

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

**Administrative Board Meeting Agenda
July 19, 2022**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.
Meeting ID: 844 5770 9401 Passcode: 478318

OPENING BY CHAIRMAN AND ROLL CALL

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

Present – Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Absent – Andrew Kelly

Also Present – Jessica Lynch and David F. Fox

GUESTS

Leak Relief – Gary & Amy King – 168 Fairview Ln.

Mr. Faerber, seconded by Mr. Gleason, made a motion, based on past practice, to approve a credit of \$286.52 for the above referenced water bills/usage to Gary and Amy King, owners of 168 Fairview Ln., which credit is calculated based on 61,000 gallons of leaked water being sold at the District's wholesale cost of water plus pumping of \$6.283 per thousand gallons, predicated on the following:

- **It appears that the excess water use was due to a toilet malfunctioning and service line leak**
- **It appears that the owner was apparently unaware that the leak was occurring.**
- **The toilet has been repaired and the service line has been completely replaced.**

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of June 22, 2022

Approve Administrative Board Executive Meeting Minutes of June 22, 2022

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 June 22, 2022.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

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NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$329,381.65.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

Mr. Faerber, seconded by Mr. Douglas, made a motion to approve the supplemental payment of \$113.90.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

Mr. Faerber, seconded by Mr. Gleason, made a motion to approve payment to Tighe & Bond in the amount of \$2,272.50 from the USPS bond.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Purchase of Treasury Bills – update – Presented

PARS OPEB Summary

The PARS OPEB account is down 13% due to the decline in the stock market.

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Financial Statements – Presented

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

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Demand Report – Presented

Operations Report

Ms. Lynch noted that there have been some taste and odor complaints; she has been in touch with Newport Water who has increased their advanced treatment.

AMI Infrastructure Update

Mr. Driscoll noted that 2/3 of the Fireflies have been replaced by Stealth Readers. Ms. Lynch noted that Mr. Beaudoin has changed out a lot of the dead units and Ms. Bissonnette has been very helpful entering the work orders in for him.

Sakonnet River Pipeline Project Update

Ms. Lynch noted that the District is reviewing different cofferdam potentials; they are looking at porta-dams and sandbags to potentially minimize the disruption. She noted if a cofferdam is needed, they might need to use a barge because the bridge is not in great shape; a cofferdam would be extremely expensive. They are working on different options to install the Primus liner.

Sprague Street Update

Ms. Lynch noted that there are standard details that can be done if the District wants to replace the beginning portion of the pipe where the issue was found. She said she isn't sure the condition of the pipe all the way through; she noted the original issue was likely due to salt intrusion. She noted they looked at Primus liner as well but it is not a structural lining so that would not be the best option. They will continue to look at the hydraulics to see what would happen if the District were to abandon that crossing piece. She noted in that instance there would be a dead end.

New Office Discussion

Ms. Lynch noted she is working on the RFP for a new office.

Rate Study

Ms. Lynch noted the rate study is complete, but there may be minor tweaks. She noted they will meet in August to go over it.

RIDOT – East Main Road Paving Project – Presented

Insurance Renewal Update – Presented

Newport This Week Article – Burma Road – Presented

District Logo Discussion – Presented

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REPORT FROM LEGAL COUNSEL

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

EXECUTIVE SESSION 42-46-5 (a) (1) (2) (7)

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

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.

**General Manager's Annual Review and Merit Pay Consideration per Policy
Potential New Hire for Operations**

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

Failed Water Meter – Customer Damage Incurred

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

**Negotiating the Purchase of Property
Investment of Public Funds
Newport Rate Case**

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

RETURN TO OPEN SESSION

Disclosure of Executive Session Votes and Disposition of Minutes

Mr. Faerber, seconded by Mr. Douglas, made a motion to Seal the Executive Session Meeting Minutes of July 19, 2022. Discussed were:

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.

General Manager's Annual Review and Merit Pay Consideration per Policy – One vote was taken to approve merit pay in the amount of 5.61% of base salary.

Potential New Hire for Operations – No vote taken.

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

Failed Water Meter – Customer Damage Incurred – No vote taken.

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

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Negotiating the Purchase of Property – No vote taken

Investment of Public Funds – No vote taken.

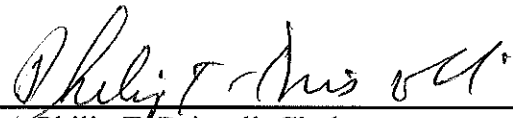
Newport Rate Case – No vote taken.

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.

ADJOURNMENT

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

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise.


Philip T. Driscoll, Clerk