

Fred Sullivan
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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Warwick, RI 02886
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Board Meeting Minutes

Thursday, December 16, 2010, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members in attendance:	Board Members not present:
Fred Sullivan, Chairman	Peter Ginaitt
Aaron Guckian, Secretary	
Gary Jarvis	Guests:
Steven Sylven, P.E.	Mr. Raymond Morgan
	Mr. Charles McPhillips
Staff present:	
Janine L. Burke, Executive Director	John Revens, WSA Legal Counsel
Joel F. Burke, Superintendent	Patrick Doyle, Assistant Superintendent
Lynda Ortiz, Customer Service Manager	Mathew Solitro, Collections System Manager
Lynn F. Owens, Administrative Coordinator	

1. Call to Order At 5:34 p.m. Chairman Sullivan called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held November 18, 2010.

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

3. March 30, 2010 Pawtuxet River Flooding

a. Financial Report of Flood Expenses

Director Burke stated she provided the Board with a Flood expenses report up to and including Hart invoice #13. She stated we received Hart invoice #14 just this week. She said, not including payments made directly by The Trust, we have spent about \$6 Million on the wastewater treatment facility and pumping stations

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and another \$300K on road repairs. Director Burke stated Superintendent Burke will be speaking to the Board in more detail about the restoration efforts and expense projections.

She said to date we have submitted nineteen (19) FEMA Project Worksheets totaling about \$3 Million in work done and work to be done. She said we have just a couple left to hand in but they are the most time-consuming ones.

Director Burke stated we plan to apply for some flood-related grants in the next several months. She said we have put together a list of flood-related projects totaling \$3.4 Million. She said we will be working with the Planning Department to develop an action plan for utilizing Community Development Block Grant (CDBG) disaster relief money. She said she sent an email listing some of the projects under consideration, including an engineering study on the levee. Director Burke stated we've decided it would be best to put out a bid for the levee engineering work so she is working on that. She stated we also plan to work with the Department of Transportation to submit a proposal to address the drainage and flooding protection in this area of Route 95 under the Hazard Mitigation Grant Program. She stated she attended a meeting earlier today on this grant program. She said the State is receiving \$11 Million from FEMA for this program which will be competitive.

b. Reconstruction Progress Report

Superintendent Burke presented a 2010 Flood Recovery Project report to the Board, highlighting the impact of the flood and our recovery efforts to date. Subject matter included:

- Levee design and improvements
- Highway storm drain runoff into the facility
- Installation of new generator and synchronized switchgear
- Department of Energy grant funds (\$1 million)
- National Grid energy credits for energy efficiency efforts
- Upgrade to energy efficient boilers, motors, aeration system and lighting
- Spreadsheet on Hart Engineering contract work to date
- Detailed expense report itemizing Hart invoicing
- Detailed listing of new equipment procured
- Contract amendment or change order needed to finish project
- Summary of costs and payments made by RI Interlocal – The Trust
- Knight Street pump station
- Bellows Street pump station
- Metro Center (Altieri Way) pump station
- Work at the treatment plant will continue through the winter
- FEMA reimbursement is expected at 90%; cash flow issues a concern

4. Operation and Maintenance Division

- a. Purchase Authorization: Gasoline and Diesel Fuel
City Bid #2011-137 Gasoline, Low Sulfur Diesel & Ultra Low Sulfur Diesel Fuel for Participating Municipalities Co-Operative
Purchasing: Vendor Dennis K. Burke, 284 Eastern Ave., Chelsea, MA.

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

5. Construction Division

- a. Purchase Authorization: grinder pumps (25)
F. R. Mahony & Associates, Inc.: \$64,075.00

Director Burke stated we needed to buy grinder pumps for service connections. She said we will be meeting with F.R. Mahony on January 10th to review the existing contract and to discuss recent complaints received from customers about the grinder pumps. She said she is planning to have a representative from F.R. Mahony make a presentation to the Board in January regarding the use and operation of the pumps.

Chairman Sullivan said that he had asked Janine to discuss with F.R. Mahony the upcoming large volume purchase of grinder pumps for the Spring Green project area.

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

- b. Sewer Project Update Report: Mr. Solitro provided an update report to the Board and commented on the current sewer projects.

