

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

Page 1 of 2

July 17, 2018
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Tighe & Bond – Union Street Pump Station Status Update
 - B. Ralph Plumb, 0 Sandy Point Ave, Map 62, Lot 17H, Re: Distance Exception
3. CORRESPONDENCE
 - A. Letter dated July 6, 2018 from Kermin Liu, re: compliments to District’s operations staff
 - B. Email dated July 10, 2018 re: phone call received complimenting District’s staff
 - C. Advisory Opinion – Town of Portsmouth Planning Board
4. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of June 19, 2018
 - B. Approve Administrative Board Executive Meeting Minutes of June 19, 2018
5. UNFINISHED BUSINESS
 - A. Updated Organizational Chart
6. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Budget to Actual
 - C. Summary of Bank Accounts
 - D. Cash Flow Summary
 - E. Water Accounts Receivable Analysis
 - F. Financial Statements
 - G. Schedule Administrative Subcommittee – Audit Review
7. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. Disposal of Assets
 - E. Water Quality Update
 1. RIDOH Annual Report
 2. Lead and Copper Update
 - F. AMI Update
 - G. Leak Detection Update
 - H. Union Street Pump Station Update

Continued

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- I. Banking Update
- J. Carry Over Funds
- K. Future Policy Updates (Water Main Extension & Purchasing Procedure)
- L. OWTS Variance Discussion

8. REPORT FROM LEGAL COUNSEL

9. EXECUTIVE SESSION 42-46-5 (a) (1) (2)

- A. Personnel: 42-46-5 (a) (1) Any persons to be discussed have been so notified and this statement shall be noted in the minutes of the meeting.
 - 1) General Manager's Annual Review and Merit Pay Consideration per Policy
- B. Litigation: 42-46-5 (a) (2)
 - 1) Middle Creek Farms, LLC – Update
- C. Vote Regarding Disclosure of Votes and Disposition
- D. Adjourn Executive Session

10. RETURN TO OPEN SESSION

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

11. ADJOURNMENT

Posted – 7/13/2018

**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.**