

Thomas Stone
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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Board Meeting Minutes
March 17, 2009, 5:30 p.m. Regular Session
WSA Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members in Attendance:	Guests:
Thomas Stone, Chairman	Michelle Komar
Aaron Guckian, Secretary	
Steven Sylven, P.E.	
Fred Sullivan	
Gary Jarvis	
Staff Present:	
Janine L. Burke, Executive Director	Steve Zubiago, Legal Counsel
Joel Burke, Superintendent	BettyAnne Rossi, Pretreatment Coordinator
Lynn F. Owens, Administrative Coordinator	John E. Martin, Billing Services Manager
Bill Miranda, Admin. Technical Assistant	

1. **Call to Order** At 5:32 P.M. Chairman Stone called this meeting to order.
2. **Approval of Minutes**
 - a. Approval of minutes from the regular meeting held February 26, 2009.

Mr. Guckian moved approval of the minutes as submitted. Mr. Sylven seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

3. **Director's Report**
 - a. Financial Report

Director Burke provided the Board with the regular monthly financial report as of February 28, 2009. She pointed out new columns in the report for budget transfers and budget revisions. She said that, as she had mentioned the previous month, WSA took a hit on electricity charges and, as a result, we had to move money around to cover that line item as well as a few others that we were projecting to overspend. She said WSA subsequently took a hit with large insurance claims. She said that, in addition to moving money around within the budget, the WSA accountant worked with

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senior staff to cut \$144,000 from this year's budget. Unfortunately, Director Burke did not think these cuts will be enough to cover the expected shortfalls in revenues. She said there are still the Tax Sale, a sewer assessment billing, and another sewer usage billing to add to the revenues but she wasn't optimistic about the end of year numbers. She said the staff will continue to look for additional ways to cut expenses and/or raise revenues.

Director Burke reported that the City had completed its Comprehensive Annual Financial Report for FY08 and that copies were available if anyone would like to look at it. She mentioned a couple of highlights of that report, as of June 30, 2008:

1. Sewer Fund owes the City General Fund \$6,185,997
2. Sewer Fund owes our own Renewal & Replacement Fund \$ 1,930,077 (as indicated in the Financial Report)
3. FY08 Depreciation Expense was \$1,125,770

Director Burke reported that we have started the FY2010 budget process. She said we have to submit preliminary numbers to Finance Director Zmyslinski by next week. She said she would like to have the Sewer budget proposal to the Board to review at the April meeting. Or she suggested possibly holding an extra budget workshop-type meeting. She said that it was her understanding that the Board hasn't been too involved in the budget process but said it was very important that they understand the budget issues we are facing. Director Burke said that as part of the budget process this year, all City Departments are being asked to "examine the programs and services we currently provide with the intent of reducing costs or eliminating programs or services that are no longer cost-effective or not as critical as others." She said she has begun discussions with the Planning Department on collaborative efforts related to engineering services and Geographical Information Services. She said the target set by Finance is a 5% decrease over the adopted FY09 budget. She said she was still waiting to hear whether or not this 5% decrease includes debt service but if it does, we will need to find over \$800,000 in cuts and savings.

Director Burke said that she has been looking at cost savings as part of the reorganizing or "streamlining" work she's been doing. She handed out copies of the current organizational structure and major duties of each Division or Office, saying that she wanted the Board to see what she was looking at. She said she has been here a year now, watching and learning about the organization that whole time. She said she has a pretty good handle on what needs to be done. She said she had actually made one change, which was to bring the Account Auditor into the Director's office, physically located outside her office, and reporting to her directly. She said there was really no cost associated with that change and it just made sense to have this position in the Executive Director's office since WSA's financial viability is a major priority. As far as what else we could do, she said she is continuing to read and discuss and think a lot about this issue. She said she would like to make some concrete proposals for the Board to consider in the next month or so.

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Director Burke said that we plan to start putting the Board minutes, once approved, on the WSA website; the Board may have noticed a little more detail in the minutes than usual.

b. Administrative Schedule

March 26, 2009: Bid Opening for Governor Francis II

April 2, 2009: Rebroadcast of "Liquid Assets/Hidden Assets", RIPBS, 8:00 p.m.

April 21, 2009: Sewer Board of Review meeting on sewer assessment appeals

4. Chairman's Report: No report.

5. Construction Division Project Update Report, March 2009

Director Burke said at the April meeting we will have a recommendation on award of contract for sewer construction in the Governor Francis Farms II sewer project area.