- i. Governor Francis Farms II

Mr. Solitro briefed the Board on the status and cost of installing three-phase power at the Kristen Court pumping station. He stated final paving is complete in the project area and the pump station is built; plantings, loam and seed will be done in the spring.

Chairman Sullivan asked that the Billing Department be prepared to assess in April if in fact the project is complete at that time.

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ii. Bayside IV/Longmeadow

Mr. Solitro stated construction has stopped for the winter season. He stated sixty-eight services have been installed (7800 linear feet of pipe); inverts will be built and pipe testing will take place over the winter prior to connections being allowed. Mr. Solitro explained that National Grid recently installed new gas lines where WSA planned to lay its sewer lines. He stated as a result, additional construction effort was needed; resulting costs will be detailed in a change order. Director Burke stated we may ask legal counsel to talk to National Grid about assuming WSA cost overruns tied to their infrastructure improvements.

iii. Kirby Avenue sewer extension: John Henriques, 275 Narragansett Bay Avenue

ACTION: Director Burke reported that staff has reviewed Mr. Henriques' request and did some preliminary cost estimates for an extension of the sewer line from Kirby Avenue. She stated there are two other neighbors interested in getting sewer service as well so she is suggesting we take care of this via a Developers' Agreement. She stated we will get DEM permission to extend the line since, at this time, the area is still outside our Facilities Plan. She stated we will prepare letters to the three property owners explaining the costs and the terms of the Developers' Agreement and go from there. She stated since the customers will be paying the cost of the extension, there is no action required from the Board; we will keep you informed of our progress.

iv. Cowesett Road sewer extension

1. John and Suzanne Richmond, 435 Cowesett Rd (objecting)
2. Charles D. McPhillips, 445 Cowesett Rd (objecting)
3. Mr. Raymond Morgan, 100 Ginger Street (objecting)

ACTION: Continued from 11-18-10.

Mr. McPhillips and Mr. Morgan were in attendance to ask for clarification on the deferment option. Mr. Revens reviewed the suggestion put on the table at the last meeting: in consideration of the circumstances surrounding the sewer extension, the Board offered property owners the opportunity to defer the current sewer assessment until connection to the common sewer line is made or the property is sold or otherwise transferred. It was left to the property owners to choose to accept the current sewer assessment, or defer the assessment. If the deferment option is taken, the property would be assessed at the rate in place at the time of connection or sale/transfer of the property. Mr. Revens stated the Board has not taken action on the proposal and is waiting for the property owners to make a decision.

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Following lengthy conversation, Mr. Morgan opted to defer the assessment. Mr. McPhillips did not state his decision during the meeting. Mr. Richmond had contacted Director Burke's office prior to the Board meeting to say he will take the deferment option.

This matter will be considered by the Board at its next meeting.

6. Billing Services Division

a. Sewer Usage Penalty Abatement

Name	Service Address	Reason	Amount
Faith & Edward DeMatteis	72 Lansdowne Road Plat 307 Lot 0174	Customer charged penalty usage fees for failure to connect within one year of purchase; connection made 12/6/10	\$791.57

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

b. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Janice M. Cavanaugh	42 Crane Street Plat 340 Lot 0424	Originally assessed on 153 feet of frontage. Lot forms a corner; assess on longest side (83 feet)	\$5,740.00

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

7. Administrative Items

a. Director's Report

i. Financial Report

ACTION: Director Burke stated FY10 numbers look good but do not reflect estimated normal utility and chemical expenses which will be excluded from reimbursement by the insurance company and need to be charged to our budget. She stated the insurance company will only be paying our extra expenses due to The Flood.

Director Burke stated regarding the FY11 budget, we are in the situation that we find ourselves in every year at this time, namely debt service principle payments were made with only one quarter of sewer usage and assessment revenues recorded. She stated our expenses far exceed our revenue at this point. She said the City has had to front us the money which we will pay back over the course of the year as revenues come in. Director Burke stated part of the rate study recommendation was to set up a debt service

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reserve so that we have the money available in September to make those payments in the future.

ii. Administrative Schedule: Set 2011 Board meeting schedule

January 20, 2011	February 24, 2011
March 16, 2011	April 14, 2011
May 26, 2011	June 16, 2011
July 21, 2011	August 18, 2011
September 15, 2011	October 20, 2011
November 17, 2011	December 15, 2011

