PAWTUCKET WATER SUPPLY BOARD
85 Branch Street
March 10, 2020
5:00 PM
AGENDA

1. Call to Order - Meeting #390

2. Roll Call

3. Public Input

4. * Consent Agenda
   A. Secretary’s Report/Approval
   B. Monthly Operations Report/Treatment Plant Update

5. New Business
   A. FY2019 Audited Financial Statements

6. Announcements
   A. Next scheduled meeting – April 14, 2020

7. Correspondence

8. Adjournment
PAWTUCKET WATER SUPPLY BOARD
February 11, 2020
Minutes of the 389th Meeting

The 389th meeting of the Pawtucket Water Supply Board met on February 11, 2020 at 5:00 PM at the Pawtucket Water Supply Board, 85 Branch Street, Pawtucket, RI. The Chairperson, William Masuck, called the meeting to order at 5:00 PM.

**PWSB Members Present**
William Masuck - Present
James Bradford - Present
Thomas Hodge – Present
John Barry - Present
Joanna L’Heureux –Present

**PWSB Staff Present**
James DeCelles - Chief Engineer
Russ Houde – Assistant Chief Engineer
Robert Benson – CFO
Chris Collins – Source Water Manager
Joe Keough – Attorney
Jennifer LeBeau - Secretary

**Public Attendees** – Michael St. Pierre, Paul Couture, John Lefebvre

3. **Public Input:** John Lefebvre, 80 Clyde Street, Pawtucket, RI
Mr. Lefebvre appeared before the Board regarding an ongoing, unresolved issue with his property. The Board suggested that he leave his phone number with John Barry who will speak with Department of Public Works on his behalf.

4. **A Consent Agenda –January’s Meeting Minutes**
A motion to approve the Consent Agenda, was made by Joanna L’Heureux. and seconded by John Barry.
Roll Call Taken:
William Masuck - Yes
James Bradford - Yes
John Barry - Yes
Joanna L’Heureux – Yes

APPROVED

4. B – Treatment Plant Update
A motion to approve the Treatment Plant Update, was made by Joanna L’Heureux.
and seconded by John Barry.

Roll Call Taken:
William Masuck - Yes
James Bradford - Yes
John Barry - Yes
Joanna L’Heureux – Yes

APPROVED

5. Executive Session – Security R.I.G.L. § 42§ 42-46-5(a)
A motion to enter into Executive Session to discuss R.I.G.L § 42§ 42-46-5(a) was made by John Barry and seconded by Jim Bradford.
Executive Session started at 5:06pm.

Roll Call Taken:
William Masuck - Yes
James Bradford - Yes
Thomas Hodge – Yes
John Barry - Yes
Joanna L’Heureux – Yes

APPROVED
A motion was made by Tom Hodge and seconded by Jim Bradford to Seal the Minutes of Executive Session.

Roll Call Taken:
William Masuck - Yes
James Bradford - Yes
Thomas Hodge – Yes
John Barry - Yes
Joanna L’Heureux –Yes

A motion to exit out of Executive Session was made by Tom Hodge and seconded by John Barry.

Executive Session ended at 5:23pm.

**Roll Call Taken:**
William Masuck - Yes
James Bradford - Yes
Thomas Hodge – Yes
John Barry - Yes
Joanna L’Heureux –Yes

**APPROVED**

**6.A. Bill Adjustment Request:**

**1. 25 Maple Street, Pawtucket**

The Pawtucket Water Supply Board of Directors received a letter from Narragansett Bay Insurance Company regarding a high bill for their property located at 25 Maple Street, Pawtucket, RI, due to abnormal consumption in months of November and December 2019, caused by a running toilet. The property is currently vacant.

Their letter states they learned of the alleged running toilet on December 23, 2019 while conducting a routine walk through. They have since shut the water off to this property. They are asking for any reduction for the $6479.15 bill that accrued during the two months the toilet was running.

PWSB recommends that The Board deny Narragansett Bay Insurance request for a reduction in their bill, in accordance with Pawtucket Water policy.

