

Phoenicia Water District Committee
Meeting Minutes
January 21, 2025
Phoenicia Library

In attendance: Robert Drake (Board liaison), Kathryn Haber (Phoenicia Water Committee), Kerry Henderson (Phoenicia Water Committee), Elizabeth Kneissl (Board liaison), Barbara Mansfield (Phoenicia Water Committee), Richard Ricciardella (Phoenicia Water District Superintendent) Richard Winters (NY Rural Water Rep.),

Meeting was called to order at 10:04

B. Mansfield moved to accept minutes as written, K. Haber 2nd the motion, all in favor.

The draft resolution to hire a Deputy Supervisor for the Phoenicia Water Dist. was read, and suggestions for change were requested of Winters and Ricciardella. R. Winters suggested lengthening the probationary period to a 6 month period, rather than 3 months to give a reasonable period for a new Deputy to obtain required licensure. Winters further noted that until the Deputy Supervisor obtains the required licensure, the current Supervisor needs to oversee test sampling and submit tests to the Ulster County Health Dept. Winters also suggested that computer literacy be added to future job descriptions. Required licensure, Winters thinks, is 2B. For example, as a Circuit Rider Winters must have a 2A licensure. The current Supervisor has a 2C license, which was likely grandfathered in and is probably not sufficient for a new Deputy Supervisor or future Supervisor. It would be ideal if incoming Deputy had licensure already.

Beyond job description within resolution, Winters had overall suggestions for the Phoenicia Water District. We need a Standard Operating Procedure (SOP). Rural Water provides a template in Word and PDF forms:

<http://www.nyruralwater.org/themes/nyrwa/pdf/SOPFormsforSmallSystemsvJuly2009.pdf>

Filling in the SOP template should be overseen by Ricciardella with assistance from incoming Deputy as a first priority for the new position. Winters said he would be happy to look at job description prior to posting.

The SOP, along with an Emergency Response Plan (ERP) and Vulnerability Assessment (VA) are documents needed to be compliant. The Water District's ERP and VA must be distinct from the Town of Shandaken's plan(s). Templates for the ERP and VA are also available at NY Rural Water (in Resources tab). These documents are separate from the Phoenicia Water District Bylaws, but should be referenced in the Bylaws.

R. Waters also said that some sort of Civil Service test might be required for Water District Superintendent—TBD from Ulster County Health Dept.

Winters said that backflow devices are required on types of businesses. Ricciardella said there is one at Gormley funeral parlor, but that "they don't test." Winters said testing is mandatory on required backflow devices. TBD: how many testable backflow devices are in Phoenicia? How

many commercial operations should have backflow devices? Ricciardella is to ask Health Dept if Gormley Funeral Home is required to have a testable backflow device, and if required Ricciardella is to inform Mark at Gormley that he must test annually. Progress toward scheduling a test should happen within a reasonable period (3 months?).

Once it is determined what other buildings need testable backflow devices, the Superintendent would inform applicable business owners what is required. Business owners would have reasonable period (3 months?) to provide proof to the Town (contacting Water Secretary Amy) that they are working toward acquiring a backflow device and/or testing compliance. Once tests are done, files should be kept in both Water Plant (on Plank Rd.) and at Town Office with Water Secretary. If applicable business owners don't provide proof of compliance or progress towards compliance, then the Town would issue a 30 day warning of violation. If violation occurs after that time, then the Town's Code Enforcer is to issue official violation notice. Winters said that, typically, water is turned off on the violating entity.

Ricciardella said that he had not yet found keys. Six copies of keys are needed, including full set Ricciardella said he had. K. Haber volunteered to make an additional 5 sets of keys from Ricciardella's master set. Haber must first obtain master set from Ricciardella.

Upon further research, the gate at the High St. pump house can remain unlocked as the pump house itself is locked.

Regarding respirators for the Water Plant: Ellie and Robert are to check to see if Fire or Police have some. If not, determine what they recommend to purchase and Town will do so.

Winters asked the Supervisor if he goes into confined spaces within the system. Ricciardella said that there was a confined space at "Bernsteins" (a meter at the corner of Rt. 28 of Woodland Valley, near Simpler Times), but that the meter is read outside. The Supervisor would only have to enter that confined space if meter needs to be changed. That meter is about 30 years old. The water tank is also a confined space. Ricciardella said the tank was inspected about 5 years ago and a lining was put in. Both Kneissl and Drake emphasized the importance of the Town having reports, as there have been none on file at the Town offices for decades. Ricciardella said that he has paperwork, but that so does Ulster County Health Dept. Winters said that a gas meter reader and blower for ventilation are required in such places. Also, a trench box is required if new holes are dug for repairs.

Winters said that National Rural Water has a Revolving Loan Fund, and that the application is very easy. Drake said he believed it pays for 75% of total cost at 3% and 10 year term. Drake mentioned not being eligible for Block Grant funds because Shandaken had been undercharging for water for decades. His hope is that we will be able to apply in about a year. Ricciardella said a third pump is so urgent at the Water Plant that a loan might be in order.

Next meeting date: Feb 4 at 10a in Phoenicia Library
Henderson motioned to adjourn, Haber 2nd motion. All in favor.