

Aaron Guckian
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

BOARD MEETING MINUTES

Thursday, December 19, 2013, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

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| Board Members present: | Board member not present: |
| Aaron Guckian, Chairman | Steve Sylven, P.E. |
| Gary C. Jarvis, Secretary | |
| Peter Ginaitt | Guests: |
| Gary P. Marino | Brian King, P. E., Crossman Engineering |
| | Steve Kearns, J. H. Lynch & Sons, Inc. |
| | Melissa Foley |
| Staff present: | |
| Janine L. Burke, Executive Director | John Revens, Revens, Revens & St. Pierre |
| Patrick Doyle, Superintendent | Mathew Solitro, Collection Systems Manager |
| Lynda Ortiz, Finance/Customer Serv. Mngr. | Lynn F. Owens, Administrative Coordinator |

1. **Call to Order** At 5:43 p.m. Chairman Guckian called this meeting to order.
2. **Pledge of Allegiance** All those in attendance rose to salute the American flag and recited the Pledge of Allegiance.
3. **Approval of Minutes**
 - a. Approval of minutes from the regular meeting held November 20, 2013.

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

4. **Billing Services**
 - a. Homeowner Safety Valve Company Sewer Line Insurance Program
 - i. Contract Extension/Modification

DISCUSSION/ACTION: Chairman Guckian stated he would like to table this discussion until all board members are present.

Mr. Ginaitt arrived at 5:46 p.m.

b. Sewer Assessment Abatement

| Name | Service Address | Reason | Amount |
|---------------|-------------------------------------|--|---------------|
| Melissa Foley | 2922 Post Road Plat 267 Lot 0220 | Assessment balance not listed on Municipal Lien Certificate when property was sold. Abate principal and refund recent payments made. | \$4,265.14 |

ACTION: Ms. Foley in attendance. Director Burke stated when Ms. Foley purchased the property the municipal lien certificate (MLC) that was issued was silent as to any sewer assessment balance on the property. Director Burke stated Ms. Foley made several payments on the assessment, but is now appealing the assessment.

Ms. Ortiz stated past practice in the Tax Collector's office had been if the MLC does not list a tax obligation, the City cannot collect that debt.

Mr. Revens will research the matter and provide legal guidance to the Board prior to the next meeting. Chairman Guckian recommended this item be tabled to the January 23, 2014 meeting.

c. Policy on Sewer Assessment Transfer Upon Subdivision

DISCUSSION/ACTION: Director Burke provided the Board with a memorandum detailing this item, explaining that the WSA has been requiring applicants for various subdivisions (consolidation or dividing of parcels of land) to pay the outstanding balance on sewer assessment. She writes that not only does that policy result in a financial loss of interest payments to the WSA but, depending on the amount of the outstanding balance, can add a significant financial burden on the applicant, especially in cases of administrative subdivisions (defined by the Planning Department as "divisions, mergers, mergers and re-division and adjustments of existing lot lines resulting in no additional lots").

Director Burke stated she is looking for the Board to authorize her to transfer existing sewer assessments administratively to new lots on subdivided properties. She stated it would be done on a case-by-case basis in "revenue-neutral" situations. She stated any transfer resulting in an increase or decrease in assessment would have to come before the Board. Director Burke stated WSA would continue to receive interest payments and the developer would not be delayed in the subdivision process. She stated WSA would like to implement this policy in conjunction with the Planning Department immediately.

Mr. Ginaitt moved approval of the proposed policy. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Jarvis and Marino voted in favor of the motion. Motion approved.

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

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

Board members were provided with AECOM's monthly progress report and updated combined schedule. Director Burke stated AECOM has drafted a proposal to provide construction oversight on Contract 91. She stated Gary Marino and Steve Sylven reviewed the draft proposal and have made some suggestions. Director Burke will present a revised proposal for consideration at the January meeting.

6. Flood Protection and Mitigation

- a. Bellows Street Pumping Station

- i. Crossman Engineering to submit progress report

Mr. Brian King and Mr. Steve Kearns in attendance. Chairman Guckian thanked Mr. Kearns for giving him a tour of the Bellows Street pumping station during his recent visit.

Mr. King reviewed Crossman's submitted progress summary and updated construction schedule:

- J. H. Lynch has shut down the deep wells and well point dewatering system. Incidental dewatering of shallow sump areas is ongoing as needed for site work.
- Underground site work is being completed; utilities have been installed and backfilling is complete.
- The above grade electrical service wires have been installed.
- Installation of the mechanical, electrical and pump related items inside the building are ongoing.
- Within the next two weeks, the connection for the new pump system is expected to be complete to allow the system to be powered-up.
- The pump system checking, testing and training process will take place for an estimated 4 weeks after the initial system power-up.