A motion to deny this bill adjustment request was made by Tom Hodge and seconded by Jim Bradford.
Roll Call Taken:
William Masuck - Yes  
James Bradford - Yes  
Thomas Hodge – Yes  
John Barry - Yes  
Joanna L’Heureux –Yes  

DENIED

6.B. Woodard & Curran – Cybersecurity Update:
A small discussion was held in Executive Session regarding this agenda item.  
A motion was made by Tom Hodge and seconded by John Barry to advise management to proceed with the improvements expressed by the Woodard & Curran representative, Paul Couture, who appeared at the meeting.

Roll Call Taken:
William Masuck - Yes  
James Bradford - Yes  
Thomas Hodge – Yes  
John Barry - Yes  
Joanna L’Heureux –Yes  

APPROVED

6.C. FY2019 Audited Financial Statements:
A motion was made by Tom Hodge and seconded by Jim Bradford to table this item until next month with a request that Bob Benson prepare a brief presentation regarding its contents.

Roll Call Taken:
William Masuck - Yes  
James Bradford - Yes  
Thomas Hodge – Yes  
John Barry - Yes  
Joanna L’Heureux –Yes  

APPROVED
D. HVAC Preventative Maintenance Contract

It is recommended that PWSB enter into a contract with Arden Engineering Inc., in the amount of $15,150.00. Arden will perform bi-annual inspections on the HVAC systems at 85 Branch Street, and 239 Grotto Avenue. The contract will cover boiler cleaning, air conditioner cleaning, filter and belt replacement and all other preventative maintenance work on 25 pieces of equipment between the two sites. Arden comes recommended by RI MPA and approved to perform HVAC and installation and repair work.

A motion to approve the contract was made by Tom Hodge seconded by Jim Bradford.

**Roll Call Taken:**

William Masuck - Yes
James Bradford - Yes
Thomas Hodge – Yes
John Barry - Yes
Joanna L’Heureux –Yes

**APPROVED**

Next regular meeting will be March 10, 2020.

A motion to adjourn was made by Tom Hodge seconded by Jim Bradford.

**Roll Call Taken:**

William Masuck - Yes
James Bradford - Yes
Thomas Hodge – Yes
John Barry - Yes
Joanna L’Heureux –Yes

**APPROVED**

Meeting adjourned at 5:47pm. Certified By: PAWTUCKET WATER SUPPLY BOARD, recorded by: jill

William Masuck, Chairperson
CHIEF ENGINEER’S REPORT – JAMES DECELLES

Water Treatment

- We have had no issues with plant operations this month.
- We are still working with AECOM on a resolution for the removal of the sludge from the settling basin at Mill St. We have been assigned a new project manager by AECOM and have had several phone conversations with both Synagro and AECOM regarding the project for the removal and disposal of the material. We are working with the NRC on possible disposal of the process water from the dewatering operation.
- The report last month by Woodard and Curran regarding the need to upgrade hardware in the WTP to enhance cyber security was not accurate. The hardware had in fact been ungraded and are not a liability. There are a few software upgrades that will be completed to maximize security.

Personnel

- We currently have a vacant crew leader position which will be posted soon.

