

A meeting of the Town of Barnstable's Hyannis Water Board was held on August 10, 2010 at 3:15 PM in the Growth Management Conference Room, 367 Main Street, Hyannis, MA.

In attendance were Deb Krau, Skip Simpson, Tom Holmes and Peter Cross

Staff present: Hans Keijser, Supervisor, Water Supply Division, Mark Milne, Director, Finance Dept. and Dale Saad, Ph.D., Senior Project Manager

Also present: Mark Lavoie from United Water, Ed Maroney, Barnstable Patriot, and Richard Andres.

A quorum being present, Chairman Krau called the meeting to order at 3:39 PM

The Agenda was approved

The Minutes for the July 20, 2010 meeting were approved with amendments. A motion was made to add the "Storage Tank Site and Style Selection Summary" to the July 20, 2010 meeting minutes.

VOTE: Unanimous. The Storage Tank Site and Style Selection Summary will be attached to the meeting minutes.

Operations Report – Hyannis Water System activities from the ongoing 5 projects (South Street, H-1 East, H-1 West, Lincoln Road and Bearses Way), have started to decrease. United Water personnel are still responding to main breaks, leaks and shut offs, but on a less frequent basis, Lavoie explains. There is a continued effort between Lavoie and Keijser to minimize the impact of these events on normally scheduled work.

Lavoie states that United Water has continued to replace sampling taps both as previously defined and as continual evaluations indicate necessary upgrades. Focus will be the Resort Conference Center at 35 Scudder Avenue. The location of the Highway Department at 348 Falmouth Road posed some problems due to floor drain issues. It is projected that once the new offices are occupied and water is used the chlorine residual should improve. The Medical Center located at 100 Lewis Bay Road is still being evaluated. Work for the chlorine injection point at the Mary Dunn storage tanks is ongoing. It is projected that the sample taps will be moved into the new shed by September. These taps will replace the current outside sampling taps.

Preventative maintenance deliverables are mainly current. A low percentage is showing in the meter replacement area. Lavoie explains that there has been a lack of response from customers even with notices being sent out. He is planning for more letters to be sent out soon. Lavoie states that the month of August is projected for the completion of the high hazard cross connection control survey.

The Computerized Maintenance Management System is in routine use and all monthly and quarterly state reports have been submitted.

The over 120 day past-due accounts receivables has declined for the fourth month in a row. Lavoie stated that shut-off notices were being sent out today with a regular practice of the second week of

every month. Lien information needs to be put together by an annual October deadline to be filed. Krau requests that all Hardships are compiled and a cover sheet be generated listing them all.

Cross added how happy he was with the staff of United Water during a meter change and water pressure check at his residence. He explained how informative the technician was with explaining the process.

Fiscal Year End 2010 Financial Report –Mark Milne (4-page handout dispersed containing financial information) -Milne expresses that the Hyannis Water System is doing well. The Balance sheet shows a Total Liability and Fund Equity of \$ 14,786,072.00. The Statement of Revenues, Expenses and Changes in Fund Equity show Total Revenues of: \$3,191,828.00, Operating Income of: \$256,449.00, a Net Income of: \$16,954.00 resulting in a Fund Equity (as of June 30, 2010) of \$4,597,020.00. Water Enterprise Fund Operations showed a Net Income of \$487,364.00 for Fiscal Year 2010. Surplus Funds were calculated at \$537,173.00 as of July 1, 2010.

It was discussed that the intent of the Board is to use the System Development Charges to reduce the amount of capital monies borrowed for construction of the new water storage tanks and to help deter future rate increases.

The Fiscal Year 2010 water production pumping is down 3% relative to the 7 year rolling average water production pumping. Cross says that conservation measures are definitely having an impact. He also explains that there are new building regulations and requirements relative to “low-flow” device installation under the new building permit. Keijser adds that other factors for low pumping could be a result of the economy and the rates going up.

Relative to the Fiscal 2011 Operating Budget, it has been approved for \$ 2,763,500.00. Krau asks why the line item # 691050 (Transfer to Water O&M Reserve/Transfer to Water 3R Reserve were not on “Approved” budget. Keijser explained that it was submitted on the “Proposed” budget; however it appears that it was not approved for Fiscal Year 2011.

Cross asks Milne “How can we save more money?” Milne replies that energy conservation on utilities would be the highest contributor. He recommends speaking with Marcia King (Grant Writer for the Town of Barnstable) to look into options for energy conservation grants. The second contributor could possibly be the management contract for the water supply division, and lastly, get the lien process going with the unpaid collections that are owed.

Meeting was adjourned at 4:54 PM.

Respectfully submitted,

*Marcia Sellitto
DPW, Water Supply Division -Administrative Assistant*

Materials presented at meeting:

- Meeting Agenda August 10, 2010 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- Meeting Minutes for approval 7/20/10 (*presented by:* T.O.B.-DPW, Water Supply Div.)
- FY' 11 Pumping Projection
- H.W.B. Monthly Report, July 2010 (*presented by:* United Water)
- "Notice to Avoid Shut-Off of Service" form
- Newspaper Clippings
- Map of Hyannis Access Implementation Study
- Approved and Proposed Operating Budgets FY '11-T.O.B., Water Supply Division
- Water Supply Balance Sheet, Statement of Revenues, Expenses and Changes in Fund Equity, Budget vs. Actual Operations, Surplus funds Calculation sheet (*presented by:* Mark Milne, T.O.B.-Finance Dept.)
- Letter to resident Busias
- Copy of Trident insurance claim from resident Busias