

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

**December 19, 2023 at 7:00pm**

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1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Terri Cortvriend, Linda Ujifusa, Michelle McGaw
  - B. Leak Relief – Dana Gilmour, 50 Wentworth Terrace
3. CORRESPONDENCE
  - A. Thank You Note for N. Lister from E. Harris, 6 William St.
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of November 15, 2023
  - B. Approve Administrative Board Executive Meeting Minutes of November 15, 2023
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Budget to Actual
  - C. Summary of Bank Accounts and Treasury Bills
  - D. PARS OPEB Summary
  - E. Cash Flow Summary
  - F. Water Accounts Receivable Analysis
  - G. Tax Accounts Receivable Analysis
  - H. Sundries Accounts Receivable Analysis
  - I. Financial Statements
  - J. Present Schedule of 2024 Administrative Board Meetings
  - K. Present Schedule of 2024 Holidays
  - L. Performance Review Update
  - M. Holiday Luncheon
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Water Quality – TTHM Update
  - E. Sakonnet River Pipeline Project Update
  - F. RIDOT – East Main Road Paving Project
  - G. Office Study
  - H. Service Line Inventory
  - I. Water Modeling and Capital Improvements Plan Update
  - J. T-Mobile/Sprint Lease Ending

*CONTINUED*

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*REPORT FROM GENERAL MANAGER CONT.*

- K. Arcadia
- L. Leak Detection Proposal

7. REPORT FROM LEGAL COUNSEL

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

- A. Litigation: 42-46-5 (a) (2)
  - 1) Failed Water Meter – Customer Damage Incurred
- B. Negotiating the use of Public Funds: 42-46-5 (a) (7)
  - 1) Negotiating the Purchase of Property
  - 2) Investment of Public Funds
- C. Vote Regarding Disclosure of Votes and Disposition
- D. Adjourn Executive Session

9. RETURN TO OPEN SESSION

- A. Disclosure of Executive Session Votes and Disposition of Minutes

10. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/89068290619?pwd=V25vWE1PSUxGSWhQcVRwRldiOW5jUT09>

Meeting ID: 890 6829 0619

Passcode: PWFD

Dial by your location

• +1 929 205 6099 US (New York)

Meeting ID: 890 6829 0619

Passcode: 555337

Posted – 12/15/2023

**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.**