

Fred Sullivan  
Chairman

Janine L. Burke  
Executive Director



Scott Avedisian  
Mayor

**Warwick Sewer Authority**  
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## Board Meeting Minutes

**Tuesday, April 20, 2010, 5:30 p.m.**  
**WSA Administrative Headquarters (temporary location)**  
**50 Service Avenue, Warwick, RI (rear of building)**

<b>Board Members in Attendance:</b>	<b>Guests:</b>
Fred Sullivan, Chairman	Dennis Setzko, P. E., AECOM
Aaron Guckian, Secretary	Members of the public
Steven Sylven, P.E.	
Peter Ginaitt	
Gary Jarvis	
<b>Staff Present:</b>	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Joel Burke, Superintendent	BettyAnne Rossi, Pretreatment Coordinator
Patrick Doyle, Assistant Superintendent	Lynn F. Owens, Administrative Coordinator

1. **Call to Order** At 5:30 p.m. Chairman Sullivan called this meeting to order.
2. **Approval of Minutes**
  - a. Approval of minutes from the regular session held February 25, 2010.  
ACTION: Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Sylven and Jarvis voted in favor of the motion. Messrs. Ginaitt and Guckian not available for vote. Motion passes.
  - b. Approval of minutes from the regular session held March 25, 2010.  
ACTION: Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Sylven and Jarvis voted in favor of the motion. Messrs. Ginaitt and Guckian not available for vote. Motion passes.
3. **March 30, 2010 Pawtuxet River Flooding/City of Warwick State of Emergency**

Director Burke provided a status report on accomplishments to date:

- Dewatered plant and began systematic damage assessments
- Restored all pump station operations
- Restored forward flow through plant
- Re-established disinfection of effluent
- Fine screen and grit removal operations restored
- Restored primary treatment with rudimentary pumping
- Restored SCADA communications with remote pumping stations

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- Work on gravity thickeners and pumping progressing
- Met with FEMA and Trust officials

Director Burke provided a listing of short-term goals (next 2-3 weeks):

- Identify and address major electrical issues and restore power (temporary and/or permanent) to treatment processes
- Repair chemical storage tanks and re-establish dechlorination
- Automation of primary sludge removal and solids pumping operations
- Start buildings restoration and re-construction
- Map out schedule for getting secondary treatment back on line as quickly as possible
- Inventory lost items for Insurance/FEMA
- Begin to develop Project Worksheets with FEMA Project Officer
- Identify improvements to existing failed systems (fire alarm, power to effluent pumping, emergency power, plant water)

Director Burke stated WSA staff and consultants are continuing to move ahead with protective and temporary measures while better defining the end-point for emergency restoration work. She stated in conjunction with the rest of the City, WSA is taking some time to think and plan ahead to finish the job of completely restoring the wastewater treatment facility while ensuring maximum reimbursements from Insurance and FEMA. She said WSA is also looking ahead to mitigation measures that may be eligible for FEMA grants, to make additional improvements to the sewer system and treatment plant.

Superintendent Burke stated the Knight Street and Bellows Street pump stations need to be relocated. He asked that the ad hoc committee formed following the March 16<sup>th</sup> flood meet to consider long range planning and relocation of these major pumping stations.

Mr. Ginaitt suggested WSA have a river elevation gauge in front of the plant. Superintendent Burke and Mr. Setzko stated the river gauge at the mouth of the Pawtuxet in Cranston was very precise in recording data during this flood.

Superintendent Burke stated we will get to a point where all mitigating issues are addressed, then hold back on major bids. He said we will work for months using temporary measures. He said the hygienist was at WSA last Friday to inspect the Administrative Building. He said we need clearance before beginning reconstruction of the building. He said the RI Interlocal Trust is working with New England Construction to review the building plans and provide a quote for reconstruction work. He said the reconstruction of the Operations building will take longer.

Mr. Ginaitt stated WSA should memorialize the high water mark in the Administrative Building to remind people what happens when Mother Nature overwhelms us.

Director Burke stated Joel and AECOM are mapping out secondary treatment and taking inventory of lost items.

- a. Operations & Maintenance Report (see above)

**b. Collections System Report (see above)**

**c. Amendment to existing AECOM Contract**

ACTION: Director Burke asked the Board to amend the existing AECOM contract to allow AECOM to assist WSA with the engineering of our reconstruction. She said they have been very helpful mapping out a critical path. She said their expertise, resources, and familiarity with our plant are invaluable. She asked that Amendment #1, dealing with disaster recovery, be approved.