6. Action Items

a. Industrial Pretreatment Program

i. John A. Caruso Scholarship Program

Industrial Pretreatment Coordinator and Laboratory Director BettyAnne Rossi spoke to the Board about the John A. Caruso Scholarship Program. She said usually WSA offers three \$2,000 scholarships, one to each of the three public high schools. She said fines received throughout the year will typically offset that \$6,000 investment in the scholarship fund. However, Ms. Rossi reported that this year the fines are a little low (\$3,650 assessed, \$1,900 collected). She stated she is confident that by June 30th we will have collected \$3,500. She suggested WSA offer three smaller scholarships of \$1,000 each this year.

After discussion about the distribution of scholarship information to the public school system, it was agreed that three \$1,000 scholarships will be offered to qualifying seniors at the three public high schools.

b. Resolution for RIDEM Certificate of Approvals:

i. Sandy Lane (construction)

Mr. Sullivan made a motion to obtain a certificate of approval for the construction of the Sandy Lane sewer project. Mr. Sylven seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

ii. Bayside IV (construction)

Mr. Guckian made a motion to obtain a certificate of approval for the construction of the Bayside IV sewer project. Mr. Sullivan seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

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c. Miscellaneous Contracts

i. Request for Proposals: Emergency Pumping Services (from 1-22-09 mtg)

The Warwick Sewer Authority sought bids from qualified haulers to provide pumping services and mobile tank and transporting equipment at WSA sites on an as-needed basis. Director Burke stated we are recommending that the bid be awarded to multiple vendors on an as-needed basis. The bidders will be included on a list using the lowest-priced bidder first. There will be two categories; small pumping services and large pumping services.

Mr. Guckian moved approval of multiple bid awards based on staff recommendation on qualified bidders' pricing per category. Mr. Sylven seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

ii. Repair of Rooftop Air-Conditioning Unit

Superintendent Burke stated the Operations and Laboratory Building is equipped with a rooftop Carrier HVAC unit that provides both heat and air conditioning. The unit was installed in 2000 when the laboratory wing was remodeled. The unit experienced numerous problems last summer maintaining a room temperature setting of 70 degrees; refrigerant was leaking from corroded copper fittings. Superintendent Burke stated two HVAC service companies evaluated the unit and submitted quotes to either repair the existing unit or replace the entire unit. Superintendent Burke recommended Regan Heating and Air Conditioning be awarded the bid to replace the existing condenser coil, compressor and copper piping, for a price of \$7,060.00.

Mr. Guckian moved approval of the recommendation. Mr. Sullivan seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

d. Annual Deferment of Sewer Assessments

Name	Year	Address	Reason
Gerald D. LaPierre	1	1875 W. Shore Rd., Plat 352 Lot 0012	Single family, 1.02 acres
Alice Hohler	1	595 Buttonwoods Ave., Plat 369 Lot 0258	Single family, 3.57 acres
John & Maryann Allmark	2	119 Church Ave., Plat 332 Lot 0058	Single family, 1.19 acres

Mr. Martin stated that it was not necessary to approve Mr. LaPierre's deferment application, as he submitted documentation detailing evidence of wetlands on his property, thereby reducing the assessable portion of his parcel to below an acre. (Because the assessment bills have not been generated, an adjustment to the account can be made). No deferment necessary.

Mr. Sullivan moved approval of the Hohler and Allmark deferments. Messrs. Jarvis and Guckian seconded the motion. Chairman Stone, Messrs.

Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

7. Miscellaneous Requests for Consideration

- a. Staff recommendation for exception to Regulation No. 53 On-Site Grant Funds: Mr. and Mrs. Shepherd, Plat 339 Lot 448 (Continued from 2-26-09)

Mr. Shepherd was in attendance. Following review of legal counsel's opinion and a brief discussion about rights of way and what happens in this instance if there is a problem with the water line, Mr. Jarvis made a motion to grant an exception to Regulation No. 53 On-Site Grant Funds, and provide a \$2,000.00 grant to Mr. Shepherd to improve his on-site waste disposal system.

Mr. Sullivan seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

- b. Request for sewer extension on State Street, Mr. David DiGiacomo

Mr. DiGiacomo was in attendance to ask that the existing sewer line at Meadow View be extended to his property and four others on State Street. A petition from property owners asking for sewer service was presented to the WSA. Ms. Roxanne Carter stated she does not want to pay the current assessment rate of \$82.00 per foot, when property owners at the other end of State Street received sewer service a few years ago at \$52.00 per foot. Chairman Stone stated tonight's conversation is about an extension of sewers; the Sewer Board of Review is available to hear appeals following sewer extension and assessment.

