

# Tiverton Wastewater District Annual Report

July 1, 2022- June 30, 2023

Submitted December 31, 2023





## Annual Report 2022-2023

**To:** TWWD Board  
**From:** Mark Nimiroski, Executive Director TWWD  
**cc:** David R. Petrarca, Jr. Esq.  
**Date:** December 31, 2023

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### Message from the Executive Director

This annual report covers the fiscal year ending in 2023, effectively July 1, 2022, through June 30, 2023. This has been a very challenging year for the Tiverton Wastewater District (TWWD).

Since 08/08/2022, the TWWD has been managed by three Executive Directors, illustrating the difficulty the TWWD has had in filling - and keeping - qualified individuals to serve in this capacity. In addition, the TWWD District Engineer who had been in place since 2015 resigned. Fortunately, TWWD was able to quickly hire an experienced engineer and there was no drop-off in efficiency or quality of work.

It is remarkable that the ongoing Phase 1 Sewer Expansion project continued to move forward despite a lack of continuous leadership at TWWD. It is a testament to the quality and hard work of the staff and Board of Directors that TWWD operated normally throughout the most recent year.

Ultimately there is a happy ending to this story with me starting as the new Executive Director on 11/01/2023. I live in Tiverton, and I care deeply about clean water and the environment. I understand the important role that TWWD plays in protecting the environment in the Town where I live. I'm committed to the long-term health and growth of TWWD, and one of my priorities is to improve customer service and communication. I will ensure that we continue to accomplish our mission "to safeguard public health, protect and improve ground and surface water resources by implementing efficient and effective wastewater management within the Tiverton Wastewater District in Tiverton, Rhode Island."

If you are not familiar with my background, it is available at this link:

[Mark Nimiroski | LinkedIn](#)



<b>Tiverton Wastewater District</b>	
<b>Budget Overview: FY2022/2023 Budget - FY23 P&amp;L</b>	
July 2022 - June 2023	
	Total
<b>Revenue</b>	
<b>1Sewer Services Revenue</b>	
Administration Fees	469,880.00
Sewer Usage Fee Income	530,000.00
<b>Total 1Sewer Services Revenue</b>	<b>\$ 999,880.00</b>
<b>2Other Primary Revenue</b>	
Abutter Betterments/Assessments	16,200.00
Application/Inspection Fees	3,000.00
Balance Forward Collections	2,000.00
Penalties	1,000.00
<b>Total 2Other Primary Revenue</b>	<b>\$ 22,200.00</b>
<b>Total Revenue</b>	<b>\$ 1,022,080.00</b>
<b>Gross Profit</b>	<b>\$ 1,022,080.00</b>
<b>Expenditures</b>	
<b>Administrative &amp; General Expenses</b>	
Audit	10,000.00
Bank Charges	500.00
Billing Expense	3,000.00
Dues & Subscriptions	500.00
Insurance - Liability	8,000.00
Legal Fees	10,000.00
Office Special Expense	5,000.00
Office Supplies	5,000.00
Payroll Outside Processing Expense	2,000.00
Postage	3,100.00
Professional Services	5,500.00
Rent or Lease Office Space	18,000.00
<b>Total Administrative &amp; General Expenses</b>	<b>\$ 70,600.00</b>
<b>IT &amp; Software</b>	
Billing Software	2,500.00
Computer Hardware (Servers) & Software	5,000.00
Computer Hardware Individual PC & Service	2,500.00
<b>Total IT &amp; Software</b>	<b>\$ 10,000.00</b>
<b>Maintenance Expenses (Except Sewer &amp; PS)</b>	
Snow Plowing	2,000.00
Tools & Safety Equipment	5,000.00
<b>Total Maintenance Expenses (Except Sewer &amp; PS)</b>	<b>\$ 7,000.00</b>
<b>Payroll Expense</b>	
457 Company Match Expense	9,200.00
District Wages & Salaries	254,979.57
Employee Medical/Dental Insurance	5,000.00
FIT & FICA Expense	20,000.00
Insurance - Worker's Compensation	4,000.00
<b>Total Payroll Expense</b>	<b>\$ 293,179.57</b>
<b>Sewer Operating Costs</b>	
<b>Pump Station Expenses</b>	
Pump Station Electrical/Alarm	18,000.00
Pump Station Equipment Purchase/Installation	18,000.00
Pump Station Maintenance	35,000.00
Pump Station Service	10,803.00
<b>Total Pump Station Expenses</b>	<b>\$ 81,803.00</b>
Sewer System Maintenance	45,000.00
Sewer Usage Payment to Fall River	480,156.58
<b>Total Sewer Operating Costs</b>	<b>\$ 606,959.58</b>
<b>Utilities Expenses (Except PS)</b>	
Cell Phone Reimbursement	2,200.00
Telephone/Internet	2,500.00
Utilities - Office Electric	2,000.00
Utilities - Office Propane Gas	2,500.00
<b>Total Utilities Expenses (Except PS)</b>	<b>\$ 9,200.00</b>
<b>Total Expenditures</b>	<b>\$ 996,939.15</b>
<b>Net Operating Revenue</b>	<b>\$ 25,140.85</b>
<b>Net Revenue</b>	<b>\$ 25,140.85</b>

