

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

**Administrative Board Meeting Minutes
September 18, 2024**

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

Meeting ID: 410 355 9226 Passcode: PWFD

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, Thomas Grieb, Philip Driscoll, William Douglas, Jr, Theodore Czech and David Reise

Also Present – Jessica Lynch, John Larsen and David F. Fox

GUESTS

Mary Sahady – Hague, Sahady & Co. – Audit Presentation

Mr. Faerber, seconded by Mr. Grieb , made a motion to accept the audited financial statements as presented with the corrected number of water service connections.

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

Mr. Larsen and Ms. Sahady left the meeting.

MINUTES OF MEETINGS

Approve Administrative Board Meeting Minutes of August 20, 2024

Approve Administrative Board Executive Meeting Minutes of August 20, 2024

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 August 20, 2024.

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

NEW BUSINESS

Approve Payment of Bills Listed

Mr. Faerber, seconded by Mr. Grieb, made a motion to approve payment of bills listed in the amount of \$434,766.19.

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

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Budget to Actual – Presented

Summary of Bank Accounts and Treasury Bills – Presented

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

REPORT FROM GENERAL MANAGER

Water Service Application Approvals – Presented

Demand Report – Presented

Operations Report

Ms. Lynch noted the goal is to have two days a week dedicated to hydrant maintenance.

Water Quality Update – TTHM – Presented

Sakonnet River Pipeline Rehabilitation Project – Presented

Office Study Update

Service Line Inventory Update

Ms. Lynch noted October 16, 2024 is the due date for the full lead service line inventory.

WSSMP

Ms. Lynch noted the 5-year update is almost complete. She noted there is also an annual update.

Flushing Update

Ms. Lynch noted flushing will be done in October.

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REPORT FROM LEGAL COUNSEL

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

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

Mr. Faerber, seconded by Mr. Gleason, 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
Investment of Public Funds**

A vote was taken and the motion passed with Frederick Faerber, David Gleason, Thomas Grieb, Philip Driscoll, 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. Faerber, seconded by Mr. Gleason, made a motion to Seal the Executive Session Meeting Minutes of September 18, 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 – Continuing to evaluate options.

Investment of Public Funds – Rate case is proceeding.

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

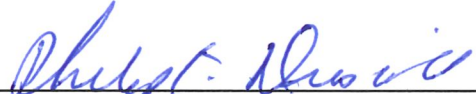
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ADJOURNMENT

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

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


Philip T. Driscoll, Clerk