Misc. Projects

- Hydraulic model project is ongoing.
- Contracts for the new Asset Management/Work Order project were signed and the kickoff meeting was held. We are currently gathering and exchanging information relating to PWSB assets that will be included in the new software program. Woodard and Curran has completed the initial needs assessment. They have been on site several times to begin the process of getting the necessary computer network in place for the software installation and data migration. Cityworks was also on site for two days for data collection and implementation planning. We are currently in the process of having a virtual network built that will host the Cityworks and ESRI software. The network has been constructed and software should be installed on the new virtual network this week. We have gone live with the new software and tablets have been issued to field personnel. The bugs are being worked out of the workflows and all seems to be progressing faster than was anticipated. PWSB personnel have embraced the new system and have made some excellent recommendations during implementation and startup.
- We are working with the City of Attleboro on a connection that would allow them to purchase PWSB water to supplement their supply. They have been experiencing issues with depleted supplies during recent years and are interested in having a PWSB connection that would be able to supplement their supply. The wholesale contract has been executed by both parties and has been submitted to the RI WRB to be attached to our approved Water Supply Management Plan. Attleboro has hired CDM to complete the design of the pump station and associated piping and control systems. It is expected that the project will be bid during the winter for spring construction. Attleboro did receive approval from MADEP to install the pumping station and run a pilot test to make sure that there are no water quality compatibility issues with the introduction of PWSB water to the Attleboro system. Attleboro has been conducting the MADEP required water-sampling project. We received final plans and specifications for the proposed pumping station and connections. Attleboro has informed us that it looks like they have resolved the land issue for the new pump station which will allow the project to go forward.
• Received correspondence from the BCWA regarding a possible connection to the PWSB system. They would be willing to commit to the purchase of 1 MGD with a total capacity of 5 MGD. BCWA is in the early phase of the pipeline design. They also held a meeting with legislators from all cities and towns involved to try to get some State funding for this important connection project.

• We have had renewed discussions with East Providence on the possibility of an interconnection and backup supply. We have also received 90% drawings for the upgrade of our 2 existing interconnections. EP will be issuing contracts for these upgrades in the coming months.

• We have received official notification from the Teamster Union that they would like to begin the negotiation of a new contract. The current contract expires June 30, 2020.

• We have started the testing phase of a new time clock system that the City has installed for payroll purposes. The plan is for two months of testing and then to go live.

• The PWSB Emergency Response Plan is currently being reviewed and revised by staff.

• Current status of Homeowner Safety Valve waterline protection program –
  o Basic Plan: 230 or 10% (Low Price Plan)
  o Standard Plan: 303 or 13% (Middle Price Plan)
  o Premium Plan: 1,784 or 77% (Highest Price Plan)
  o Total of all Customers: 2,317 to date: approximately 13% of mailings
  o Total Claims 2020: 0
  o Total Claim Repair Cost: $0
  o Avg. water line repair cost: $0
  o No Claims February 2020

Legislation & Regulations

• H7216 and S2235 – This legislation proposes an interim limit for six PFAS compounds of 20 parts per trillion individually or in combination. We are currently evaluating the draft legislation and will be providing testimony at upcoming hearings.

• S2640 – This legislation would replace the RI Water Resources Board with the Rhode Island Water Authority. Basically, this is the same duties of the Water Resources Board under a new name. We are still evaluating the legislation and will provide testimony at the appropriate time.

SOURCE OF SUPPLY – CHRIS COLLINS

• The combined storage of Diamond Hill Reservoir and Arnolds Mills Reservoir is at 100% capacity, which is above normal for this time of year.
ENGINEERING – BROOKE COTTA

- **CL - 6 Cleaning and Lining Project**: Main replacement work taking place on Pine Street from Goff to Main Street to reduce interferences with the City’s Project for streetscape improvements and elimination of CSO’s. Cleaning and Lining a section of water main on abandoned section of Front Street after PWSB secured the necessary utility easements from owners. Remaining work includes the removal and demolition of four inactive valve boxes and punch list items; no permanent paving is required due to the City’s Project. A final payment requisition is in progress. Engineering Department is coordinating with the Contractor to ensure all records and payments are reconciled.

- **CL - 7 Cleaning and Lining Project**: Contractor has completed work on Pawtucket Avenue, Park Place in Pawtucket, and Ann Street in Cumberland. National Grid has commenced work to replace gas main on Pawtucket Avenue. Remaining work includes paving and punch list items. Engineering Department is coordinating with the Contractor to ensure all records and payments are reconciled.

- **Asset Management Program Development**: Cityworks end user training has been completed and employees have been successfully utilizing the software since July. The GIS system has also been running smoothly. Map updates are being continued on a regular basis and other useful records are being added to the Cityworks program.

