

Town of Oriental
Water Advisory Board Meeting
February 24, 2014

DRAFT

A regularly scheduled Water Advisory Board meeting was held on Monday, February 24, 2014 at 1:30 PM. Chairman Jim Barton opened the meeting and determined a quorum was present.

PRESENT: Chairman Jim Barton, Vice Chairman Mahan, Members DeChesser, Rittenhouse, Public Works Director Collett, Deputy Town Clerk Beyer

ABSENT: Town Manager Cutler, Member Johnson

Chairman Barton opened the meeting with an overview of items the Town Board approved at their February 4, 2014 meeting. The dissolution of the Water Advisory Committee, to be replaced by the Water Advisory Board was approved unanimously; the Cross Connect Control and Backflow Manual with its related permit and reporting forms also were approved by the Town Board; in addition the Town Board unanimously approved the new Water Service Ordinance (Chapter K). The nomination and subsequent approval of Member Rittenhouse met with approval from the Town Board as well. All of the new documents and membership terms have been posted to their respective pages by Deputy Town Clerk Beyer.

Chairman Barton then opened the floor for elections of WAB Chairman and Vice Chairman.

MOTION: Member Mahan made a Motion that Jim Barton continue as Chairman of the Water Advisory Board. There were no other candidates. Member DeChesser seconded. Motion passed 3-0. Mr. Barton did not vote.

MOTION: Member DeChesser made a Motion that Jackie Mahan continue as Vice Chairman of the Board. Member Rittenhouse seconded. Motion passed 3-0. Ms. Mahan did not vote.

MOTION: Chairman Barton made a Motion to move the election date of the next slate of Officers to June, 2015 to conform to the new Water Service Ordinance (Chapter K) provision. Vice Chairman Mahan seconded. Motion passed 3-0.

Chairman Barton then presented the Minutes from the January 27, 2014 meeting for approval. Prior to accepting a Motion for approval of the Minutes, Chairman Barton read through key action items:

- The overflow adjacent to Mr. Gerry Crowley's property was determined not to be in violation of State discharge regulations as it is treated wastewater. This determination was made after Chairman Barton asked Public Works Director Collett to call ORC Terry Groome and brief him on the situation. Mr. Groome made the determination and said that he would also inform DENR PWSS Washington of the situation. Public Works is still attempting to determine the cause of the overflow. No overflow was noticed when both pumps were running simultaneously.

- It could be that a ball check or pressure valve is needed in the system. It could also be that since there is periodic leakage in at least one pump seal that the problem may be occurring when the seals are not leaking. Public Works Director Collett also feels that this vent pipe may be unnecessary, and is continuing to look into the issue. When the weather warms he will examine the submerged pipes and/or cap the vent pipe which was added after the initial discharge installation.
- In reference to the status of the Water Plant, Director Collett has set a meeting date of March 5, 2014 (time TBD) with a company that offers software that would enable control of the plant, and also alert personnel of potential issues remotely. Jesse Burgesse has completed the class for Cross Connection and Backflow Prevention and he has passed the initial test. He is qualified for an d will take the State licensing test in May. It was discussed recommending an increase in pay to those Public Works employees who successfully earn licensing and credentials that are Water Plant related. There will be 2 positions open within the next 6 months; one employee is retiring, and Director Collett will be moving out of state. Chairman Barton discussed the importance of maintaining these positions, rather than dissolving them at this time and will take the matter up with the Town Commissioners and the Mayor.

MOTION: Member DeChesser made a Motion to approve the Minutes as read. Vice Chairman Mahan seconded. Motion passed 3-0.

The Tour of the Water system, to include the Plant, wells and backflow devices is still in the works. Director Collett has been tasked with coordinating the date and time for the tour so the Town Board of Commissioners can participate, as well as Town Staff and Water Advisory Board members who may be interested. PWSS has told Chairman Barton and Public Works Director Collett that they will come out to assist with establishing a baseline of the backflow devices.

Director Collett will invite Jesse Burgesse to the March 24, 2014 meeting, so that he can report to the Board on the Cross Connection and Backflow ORC course which he has just completed. Chairman Barton suggested walking the areas where the devices are reportedly located, to create a solid blueprint of each device's location and compare them against town blueprints. This will be a part of a validation survey for all system components in order to build the new Operations and Maintenance Manual this summer..

The upcoming Retreat was then discussed; Deputy Town Clerk Beyer gave a brief overview of what Chairman Barton would need for his presentation. Public Works Director also briefed his role and gave an outline of this presentation for the retreat. Vice Chairman Mahan offered her assistance with creation of Power Point presentations for both the Water Advisory Board and Director Collett.

The preliminary Water Fund Budget was not available for discussion at this meeting. Further investigation revealed there was apparent communications problem between Manager Cutler and Acting Manager Artley. Acting Manager Artley was not in attendance; however, she will provide an Excel spreadsheet to the Chairman prior to the first of the financial planning sessions in March.

Chairman Barton discussed holding a series of meetings to discuss the budget ideally when all members are present and will ask Vice Chairman Mahan to organize and lead the sessions.

MOTION: Chairman Barton made a Motion to hold the initial financial meeting on Monday, March 10, 2014 at 1:30 PM. At this meeting it is expected that **Town Manager Cutler will present the Water Budget.** The purpose for holding a special meeting is to develop and coordinate a financial strategy prior to the town retreat. Member DeChesser seconded. Motion passed 4-0.

MOTION: Chairman Barton made a Motion to hold the monthly WAB meeting on its regularly scheduled day, Monday, March 24, 2014 at 1:30 PM. That meeting will also be a financial one, if required. Member Rittenhouse seconded. Motion passed 4-0.

There being no further business to discuss, the meeting was adjourned. Vice Chairman Mahan made Motion to adjourn the meeting. Member Rittenhouse seconded. Motion passed 4-0. Meeting adjourned at 2:45 PM.

The next regularly scheduled meeting will be Monday, March 24, 2014 at 1:30 PM

Chairman Jim Barton

Deputy Town Clerk Jayne Beyer