

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

**August 20, 2024 at 7:00 pm**

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1. OPENING BY CHAIRMAN AND ROLL CALL
2. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of July 16, 2024
  - B. Approve Administrative Board Executive Meeting Minutes of July 16, 2024
3. 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. Quarterly Fire District Reports for Period Ending 7/31/24 per RIGL 45-12-22.2
  - K. Penalty Charge Policy Discussion
  - L. Legal Counsel Bid Discussion
4. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Hydrant Maintenance Discussion
  - E. Water Quality Update – TTHM
  - F. Sakonnet River Pipeline Rehabilitation Project
  - G. Office Study Update
  - H. Service Line Inventory Update
  - I. Audit Update
  - J. September Meeting Conflict – Propose move to Thursday September 19<sup>th</sup>
5. REPORT FROM LEGAL COUNSEL

*CONTINUED*

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6. 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

7. RETURN TO OPEN SESSION

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

8. ADJOURNMENT

Join Zoom Meeting

<https://us02web.zoom.us/j/4103559226?pwd=NWpUNGhCc01ZamhJNnJUV0gzd3Jadz09&omn=82154834930>

Meeting ID: 410 355 9226

Passcode: PWFD

Dial by your location

• +1 929 205 6099 US (New York)

Meeting ID: 410 355 9226

Passcode: 764269

Find your local number: <https://us02web.zoom.us/j/4103559226?pwd=NWpUNGhCc01ZamhJNnJUV0gzd3Jadz09&omn=82154834930>

Posted – 8/16/2024

**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.**