- **Computer Hydraulic Modeling / Flushing**: CDM has completed update of the model and has prepared uni-directional flushing maps. Due to lack of manpower for third shift and the more intensive labor requirements of the unidirectional flushing program, unidirectional flushing will be put on hold until late spring 2020.

- **Watershed and Well Station(s) Electric Upgrade Project**: Work has commenced for the Watershed and Well Station(s) Electric Upgrade Project.

- **PWSB Building Improvements Contract**: Work relating to the interior portion of the PWSB Building Improvements Contract is substantially complete. The project primarily includes improvements to floor surfaces, ceiling, and wall surfaces at 85 Branch Street.
• **New Services:** New service installations continue to remain on hold until early spring. New applications have continued to be submitted over the winter.

• **Water Supply System Management Plan (WSSMP):** The five-year update for the Water Supply System Management Plan has been submitted to the Rhode Island Water Resources Board for review.

• **MR - 11 Main Replacement Project:** A new water distribution system improvements project for various streets throughout Cumberland is out to bid. Work is to include replacement/installation of approximately 24,000 linear feet of 6”, 8”, and 12” mains. Streets were chosen based on high break history and age.

• **Clean Water Infrastructure Replacement Plan (CWIRP):** The CWIRP is in the process of being updated for submission to the RI Department of Health.

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**TRANSMISSION AND DISTRIBUTION – FRED RAMOS**

• Water Service operations and maintenance for Central Falls, Cumberland, and Pawtucket are in winter mode

• Hydrant and valve replacements, inspections, and maintenance for Central Falls, Cumberland, and Pawtucket are in winter mode

• Main installation for the Crow Point Main Extension Project is completed

• Various training seminars and safety classes continue to be scheduled for all personnel

• Hydrant painting in PA is in winter shutdown (CB and CF are completed)

• Fall Hydrant Flushing is completed

• Winter Hydrant inspections are completed

• Valve/Roadbox checking and cleaning for RIDOT Broad St project is ongoing

• T&D work performed in **February:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Service Leaks Repaired</td>
<td>1</td>
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<tr>
<td>Main Breaks Repaired</td>
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<tr>
<td>New Domestic Services Installed</td>
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<td>New Fire/Irrigation Services Installed</td>
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<td>Services Revamped/Repaired</td>
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<tr>
<td>Services Shut Off/Turned on</td>
<td>7</td>
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<tr>
<td>Services Shut Off/On for NBC Nonpayment</td>
<td>0</td>
</tr>
<tr>
<td>Services Shut Off/On for Code Enforcement</td>
<td>0</td>
</tr>
<tr>
<td>Services dug to check (test pit)</td>
<td>0</td>
</tr>
<tr>
<td>Services tied into newer mains -CF</td>
<td>0</td>
</tr>
<tr>
<td>Services thawed out</td>
<td>0</td>
</tr>
<tr>
<td>VLS Services Shut &amp; Cut</td>
<td>1</td>
</tr>
<tr>
<td>Curb Boxes Repaired/Replaced</td>
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<td>Curb Boxes Raised/Lowered</td>
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<tr>
<td>Curb Stops &amp; Boxes Replaced</td>
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<tr>
<td>Hydrants Installed/Replaced/Removed/Moved</td>
<td>0</td>
</tr>
<tr>
<td>Hydrants Repaired</td>
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<td>Hydrants Thawed</td>
<td>0</td>
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<tr>
<td>Gate Valves Installed/Repaired/Replaced</td>
<td>0</td>
</tr>
<tr>
<td>Road Boxes Raised/Replaced/Removed</td>
<td>0</td>
</tr>
</tbody>
</table>

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MONTHLY OPERATIONS REPORT
Low Pressure Repairs/Corp Reamed 0
Mains Cut and Capped 0
Mains replaced/stubbed out/extended 1
Blow-offs repaired/replaced/installed 0
Fire Flow tests conducted 0
Emergency Dig-Safe Markings 2

