoom video conferencing at 9:00 a.m.

Statement by Tom Clifford:

As chair of the Rye Water District Commission, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are providing public access to the meeting by telephone, with additional access possibilities by video and other electronic means. We are utilizing Zoom for this electronic meeting. All members of the board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: www.zoom.com
ID #872-2277-1387 Password: 03870

Public notice has been provided to the public for the necessary information for accessing the meeting, including how to access the meeting using Zoom telephonically. Instructions have also

been provided on the website of the commission at: ryewaterdistrict.com go to the Meetings/Agenda page and click on the agenda for this meeting. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance of commissioners:

1. Tom Clifford
2. Ralph Hickson
3. Art Ditto

II. Approval of Meeting Minutes

- December 2nd

**Motion by Ralph Hickson to approve the minutes of December 2, 2020 as presented.
Seconded by Art Ditto.**

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

- December 18th

**Motion by Ralph Hickson to approve the minutes of December 18, 2020 as presented.
Seconded by Art Ditto.**

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

III. Correspondence

- **Email rec'd Zach Malpass – 12/20/20**

Attorney Justin Richardson, along with his clients Zachary Malpass and Johanna Silkowski, met with the Commissioners to request their assistance with the Town in regards to their property at 120 Garland Road. The Town has requested additional groundwater studies on the Malpass property and the health of the White Cedar Forest. They asked the District to speak with the Town about forgoing those studies.

The Commissioners noted that they have no input over the actions of the Town. It was also noted that the Water District is regulated by the DES Water Bureau. In development of the replacement well, the District has done all the testing that is required by DES. Wright-Pierce's final report for those tests will be ready within the next couple of weeks. The Commissioners agreed that after the report is reviewed, copies could be distributed to all interested parties. After discussion, the Commissioners also agreed, at this time, they would not be able to fulfill Mr. Malpass' request in regards to approaching the Town on his behalf.

- **Email rec'd from Att. Justin Richardson – 12/29/20**
Re: Right-to-know request
Not addressed at this time as Attorney Richardson had signed off from the meeting.

IV. Update – Chris Berg, Wright Pierce

Chris Berg, Wright-Pierce, gave an update to the Commissioner in regards to on-going district projects. The agreement and notice to proceed for construction at Garland pump-house will be sent to the District sometime this week. The agreement will need to be signed by the District's authorized representative and sent back to Wright-Pierce. The construction administrative agreement with Wright-Pierce needs to be signed and returned, as well.

In regards to the Wallis Road project, the survey has been completed and the plan sets are now being developed. The plans should be about ninety percent completed by the end of the month. Once the plans are reviewed by the District and DES, they will be able to be sent out to bid.

The Cedar Run replacement pump test report is almost complete. A draft report will be sent to the District for review and comment. A final draft will be prepared once the draft is approved by the District.

V. Superintendent's Monthly Report, Pumping Chart, Data Report and Bacteria Tests for December

Superintendent Arik Jones presented his monthly report, pumping chart and bacteria tests for the month of December.

- The end of year totals for pumping was approximately 21 to 22 million gallons more than any of the past five years. In 2017, the District pumped 134 million and in 2020 the pumping was 155 million. The average daily usage has returned to more normal usage over the past month.
- PFAS samples have not yet been done for the month of January. As discussed in the previous meeting, these samples will now be done on a quarterly basis, instead of monthly.
- Monthly bacteria samples were completed and the results should be in within the week. Quarter four chemical samples have been completed and processed. Everything seems to be normal.
- Jim Verra will be sending a quote for survey work.
- Operator Greg Vaillancourt will be in operating training starting next week for 12 weeks. The training will be done via Zoom and he will be set up in the conference room at the office.

**Motion by Art Ditto to accept the Superintendent's report for the month of December.
Seconded by Ralph Hickson.**

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

VI. Treasurer's Report

The Commissioners reviewed the treasurer's reports for the months of October and November.

Motion by Art Ditto to accept the Treasurer's report for the month ending October 31st.

Seconded by Ralph Hickson.

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

Motion by Arti Ditto to accept the Treasurer's report for the month ending November 30th.

Seconded by Ralph Hickson.

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

VII. Cash Flow Reports

The Commissioners reviewed the updated cash flow reports and year to date comparisons.

Motion by Ralph Hickson to accept the cash flow reports for the month of December.

Seconded by Art Ditto.

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

VIII. Old Business

a. 2021 Budget Review

Business Manager, Dyana Ledger, presented three scenarios for the 2021 Budget that were based off discussions from the Commissioner's work session in December. After review, the Commissioners agreed to go with the budget that included a 2.75% increase in water usage fees over the initial allotted gallons (Budget 1B). The budget also includes a withdrawal of \$75,000 from the District's Expendable Trust Fund. It also includes \$100,000 from the fund balance to help reduce taxes. A few minor changes were made to the proposed budget.

Motion by Art Ditto to accept 'Budget 1B' with the agreed upon amendments. Seconded by Ralph Hickson.

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

b. 2021 Warrant Article Review

Article #04 To see if the District will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) for the purchase of a new truck and snow plow to replace the existing Ford F-250 and authorize the withdrawal of Sixty Thousand Dollars (\$60,000) from the District's existing Equipment and Buildings Capital Reserve Fund, established for the purpose of purchase, repair, modification, or replacement of equipment and buildings that support operation of the water distribution system; with up to Fifteen Thousand Dollars (\$15,000) to come from general taxation. (Majority Vote Required)

Motion by Art Ditto to recommend Article 04. Seconded by Ralph Hickson.

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

Article #05 To see if the District will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be placed in the District's existing Storage Tank Maintenance Expendable Trust Fund established for the purpose of maintaining the water storage tanks. This appropriation is in addition to the operating budget. (Majority Vote Required)

Motion by Ralph Hickson to recommend Article 05. Seconded by Art Ditto.

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

Article #06 To see if the District will vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000) to be placed in the District's existing Equipment and Buildings Capital Reserve Fund established for the purpose of purchase, repair, modification, or replacement of equipment and buildings that support operations of the water distribution system. This appropriation is in addition to the operating budget. (Majority Vote Required)

Motion by Art Ditto to recommend Article 06. Seconded by Ralph Hickson.

Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes

Motion passed

Article #07 To see if the District will vote to raise and appropriate the sum of One Million Seven Hundred Twenty-Two Thousand Three Hundred Twenty-Five Dollars (\$1,722,325) for general District operations and to defray Water District charges for the ensuing year. This article does not include appropriations contained in any other warrant article addressed. (Majority Vote Required)

**Motion by Art Ditto to recommend Article 07. Seconded by Ralph Hickson.
Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes
Motion passed**

IX. New Business

- The Commissioners will be meeting with the Budget Committee via Zoom on February 2nd, 4:00 p.m. Budget books will be delivered to the Town Hall for the Budget Committee Members to pick up.

X. Town Planning and Zoning Minutes
No concerns were noted.

XI. Other Business

- Water rate increase letters will be prepared and sent to customers within the month.

Adjournment

**Motion by Art Ditto to adjourn at 11:11 a.m. Seconded by Ralph Hickson.
Roll Call: Art Ditto – Yes; Ralph Hickson – Yes; Tom Clifford – Yes
Motion passed**

Respectfully Submitted,
Dyana F. Ledger