

PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, Rhode Island
401-683-2090
ADMINISTRATIVE BOARD MEETING
AGENDA

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June 19, 2018
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Colleen and Robert Joyce, 118 Belmont Dr., re: Request for Leak Relief
 - B. Patrick Meade, 50 Harvest Dr., re: Auxiliary Use
 - C. Bulldog Builders, LLC, 1100 Anthony Rd., re: Tampering
3. CORRESPONDENCE
 - A. Email dated June 7, 2018 from Larry Handren, re: compliments to District's operations staff
 - B. Email dated June 7, 2018 re: phone call received complimenting District's operations staff
4. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of May 15, 2018
 - B. Approve Administrative Board Executive Meeting Minutes of May 15, 2018
5. ADMINISTRATIVE BOARD 2018 ELECTION
 - A. Certification of Election Results
 - B. Swearing in of New Members
 - C. Recognition of Distribution Manager and Office Manager
6. ADMINISTRATIVE BOARD ORGANIZATION
 - A. Election of Chairperson
 - B. Assignment by Chairperson of Subcommittee Members and Chairpersons
7. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Approve Interim Payment
 - C. Budget to Actual
 - D. Summary of Bank Accounts
 - E. Cash Flow Summary
 - F. Water Accounts Receivable Analysis
 - G. Financial Statements
 - H. Open Government - Appoint Filing Coordinator
 - I. General Manager Annual Review – P. Driscoll

Continued

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8. REPORT FROM GENERAL MANAGER

- A. Water Service Application Approvals
- B. Demand Report
- C. Operations Report
- D. Disposal of Assets
- E. Tax Sale Summary
- F. Water Quality Update
- G. Leak Detection Update
- H. Union Street Pump Station Update
- I. Banking Update
 - 1. Line of Credit
 - 2. Certificate of Deposit for OPEB Contributions
 - 3. Transfers
- J. RIDOH Regulations Update
- K. Carry Over Funds

9. REPORT FROM LEGAL COUNSEL

- A. Election Law Review

10. EXECUTIVE SESSION 42-46-5 (a) (2)

- A. Litigation: 42-46-5 (a) (2)
 - 1) Middle Creek Farms, LLC – Update
 - 2) Summons –Angela Beth Arruda vs. PWFD
 - 3) Potential Litigation from Election Candidate
- B. Vote Regarding Disclosure of Votes and Disposition
- C. Adjourn Executive Session

11. RETURN TO OPEN SESSION

- A. Disclosure of Executive Session Votes and Disposition of Minutes

12. ADJOURNMENT

Posted – 6/15/2018

**Individuals requesting interpreter services for the hearing impaired must call 683-2090 - Portsmouth
Water & Fire District
or 683-0300 - Portsmouth Police TDD forty-eight hours in advance of the meeting date.**