**FINANCE – ROBERT BENSON**

- **New MUNIS Financial Software**
  1. **Phase 1** is MUNIS Financials and Tyler Cashiering is LIVE.
  2. **Phase 2 - Community Development** includes the Central Property File. Utility Billing software will require the Central Property database and this file must be live no less than 3 months prior to the Utility Billing GO LIVE date.
  3. **Phase 3 - MUNIS Human Capital** is scheduled to GO LIVE July 1, 2020. PWSB staff will be required to learn payroll time reporting procedures and the personnel processing procedures. Payroll & Human Resource conversion testing and training is on-going.
  4. **Phase 4 - MUNIS Utility Billing.** The project is scheduled to GO LIVE on August 1, 2020. The Staff working on the conversion are Ron Salois, John Davies, Terry Lapierre, Nicole Lussier, Lynn Delano, Kim Sherry and Bob Benson. End User Training staff is scheduled for June and July.
- **ExecuTime Electronic Time and Attendance System**
  1. PWSB is now in the testing phase with this new software system. We anticipate a GO LIVE date by the end of March 2020.

**CUSTOMER SERVICE – RON SALOIS**

- **Accounts Receivable/Aging:**
  1. See the attached Accounts Receivable Aging Schedule. The schedule includes a summary of current billings, customer payments and the net change to accounts receivable for the most recent month end and the current fiscal year. Customer payments last month totaled $1,517,905 including $289,113 paid on balances delinquent as of January 31, 2020.
  2. As of March 1, there are 160 accounts with balances of $69,987 in bankruptcy. As noted on the aging schedule these delinquent balances are a lien on the real estate which are designated as a priority claim in the bankruptcy court. Most of these claims will be collected subsequent to the discharge of the bankruptcy proceedings.
- **Water Lien (Tax) Sale**
  1. The next tax sale will be held on Wednesday, May 13, 2020. The initial letters were mailed December 27, 2019. This is 138 days in advance of the tax sale. Letters were mailed to 273 accounts with a balance of $252,682. 122 accounts with a balance of $111,884 have paid in full or made payment arrangements and 1 account with a balance of $1,052 is scheduled for shutoff in April. 150 accounts with a delinquent balance of $135,874 are still scheduled for the May tax sale.
• **Electronic Billing and Payment Processing (EBPP)**

  1. Cumulative results since EBPP went live on October 13, 2015 are:

     |                              | As of: 2/1/2020 |
     |-------------------------------|-----------------|
     | 1. Paperless Statistics:      | 2,477           |
     | 2. Auto-pay Statistics:       | 1,500           |
     | 3. Customers Registered On-line: | 7,188          |
     | 4. Total customer count:      | 25,246          |
     | 5. Percent registered         | 28.47%          |

  2. **Current Month & YTD Payment Summary**

     |                             | November        | February        |
     |-----------------------------|-----------------|-----------------|
     | 1. By Credit Card            | 2968            | $244,615        |
     | 2. By EFT (Check)            | 3216            | $282,223        |
     | 3. TOTAL Payments            | 6184            | $526,838        |

• **Billing/Consumption** -

  1. Meters were read on February 3\(^{rd}\) and billed on the 12\(^{th}\). Billing for the month was $1,705,753 and year to date is $15,118,229. This is a decrease of $324,366 or 3.13% compared to last year.

  2. January consumption billed in February 2020 was 198.07 million gallons (MG) and 1,895.0 MG for the year to date. Prior year consumption billed thru February 2019 totaled 1,939.3 MG. The current year billed consumption is a decrease of 2.28% compared to last year.

• **Metering**

  1. The dead meter program during FY20 has identified and replaced 11 dead meters and recovered $9,503. The dead meter program in FY2019 identified 50 dead meters and recovered $76,014.

