

Aaron Guckian
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Monday, September 23, 2013, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Board Members not present:
Aaron Guckian, Chairman	Gary Jarvis, Secretary
Peter Ginaitt	
Steve Sylven, P.E.	Guests:
Gary P. Marino	Dennis Setzko, P.E., AECOM
	Brian King, P.E., Crossman Engineering
	Norman Houle
Staff present:	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Patrick Doyle, Superintendent	Mathew Solitro, Collection Systems Manager
Lynda Ortiz, Finance/Customer Serv. Mngr.	Lynn F. Owens, Administrative Coordinator

1. **Call to Order** At 5:30 p.m. Chairman Guckian called this meeting to order.

2. Approval of Minutes

a. Approval of minutes from the regular meeting held August 22, 2013.

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

3. Billing Services

a. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Norman & Nancy Houle	40 Rip Van Winkle Circle Plat 236 Lot 124 (v/l)	Originally assessed at 70 feet. Recorded survey shows 69 feet frontage.	\$44.00
Norman & Nancy Houle	40 Rip Van Winkle Circle Plat 236 Lot 125	Originally assessed at 70 feet. Recorded survey shows 60 feet frontage. Correction: Recorded survey shows frontage at 59 feet.	\$440.00 \$484.00

ACTION: Mr. Houle in attendance. Director Burke stated Mr. Houle presented a recorded survey showing the correct frontage on his two lots; the abatements before the Board represent the discount to his assessment to reflect the correct frontage (frontage for lot 125 is 59 feet).

Mr. Sylven moved approval of the abatements based on the recorded survey presented. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. No vote from Mr. Ginaitt. Motion passes.

Sewer Assessment Abatement (continued)

Name	Service Address	Reason	Amount
Bruce Soccia	Fairhaven Avenue Plat 357 Lot 109 (v/l)	Property originally assessed at 51 feet of frontage (Longmeadow project). Lot being subdivided. Abate balance, re-assess new lots upon subdivision.	\$4,042.98

ACTION: Director Burke provided the Board with a recommendation memo and a plat map of the area. She stated this is an example of a subdivision where in the past WSA required the developer to pay off the assessment. She stated WSA loses revenue when that happens and it is to no one's advantage. She stated in this case the developer is taking three lots (two being undersized) and dividing them to create two conforming lots. Director Burke stated the billing services manager, Lynda Ortiz, has taken the assessment on one lot and divided it equally to the newly created lots. She stated Ms. Ortiz is coordinating with the Planning Department to track the supplemental assessments on the new lots.

Mr. Marino moved approval of the abatement as presented. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Abatement approved.

b. Sewer Assessment Supplement

Name	Service Address	Reason	Amount
Bruce Soccia	Fairhaven Avenue Plat 357 Lot 108 (new v/l)	Lot 109 being subdivided. Supplemental assessment on resulting new lot (611).	+\$2,021.49
Bruce Soccia	35 Fairhaven Avenue Plat 357 Lot 110 (new v/l)	Lot 109 being subdivided. Supplemental assessment on resulting new lot (610).	+\$2,021.49

ACTION: Mr. Marino moved approval of the supplemental assessments. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Supplements approved.

4. Collection System Division

- a. Cedar Swamp Pump Station improvements: progress report

Director Burke stated Superintendent Doyle has obtained budget numbers for the electrical equipment and supplies but we are still waiting on RIDOT to sign off on the easement agreement with National Grid before we can proceed with the electrical upgrades to the station using the remainder of the money we borrowed for the emergency repairs. She stated we will have to budget in our Capital Improvement Plan for the HVAC improvements.

5. AWT-Phosphorus & Flood Control Project, Contract No. 91

- a. AECOM to submit progress report and updated combined schedule

Chairman Guckian stated that, until this project gets up and running, he would be satisfied with monthly written reports from AECOM and Messrs. Setzko and Meserve. He stated there is no need for them to come from out-of-state to attend the Board meeting. Mr. Ginaitt suggested the progress reports be included in the record; Director Burke stated she could read those into the record at the Board meetings if necessary.

Mr. Setzko reviewed the progress report with the Board, summarizing activity between August 16, 2013 and September 20, 2013 on Contract 91: Phosphorus Removal Upgrade / Flood Mitigation and Protection Project:

Consent Decree & Funding

- Participated in conference call with CDM, RIEMA and FEMA to review grant application for the levee.
- Prepared supplementary support information for WSA's grant application for the levee work.
- Revised project cash flow projections for meeting with RIDEM Clean Water (SRF).

Engineering Evaluations

- Submitted Geotechnical Design Report.

Design Progress

- Held 60% Design Review meeting (cost estimate for levee at 60% design is \$3.1 million, construction costs only).
- Began work on 90% design.

Permitting

- Continued work on RIDEM Wetlands permit, Stormwater Protection Plan, and permitting plan.
- Began work on stormwater report necessary for RIDEM permit.
- Transmitted package to DOT for review and approval of plans.

Miscellaneous

- Prepared information related to the City's Fire Prevention Plan Review Fee for WSA.

Director Burke stated we have almost everything lined up with the RI Clean Water Finance Agency for funding through the bond sale in early 2014. She stated they have committed to the project with additional loan funds in the subsequent years. She stated now all we need is the bond authorization from the City Council. Director Burke stated the ordinance has been drafted by Bond Counsel and we are scheduled to make a presentation to the City Council on October 16th starting at the Finance Committee meeting (5:00 p.m.).