Mr. Sylven stated it's very fortuitous that we have an agreement in place with AECOM. He said they have experienced disaster recovery following Hurricane Katrina. Mr. Sylven moved approval of the contract amendment. Mr. Ginaitt, citing AECOM's professional expertise, seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

**d. Confirmation of Hart Engineering Contract**

ACTION: Director Burke stated under the Mayor's emergency powers, he has signed the contract with Hart Engineering to engage them to dewater the plant and to reconstruct the facility. She asked the Board to confirm the Mayor's action.

Mr. Ginaitt stated, pursuant to the Mayor's powers, I make a motion to accept the contract with Hart Engineering (valued at approximately \$10 million). Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

**e. Financial Report/Approval of Emergency Purchases**

Director Burke stated during this emergency situation, WSA has used the existing Emergency Purchase Procedure approved by the Board in June 2009. She said included in your packet is a listing of emergency procurements to date, including electrical services and pump purchases (estimated \$4 million).

Mr. Ginaitt asked if we are seeing similar pricing from vendors (ex. Delta Electric) that we would see during normal conditions. Director Burke stated yes. Superintendent Burke stated WSA has dealt with Delta Electric and Chesterton for about 3-4 years. Mr. Sylven asked if all items purchased are directly associated with getting the plant up and running. Director Burke stated yes, and the pump stations. She said the spreadsheet of purchases includes a column listing anticipated reimbursement sources (FEMA or insurance provider). Mr. Sylven stated the approximately \$4 million in items listed, how does that affect our budget?

Director Burke stated the City is insured through the RI Interlocal Trust for a maximum amount of \$10 million. She said included in the City's storm claim is

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damage to the Animal Control facility, and damage (approximately \$100,000) from the smaller flood that occurred March 16<sup>th</sup>. She said personnel costs (overtime), including police and fire, are also part of the City's insurance claim.

Mr. Ginaitt stated the Trust will pay up to \$10 million to the community. He said we can capture that now, following the declaration of emergency.

Director Burke stated once we get above the \$10 million liability, then FEMA assistance kicks in (75% reimbursement, 25% local match, with federal negotiations to consider). She said we will have short-term cash flow issues and are talking to the City's Finance Department. She said the finance director will make a presentation to the City Council on April 26<sup>th</sup>; at that time we will have a better sense of the situation. Director Burke stated the City may borrow short-term federal aid anticipation notes. She said the insurance company will quickly reimburse the City while FEMA may take up to a year.

Mr. Ginaitt asked if FEMA has talked about future mitigation to the plant's levee. Director Burke stated there are 404 and 406 grants for long term planning. She said the City filed a request for public assistance this morning and participated in a kick off meeting with the FEMA officer last Thursday.

Mr. Ginaitt asked if WSA feels comfortable with improvements being made helping us with the RIDEM effluent mandate. Director Burke stated there may be a lot of opportunities. Mr. Ginaitt explained what may be a silver lining in getting improvements paid for; WSA can restore the facility to a better standard, and not at a direct cost to the ratepayers.

i. WSA Emergency Purchases

ACTION: Director Burke listed the emergency purchases (over \$5,000) made using the WSA Emergency Purchase Procedure. Mr. Sylven moved approval of the purchases (\$279,000). Mr. Ginaitt seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian unavailable for vote. Motion passes.

ii. Hart Engineering Purchases

ACTION: Director Burke listed the drawdown procurements for dewatering and site cleanup. She said Hart Engineering has been assigned as general contractor for the cleanup and rebuild. Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

iii. Approval of State of RI Master Price Agreement

ACTION: Mr. Ginaitt moved approval of the use of the State Master Price Agreement (MPA), encouraging staff to be fastidious in the use of the MPA, looking at cost versus value. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian not available for vote. Motion passes.

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**f. Confirmation of Executive Order 2010-05**

**ACTION:** Director Burke stated this Executive Order, enacted by Mayor Avedisian, addresses WSA structure, current and under incident command. She said while this is not the way I wanted to do the reorganization, it is vitally important to get the collections system manager on line. She said WSA is currently reporting to WFD; on 7/1/2010 we will return to our normal organizational structure. She said the new position eliminates two positions and was in the works prior to the flood.

Mr. Sylven moved to accept Executive Order 2010-05. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian not available for vote. Motion passes.

**g. Confirmation of Memorandum of Understanding**

**ACTION:** Director Burke stated the memorandum of understanding is an attempt to define protective measures to be taken, define the steps necessary to get the plant up to secondary treatment quickly, laying out in black and white what's needed to move ahead. She said the intent of the memorandum of understanding is to achieve a general consensus of the situation between the City, FEMA and RIDEM. Director Burke stated she is looking for authorization to proceed with efforts to finalize the memorandum of understanding.

Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Jarvis and Sylven voted in favor of the motion. Messrs. Guckian and Ginaitt unavailable for vote. Motion passes.

**h. Lease of Brooks Building, 50 Service Avenue**

**ACTION:** Director Burke stated the City negotiated with the State Properties Committee for the temporary use of the property. She said the Mayor signed the lease. Attorney Revens stated the license was reviewed by City Solicitor Ruggiero and myself and allows the City to terminate with little notice through July 2010.

Director Burke stated reconstruction at the Administration building will begin next week. Mr. Jarvis moved to accept the lease agreement. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Jarvis and Sylven voted in favor of the motion. Messrs. Ginaitt and Guckian not available for vote. Motion passes.

**i. Board member tour of damages at WWTF**

Chairman Sullivan announced that the Board would like to recess this open session to conduct a private tour of the Wastewater Treatment Facility. Due to security and health concerns, only the Board and legal counsel are allowed to tour the facility. Attorney Revens stated there will be no discussion amongst the authority members during the tour.

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Mr. Ginaitt moved to go into executive session to tour the plant. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved. At 6:07 p.m. the Board recessed open session and made an executive session visit to the plant to assess the flood damage.

At 6:41 p.m. the Board and legal counsel returned to 50 Service Avenue. Chairman Sullivan brought the open meeting back to order. There was no further discussion. The remaining agenda items will be considered at Thursday's meeting (4-22-10).

**4. Operations and Maintenance Division**

- a. Increase value of Kent County Electrical purchase order for routine operations and maintenance repair work  
ACTION: No action taken.
  
- b. Increase value of R.E. Erickson purchase order for routine operations and maintenance repair work  
ACTION: No action taken.

**5. Construction Division:** No discussion.

**6. Billing Services Division**

- a. 2010 Proposed Sewer Rate Schedule and Fee Structure  
DISCUSSION/ACTION: No discussion or action taken.
  
- b. Safety Valve Insurance Revenue Sharing Proposal: Approval of Contract  
DISCUSSION/ACTION: No discussion or action taken.

**7. Industrial Pretreatment Program (IPP)**

**a. Abatement of Pretreatment Charges**

Name	Service Address	Reason	Amount
Express Cleaners/Gemini Cleaners, Inc.	2436 West Shore Road Plat 361, Lot 125	Business sold; account remained active in billing system	\$1,325.00
JSM Stamping, Inc.	24 Greco Lane Plat 274, Lot 264	Business closed; unsuccessful in obtaining payment after significant efforts to locate	\$381.54
Warwick Banquet Hall	1035 West Shore Road Plat 332, Lot 362	Business closed; unsuccessful in obtaining payment after significant efforts to locate	\$695.00
Danny's Pizza	170 Jefferson Boulevard Plat 283, Lot 35	Business closed; unsuccessful in obtaining payment after significant efforts to locate	\$446.62
Grand Buffet	1000 Bald Hill Road Plat 260, Lot 32	Business closed; unsuccessful in obtaining payment after significant efforts to locate	\$20,547.46

ACTION: Held from March 25, 2010. No action taken.

## 8. Administrative Items

- a. Director's Report
  - i. Financial Report
  - ii. Administrative Schedule  
ACTION: No discussion or action taken.
  
- b. Chairman's Report
  - i. Proposed Amendments to By-Laws  
ACTION: Amendments to be reviewed by legal counsel.

## 9. Consent Agenda – Correspondence

- a. Executive Order 2010-03 Declaring City State of Emergency (3-30-10)
- b. Senators Reed and Whitehouse to President Obama (3-30-10)
- c. RI DOA to Mayor Avedisian regarding 50 Service Avenue (4-5-10)
- d. WSA to City Emergency Management on assistance from US Army Corp of Engineers (4-7-10)
- e. RIEMA to WSA on FEMA/State applicant briefing (4-13-10)
- f. RI Interlocal Trust regarding flood damage to WSA buildings and contents (4-15-10)

ACTION: Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Mr. Guckian not available for vote. Motion passes.

## 10. New Business

### 11. Old Business

- a. Buttonwoods Fire District
- b. WSA Deferment Policy
- c. Mandatory Sewer Connection Program
- d. Sewer Tie-In Loan Fund
- e. Facilities Plan Update

### 12. Adjournment

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

At 6:42 p.m. this meeting ended.

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Aaron Guckian, Secretary

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Date of Approval