  2. Results for the Cross Connection/Backflow Program are as follows:

   a. The number of backflow prevention assemblies installed:
      i. High Hazard: current month – 2Since April 2003 – 1433
      ii. Low Hazard: current month – 0 Since April 2003 – 676

   b. Cross connection control surveys:
      i. Completed: current month – 22 Since April 2003 – 2200

   c. The number of backflow prevention devices:
      i. Tested: current month – 0 Since April 2003 – 800

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**INFORMATION TECHNOLOGY DEPARTMENT – TERRY LAPIERRE**

• I.T. is well into the first year of implementing the Cityworks Storeroom (inventory management) software which integrates inventory management with the Cityworks asset management software. Bar-coding the inventory shelving has been completed. Developing the fiscal year-end procedure is currently underway.

• I.T. is replacing the office personal computers and will continue into the summer months (this is done every three years by industry standards).

• I.T. is assisting with the conversion and implementation of the new Munis Utility Billing software project.
• I.T. continues to support Customer Service and Metering with essential data transfer services for monthly meter reading and customer billing.
• I.T. continues to provide data processing support throughout the organization including mandatory maintenance, equipment and software upgrades, system security and data backup procedures to ensure the reliability of the network, computer equipment and data files.
• Transmits the monthly billing file to our bill print vendor Cathedral Corporation.
• I. T. updates the PWSB website regularly with files from the Meter and Engineering departments.
• I. T. coordinates all COX Communications telephone and internet issues resolution.
• I. T. is currently upgrading the firewall and network switch at Grotto Avenue as well as providing Wi-Fi to the mechanic’s garage to facilitate the use of new automotive diagnostic equipment.
### Collection Report - Current Period 4

<table>
<thead>
<tr>
<th>Month</th>
<th>Accounts Receivable</th>
<th>Accounts Collected</th>
<th>Collections</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>1,000,000</td>
<td>950,000</td>
<td>950,000</td>
<td>95%</td>
</tr>
<tr>
<td>Feb</td>
<td>900,000</td>
<td>850,000</td>
<td>850,000</td>
<td>95%</td>
</tr>
<tr>
<td>Mar</td>
<td>850,000</td>
<td>800,000</td>
<td>800,000</td>
<td>95%</td>
</tr>
<tr>
<td>Apr</td>
<td>800,000</td>
<td>750,000</td>
<td>750,000</td>
<td>95%</td>
</tr>
</tbody>
</table>

### Extended Accounts Receivable Summary

<table>
<thead>
<tr>
<th>Month</th>
<th>Accounts Receivable</th>
<th>Accounts Collected</th>
<th>Collections</th>
<th>% of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan</td>
<td>1,000,000</td>
<td>950,000</td>
<td>950,000</td>
<td>95%</td>
</tr>
<tr>
<td>Feb</td>
<td>900,000</td>
<td>850,000</td>
<td>850,000</td>
<td>95%</td>
</tr>
<tr>
<td>Mar</td>
<td>850,000</td>
<td>800,000</td>
<td>800,000</td>
<td>95%</td>
</tr>
<tr>
<td>Apr</td>
<td>800,000</td>
<td>750,000</td>
<td>750,000</td>
<td>95%</td>
</tr>
</tbody>
</table>

### Monthly Operations Report

- **Balance**: The monthly report includes a detailed analysis of accounts receivable and collected balances for each month from January to April. The report also includes an extended summary showing the total accounts receivable, collected accounts, and the percentage of the total collected.

- **Analysis**: The accounts receivable and collected balances are presented in a table format, allowing for easy comparison and analysis. The percentage of the total collected for each month is also highlighted, providing insight into the collection performance over the period.
## ACCRUAL BASIS RESULTS

