

Phoenicia Water District Committee
Meeting Minutes
Shandaken Town Hall
November 4, 2024 at 6:00 p.m.

In Attendance: Robert Drake, Kathryn Haber, Kerry Henderson, Elizabeth Kneissl, Barbara Mansfield

The Phoenicia Water Committee was reestablished via Resolution at the Town of Shandaken Board October 2024 meeting. The newly-formed Committee is charged with ensuring the maintenance and function of the Phoenicia Water District by:

- Evaluating expenses, fund balances, and water rates
- Evaluating vendors and practices
- Reviewing water related facilities and ensuring their operation
- Reviewing and prioritizing water district capital improvements
- Identifying grant / other funding opportunities for the water district
- Assisting the District Water Superintendent and other water district staff
- Recommending to the Shandaken Town Board any changes as may be needed to best facilitate ongoing operations

Prior to the meeting E. Kneissl circulated the bylaws for the Phoenicia Water District, which were last revised March 6, 2012. The Committee will review the bylaws to recommend updates—at the very least to include the formation of the Committee itself.

K. Henderson will serve as committee Chair, K. Haber as Vice Chair, and B. Mansfield as Secretary.

Appointee of Roles is annual. Richard Ricciardella, Phoenicia Water District Superintendent is appointed by and serves at the pleasure of the Town of Shandaken Board. E. Kneissl noted that the Superintendent title is not consistent throughout Town documents and website. The Committee recommends that “Phoenicia Water District Superintendent” be revised in and used consistently throughout all Town documents.

As with all Town positions, A job description is needed for the District Superintendent. Municipal procurement rules apply to all Water District personnel. R. Drake suggested that the Town of Ulster would be a good research document. The Committee would like a list of tasks performed by Ethan, who heads the Pine Hill Water District. Contact information is needed for Ethan.

For future reference, the Committee would like to acquire the map of the Water District. Al Peavy has a physical copy of the map. B. Mansfield will request that from Peavy in order to digitize.

The Committee will temporarily meet weekly or biweekly on Mondays at 6:15 until they reach an understanding of issues, at which point it will standardize the number of meetings per year.

B. Mansfield will contact the Phoenicia Methodist Church to request it host initial meetings. K. Henderson will request a tour of the District by the Superintendent to include tower, reservoirs, and pump house.

Per recommendation of a 2018 Water District report, the water tower needs to be inspected. This requires identification of an inspector. The report also recommended a third pump in pump house, completion of the loop from Bridge Street to Phoenicia Flats, and independent water testing. These tasks are the purview of the Town Supervisor.

Next meeting: Monday, November 18 at 6:15, place TBD.