The Board discussed the extension of low pressure sewers in the State Street area, whether gravity sewers can be extended, and the possibility of a cross country sewer line. Director Burke presented preliminary costs associated with low pressure sewer extension to Mr. DiGiacomo's property and to the other parcels on State Street.

The Board asked Director Burke to provide further information on alternate extensions. Mr. Sullivan questioned why Ms. Carter's lots were not assessed at the time of the Meadow View sewer extension (at \$52.00 per foot). Mr. Jarvis stated WSA may not have left a service connection.

This item will be considered at the next Board meeting.

8. Consent Agenda – Correspondence

- a. WSA letter to RIDEM on Inflow/Infiltration Summary Report (1-21-09)
- b. WSA letter to William Conti in response to inquiry on Stimulus funds (2-20-09)
- c. RIDEM letter to WSA on extension for O & M Manual submission (2-20-09)
- d. WSA letter to Governor's Office on Public Works Realignment Comm. (2-23-09)
- e. WSA letter to USEPA on supplemental info for CMOM annual report (2-26-09)
- f. WSA IPP letter to J & K Subway, LLC on non-compliance (2-25-09)
- g. WSA financial report to City Council (3-4-09)

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- h. WSA letters to attorneys on results of RFP #2009-175-Legal Services (3-4-09)
- i. WSA Director's report to Mayor Avedisian (3-5-09)

Mr. Guckian moved approval of the consent agenda items. Mr. Sylven seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

9. Consent Agenda – 2009 Drainlayer Licenses

- a. David Merriam (renewal)
- b. John T. Kirby (renewal)
- c. Robert Furney (renewal)
- d. James Butler (renewal)
- e. Rick Nunes Construction (renewal)
- f. J. DiCenzo Construction (renewal)
- g. East Coast Landscaping & Const., Inc. (renewal)
- h. R. Quirk Excavation (renewal)
- i. Patrick S. Diffley (renewal)

Mr. Guckian moved approval of the drainlayer licenses consent agenda. Mr. Sylven seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

10. New Business No new business presented.

11. Old Business

- a. **Buttonwoods Fire District sewer assessment/deferment (7-24-08)**

Mr. Zubiago stated Attorney John Boehnert, of Partridge, Snow & Hahn, is representing the Buttonwoods Fire District. Mr. Zubiago will set up a meeting with the attorney on this matter.

- b. **Facilities Plan Review (9-11-08)**

Director Burke stated she will be putting a bid together for meeting the new phosphorous limits associated with our new RIPDES permit. She stated RIDEM has some concerns about the Facilities Plan Reaffirmation we submitted, and why the flows went up. Director Burke will review our flow records and will continue conversations with BETA and RIDEM.

12. Discussion Items

- a. **Economic Stimulus Package**

Director Burke stated we have not received official notification on any stimulus funding for sewer construction. She stated we have heard through the grapevine that WSA will receive funding for the Sandy Lane sewer extension.

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Director Burke stated the Rhode Island Clean Water Finance Agency (RICWFA) will provide official notification; no other agency has received official notification yet. She will contact RICWFA for up to date information on funding.

Director Burke stated we've talked about going to the City Council for additional revenue bond authorization to continue sewer construction but the stimulus money may allow us to put that request off and focus on the Mandatory Sewer Connection program. She stated we have the option to construct Sandy Lane through Contract AA, which might put the shovel in the ground sooner. Director Burke stated she has asked Jim Feeney to run some numbers on project costs, comparing Contract AA prices with those of our consulting engineers.

b. Mandatory Sewer Connection Program

Director Burke sent an email to Council President Bruce Place, asking for his assistance in docketing a proposed City Council Resolution in support of WSA's efforts to amend our enabling legislation regarding mandatory sewer connections. Director Burke stated this is a priority issue for WSA.

c. Sewer Tie In Loan Fund No new information available.

13. Adjournment

Mr. Sullivan moved to adjourn this meeting. Mr. Guckian seconded the motion. Chairman Stone, Messrs. Guckian, Sylven, Sullivan and Jarvis voted in favor of the motion. Motion approved.

At 6:25 p.m. this meeting ended.

Aaron Guckian, Secretary

Date of Approval