<table>
<thead>
<tr>
<th></th>
<th>PW$S Approved Budget</th>
<th>YTD BUDGET</th>
<th>Actual Results Year To Date</th>
<th>Actual % of YTD Budget</th>
<th>Actual % of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RATE REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Metered Water Sales - Retail</td>
<td>14,451,838</td>
<td>9,634,559</td>
<td>9,458,227</td>
<td>98.2%</td>
<td>65.4%</td>
</tr>
<tr>
<td>Metered Water Sales - Wholesale</td>
<td>952,921</td>
<td>635,281</td>
<td>948,609</td>
<td>149.3%</td>
<td>99.5%</td>
</tr>
<tr>
<td>Customer Service Fees</td>
<td>3,305,260</td>
<td>2,203,507</td>
<td>2,253,310</td>
<td>102.3%</td>
<td>68.2%</td>
</tr>
<tr>
<td>Private Fire Service Fees</td>
<td>718,558</td>
<td>476,039</td>
<td>484,685</td>
<td>101.2%</td>
<td>67.3%</td>
</tr>
<tr>
<td>Public Fire Protection Fees</td>
<td>1,337,236</td>
<td>891,491</td>
<td>865,082</td>
<td>100.4%</td>
<td>66.9%</td>
</tr>
<tr>
<td><strong>MISCELLANEOUS REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Installation Fees</td>
<td>65,906</td>
<td>43,997</td>
<td>123,648</td>
<td>281.0%</td>
<td>187.4%</td>
</tr>
<tr>
<td>State Surcharge Administration Fee</td>
<td>50,209</td>
<td>33,473</td>
<td>29,239</td>
<td>87.4%</td>
<td>58.2%</td>
</tr>
<tr>
<td>Finance Charges - Delinquent Accounts</td>
<td>333,460</td>
<td>222,307</td>
<td>171,149</td>
<td>77.0%</td>
<td>51.3%</td>
</tr>
<tr>
<td>Other Income - Rental Real Estate</td>
<td>28,642</td>
<td>19,095</td>
<td>21,133</td>
<td>110.7%</td>
<td>73.8%</td>
</tr>
<tr>
<td>Other Miscellaneous Revenue</td>
<td>268,980</td>
<td>179,320</td>
<td>169,992</td>
<td>94.8%</td>
<td>63.2%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>21,513,100</td>
<td>14,342,069</td>
<td>14,555,075</td>
<td>101.5%</td>
<td>67.7%</td>
</tr>
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## EXPENSES by DEPARTMENT

### OPERATIONS & MAINTENANCE (O&M)

<table>
<thead>
<tr>
<th>Department</th>
<th>PW$S Approved Budget</th>
<th>YTD BUDGET</th>
<th>Actual Results Year To Date</th>
<th>Actual % of YTD Budget</th>
<th>Actual % of Annual Budget</th>
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<tbody>
<tr>
<td>Administration Department</td>
<td>2,134,150</td>
<td>1,422,797</td>
<td>1,291,707</td>
<td>88.7%</td>
<td>59.1%</td>
</tr>
<tr>
<td>Customer Service Department</td>
<td>581,700</td>
<td>387,800</td>
<td>351,699</td>
<td>90.7%</td>
<td>60.5%</td>
</tr>
<tr>
<td>Source of Supply Department</td>
<td>1,095,103</td>
<td>730,069</td>
<td>630,861</td>
<td>86.4%</td>
<td>57.6%</td>
</tr>
<tr>
<td>Purification/Treatment Department</td>
<td>2,806,600</td>
<td>1,671,817</td>
<td>1,772,412</td>
<td>94.7%</td>
<td>63.2%</td>
</tr>
<tr>
<td>Transmission and Distribution Department</td>
<td>2,310,627</td>
<td>1,540,591</td>
<td>1,418,300</td>
<td>92.1%</td>
<td>61.4%</td>
</tr>
<tr>
<td>Engineering Department</td>
<td>660,580</td>
<td>440,387</td>
<td>425,522</td>
<td>96.6%</td>
<td>64.4%</td>
</tr>
<tr>
<td>Metering Department</td>
<td>536,224</td>
<td>367,483</td>
<td>318,282</td>
<td>89.0%</td>
<td>59.4%</td>
</tr>
<tr>
<td><strong>TOTAL O&amp;M EXPENSES</strong></td>
<td>10,125,184</td>
<td>6,750,124</td>
<td>6,173,763</td>
<td>91.5%</td>
<td>61.0%</td>
</tr>
</tbody>
</table>

