

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
125 Arthur W. Devine Boulevard
Warwick, RI 02886
Voice: (401) 739-4949 • Fax: (401) 739-1414
T.D.D. (401) 739-9150

Board Meeting Minutes

Thursday, June 10, 2010, 5:30 p.m.
Buttonwoods Community Center
3027 West Shore Road, Warwick, RI

| Board Members in attendance: | Guests: |
|---|---|
| Fred Sullivan, Chairman | Keith Jochim |
| Aaron Guckian, Secretary | |
| Gary Jarvis | |
| Steven Sylven, P.E. | |
| Peter Ginaitt | |
| | |
| Staff present: | |
| Janine L. Burke, Executive Director | John Revens, WSA Legal Counsel |
| Lynn F. Owens, Administrative Coordinator | Mathew Solitro, Collection System Manager |

1. **Call to Order** At 5:36 p.m. Chairman Sullivan called this meeting to order.
2. **Approval of Minutes**
 - a. Approval of minutes from the regular meeting held May 27, 2010.

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

3. **March 30, 2010 Pawtuxet River Flooding/City of Warwick State of Emergency**
 - a. Operations & Maintenance Report

Director Burke stated as of last week workers had the blowers repaired and added air to the system. She said we are re-seeding the plant with sludge from Cranston; in a few more weeks we may see nutrient removal. Mr. Solitro stated the facility is still on generator power. Director Burke stated the building reconstruction is moving along and we are meeting if not exceeding our compliance schedule with DEM.

Warwick Sewer Authority Board Meeting Minutes

June 10, 2010, 5:30 p.m.

Buttonwoods Community Center, 3027 West Shore Road, Warwick

b. Collections System Report

Director Burke stated funds are available for Crossman's engineering review of Bellows and Knight Street relocation plans.

c. Financial Report/Approval of Emergency Purchases

- i. WSA Emergency Purchases
- ii. Hart Engineering Purchases
- iii. Full Review of Flood Expenses

ACTION: Director Burke provided the Board with an updated list of flood related purchases made since her last report. The Board was asked to confirm those purchases over \$5,000. (The Milton Cat expense should not be considered at this time.)

The Board reviewed the list of expenses and discussed computer network integration, access control and security features at the Facility.

Director Burke stated we are working on a thorough budget of expenses related to the March floods to be presented to the City Council on June 22, 2010. She said I will highlight the new upgraded equipment and processes acquired through the reconstruction of the facility. Mr. Ginaitt stated we have an opportunity to reduce the capital expenses associated with the mandated phosphorus upgrade in this recovery effort; the ratepayers will be relieved of that expense.

Director Burke stated she will have AECOM representatives present to give an update on the plant from an engineering point of view. She said DEM has been invited; the insurance company representatives will be there. She said we will be applying for grant funds through the RI Office of Energy Resources for the purpose of new equipment and technology to improve energy efficiency of our wastewater treatment facility. She said we will discuss anticipated expenses and how we will be reimbursed, and how WSA will get back into permit compliance.

Mr. Ginaitt encouraged Director Burke to look at green initiatives.

Mr. Jarvis suggested Director Burke discuss how reconstruction efforts will potentially save ratepayers the expense of upgrading the Facility to comply with the new permit requirements.

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

Warwick Sewer Authority Board Meeting Minutes

June 10, 2010, 5:30 p.m.

Buttonwoods Community Center, 3027 West Shore Road, Warwick

Director Burke and Board members agreed to continue meeting twice per month to consider flood related purchases and upgrades to the WWTF. Start time for the first meeting of the month will be 6:00 p.m.

4. Operations and Maintenance Division

- a. Disposing of Grit at Central Landfill: FY2011, \$13,000.00.

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

5. Construction Division

- a. Resolution to Apply for Certificate of Approval
Bayside IV/Longmeadow Sewer Project

ACTION: Director Burke stated the Certificate of Approval is needed to get funding for the project. Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

- b. Sewer Project Update Report
 - i. Sandy Lane sewer extension

Mr. Solitro provided an update report on the Sandy Lane sewer extension. He said everything is paved and within the next few days the project will be complete. He said forty-two properties have been connected. He said a balancing change order will be prepared.