ACTION: Mr. Jarvis moved to accept the 2011 Board meeting schedule as presented. Mr. Sylven seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

iii. Status of GIS program

ACTION: Director Burke stated the Chairman asked that she give the Board an update on the Geographic Information System (GIS) for this meeting. She stated we haven't really done much with the GIS system since The Flood. She stated prior to The Flood, we were having problems with the GIS program crashing and every time that happened, we lost the links between the database and the various data layers stored in various locations within our computer network. She stated we had a consultant from Veolia Water (pro bono) come for a whole day in March to check out the system and suggest some fixes. Director Burke stated the consultant noted that a larger, dedicated server should alleviate a lot of the problems we were having as the GIS database takes up a large amount of memory. She stated we were in the process of upgrading the GIS server when The Flood hit.

Director Burke stated although we were able to save the GIS data, we lost the old server and the ArcView software needed to use the GIS data. She stated we also lost the link to our Boston Scanning data which allows us to map sewer connection information for individual parcels. She said we continue to work on and update the Boston Scanning data and other data layers (including the Big Head) while we wait on the new server. She stated once that new server is set up and loaded with the new software, we should be able to get the GIS system up and running pretty quickly.

Director Burke stated in the meantime, we can print basic maps as well as maps for projects we previously worked on (like the Ward-based maps) but we cannot create new maps or run specific queries on the GIS system.

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Chairman Sullivan shared with the Board an area map that outlines the location of sewer lines and the direction of flows. He said the maps identify areas in need of sewer service. Director Burke said the GIS maps will be very useful in prioritizing our GAPS projects. Chairman Sullivan stated he envisions having maps identifying connected and not connected properties throughout the city. Director Burke stated ideally, we'd like to get these maps online.

b. Chairman's Report: no report at this time.

c. Sewer Assessment Committee Report

Mr. Jarvis reported that the committee had a very productive preliminary meeting a few weeks ago and that they will meet again tomorrow. He said he has contacted Council President Place; one of the suggestions was since we are looking at legislative changes, it would behoove us to have a Council resolution ratifying the proposed changes. Mr. Jarvis stated it makes sense to have a council person be a member of this committee; Council President Place agreed. Mr. Jarvis stated we're reviewing areas of our enabling legislation that limit our ability to assess more equitably. He stated based on what's in the legislation, we do have some latitude to make some of the changes that have been suggested. He said our goal is to get some of the proposed changes before the General Assembly this spring.

8. Consent Agenda – Correspondence

- a. WSA to Council President Place regarding Sewer Assessment Committee (12-7-10)
- b. WSA Deferment applications, Conimicut Public Library (12-7-10)
- c. WSA November 2010 Financial Report to the City Council (12-1-10)
- d. RI Energy Resources to Mayor Avedisian regarding ARRA-State Energy Plan funds (11-22-10)

ACTION: Mr. Jarvis moved to accept the consent agenda items. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

9. Consent Agenda – Drainlayer License Renewals (2011)

- a. Michael Susi, Armando Ricci & Sons, 289 Borden Avenue, Johnston
- b. Alfred T. Caldarone, Sr., A.T. Caldarone Co., Inc., 1909 Elmwood Avenue, Warwick
- c. Rick Nunes Construction, 1 Country Lane, Hope
- d. Michael Perri & Sons, Inc., 537 Sandy Lane, Warwick
- e. John T. Kirby, 132 Shamrock Drive, Warwick

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ACTION: Mr. Jarvis moved to accept these consent agenda items. Mr. Guckian seconded the motion. Chairman Sullivan, Messrs. Guckian, Sylven and Jarvis voted in favor of the motion. Motion approved.

10. New Business: No new business presented.

11. Old Business

- a. Buttonwoods Beach Association/Buttonwoods Fire District
- b. WSA Deferment Policy
- c. Mandatory Sewer Connection Program
- d. Sewer Tie-In Loan Fund
- e. Facilities Plan Update
- f. Amendments to By-Laws
- g. Modifications to Septage Hauling Regulations
- h. Flood Mitigation Efforts

No discussion of Old Business items.

12. PUBLIC COMMENT PERIOD

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

13. Adjournment

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

At 6:46 p.m. this meeting ended.

Aaron Guckian, Secretary