

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

**Administrative Board Meeting Minutes  
February 20, 2024**

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

**Meeting ID: 876 0705 6145 Passcode: PWFD**

**OPENING BY CHAIRMAN AND ROLL CALL**

The Administrative Board Meeting was called to order at 7:02 PM by Frederick Faerber.

Present – Frederick Faerber, David Gleason, Thomas Grieb (via Zoom), Philip Driscoll (via Zoom), William Douglas, Jr., Theodore Czech and David Reise

Also Present – Jessica Lynch and David F. Fox

**Mr. Douglas, seconded by Mr. Reise, made a motion to appoint Frederick Faerber as chairman pro tem.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

**MINUTES OF MEETINGS**

Approve Administrative Board Meeting Minutes of January 23, 2024

Approve Administrative Board Executive Meeting Minutes of January 23, 2024

**Mr. Douglas, seconded by Mr. Reise, made a motion to approve the Administrative Board Meeting Minutes and the Administrative Board Meeting Executive Session Minutes of January 23, 2024.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

**NEW BUSINESS**

Approve Payment of Bills Listed

**Mr. Reise, seconded by Mr. Gleason, made a motion to approve payment of bills listed in the amount of \$386,731.87**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

Approve Electronic Payment of \$38,757.05 to RIIB to Pay the 2007 and 2019 Loans Due 3/1

**Mr. Gleason, seconded by Mr. Douglas, made a motion to approve the wire transfer for the loan payment in the amount of \$38,757.05 to RIIB.**

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**Administrative Board Meeting Minutes**  
**February 20, 2024**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

Budget to Actual - Presented

Summary of Bank Accounts and Treasury Bills - Presented

PARS OPEB Summary & PARS Update

Ms. Lynch noted that Vanguard Institutional Advisory Services (VIAS) who currently serves as the investment advisor for the District's Rhode Island Interlocal Trust OPEB Funding Program with U.S. Bank serving as Directed Trustee were notified that Mercer Investments has entered into an agreement to acquire VIAS. Mercer Investments does not maintain a governmental plan presence and has notified PARS that it will not be able to provide investment advisory services to the District following the transition. This requires the District to have an alternate investment advisor in place by April 1, 2024. The District will need to authorize U.S. Bank to serve as Discretionary Trustee responsible for overseeing plan investments and appoint its investment subadvisor, PFMAM to provide investment advisory services for the Trust.

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

Demand Report - Presented

Operations Report

Ms. Lynch reported that the District is waiting for enclosures from Zenner and is on hold replacing transmitters. Zenner has sent the wrong equipment twice but enclosures are expected this week.

Office Update – No Update

Sakonnet River Pipeline Project Update

Ms. Lynch noted that Hart will be starting the work at the Tiverton Treatment Station this week.

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**Administrative Board Meeting Minutes**  
**February 20, 2024**

Legislation

Ms. Lynch noted that she met with both Terri Cortvriend and Michelle McGaw on February 1<sup>st</sup> to discuss the issues with current legislation 24-8.1-2 Relocation of utility facilities necessitated by highway construction. Ms. McGaw worked with the legislation council lawyer to update language and was submitting the proposed changes.

Service Line Inventory - Presented

T-Mobile/Sprint Lease Ending

Ms. Lynch reported that equipment will be removed February 28, February 29, March 1 and March 2.

Lawn Mowing

**Mr. Gleason, seconded by Mr. Czech, made a motion to complete the lawn mowing in-house and authorize the General Manager to spend up to \$15,500 for a tractor, trailer and blower.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

Miscellaneous Construction Contracts

Award Contracts

**Mr. Gleason, seconded by Mr. Czech, made a motion to award full-service contracts for 2024 Miscellaneous Construction and Repairs to Water System to Tiger Tree and Landscaping and South Shore Excavation, Inc for full-service work, including paving, predicated on:**

- Satisfactory response to the request for proposals,
- Fairness and reasonableness of the prices, generally.
- Prior satisfactory performance of South Shore Excavation working on the District's system.
- Satisfactory References for Tiger Tree and Landscaping

**And award an Emergency on-call contract to East Coast Landscaping and Construction, Inc.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

Approve Billing Rates

**Mr. Gleason, seconded by Mr. Douglas, made a motion to approve the "PWFD Billing" prices as shown on the "Tabulation of 2024 Approved Construction Contractors and PWFD Billing Rates", which will be used to bill customers for the various types of construction work performed by the District, particularly for curb stop installations.**

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**Administrative Board Meeting Minutes**  
**February 20, 2024**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

Fire Service – Cost of Service Analysis

**Mr. Gleason, seconded by Mr. Douglas, made a motion to establish fire protection charges for FY-25 predicated on the Fire Protection Cost of Service Analysis as follows:**

<b>Public Fire Hydrants</b>	<b>-</b>	<b>\$501 per each</b>
<b>Private Fire Services</b>	<b>-</b>	<b>\$28.00 per each for 2-inch and smaller</b>
		<b>\$172.00 per each for 4-inch</b>
		<b>\$500.00 per each for 6-inch</b>
		<b>\$1,066.00 per each for 8-inch</b>
		<b>\$1,917.00 per each for 10-inch</b>

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

Quarterly Fire District Reports for Period Ending 1/31/24 per RIGL 45-12-22.2 - Presented

March Meeting – Propose to move to Wednesday March 20<sup>th</sup> or Wednesday March 27<sup>th</sup>

**Mr. Gleason, seconded by Mr. Douglas, made a motion to move the March meeting to Wednesday, March 27 at 6:30 pm.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

**REPORT FROM LEGAL COUNSEL**

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

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

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

**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**

**PORTSMOUTH WATER AND FIRE DISTRICT  
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**Administrative Board Meeting Minutes  
February 20, 2024**

**Investment of Public Funds**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

**RETURN TO OPEN SESSION**

**Disclosure of Executive Session Votes and Disposition of Minutes**

**Mr. Gleason, seconded by Mr. Douglas, made a motion to Seal the Executive Session Meeting Minutes of February 20, 2024. Discussed were:**

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

**Failed Water Meter – Customer Damage Incurred – No Update**

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

**Negotiating the Purchase of Property – New office lot meeting discussion**

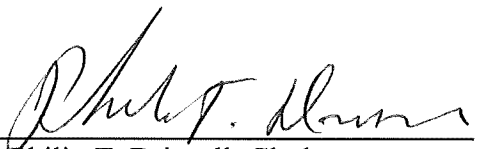
**Investment of Public Funds – No Update**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

**ADJOURNMENT**

**Mr. Douglas, seconded by Mr. Gleason, made a motion to adjourn.**

**A vote was taken and the motion passed with Frederick Faerber, David Gleason, William Douglas, Jr., Theodore Czech and David Reise voting in the affirmative.**

  
Philip T. Driscoll, Clerk