Director Burke stated this project will be assessed with the October billing. The Board discussed the assessment process and assessment rate. Chairman Sullivan asked that Dave Bebyn be at the next meeting to confirm or revise the facts in the assessment portion of his rate study.

- ii. Governor Francis Farms II

Mr. Solitro provided an update report on the Governor Francis Farms II sewer project.

- iii. Bayside IV/Longmeadow: Discussion held under item 5a.

- iv. Kirby Avenue sewer extension: Discussion held under item 8.

- v. Cowesett Road sewer extension: Mr. Solitro provided an update report on the Cowesett Road sewer extension and the grant funding.

6. Billing Services Division No items to consider.

7. Administrative Items

- a. Director's Report**
 - i. FY 2011 Budget
 - ii. Financial Report
 - iii. Administrative Schedule

ACTION: Director Burke stated the Fiscal Year 2011 budget was presented to the City Council on Tuesday, June 8th. She said we are being asked by the Mayor's office to come up with some additional cuts, as are other departments. She said we may be able to adjust our electricity line item as a result of an electrical efficiency project that is part of the reconstruction. She said we will have a financial report at the end of the month.

- b. Chairman's Report**
 - i. Amendments to By-Laws

ACTION: Chairman Sullivan asked that this item be held.

Chairman Sullivan asked that the Board suspend the by-laws to allow for a public comment period. Mr. Sylven moved approval of the Chairman's request. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

Mr. Keith Jochim, 289 Merrymount Drive, was allowed to speak to the Board about his interest in what the WSA does, the progress being made at the Kristen Court pump station and the Governor Francis Phase II sewer project, and the overall process of extending sewers to his neighborhood.

Following the public comment period, Mr. Guckian suggested the Board incorporate a fifteen minute public comment period at the end of each meeting, for meetings over the next six months. He noted that this is not a question and answer period, but an opportunity for the public to comment directly to the Board. It was suggested that the Chair set guidelines and structure for the public comment period.

8. Consent Agenda – Correspondence

- a.** WSA to RIAC regarding water meters and billing discrepancies (5-19-10)
- b.** Executed Spring Green Corporation/WSA maintenance agreement (5-27-10)
- c.** RIDEM on Order of Approval for Gaspee Point sewers (5-26-10)
- d.** WSA May 2010 Financial Report to City Council (6-1-10)
- e.** PBN article on Westerly students' TGIF project (6-1-10)
- f.** WSA to Revens on George A. Vecchione easement agreement (6-4-10)
- g.** WSA to RIDEM requesting one year extension on RIPDES RI100234 (6-4-10)

ACTION: Mr. Ginaitt asked for clarification on the letter that will be sent regarding the Vecchione easement. Director Burke stated WSA is not guaranteeing that service will be available to the parcels at the time of

Warwick Sewer Authority Board Meeting Minutes

June 10, 2010, 5:30 p.m.

Buttonwoods Community Center, 3027 West Shore Road, Warwick

development, but the area will be in the Facilities Plan. She said she will include in her letter the possibility of a sewer extension contingent upon funding or initiation of a developer's agreement. Attorney Revens stated he is working on the easement agreements with Mr. Vecchione's attorney and Dr. Rodriques; he recommended that property owners get releases from their mortgage holders.

Mr. Ginaitt moved approval of these items. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Ginaitt, Sylven and Jarvis voted in favor of the motion. Motion approved.

9. New Business No new business considered.

10. 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
- f. Abatement of Pretreatment Charges
- g. Sewer Assessment Rate
- h. Safety Valve Insurance Revenue Sharing Proposal
- i. Sewer Assessment Abatement: Plat 363 Lot 0782

11. Adjournment

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

At 7:00 p.m. this meeting ended.

Aaron Guckian, WSA Secretary

Date of Approval