

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

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February 18, 2020
7:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of January 21, 2020
 - B. Approve Administrative Board Executive Meeting Minutes of January 21, 2020
3. 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
4. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals
 - B. Demand Report
 - C. Operations Report
 - D. Water Quality– Legislation Update
 - E. Disposal of Assets
 - F. Quarterly Fire District Reports for Period Ending 1/31/20 per RIGL 45-12-22.2
 - G. AMI Infrastructure Update
 - H. Union Street Pump Station Update
 - I. Receive Bids for 2020 Lawn Mowing Service and Award Contract
 - J. Miscellaneous Construction Contracts
 - 1) Award Contracts
 - 2) Approve Billing Rates
 - K. Fire Service – Cost of Service Analysis
5. REPORT FROM LEGAL COUNSEL
6. EXECUTIVE SESSION 42-46-5 (a) (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) Accountant Contract

CONTINUED

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- B. Litigation: 42-46-5 (a) (2)
 - 1) Middle Creek Farms, LLC – Update
 - 2) Failed Water Meter – Customer Damage Incurred
 - 3) Negotiating the Purchase of Property
- C. Vote Regarding Disclosure of Votes and Disposition
- D. Adjourn Executive Session

7. RETURN TO OPEN SESSION

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

8. ADJOURNMENT

Posted – 2/13/2020

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.