

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

**Administrative Board Meeting Minutes
August 24, 2022 at 7:00pm**

The meeting was held at Portsmouth Water and Fire District's office and via Zoom.
Meeting ID: 830 1368 4745 Passcode: 561400

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, Andrew Kelly, Philip Driscoll, William Douglas, Jr., Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

GUESTS

Leak Relief – Xuefeng Wu at 3382 East Main Road

Mr. Douglas, seconded by Mr. Faerber, made a motion to deny leak relief to Xuefeng Wu.

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

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of July 19, 2022

Approve Administrative Board Executive Meeting Minutes of July 19, 2022

Mr. Faerber, seconded by Mr. Kelly, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of July 19, 2022.

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

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Gleason, seconded by Mr. Kelly, made a motion to approve payment of bills listed in the amount of \$734,815.36 and the additional payment of \$7,361.25 to Tighe & Bond from the USPS bond.

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

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Approve the Electronic Payment to RIIB for 2007A and 2019 Bond Principal, Interest and Servicing Fees in the amount of \$274,242.75

This payment amount was included in the payment of bills approval.

Budget to Actual – Presented

Summary of Bank Accounts – Presented

Purchase of Treasury Bills – update

Ms. Lynch noted that the District had a great meeting with Morgan Stanley, however, we are too small for them to work with.

PARS OPEB Summary – Presented

Cash Flow Summary – Presented

Water Accounts Receivable Analysis – Presented

Tax Accounts Receivable Analysis – Presented

Sundries Accounts Receivable Analysis – Presented

Financial Statements – Presented

Quarterly Fire District Reports for Period Ending 7/31/22 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 – TTHM

Ms. Lynch noted that the District's weekly micro test had two total coliform hits. She noted that the District is required to resample at the location and at one sample location upstream and one sample location downstream. She noted the results of the resamples have not been received yet.

Ms. Lynch noted locational running average was under 80, however, the operational evaluation level exceeded 80. She noted the DOH requirement is to do an assessment of the system to see why the levels are increased.

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Sakonnet River Pipeline Project Update

Ms. Lynch noted Tighe & Bond was reviewing edits to plans. She noted the District provided them information on some test pits done at the Tiverton Treatment station which will help their geocoastal tech confirm that a cofferdam isn't required. Tighe & Bond is finalizing the plans; they are modifying mechanical piping to include a bi-directional meter and flow control valve at the Tiverton Station. Tighe & Bond are updating the plans based on the test pits; they have met with Primus to confirm limits of the insertion pit based on the test pits and they eliminated steel sheeting and will utilize sandbagging and dewatering with smaller footprints. Tighe & Bond will have an internal QAQC next week with submission to CRMC the following week. They are also working on a schedule which Ms. Lynch will receive this week.

Sprague Street Update

Ms. Lynch noted Tighe and Bond was back and forth with Primus and they said they are interested in doing the work to line the pipe on Sprague Street. She noted that originally Tighe & Bond said that Primus was not a great option, so she is waiting to hear back from them regarding that. Ms. Lynch noted that the manufacturing of the liner is now being done in the U.S. so it is a week lead time to receive the liner. Mr. Driscoll asked if we have evaluated the thickness of the pipe; Ms. Lynch responded that the thickness has not been evaluated because a piece would need to be cut out.

Rate Study

Ms. Lynch noted she met with Tighe & Bond to go over a few final things regarding the model and hopefully it will be completed soon.

RIDOT – East Main Road Paving Project

Ms. Lynch noted that she received the plans from RIDOT for the East Main Road if any of the Board members would like to review them.

Audit Update

Ms. Lynch noted the draft audit has been received and is being reviewed.

District Logo Discussion

Ms. Lynch noted that she would like to have a professional design a logo for the District.

Fall Tank Inspections

Ms. Lynch noted that the tanks are due for inspection. Ms. Lynch recommended using a diver to inspect and clean the tanks rather than taking the tanks offline. She noted it is a less expensive alternative for tank inspections.

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Mr. Douglas, seconded by Mr. Faerber, made a motion to authorize the General Manager to move forward with the diving method for the tank inspections.

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

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. Kelly, 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.

Review candidate qualifications and hire Water System Operator

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

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Andrew Kelly, 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 August 24, 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.

Review candidate qualifications and hire Water System Operator – One vote was taken to hire a Water System Operator

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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)

Negotiating the Purchase of Property – No vote taken

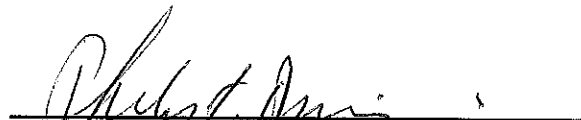
Investment of Public Funds – No vote taken

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


Philip T. Driscoll, Clerk