

The Narragansett Bay Commission  
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Vincent J. Mesoella  
Chairman

Raymond J. Marshall, P.E.  
Executive Director



## OFFICIAL MINUTES OF:

Meeting of:	Finance Committee Meeting
Date:	March 6, 2012
Time:	10:30 a.m.

### MEMBERS PRESENT:

Robert Andrade, Committee Chairman  
Mario Carlino  
Jonathan Farnum  
Joseph Kimball  
John MacQueen  
Vincent Mesoella  
Joan Milas

### MEMBERS ABSENT:

Michael DiChiro  
Leslie Gray, III

### STAFF AND GUESTS PRESENT:

Raymond J. Marshall, NBC Executive Director  
Thomas Uva, NBC  
Richard Burroughs, NBC  
Karen Musumeci, NBC  
Joe Pratt, Louis Berger Group  
Sherri Arnold, NBC  
Pamela Duckworth, NBC  
Jamie Samons, NBC  
Leah Foster, NBC  
Richard Bernier, NBC

Linda George, Senate Fiscal Offices  
Harold Gadon, CAC  
Cecille Antonelli NBC  
Karen Giebink, NBC  
Joe LaPlante, NBC  
Carmine Goneconte, NBC  
Deborah Samson, NBC

### 1. Call to Order

Finance Committee Chairman Robert Andrade, called the March 6, 2012 Finance Committee Meeting to order at 10:31 a.m.

## **2. Approval of Minutes – December 20, 2011 Joint LRP-Finance Committee**

Chairman Andrade asked for a motion to approve the December 20, 2011 Joint LRP-Finance Committee meeting minutes as written. Commissioner Farnum moved to approve the 2011 Joint LRP-Finance Committee December 20, 2011 meeting minutes as written. Commissioner MacQueen seconded the motion. The vote taken by the Finance Committee was unanimous. The motion carries.

## **3. Items for Action**

### **A. Review of Monthly Financial Statements and Expenditures**

Karen Giebink advised that the Committee members have before them the December 2011 and January 2012 monthly financial reports before them. Ms. Giebink reviewed the January 2012 monthly financial report with the Committee.

With respect to Budget vs. Actuals the first item, we are 58 percent of the way through the fiscal year and we are spending under budget at 53.8 percent with respect to operation and maintenance costs. We are significantly under the budgeted amounts for utilities as well as bio-solids at this point in the fiscal year.

Budgeted vs. Filled Positions we are nearing full employment with respect to the budgeted levels at 98% percent.

Ms. Giebink stated that Page 2 of the report shows the billings. We were disappointed with the February billing which was \$5.2 million which you can see is significantly lower than we billed for the prior months. We did have a fair number of adjustments to the January billing due to the true up of estimated vs. actual readings in the Pawtucket Water Supply Board area. Overall though, we are still looking pretty strong with respect to the billings at 101 percent of the budgeted levels. With respect to receivables the outstanding amount as of January 31<sup>st</sup> is \$11.7 million which is less than we were last year at this point in time.

She stated on Page 3 of the report, cash and investments total \$64.3 million. Page 4 of the report the long term debt you can see NBC vs. SIFMA index we are continuing to price below the index through January we were pricing below .1 percent. Most recent pricing was at .12 percent so instead of receiving monthly invoices in the neighborhood of \$180,000 we are receiving them in the neighborhood of \$6,000 for interest. Outstanding debt is \$426.4 million.

Ms. Giebink stated that Page 5 shows Capital Funds available total \$63 million dollars. Page 6, of the report shows capital payments by month and source. Ms. Giebink noted the attachments to the Monthly Financial Report include the Statement of Net Assets, the Statement of Revenues, Expenses and Changes in Net Assets as well as the detailed Budget vs. Actual.

This concluded Ms. Giebink's report.

### **B. Consideration of Purchase Requisition**

Mr. Marshall stated the Committee members have before them a list of Purchase Requisitions for the months December and January that were included as part of the Budget and are in excess of \$10,000. There are none that require the Committee's approval. The members also have a list of budget transfers for the months of December and January.

**C. Consideration of Personnel Actions**

None.

**D. Review and Approval of Resolution 2012:07; Authorization to Change the Provider of Trustee Services**

Karen Giebink stated The NBC has required the services of a Trustee since the Trust Indenture was executed in April 2004. NBC's current Trustee is Wells Fargo and they were selected through a RFP process in 2006. Since that time, Wells Fargo closed their local office and centralized their business in Pennsylvania. A Request for Qualifications/Proposals (RFQP) was issued for Trustee services by NBC's financial advisor. Responses were received from Wells Fargo, USBank, People's United Bank, Deutsche Bank, and The Bank of New York Mellon.

Based upon a review of the proposals it is recommended that NBC engage USBank for Trustee services. USBank is highly qualified with a dedicated local staff. Their proposal is also advantageous from a pricing perspective.

Commissioner MacQueen made a motion to approve Resolution 2012:07; Authorization to Change the Provider of Trustee Services. Commissioner Farnum seconded the motion and the vote taken by the Finance Committee was unanimous. The motion carries.

**4. Other Business**

None.

**5. Adjournment**

A motion to adjourn was made by Commissioner MacQueen, seconded by Commissioner Farnum and the Finance Committee meeting adjourned at 10:55 a.m.

Respectfully submitted,



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Raymond J. Marshall, P.E.  
*Executive Director/Secretary*