

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

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October 20, 2020
7:00 PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
 - A. Timothy Grader, 125 Sea Meadow Dr., Re: Request for Leak Relief
3. MINUTES OF MEETINGS
 - A. Approve Administrative Board Meeting Minutes of September 15, 2020
 - B. Approve Administrative Board Executive Meeting Minutes of September 15, 2020
 - C. Review Administrative Subcommittee Meeting Minutes of October 16, 2020
4. ADMINISTRATIVE SUBCOMMITTEE
 - A. Recommendation for Approval and acceptance of FY-20 Financial Audit
5. OLD BUSINESS
 - A. Letter to Michael Baer of Rhode Island Infrastructure Bank and response: Re: RFP for Infrastructure Assessment of Naval Property
6. NEW BUSINESS
 - A. Approve Payment of Bills Listed
 - B. Approve Transfer of Funds
 - C. Budget to Actual
 - D. Summary of Bank Accounts
 - E. Water Accounts Receivable Analysis
 - F. Tax Accounts Receivable Analysis
 - G. Sundries Accounts Receivable Analysis
 - H. Cash Flow Summary
 - I. Financial Statements
 - J. Approve Tax Resolution for FY-21 Water District Property Taxes
7. REPORT FROM GENERAL MANAGER
 - A. Water Service Application Approvals -Request Authorization for 41 Additional Pre-Approved Water Service Connections
 - B. Demand Report
 - C. Operations Report
 - D. Billing Adjustments
 - E. AMI Update
 - F. Union Street Pump Station Update

CONTINUED

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- G. Water Audit
- H. Flushing Update
- I. Leak Detection Update
- J. Leak Relief Policy
- K. Purchasing Procedure
- L. Employee Manual
- M. Coronavirus Discussion – Continuity of Service – Update

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 Goals and Objectives
- 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
 - 4) Notice of Receivership
 - 5) Negotiating the use of Public Funds
- 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

CONTINUED

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Join Zoom Meeting

<https://us02web.zoom.us/j/85442014358?pwd=N2VYeEVKMGd3alBaMFRHRnJubi90dz09>

Meeting ID: 854 4201 4358

Passcode: PWFD

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 854 4201 4358

Passcode: 750457

Original Agenda Posted – 10/16/2020

**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.**