

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

**Administrative Board Meeting Minutes
December 15, 2020**

The meeting was held at Portsmouth Water and Fire District's office via Zoom for the public.

Meeting ID: 827 8235 8970

Passcode: PWFD

OPENING BY CHAIRMAN AND ROLL CALL

The Administrative Board Meeting was called to order at 5:00 PM by Chairman Philip Driscoll.

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

Also Present – Jessica Lynch and David F. Fox

CORRESPONDENCE

Email from John Mello, Re: Thank You to Operations Staff – Presented

Note from Joe Lorenz, Re: District Taxes – Presented

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of November 17, 2020

Approve Administrative Board Executive Meeting Minutes of November 17, 2020

Mr. Faerber, seconded by Mr. Reise, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of November 17, 2020.

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.

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 \$294,466.48.

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.

Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment to Tighe & Bond in the amount of \$31,242.50.

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.

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Mr. Faerber, seconded by Mr. Shers, made a motion to approve payment to in the amount of \$103.78 to Tsunetoshi Yoshihara.

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.

Budget to Actual – Presented

Summary of Bank Accounts

Mr. Kelly, seconded by Mr. Shers, made a motion to approve the cancellation of the automatic renewal of the OPEB CD maturing on January 14, 2021 with an authorized signature and transfer the money into the ICS account until additional research can be done on best rates and options.

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.

Water Accounts Receivable Analysis

Ms. Lynch noted that there are approximately 210 accounts that would be eligible for shut off at this point. She doesn't recommend shut offs at this time due to the recent pause and because the District is financially stable at this time.

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis

Ms. Lynch noted that she recommends requiring a deposit for water main extensions as is required for curb stop installations. Mr. Gleason requested it be put on the agenda for next month so it can be voted on.

Cash Flow Summary – Presented

Financial Statements – Presented

Present Schedule of 2021 Administrative Board Meetings

Mr. Shers, seconded by Mr. Faerber, made a motion to approve the schedule as submitted in the package for calendar year 2021.

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.

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Present Schedule of 2021 Holidays

Mr. Faerber, seconded by Mr. Shers, made a motion to approve the schedule of 2021 holidays as presented in the package.

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.

Assign Performance Reviews to Administrative Subcommittee – P. Driscoll - Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Mr. Driscoll noted he is happy to see all the hydrants have been winterized.

Water Quality Update

Ms. Lynch noted the week of Thanksgiving, there was a total coliform hit; one at the tank and one at Aquidneck Dental. She noted the day the samples were taken, there was torrential downpour which could have affected the sample when being placed in the cooler. She noted that they resampled and all the resamples were negative. She noted the health department recommended doing ten samples a week rather than nine. She noted she has been working with RIDOH to update the sample plan.

AMI Update

Ms. Lynch noted that Zenner received the order form Baystate about two weeks later than anticipated; she is anticipating a shipment soon and there are about 200 dead units in the system, so those will be used up. She noted when we get down to about 100 units, she will reach out again. Ms. Lynch noted there is a 10-year full warranty, after that it is a pro-rated cost for the units based on age.

Leak Detection Update

Ms. Lynch noted that since leak detection began in October, eight leaks were detected on the District side; six have been repaired and two are outstanding. She also noted they found four on the homeowner side; all of those have been replaced/repaired. Ms. Lynch noted that additional leaks were found either by District staff or the homeowner. She noted two leaks were found on the district side which have been repaired. She also noted that five leaks on the customer side were found which have been repaired. She noted there was one repair in Fox Run last week which is now leaking again. She believes that having the leak detection done twice a year is well worth the cost rather than paying for the lost water.

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Union Street Pump Station Update

Ms. Lynch noted the USPS is near completion. She noted that training for the gates is planned, the plaque has been approved and they are working with Double D Locks to key the locks. Ms. Lynch noted there is an alarm issue with the panel being connected to SCADA; the alarm panel is not hooked up to the SCADA. She also noted there is an issue with the way the flow meter goes to SCADA; it can't read instantaneous, it's more of a pulse so they don't match and there's not really a way to fix that. She noted they are going to look at getting the meter onto the Stealth system so there are different ways to read it. She noted they have tried to fix it several times but the way the District does it is not common and that's not how the SCADA is set up and can't be completely fixed.

She noted there are three additional items for Tighe & Bond. She noted they gave an amendment back in early Summer which brought the District out to July. She noted the project has taken longer due to COVID-19.

Mr. Shers, seconded by Mr. Faerber, made a motion to approve amendment #3 as presented in the amount of \$40,000.

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.

Ms. Lynch noted that Tighe & Bond completed a hazardous assessment. She noted that to demo the building or to pass it along to someone else, the assessment needed to be completed. She noted Tighe & Bond identified asbestos in the caulking. Mr. Fox noted that if the District decided to sell the property without the demo of the building, the report would be turned over.

Mr. Faerber, seconded by Mr. Reise, made a motion to table the item to the next meeting.

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.

Sakonnet River Pipeline Inspection Update

Ms. Lynch noted she has met with two inspection/cleaning firms onsite at both the Portsmouth and Tiverton sides. She noted the Tiverton side is pretty terrible for any access but she thinks they can make something work. She noted the firms' goal is to go back, reassess and put together a proposal on cost and what would need to be done for each side to make it happen. She noted she will work with Tighe & Bond to review the proposals so she is confident on the method they are using. She would suggest hiring Tighe & Bond separately and they would be on-site during the inspection but have a separate contract with the inspection firm so the District doesn't have to pay a markup.

Coronavirus Discussion – Continuity of Service – Update

Ms. Lynch noted that everyone is mostly in the office; it is difficult to do staggered staff. Mr. Fox asked if the priority list for vaccinations includes the District Staff. Ms. Lynch noted it does not.

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Staff Recognition/Holiday Closing

Ms. Lynch noted that the annual holiday party won't be possible this year due to COVID-19. Ms. Lynch asked if the Board would be open to another option to recognize the staff such a gift card or close for the full day on Christmas Eve.

Mr. Faerber, seconded by Mr. Shers, made a motion to gift the employees with a \$100 gift card and to close the office on Christmas Eve.

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.

REPORT FROM LEGAL COUNSEL

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

EXECUTIVE SESSION 42-46-5 (a) (2) (7)

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

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

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

Negotiating the use of Public Funds: 42-46-5 (a) (7)

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.

Mr. Czech left the meeting.

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 December 15, 2020. Discussed were:

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

**Middle Creek Farms, LLC – Update – Status Unchanged
Failed Water Meter – Customer Damage Incurred – Status Unchanged**

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Notice of Receivership - The District has received notice there is a prospective buyer.

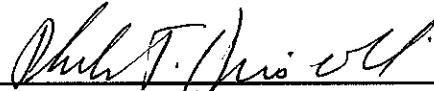
Negotiating the use of Public Funds: 42-46-5 (a) (7) – Status Unchanged

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



Philip T. Driscoll, Clerk