

**PORTSMOUTH WATER AND FIRE DISTRICT
1944 East Main Road, Portsmouth, Rhode Island**

**Administrative Board Meeting Minutes
August 18, 2020**

The meeting was held at Portsmouth Water and Fire District's office via Zoom for the public.
Meeting ID: 852 0362 5113 Passcode: PWFD

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 7:00 PM by Chairman Philip Driscoll.

Present — Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise.
Andrew Kelly joined via Zoom.

Guests – Tom Grieb

Also Present – Jessica Lynch and David F. Fox

CORRESPONDENCE

Letter from Nancy Howard: Re: Infrastructure Assessment RFP Request to Respond

Mr. Gleason, seconded by Mr. Reise, made a motion to move the topic from correspondence to an agenda item for the next Administrative Board Meeting.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

Mr. Grieb left the meeting.

Map 12, Lot 54, Re: Landlocked Lot – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of July 21, 2020

Approve Administrative Board Executive Meeting Minutes of July 21, 2020

Mr. Faerber, seconded by Mr. Shers, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of July 21, 2020.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment of bills listed in the amount of \$628,993.71.

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A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

Approve Transfer of Funds

Mr. Faerber, seconded by Mr. Shers made a motion to approve the transfer of \$500,000.00 from the ICS Account to the BankNewport Checking account to cover the payment of bills.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Cash Flow Summary – Presented

Water Accounts Receivable Analysis

Ms. Lynch noted that reminder notices have been sent to customers who are in arrears. She noted that 269 notices were sent and since that time, 72 customers have made payments.

Mr. Kelly joined the meeting.

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Financial Statements – Presented

Quarterly Fire District Reports for Period Ending 7/31/20 per RIGL 45-12-22.2 – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report – Presented

Water Quality Update

Ms. Lynch noted the TTHM numbers at the VFW were very good.

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AMI Update

Ms. Lynch noted that there are 25 stealth readers in the system that are not reading. She noted that one of the goals right now is to find the properties with zero reads that do have consumption; there have been some jammed meters not recording usage.

Union Street Pump Station Update

Ms. Lynch noted that the hydraulic expert from Stonkus Hydraulic performed work on the PRV. He was doing work on the existing reducing valve pilot piping so that the District can open the valves without having issues. This work was performed so that the District can go to the PRV pit at any time toggle between Automatic (reduced pressure) and open using manually operated valves. In the meantime, they chlorinated and dechlorinated the pipes and took bacteria and VOC samples. The bacteria and HPC samples passed but the VOC sample failed specifically for xylene. It was decided to open the PRV, shut down the existing pump station, and flush out as much as they could; they flushed about 75,000 gallons. Mr. Shers asked what the startup date would be. Ms. Lynch said she was anticipating about a month out, but there is still a lot of work to do. She also noted there is an issue with one of the pumps at the current USPS.

Audit Update – Presented

RIDOH – Sanitary Survey

Ms. Lynch noted that RIDOH surveys the system every three years; they check out all the sites for cleanliness and to see if it is running as it should. They completed the survey on August 5. She noted that there were no comments or violations. The surveyor said everything looked amazing but they aren't allowed to write that in their report.

Coronavirus Discussion – Continuity of Service – Update

Ms. Lynch noted everyone is back in the office. She noted that the District may need to be flexible as school starts and flu season ramps up.

Policy Manual Discussion

Ms. Lynch noted she is finishing her comments and then will have Mr. Lister review as well.

REPORT FROM LEGAL COUNSEL

Mr. Fox noted he had nothing to discuss in Open Session.

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

Mr. Faerber, seconded by Mr. Shers, made a motion to go into Executive Session to discuss:

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

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**Middle Creek Farms, LLC – Update
Failed Water Meter – Customer Damage Incurred
Negotiating the Purchase of Property
Notice of Receivership**

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Faerber, seconded by Mr. Shers, made a motion to Seal the Executive Session Meeting Minutes of August 18, 2020. Discussed were:

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

**Middle Creek Farms, LLC – Update
Failed Water Meter – Customer Damage Incurred
Negotiating for the Purchase of Property
Notice of Receivership**

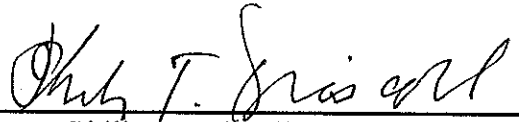
No votes were taken.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.

ADJOURNMENT

Mr. Faerber, seconded by Mr. Shers, made a motion to adjourn.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, Philip Driscoll, Allen Shers, Theodore Czech and David Reise voting in the affirmative.


Philip F. Driscoll, Clerk