

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 24, 2010, 5:30 p.m.
Lower Level Conference Room
Warwick City Hall
3275 Post Road, Warwick

Board Members in Attendance:	Guests:
Fred Sullivan, Chairman	Dennis Setzko, P.E., AECOM
Aaron Guckian, Secretary	Dave Bebyn, B & E Consulting, LLP
Steven Sylven, P.E.	Joseph DiCenzo
Peter Ginaitt	Cheryl Idone, Travis McGowan
Gary Jarvis	Members of the public
Staff Present:	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Lynn F. Owens, Administrative Coordinator	

1. Call to Order At 5:36 p.m. Mr. Guckian called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held June 10, 2010.

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

3. March 30, 2010 Pawtuxet River Flooding/City of Warwick State of Emergency

a. Operations & Maintenance Report

ACTION: Director Burke stated as we reported to the City Council on Tuesday, we reestablished secondary treatment in early June and last week we got the nutrient removal going. She said I expect to see better numbers for effluent discharges in the next few months.

Mr. Dennis Setzko, P.E., AECOM, reported on progress being made at the treatment facility and the company's transition to a more technical support role. He said AECOM is currently working with Director Burke and the State Office of Energy Resources to acquire grant funding to replace plant equipment with more energy efficient equipment. Mr. Setzko stated AECOM is working on an evaluation of cutting edge energy efficient technologies and the feasibility of

Warwick Sewer Authority Board Meeting Minutes

June 24, 2010, 5:30 p.m.

City Hall Lower Level Conference Room, 3275 Post Rd., Warwick

their use at our treatment facility. He said a report will be made available early next week. Mr. Ginaitt stated this is a prime opportunity to update our equipment to conserve energy.

b. Collections System Report

ACTION: Director Burke stated the Gaspee I pumping station was struck by lightning yesterday morning and went down for about four hours. She said approximately 3,600 gallons of sewage escaped the system; five homes were impacted. She said in this case, due to the mechanical failure at the pump station, our insurance carrier will cover the loss. The Board discussed the communications system for the pump stations. Chairman Sullivan asked if WSA can install check valves at these properties to prevent further backups. Director Burke stated it is the responsibility of the property owner to install the check valve, but that is the solution. Mr. Ginaitt suggested assisting the property owners in this regard without setting a precedent.

c. Financial Report/Approval of Emergency Purchases

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

ACTION: Director Burke stated the Mayor has rescinded the State of Emergency declaration. She said we are at a point where we can resume more normal purchasing procedures; the Purchasing Department wants the Board to resume approving purchases over \$5000 prior to purchase.

Regarding the new plant switchgear and generator, Mr. Ginaitt commented on the \$20,000 salvage credit for the old generator and asked where the generator was located. Mr. Sylven asked if Hart Engineering is getting competitive pricing on these purchases and asked to see the backup documentation. Director Burke agreed to provide additional documentation on these and future purchases.

Director Burke clarified that the Hart procurement authorization is for the plant generator and the Milton Cat emergency purchase (\$32,196) is for the East Natick and Knight Street pump station emergency generators.

In response to Board member questions regarding the generator purchases, Chairman Sullivan asked that this be held. Mr. Sylven asked for clarification on all purchases presented to the Board, including backup documentation on the pump station generators and the new blowers for the disinfection building. Mr. Ginaitt stated in the future, any purchases over \$5,000 he'd like to see the supporting documentation and the two other quotes showing competitive pricing. Item held.

4. Operations and Maintenance Division

a. Replacement of WSA lawnmower (purchase over \$5,000)

ACTION: A recommendation memorandum was presented to the Board. Mr. Sylven moved approval of the purchase. Mr. Jarvis seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Chairman Sullivan and Mr. Ginaitt unavailable for vote. Motion passes.

b. Modification of Bid #2009-17: Cationic Polymer

ACTION: A recommendation memorandum was presented to the Board. Mr. Guckian moved approval. Mr. Jarvis seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion passes.

5. Construction Division

a. Sewer Project Update Report

- i. Sandy Lane sewer extension
- ii. Governor Francis Farms II
- iii. Bayside IV/Longmeadow
- iv. Kirby Avenue sewer extension
- v. Cowesett Road sewer extension

ACTION: Director Burke stated we received approval of the zone change for Kristen Court. She said the Cowesett Road sewer extension will start next week. She said discussions continue with Mr. Vecchione regarding the easement for the Kirby Avenue sewer extension.

The Construction Division Sewer Project Update Report will appear on the Board agenda once a month.

6. Billing Services Division

a. Sewer Assessment Rate

- i. Review of consultant's rate study regarding assessment

Mr. Dave Bebyn, B & E Consulting, LLC, stated I'm here to answer any questions regarding the sewer assessment portion of my report. He said I had no modifications from our last meeting; no new material findings in the interim.

Director Burke asked that Mr. Bebyn brief the Board on his review of the usage portion of the study. Mr. Bebyn stated on the connect capable, that was one of the issues that we wanted to lock down the total number of available connect capable properties; currently in the study as drafted we have about 4,922 available at the time it was written. He said that number now has come down to about 3,600. He said that's going to modify the report a little bit because the allocations look at not just a number of connections in place but also potential connections. He said we will present a modification to this draft. He said the impact for the

Warwick Sewer Authority Board Meeting Minutes

June 24, 2010, 5:30 p.m.