Director Burke stated we are going to try to limp along with the existing fine screen unit until the main project begins. She stated the Superintendent and staff are prepared with spare parts and maintenance procedures to keep it going until we get that new fine screen unit ordered and installed. Mr. Setzko stated you can spend your money more wisely fixing the existing unit until we are able to replace it through the main project. He confirmed that the Contract 91 schedule reflects the recent time extension granted by RIDEM.

6. Flood Protection and Mitigation

a. Bellows Street Pumping Station

i. Crossman Engineering to submit progress report

Mr. King reviewed the monthly progress report with the Board. He stated within the past month, J. H. Lynch has installed and is running the dewatering system on site. He stated the wells are in operation and the groundwater is going down. He stated the next step of excavation has been done, and now the lower support system for the cofferdam is being installed. He stated dewatering and continued excavation will continue.

Mr. King stated last week Lynch uncovered a 12-inch perforated pipe running perpendicular to Bellows Street. He stated it was determined that the pipe was part of the dewatering system used during construction of the original pump station. He stated it was an asbestos cement pipe; potentially hazardous material. He

stated J. H. Lynch got the OK from WSA to contract with an abatement company to properly dispose of the pipe. Director Burke stated the Board may see something (change order) at an upcoming meeting from J. H. Lynch relative to this unforeseen condition.

- ii. Contract Amendment: Construction Administration/Observation
Crossman Engineering: increase value due to additional construction administration and observation

ACTION: No documents presented. Held for an upcoming meeting. No action.

- iii. Change Order No. 3: J. H. Lynch & Sons, Inc.
Extension of contract end date

ACTION: Mr. King reported that J. H. Lynch has not submitted any paperwork requesting an extension of the contract end date. He stated they are currently 115 days behind schedule (current contract completion date is October 31st).

Director Burke asked that this item be tabled. She suggested an executive session be scheduled for next month to discuss this matter. No action.

7. Operations and Maintenance Division

- a. Award of Contract: Master Load Response Service Agreement

ACTION: Continued from 8-22-13 mtg. Director Burke stated we do not yet have any additional information to move this forward. This item will be tabled to the next meeting.

8. Administrative Items

- a. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects

ACTION: Director Burke asked the Board to table this item as she had not had a chance to prepare a written resolution.

- b. Director's Report
 - i. Financial Report
 - ii. Administrative Schedule

Director Burke stated she asked for but did not get a budget report for last fiscal year in time for this meeting. She stated she will make that a priority for the next meeting as well as a report to date for the three months so far in this fiscal year.

Director Burke stated that the next day she would be participating in the Kick-Off Meeting for the Statewide Water Quality Planning Initiative which will be responsible for a chapter in the RI State Guide Plan Update. She stated she was asked to represent the State's wastewater operators in the discussions and planning effort and expected to attend meetings once a month.

Director Burke stated she will be collaborating with Jamia McDonald, the Director of RIEMA, on a presentation for a Risk Management Conference for New England water/wastewater utility managers. She stated the presentation is about "Lessons Learned from The Flood" to improve disaster management.

Director Burke stated the next meeting of the Sewer Review Commission is scheduled for Thursday starting at 8:30 a.m., in the lower level conference room in City Hall. She stated the individual neighborhood meetings regarding specific project areas have been tabled. She stated they are discussing a single "big picture" meeting about future sewer construction.

Director Burke stated she will be on vacation starting Friday, September 27th, through Friday, October 4th.

- c. Chairman's Report
 - i. Sewer Review Commission
 - ii. Sewer Review Commission draft notice of public meetings

The Board members and Director Burke discussed the Sewer Review Commission meeting schedule and its focus.

Chairman Guckian asked that the scheduled October WSA Board meeting be moved to Wednesday, October 23, 2013 at 5:30 p.m. Lynn Owens will coordinate the change in schedule.

9. Consent Agenda - Correspondence

- a. WSA welcome letter to grinder pump customers (9-4-13)
- b. WSA August 2013 Financial Report to City Council (9-5-13)

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

10. New Business

Introduction of new business to be docketed for an upcoming meeting or to be referred to the executive director or legal counsel for comment.

Mr. Ginaitt asked for a briefing on last week's Army Corps of Engineers' (ACOE) visit to WSA. Director Burke stated the ACOE came at the request of RIEMA; they were creating an inventory of emergency generators. Superintendent Doyle

stated it was a fact-finding mission for them in case WSA lost its back-up generator, what equipment would they have to supply to WSA in that situation. Mr. Ginaitt was hopeful that WSA could benefit from the ACOE's efforts to capture mitigation grant funds. He stressed the importance of maintaining a proper inventory of federally funded equipment at WSA.

11. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. Mandatory Sewer Connection Program/Connect Capable Fee
- d. Changes to Enabling Legislation: Mandatory Connections
- e. Bayside I-III Sewer Project: Amendment to GRA contract/design services
- f. Infrastructure Improvement: 48" line under Rte. 95
- g. Update on status of future sewer construction
- h. Sewer Assessment Deferment Policy: Tabled from 6/13 mtg.
- i. Sewer Assessment policy regarding subdivisions: Tabled from 6/13 mtg.
- j. GIS Presentation

DISCUSSION/ACTION: Chairman Guckian stated he's put off the GIS presentation until all board members are in attendance. Director Burke stated WSA has lost its GIS consultant who worked for Fuss & O'Neill; they eliminated their GIS services. She stated she has suggestions on how to move the program forward.

No action required.

12. PUBLIC COMMENT PERIOD: No members of the public present.

13. Adjournment

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

At 6:15 p.m. this meeting ended.

Gary Jarvis, WSA Secretary

Approval Date