

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

Page 1 of 2

November 19, 2018  
5:00PM

1. OPENING BY CHAIRMAN AND ROLL CALL
2. GUESTS
  - A. Thomas Rodrigues, III, 1330 East Main Rd., re: Tampering
  - B. Warren Edmonds, Able Industrial Sweeping, Inc., Water St. at Church St., Hydrant Tampering and Backflow Valve Violation
3. CORRESPONDENCE
  - A. Letter dated 10/25/18 from Kermin Liu, re: Exemplary Service from Operations Department
4. MINUTES OF MEETINGS
  - A. Approve Administrative Board Meeting Minutes of October 16, 2018
  - B. Approve Administrative Board Executive Meeting Minutes of October 16, 2018
5. NEW BUSINESS
  - A. Approve Payment of Bills Listed
  - B. Transfer Funds from BankNewport Operating Account to Pay Line of Credit
  - C. Transfer Funds from BankNewport Operating Account to Savings Institute Bank and Trust
  - D. Budget to Actual
  - E. Summary of Bank Accounts
  - F. Cash Flow Summary
  - G. Water Accounts Receivable Analysis
  - H. Financial Statements
6. REPORT FROM GENERAL MANAGER
  - A. Water Service Application Approvals
  - B. Demand Report
  - C. Operations Report
  - D. Disposal of Assets
  - E. Water Quality – Update
    - 1) TTHM Testing
  - F. Quarterly Fire District Reports for Period Ending 10/31/18 per RIGL 45-12-22.2
  - G. Request Authorization to Solicit Bids for Lawn Mowing Services
  - H. Union Street Pump Station Update
  - I. Request Permission to Sell Truck
  - J. Request Authorization to Solicit Bids for Auditor for FY-19, FY-20, and FY-21

*CONTINUED*

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7. REPORT FROM LEGAL COUNSEL
8. EXECUTIVE SESSION 42-46-5 (a) (1) (2) (7)
  - A. 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.
    - 1) Employee Review
  - B. Litigation: 42-46-5 (a) (2)
    - 1) Middle Creek Farms, LLC – Update
    - 2) Newport PUC Rate Filing
    - 3) Failed Water Meter – Customer Damage Incurred
  - C. Investment of Public Funds: 42-46-80 (a) (7)
    - 1) Investment of PWFD Funds/Contract Negotiations for Rate Expert Retention
  - D. Vote Regarding Disclosure of Votes and Disposition
  - E. Adjourn Executive Session
9. RETURN TO OPEN SESSION
  - A. Disclosure of Executive Session Votes and Disposition of Minutes

10. ADJOURNMENT

Posted – 11/15/2018

**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.**