

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

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January 21, 2020
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Russell Jackson, Seaspray Estates Easement Request for 101 Sunrise Drive
3. CORRESPONDENCE
 - A. Denial letter from Town regarding Tax for new Union Street Pump Station lot (FY 20)
4. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of December 17, 2019
 - B. Approve Administrative Board Executive Meeting Minutes of December 17, 2019
 - C. Administrative Subcommittee Meeting Minutes of January 15, 2020
 - D. Administrative Subcommittee Executive Meeting Minutes of January 15, 2020
5. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Budget to Actual
 - C. Summary of Bank Accounts
 - D. Water Accounts Receivable Analysis
 - E. Tax Accounts Receivable Analysis
 - F. Sundries Accounts Receivable Analysis
 - G. Cash Flow Summary
 - H. Financial Statements
 - I. Request Authorization for Joint Tax Sale with Town of Portsmouth on June 16, 2020
6. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. AMI System Update
 - E. Sakonnet River Pipeline Study
 - F. Union Street Pump Station Update
 - G. Newport Rate History
 - H. New RIDOH Requirements
 - I. Scanning/digitizing Update
 - J. Request Authorization to Solicit Proposals for Miscellaneous Construction and Repairs to Water System

CONTINUED

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7. REPORT FROM LEGAL COUNSEL

8. 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) Review and Acceptance of Employee Annual Reviews for 2019 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee
- 2) Review and Approval of Employee Merit Pay for 2019 as Presented and Recommended by General Manager per Policy and as Reviewed and Recommended by Administrative Subcommittee

B. Litigation: 42-46-5 (a) (2)

- 1) Middle Creek Farms, LLC – Update
- 2) Failed Water Meter – Customer Damage Incurred
- 3) Negotiating for the Purchase of Property

C. Vote Regarding Disclosure of Votes and Disposition

D. Adjourn Executive Session

9. RETURN TO OPEN SESSION

A. Disclosure of Executive Session Votes and Disposition of Minutes

10. ADJOURNMENT

Posted – 1/16/2020

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.