Tuesday, Aug 02, 2022 08:28:09 AM GMT-7 - Cash Basis

## Financial statements

The annual budget for the fiscal year ending on 06/30/2023.



## Phase 1 Sewer Expansion Project Update

As of 06/30/2023 we had installed 15% of the connections to private properties from the sewer main and had completed 98% of the public portion of the project, the sewer main.

Completion of the public side will be concluded with paving of public roads, and the remainder of the private connections will be completed by the end of the calendar year. Closing the books on the construction budget will be finished well before the end of next fiscal year. Managing loan payments and requirements from the Letter of Conditions of our loan is an ongoing process and will need to be managed for the next 40 years.



## Compliance

TWWD is in compliance with all state regulations that govern our district.

- Riverside Drive Sewer System Overflow. On May 27, 2023, approximately 500 gallons of wastewater was discharged from the manhole near 1 Riverside Drive. Tri-State Wastewater and D'Ambra Construction promptly responded, and the overflow was stopped. A combination air/vacuum release valve on the new sewer line failed to close. All the combination air/vacuum valves in the new system were replaced with lower pressure valve seats by September 30, 2023. No further issues have been encountered. RIDEM was notified as required.
- CRMC Cease and Desist Order No. 22-0200. On March 6, 2023 CRMC and TWWD entered a consent agreement to resolve the cease and desist order CRMC issued on September 6, 2022 (the sewer line stream crossing near 229 Riverside Drive was not installed in accordance with the CRMC permit). D'Ambra Construction completed all restoration required by the consent agreement on May 4, 2023,

## Infrastructure and Operations

The following four metered pump stations make up the bulk of our physical infrastructure. Operation of these stations has been mostly routine, except for emergency service calls on Blackbird Court Pump Station. All pump stations have emergency power generators and are remotely monitored using a Mission Communications system (the parameters monitored varies by station).

- Mill Street – Is the largest pump station in the TWWD system. It has two (2) submersible 600 gallon per minute (GPM) pumps. The biggest user in this part of this system is Bourne Mills apartments; and it also serves Mill Street and Walnut Street and portions of State Avenue, Shove Street, Conanicus Street and Hilton Street.
- Blackbird Court Pump Station - This station is comprised of two 220 GPM pumps. We have had problems with wipes and rags in the past. An educational effort has been made to homeowners in the area, but the problem continues.
- Industrial Way – Serves the Police Station, DPW and the Industrial Park, including the Longplex and the Progress Road project. There are two 500 GPM pumps at this station. This location is the beginning of the Mount Hope Interceptor.
- Schooner Drive - This station is fitted with two 150 GPM pumps and services. This primarily serves Riverside Drive and the Boathouse Restaurant.

