



State of Rhode Island and Providence Plantations

Water Resources Board

100 North Main Street, 5th Floor

Providence, RI 02903

(401) 222-2217 ♦ FAX: (401) 222-4707

FINANCE COMMITTEE

Minutes of Meeting

Tuesday, November 14, 2006

Members Present:

Jon Schock, Vice Chairman

Daniel Varin

Members Absent:

William Penn, Chairman

Staff Present:

Juan Mariscal, P.E.

Kathleen Crawley

Call to Order and Approval of Minutes

With a quorum present, Mr. Penn called the meeting to order at 11:10 am.

Motion by Chairman Varin second by Mr. Schock to approve the minutes of the October 10, 2006 meeting. The vote in favor was unanimous.

Discussion

There was a brief discussion about the change in format for the minutes and a question as to whether they suffice. Chairman Varin summarized that minutes are a record of actions and transcripts are a record of discussion. Technically, all that has to be done is to list the motions. Moving forward substantive discussion will be recorded in the minutes particularly discussion that adds to or clarifies the motion.

Reports

Motion by Chairman Varin second by Mr. Schock to approve the Chief Business Officer's Report for October, 2006. The vote in favor was unanimous.

Discussion Summary

- Ms. Crawley reviewed each category of the year to date expenses in detail. She noted that the restricted fund balance is all Maguire Supplemental Water funds. Other balances include unexpended funds for insurance that come due once per year as well as funds that were reallocated from FY 06 for the Supplemental Water Study.
- Mr. Mariscal stated that he had received approval to hire a temporary employee to fill in for the Personnel Aide position until that position is filled. To date the resumes sent have not resulted in a candidate to interview.
- Mr. Mariscal stated that he would like to work with Ms. Bhada and Ms. Crawley to include percentages on the CBO report as well as encumbrances (projected expenditures). The intent is to capture larger and/or one time expenditures that happen once a year or at a certain time of the year.

- Mr. Schock asked why the revenues from the surcharge were \$113,000 less than the prior year for that month.

Motion by Chairman Varin second by Mr. Schock to approve the Chief Financial Officer's Report for October, 2006. The vote in favor was unanimous.

Discussion Summary

- Mr. Mariscal reviewed the Phase III progress in detail noting that there are a few land projects, notably Kingston, that are in progress.
- There was a question about the Providence fund and when the note would be paid in full. Chairman Varin noted that the project had been refinanced. Mr. Mariscal stated that he would research and prepare a narrative for the committee for the next meeting.

Board Payment Requests

Motion by Chairman Varin second by Mr. Schock to pay Konica Office Products \$312.60 pursuant to the service agreement for the copier through October 31, 2006. The vote in favor was unanimous.

Motion by Chairman Varin, second by Mr. Schock to reimburse \$2,157.47 to DEM for services rendered from July 1, 2006 through October 14, 2006 for the Groundwater Investigation/Acquisition Program.

Discussion Summary

Mr. Schock asked what "IC" meant. Does it refer to overhead? He requested more detail for future invoices as to the work that was done and what projects the work relates to. He also requested that the invoice be submitted and approved prior to payment by DEM.

Board Corporate Payment Requests

Motion by Chairman Varin second by Mr. Schock to pay Konica Office Products \$209.41 pursuant to the service agreement for the copier through October 31, 2006. The vote in favor was unanimous.

Motion by Chairman Varin second by Mr. Schock to pay \$2,970.63 to DEM for legal services from 7/01/06-10/14/06 related to the Drinking Water Protection Program. The vote in favor was unanimous.

Discussion Summary

The committee restated their prior comments regarding DEM invoices for payment

Motion by Chairman Varin second by Mr. Schock to extend the contract with B&E Consulting Services for an amount not to exceed \$2,500 to provide bookkeeping assistance for the Board Corporate Water Quality Protection Bond Fund to be paid from the administrative account. The vote in favor was unanimous.

Discussion Items

The committee reviewed progress to date for the RI Public Drinking Water Protection Program Phase III Program. Mr. Mariscal, General Manager, reviewed the summary sheet provided and updated the committee stating that nearly 100% of the bond fund balance from Phase III is committed. He referenced the Kingston land project noting that they were finalizing after the end of the year for tax reasons. Pawtucket is near closing.

Chairman Varin requested that a chart be prepared at the end of the program that would summarize the acreage acquired over the three phases of the program.

The committee adjourned at 12:05 pm.

Respectfully Submitted,

Kathleen Crawley
Staff Director