



**State of Rhode Island and Providence Plantations
Water Resources Board**

Justice William E. Powers Building, Third Floor
One Capitol Hill
Providence, RI 02908
(401) 574-8400 ♦ FAX: (401) 574-8401

**FINANCE COMMITTEE MINUTES
Tuesday, January 15, 2008**

Members Present:

William Penn, Committee Chair
William Parsons
Ian Morrison

Members Absent:

Jesse M. Rodrigues, Jr.

Staff Present:

Juan Mariscal, P.E.
Kathleen Crawley

Guests Present:

Call to Order

With a quorum present, Chairman Penn called the meeting to order at 11:07 am. Mr. Penn noticed a Board agenda item that should also have been included on the Finance Committee agenda for payment recommendation to the Board.

Motion by Mr. Parsons second by Mr. Morrison, to amend the agenda to include the review of a board payment for the Kent County/Providence Water Supply Board interconnection in the amount of \$1,993,589 as included on the Board's agenda. The vote in favor was unanimous and the motion carried.

Approval of Minutes

Motion by Mr. Penn, second by Mr. Parsons to approve the meeting minutes of December 13, 2008. The vote in favor was unanimous and the motion carried.

Discussion

It was noted that Mr. Penn was the only member in attendance at the December meeting and also in attendance at the January meeting. Mr. Parsons had a designee, Mr. Walker, in attendance at the December meeting.

Reports

Chief Business Officer's Report

Motion by Mr. Parsons, second by Mr. Morrison to approve the Chief Business Officer's Report for December 2007. The vote in favor was unanimous and the motion carried.

Discussion

Mr. Penn noted that in the first six months the Board had spent roughly half the budget. He asked about the variance in contracted services. Ms. Crawley reviewed some expenditures that are in process yet do not yet appear as expenses or encumbrances for USGS stream gages. Related to Water Allocation, she reported that funds required for the Big River Gages had been encumbered for the year and that a new Joint Funding Agreement (JFA) had been signed with USGS for continuing the Water Atlas and water data effort. There are a few large projects planned under the program that are not under contract yet and the scope of work has not been fully determined. The general concept for the study was to

expand on the modeling work that had been done in Big River which centered on streamflow impacts to also assess wetlands hydrology and impacts. Ms. Crawley reviewed balances in detail noting that the Water Supplier audits had not yet started and the payments in lieu of taxes to Coventry and East Greenwich had not yet been made.

Mr. Penn noted that the major variance in operating expenses appears to be insurance. Ms. Crawley added that the Rivers Council has initiated their request for the legislative funds and those requests are in process. They reviewed the surcharge revenues.

Chief Financial Officer's Report

Ms. Crawley reported that the contract for B&E Consulting had been approved by Purchasing and that Mr. Bebyn was then instructed to complete the two reports (November and December). She stated that the report had been sent electronically to members and distributed paper copies.

Motion by Mr. Parsons, second by Mr. Morrison to approve the Chief Financial Officer's Reports for November and December 2007. The vote in favor was unanimous and the motion carried.

Discussion

Mr. Penn called Mr. Riverso to the meeting and asked about the status of the two projects with remaining funds (QDC and United Water RI). Mr. Riverso stated that United Water would not pursue a project to use the funds and the Committee directed Ms. Crawley to move the remaining balance to the appropriate bond fund. Mr. Parsons noted that the account still reads RIEDC rather than QDC. Ms. Crawley explained that staff worked to change the name but to date was unsuccessful.

Mr. Penn stated that the funds for United Water should be moved out of the account per the bond indenture. He noted that the administrative fund continues to grow.

Items for Action:

Board Payment & Contract Approval Requests

Big River Management Area

Motion by Mr. Morrison, second by Mr. Parsons to approve the payment of \$7,000.00 to the Town of West Greenwich for the purpose of Maintaining, snow plowing, grading, sanding and brush cutting of the roads within the property of WRB Big River Area for FY 2007 to FY 2008 subject to review and verification of an existing Memorandum of Understanding. The vote in favor was unanimous and the motion carried.

Discussion

Mr. Penn questioned the amount of documentation provided with the invoice and whether there was a contract (MOU) in place. Upon further discussion the committee instructed Ms. Crawley to review the original agreement (MOU) and attach it to the payment request.

Kent County/Providence Water Supply Board Interconnection

Motion by Mr. Morrison, second by Mr. Parsons to approve the payment of \$1,993,589 to Kent County Water Authority to reimburse expenses associated with the Kent County/Providence Water Supply Board interconnection project.

Board Corporate Payment & Contract Approval Requests- Public Drinking Water Protection Revenue Bonds, Series 2002 Administrative Expenses:

Motion by Mr. Morrison, second by Mr. Parsons to research and revise the Board and Board Corporate Bylaws and procedures. The vote in favor was unanimous and the motion carried.

Motion by Mr. Morrison, second by Mr. Parsons to pay \$385.00 to Partridge, Snow & Hahn for legal services rendered through November 30, 2007. The vote in favor was unanimous and the motion carried.

Discussion

The Partridge, Snow & Hahn bill generated discussion about the payment amounts and the Bylaws with general consensus that the dollar limits should be changed. There was additional discussion about the Bylaws in general and whether a more comprehensive review and revision was warranted.

Motion by Mr. Morrison, second by Mr. Parsons to pay AMTEC Invoice # 1023-01-08 for \$600.00 for rebate computations for the \$11,385,000 Rhode Island Water Resources Board, Corporate Issue, Public Drinking Water Protection Revenue Bonds, Series 2002. The vote in favor was unanimous and the motion carried.

Motion by Mr. Morrison, second by Mr. Parsons to approve the invoice for \$375.00 and to pay \$312.50 to B&E Consulting, LLC with the remainder of the invoice to be paid by Providence Water Supply Board for costs related to the Providence Project.

Discussion

The Notice of Blanket Purchase Agreement was included as follow up from the prior month. The Board Corporate had approved the contract subject to approval by the Division of Purchasing.

Board and Board Corporate Operating Expenses:

Motion by Mr. Morrison, second by Mr. Parsons to approve payments to Konica Office Products to be apportioned to the Board and Board Corporate as follows:

- a) \$172.18 for the Copier service agreement (Monthly Service/Supply) rendered from 11/01/07 through 12/1/07:
 - \$103.31 from Water Resources Board;
 - \$68.87 from the Water Resources Board Corporate.

- b) \$352.00 for copier service agreement (Monthly Lease) rendered from 12/1/07 through 12/31/07:
 - \$211.20 from Water Resources Board;
 - \$140.80 from Water Resources Board Corporate.

- c) \$352.00 for copier service agreement (Monthly Lease) rendered from 01/01/08 through 01/31/08:
 - \$211.20 from the Water Resources Board;
 - \$140.80 from the Water Resources Board Corporate.

The vote in favor was unanimous and the motion carried.

Board Corporate Budget

Motion by Mr. Morrison, second by Mr. Parsons to approve the Board Corporate budget subject to a determination by Bond Counsel regarding the potential expenditure of Drinking Water Quality Protection administrative funds to hire financial staff the cost to be included in the final budget if eligible. The vote in favor was unanimous and the motion carried.

Other Business Adjournment

With no other business to come before the committee, there was a **Motion** by Mr. Morrison, second by Mr. Parsons to adjourn. The vote in favor was unanimous and the motion carried.

Respectfully Submitted,

Kathleen Crawley
Staff Director