The Mount Hope Interceptor is the main connection between the TWWD system and the Fall River system. This is currently owned by the Town of Tiverton. TWWD will assume ownership of this asset once the Town of Tiverton completes cleaning, inspecting, and making any necessary repairs to the system. The Town of Tiverton maintains an account of \$400,000 as required by CRMC. TWWD should assume control of these funds upon receipt of the interceptor and will place these funds in an interest-bearing account as protection against inflation.

## **Funding**

TWWD primarily receives its funding through the collection of Usage fees and Operations, Management and Administration (OMA) fees. Additional funding for sewer expansion projects has come in from United States Department of Agriculture (USDA), the Rhode Island Department of Environmental Management (RIDEM), United States Department of Environmental Management and Rhode Island Infrastructure Bank (RIIB) loans. TWWD will be seeking additional grant and loan funding to complete some projects in addition to the Phase 2 construction project.

## **Partnerships**

- The City of Fall River - Its sewer department treats the sewage that we send them. Our usage rates are essentially set by the rates that they charge their customers. Will meet in January 2024. TWWD has a small group of 11 sewer customers on the Fall River Water (FRW) system. FRW reports the usage to TWWD for accurate billing.
- USDA - It has provided the majority of the funding for the Phase 1 Sewer Expansion project through a 40-year loan. TWWD is responsible for keeping up with requirements in the Letter of Conditions (LOC) for the duration of this loan. Monthly project update meetings
- Rural Community Assistance Partnership (RCAP) - Has assisted TWWD in meeting letter of conditions with USDA. Met in person several times.
- The Town of Tiverton - TWWD must abide by permitting regulations and building codes of the town where we are located for work that we oversee. TWWD met with Town administrator December 2023. Planning Board will attend a TWWD board meeting in February 2024.



- Stonebridge Fire District Water Department (SFDWD) - TWWD relies on SFDWD to oversee our water shut-offs in their service area when TWWD customers are delinquent on payments. TWWD oversaw the installation of a new water main on Riverside Drive as part of our Phase 1 Sewer Expansion project. The water main in the TWWD project area was too fragile to work around so it needed to be replaced to allow work to continue. TWWD attended their Board meeting in November of 2023. As of 6/30/2023 TWWD has 133 active customers in the SFDWD system. SFDWD supplies the water usage readings to the District for accurate billing and reporting. More SFDWD customers will be added as the USDA Phase 1 Sewer Expansion project continues.
- North Tiverton Fire District Water Department (NTFD) - TWWD relies on NTFD to oversee our water shut-offs in their service area when TWWD customers are delinquent on payments. NTFD has the majority of TWWD customers at 706. NTFD reports the water usage to TWWD for billing and reporting.
- Rhode Island Department of Transportation (RIDOT) - TWWD is required to get street opening permits and must work around stormwater infrastructure in State maintained road areas.
- Rhode Island Infrastructure Bank (RIIB) - We are in regular contact for payment details. We should pursue a meeting in early 2024.
- Rhode Island Department of Environmental Management (RIDEM) - Additional funding for our Phase I Sewer Expansion project was received from the RIDEM. Wetlands permitting, sewer system design approval and operation and maintenance (including accidental sewage discharges), as well as grant funding. We have regular contact by email.
- Coastal Resources Management Council (CRMC) - Permitting in the coastal area is under the jurisdiction of CRMC. Received Notice of Violation (NOV) for work done in the coastal zone. Corrected issue.
- United States Environmental Protection Agency (USEPA) – The USEPA provided some additional funding for our Phase I Sewer Expansion project through the Section 319 Nonpoint Source Program funds managed by RIDEM. Often it has grant money available for clean water projects.
- Tri-State Wastewater - Maintenance contractor for alarms, pump failures, etc.
- D’Ambra Construction - Has done the construction work for the Phase 1 Sewer Expansion project. Overseen by AECOM. They attend monthly project meetings.
- AECOM - Managed the work on the Phase 1 Sewer Expansion project. We have monthly project update meetings.
- Pare Engineering - Has been providing us with review services for large developments. Regular contact with TWWD engineer.