**NET REVENUE RESTRICTED PER PUC REPORT & ORDER**

<table>
<thead>
<tr>
<th></th>
<th>NW$S Approved Budget</th>
<th>YTD BUDGET</th>
<th>Actual Results Year To Date</th>
<th>Actual % of YTD Budget</th>
<th>Actual % of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>11,387,916</td>
<td>7,501,945</td>
<td>8,376,312</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## RESTRICTED REVENUE

- Revenue restricted for debt service: $8,252,697
- Revenue restricted for IFR: $2,500,000
- Revenue stabilization allowance per PUC: $635,218
- Revenue collected held in reserve in the revenue fund: $1,207,847

**REVENUE SUMMARY**

<table>
<thead>
<tr>
<th>Revenue Category</th>
<th>Amount NW$S</th>
<th>Amount YTD BUDGET</th>
<th>Amount Year To Date</th>
<th>Actual % of YTD BUDGET</th>
<th>Actual % of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>11,387,916</td>
<td>7,501,945</td>
<td>8,376,312</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

MONTHLY OPERATIONS REPORT 10
Treatment Plant Performance

- During the month of February the plant produced 206.2 million gallons. Average daily production of 7.1 million gallons.
- A total of 228.5 million gallons of raw water was pumped during February.
- February R.I. NPDES permit has been submitted. 12.6 million gallons of decant (.4 MG/D) was produced during the month of February. 5.5% of raw water usage.
- The filtration plant operated under full compliance for the month of February.

Operations and Maintenance

- Technicians from Woodard and Curran evaluated the network security and confirmed that it was at a very high level of protection. The system exceeds all industry standard requirements for security. During the upcoming SCADA upgrade, this protection will be upgraded even further.

- Upgrades to the control room have begun. This upgrade will include a new floor, better quality furniture, a more efficient layout, and upgraded electrical equipment.

- Preventative maintenance continues on schedule.

Safety

- No work related injuries.
- Access to the sample collection slab @ Happy Hollow is being assessed for safety improvements.
Laboratory Completed
February 2020

Reservoirs / Curran Brook Project picked up by PWSB
- 2/4 Reservoir 15 - 20, CB, CBA
- 2/11 Reservoir 10 - 14, CB, CBA, P87
- 2/18 Reservoir 7 - 9, A, CB, CBA
- 2/25 Reservoirs 1 - 6, CB, CBA

Monthly Plant Samples:
- 2/6 (Happy Hollow, 315/Clear Well, 420/TPE, 85 Branch St, Distribution of the week, Well Line)

Wells:
- 2/6 WELL 4, 5
- 2/13 WELL 4, 5
- 2/20 WELL 3, 4
- 2/27 WELL 3, 4

WQP Sampling:
- 420, 85 – 2/4
- Distribution 2/3 – 2/6
- 420, 85 – 2/18

DMR Sampling:
- Decant Line 2/12
- Decant Line 2/19

Sodium:
- 2/12
- 2/26
INTEROFFICE MEMORANDUM

Date: March 6, 2020

To: Members of the Board

From: Robert Benson

Re: Audit Report for Fiscal Year Ended June 30, 2019

The auditors have prepared the Pawtucket Water Supply Board’s audited financial statements as of June 30, 2019 which were issued to you at the Board Meeting held on February 11, 2020.

PWSB’s operations ended the year with a surplus of $6M. This surplus includes $5.63M of restricted revenue used to pay the principal due during the year on the long-term debt. The remaining surplus of 370K resulted from a reduction to our liabilities for pensions and post-employment medical benefits. Total revenues were under budget mainly due to actual water sales below the sales volume approved by the Public Utility Commission. Total expenses were under budget due to salary and benefit savings from temporary staff vacancies and operating expense savings and a significant reduction to our liabilities for pensions and post-employment medical benefits.

As of June 30, 2019, PWSB has unfunded net pension and post-employment employee benefit amounts of 8.8M which combined with our unassigned surplus creates the unrestricted deficit position of 4.8M.