



State of Rhode Island and Providence Plantations

Water Resources Board

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**FINANCE COMMITTEE MEETING
MINUTES**

Monday, August 17, 2009

Members Present:

William Penn, Chairman
Jon Schock

Staff Present:

Kenneth Burke, General Manager
Kathleen Crawley, Staff Director
Emily Cousineau, Implementation Aide

*Member Designee

Members Absent:

William Parsons*
Jesse Rodrigues

Guests

David Bebyn, B&E Consulting

CALL TO ORDER AND APPROVAL OF MINUTES

Mr. Penn called the meeting to order at 11:09a.m.

Motion by Mr. Penn, second by Mr. Schock to approve the minutes for the Finance Committee Meeting of July 20, 2009. The vote in favor was unanimous. The motion carried.

REPORTS:

A. Chief Business Officer Report – July 2009

Motion by Mr. Penn, second by Mr. Schock to approve the Chief Business Office's Report for July 2009. The vote in favor was unanimous. The motion carried.

B. Chief Financial Officer's Report – July 2009

Motion by Mr. Penn, second by Mr. Schock to defer action on this item until the next meeting. The vote in favor was unanimous. The motion carried.

Discussion:

Two attachments were accidentally omitted from the report.

C. Quarterly Budget and Year End Report – Update

Ms. Crawley reported on the enacted budget versus actual expenses for the fourth quarter, as requested at the prior meeting. She noted that the state had not yet closed out the fiscal year.

- Overall balances are in salaries and benefits, due to previous lack of staff. The negative number under “Grants and Benefits” reflects additional funds required to reimburse the Exeter-West Greenwich school district for school children living in the Big River Management area.
- Under Operating expenses, the WRB was denied certain funds, such as office moving expenses.
- The report also reflected a freeze in RICAP funds.

ITEMS FOR ACTION:

A. PAYMENT & CONTRACT APPROVAL REQUESTS – BOARD CORPORATE:

i. Public Drinking Water Protection Revenue Bonds, Series 2002 –Administrative Expenses:

Motion by Mr. Schock second by Mr. Penn to approve the payment of invoice # 232621 for \$1,896.80 and invoice # 234935 for \$665.00 to Partridge Snow & Hahn, LLP. The vote in favor was unanimous. The motion carried.

Discussion:

Mr. Penn questioned why the cover letter from Partridge Snow & Hahn referred to a “separate billing file” for future work on the South County-Big River Well Project. Mr. Burke explained that Mr. Benoit incorrectly combined the two projects in that statement. Funding will exist for South County only. Ms. Crawley clarified that these funds come out of G.O. Bonds, which involves the Board, not Board Corporate. Mr. Penn requested that we obtain clarification that Mr. Benoit is not setting up a Board Corporate fund.

Motion by Mr. Schock second by Mr. Penn to approve the payment of invoice # 755 for \$625.00 and invoice # 756 for \$2,427.50 to B & E Consulting, LLC. The vote in favor was unanimous. The motion carried.

Discussion:

Mr. Penn requested that future agendas reflect the full amount as invoiced, with a distinction between amounts to be paid by the Water Quality Fund and the Providence Fund. He also noted that the invoice incorrectly reported the rate charged per hour, however, the total amount invoiced was correct. Mr. Bebyn stated that he would make this correction.

5. OTHER BUSINESS: No new business was presented.

6. ADJOURNMENT

Motion by Mr. Schock, second by Mr. Penn to adjourn the meeting. The vote in favor was unanimous. The meeting adjourned at 11:28a.m.

Respectfully submitted,



Emily Cousineau, Implementation Aide