Seeking additional partners will be a priority going forward. Potential exists with the following agencies, but the list is far from exhaustive.

- United States Environmental Protection Agency (USEPA) - They often have grant money available for clean water projects. They oversee the NPDES permit for the City of Fall River wastewater treatment plant. Tiverton is considered a “satellite community” and will have reporting requirements in the next permit cycle in 2024.
- United States Department of Housing and Urban Development (HUD) – Possible source of Community Development Block Grants (CDBG).

- Federal Emergency Management Agency (FEMA) - Pre-Disaster Mitigation (PDM) Grant Program. Public Assistance (PA) Grant Program may be available.
- National Oceanographic and Atmospheric Administration (NOAA) - Coastal and Marine Habitat Restoration Grants. The National Coastal Resilience Fund is a possibility.

## Tools

TWWD is committed to using the most modern tools available for our planning and data management. We have started to develop and will continue to develop graphic information system (GIS) tools. TWWD uses MuniBilling Cloud Software for customer billing, reporting, and tracking. QuickBooks Online is used for financial tracking and reporting. We also use Microsoft Office applications, Google cloud storage and have a voice over internet protocol (VOIP) phone system.

## Policy documentation

All TWWD policies will be reviewed and updated and posted on our website during the 2024 fiscal year. These policies along with our fee schedules and enabling legislation are available on our web site at [TWWD.org](http://TWWD.org).

## Board of Directors/Board meetings

TWWD is governed by a board of directors that consists of no more than seven members and no fewer than five. The board meets monthly, and a quorum consists of four voting members. Currently TWWD has a membership of five directors. Over the last year we had three resignations from the board, one reinstatement to the board, and two appointments of new members to the board. This has resulted in a stable number of members, but recruitment of qualified volunteers remains a challenge. It would be preferable to have more members to ensure that a quorum exists at every board meeting and avoid having to reschedule meetings if a member isn't available. Active recruitment of board members is a current priority in order to accomplish this goal.

## Looking ahead

There is a new Executive Director in place to lead TWWD into the future, and we're very excited about the possibilities. The Phase 1 Sewer Expansion project was completed in December 2023. Because of



the many challenges we encountered over the past few years, the TWWD staff want to take the necessary time to analyze our performance on this project before proceeding to the Phase 2 Sewer Expansion. We expect to have this analysis completed by the end of FY2023-24 (June 2024). Following this analysis, we will begin the process of seeking funding sources, and establishing the scope and timeline of the project based on available funds. We plan to issue a contract to update the TWWD Wastewater Facilities Plan, which was last updated in 2017 and must be updated or reaffirmed every 5 years to be eligible for new state and federal funding. We hope to be prepared to start applying for funding for this phase by February 2024.

We plan to modernize our data management system by expanding our use of a Geographic Information System (GIS). This will take some time to accomplish. We are hoping to secure grant funding to hire a consultant to put all our data into this spatial system, so that we can simply click on an asset, such as a manhole or section of sewer pipe, and any data associated with that asset (inspections, photos, as-built plans, etc.), will be available. This will make our planning, maintenance, and operations much more efficient and bring us up to date on the latest technology for data management.

As required by our agreement with Fall River, we will be working toward accurately metering wastewater flows contributed by TWWD.

### **Final word**

Our goal is to make TWWD one of the best small utilities in the region. Key improvements in the following areas will determine the level of success that we have in that goal.

- Infrastructure maintenance and upgrade
- Budget forecasting
- Funding adequate reserves for capital improvements, emergency repairs, etc.
- Customer service
- Communication
- Staff professional development
- Expansion of service into planned areas
- Clarity in policies and procedures
- Data management

TWWD staff and board are committed to excellence and look forward to growing with the District.