City Hall Lower Level Conference Room, 3275 Post Rd., Warwick

small users currently is a 4.7% reduction; that would go to about a 2% reduction because there are fewer connect capables, fewer revenue generated from those individuals. He said the alternative, with no connect capable, would stay the same.

Peter Ginaitt stated what was the 1,300 difference? Director Burke stated ever since we started working on this rate study Dave had a number of about 5,000 connect capable properties which he basically calculated from the number of assessments less the number of properties connected. She stated she had staff look at that number and generate a connect capable listing. She stated she is comfortable with the lower, more conservative number (which does not include vacant lots). Mr. Bebyn stated the connect capable fee will go up to \$305 versus the \$288 listed in the initial report. He said he will present an amended report to the Board. Director Burke stated public hearings on the usage rate are still required.

Director Burke stated we held a public hearing on the assessment portion of the rate study. She said I went through the minutes with Mr. Bebyn to make sure we incorporated any valid critiques of the study. She said it is appropriate to vote on the assessment rate.

Mr. Jarvis stated the information Mr. Bebyn has provided us in this rate study is much more succinct than it was in the past. He stated I am very comfortable with the report. Mr. Ginaitt stated we should take a close look at how an ongoing study can be utilized prior to projects but have a more structured and budgeted response to rate analysis on a regular basis, so we can look at professionals and not politicians who can suggest what the rate should be when they don't have any working knowledge of operating an agency. Mr. Guckian stated we have the right information (professional rate study) and we're doing the right things based on that information.

Following considerable discussion regarding the sewer assessment rate, Mr. Sylven made a motion that going forward any new construction will be assessed at a rate of \$84.00 a foot. Mr. Jarvis added to the motion by stating that the already in the ground work will be assessed at \$82.00 a foot. Discussion continued about the rate for the Longmeadow project and small sewer extensions. Director Burke offered to put the language used in this discussion into the form of a Resolution for Board action at the next meeting.

- ii. Vote to set assessment rate
ACTION: Held for next meeting.

b. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Joseph DiCenzo	11 Ottawa Avenue Plat 376 Lot 0086	Broken water pipes on second floor; water not returned to plant for treatment	\$611.53

ACTION: Mr. DiCenzo explained his request for an abatement. Director Burke stated he has provided all documentation to support the abatement and the abatement is based on past average consumption. Mr. Jarvis voted in favor of the abatement. Mr. Sylven seconded the motion. Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Chairman Sullivan and Mr. Ginaitt unavailable for vote. Motion passes.

Warwick Sewer Authority Board Meeting Minutes

June 24, 2010, 5:30 p.m.

City Hall Lower Level Conference Room, 3275 Post Rd., Warwick

- c. Cheryl Idone, 151 Spooner Avenue, to appear before the Board to appeal her sewer assessment.

ACTION: Following a discussion of the sewer assessment on Lot 98, Ms. Idone withdrew her appeal. She stated she is satisfied with the current assessment of \$4,160.00.

7. Administrative Items

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

ACTION: Director Burke reviewed the WSA regular budget financial reports for FY 2010. She said we still have some revenues to record which should provide for a balanced budget at the end of the fiscal year.

Director Burke stated regarding the Pretreatment budget, WSA issued bills last month (611 bills totaling \$339,685.00) which will show up on a future report.

The July Board meeting schedule was changed, eliminating the meeting of the 22nd, and adding meetings on July 15th and July 29th.

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

ACTION: Chairman Sullivan stated Council President Place thanked the WSA for their great presentation to the City Council on Tuesday.

8. Consent Agenda – Correspondence

- a. RIDEM to WSA on extension of deadline on Consent Agreement (6-7-10)
- b. Mayor Avedisian Executive Order 2010-11 (6-15-10)
- c. Mayor Avedisian to RI Office of Energy Resources requesting funding (6-15-10)
- d. Ordinance 0-10-10 amending zoning at Kristen Court lot (6-15-10)

ACTION: Mr. Jarvis moved to accept the items on the consent agenda. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Mr. Ginaitt unavailable for vote. Motion passes.

9. New Business No new business to consider.

10. Old Business

- a. Buttonwoods Fire District
- b. WSA Deferment Policy
- c. Mandatory Sewer Connection Program

Warwick Sewer Authority Board Meeting Minutes

June 24, 2010, 5:30 p.m.

City Hall Lower Level Conference Room, 3275 Post Rd., Warwick

- 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. PUBLIC COMMENT PERIOD

Comments only may be addressed to the WSA Board who will take them under advisement.

Chairman Sullivan commended Mr. Guckian for pushing to allow public comment at the Board meetings. He said this allows the public a forum to present their ideas and comments. He said a fifteen minute time frame is provided; guidelines are listed at the front of the meeting room.

At 7:00 p.m., Chairman Sullivan opened the public comment period. Mr. Dempsey, 4 Killdeer Road, Warwick, addressed the Board.

12. Adjournment

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

At 7:10 p.m. this meeting ended.

Aaron Guckian, Secretary