- ii. Change Order No. 6: J. H. Lynch & Sons, Inc.
WSA directed use of flowable fill and retaining wall form liners
\$3,012.50

ACTION: Director Burke recommended approval of this change order. She stated the flowable fill was used at Mr. Solitro's direction in three locations to give us better compaction. She stated the flowable fill is priced per unit in accordance with the contract. Director Burke stated retaining wall form liners were used on the two sides facing the street and our neighbors and were recommended by WSA for aesthetic reasons.

Mr. Ginaitt moved approval of the change order. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Jarvis and Marino voted in favor of the motion. Motion approved.

7. Operations and Maintenance Division

- a. Bid #2014-204: Purchase of 2014 Chevrolet Silverado Truck with Knapheide Sewer Body
Bid opening scheduled for December 18, 2013
Capital Budget allowance: \$70,000

ACTION: See item 7.b. Item to be considered at the January 23, 2014 meeting.

- b. Bid #2014-205: Purchase of 2014 Chevrolet Silverado with Crane
Bid opening scheduled for December 18, 2013
Capital Budget allowance: \$80,000

ACTION: Director Burke stated WSA is not prepared to make an award-of-bid recommendation, but briefed the Board on maintenance costs for the two vehicles in service. She stated replacement of the old trucks has been included in our capital budget. Mr. Solitro provided details on the bid results, and the prospect of acquiring a 2015 model for a comparable price.

Item to be considered at the January 23, 2014 meeting.

- c. Russell Switch gear/Eaton 3200 amp breaker: repair of motor drive

ACTION: Superintendent Doyle stated initial cost estimates were coming in much higher than \$5,000. He stated since then the vendor has revised his cost estimates to below \$5,000. Therefore, there is no need for Board consideration.

8. Collection System Division

- a. Modifications to contract for sewer emergency repairs and miscellaneous extensions

DISCUSSION/ACTION: Director Burke prepared a memorandum on Items 8.a. and 8.b. She stated all technical specifications were updated two years ago. She stated now we need to update the legal language and contract aspects of the document.

- b. Extension of Contract, "Contract BB Sewer Pipelines for Miscellaneous Extensions in Streets": D'Ambra Construction Corporation

ACTION: Director Burke recommended WSA extend D'Ambra's contract pricing for six months to provide emergency services for repairs and miscellaneous sewer extensions while WSA reviews and updates the language of Contract CC for bid.

Mr. Ginaitt moved approval of the contract extension. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Jarvis and Marino voted in favor of the motion. Motion approved.

9. Administrative Items

- a. Acceptance of FEMA/RIEMA Hazard Mitigation Grant Program (DR 4027) Award of funds for the installation of sewer backflow valves

ACTION: Director Burke asked for authorization to sign documentation accepting FEMA grant funds to install backflow valves in customers' homes in the Gaspee area. Mr. Ginaitt moved approval. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. Director's Report

- i. Financial Report: provided to members in their agenda packets.
- ii. Administrative Schedule: Director Burke stated the next Sewer Review Commission meetings are scheduled for December 30th at 8:00 a.m. at City Hall and January 8th at 4:00 p.m. at WSA.

- c. Chairman's Report

- i. Update on Sewer Review Commission

Chairman Guckian stated he talked to Councilman Ladouceur about his availability and scheduling conflicts regarding upcoming Sewer Review Commission meetings. Chairman Guckian recommended that the Board members take turns attending the Commission meetings. Mr. Jarvis had positive comments about his attendance at a recent Commission meeting and agreed to attend upcoming meetings (when available).

Mr. Ginaitt stated we are at a very critical turning point that the WSA must be a part of; board members must participate and can on a rotating basis. Director Burke stated four of our five members have attended Commission meetings. Mr. Ginaitt stated we have benefitted greatly from our participation on this Commission. He stated we are all doing this together. He stated he has encouraged the Commission to continue Council oversight in perpetuity. Mr. Jarvis stated we are part of the solution.

10. Drainlayer Consent Agenda – 2014 Drainlayer Renewals

- a. WSA 2014 Drainlayer License renewal letter
- b. Alder Brothers Construction, Inc., 604 Putnam Pike, Greenville (11-18-13)
- c. Cardi Corporation, 400 Lincoln Avenue, Warwick (11-18-13)
- d. ELJ, Inc., 703 Metacom Avenue, Bristol (11-18-13)
- e. East Coast Landscaping & Construction, 202 Chase Road, Portsmouth (11-18-13)
- f. David Merriam, P. O. Box 8794, Warwick (11-21-13)
- g. David Allen, 2230 Ten Rod Road, Exeter (11-22-13)
- h. Armando Ricci & Sons, Inc., 289 Borden Avenue, Johnston (12-3-13)
- i. Dennis Diffley, Jr., 2650 Warwick Avenue, Warwick (12-3-13)
- j. John T. Kirby, 132 Shamrock Drive, Warwick (12-3-13)
- k. Rick Nunes Construction, 1 Country Lane, Hope (12-3-13)
- l. Narragansett Improvement Company, 223 Allens Avenue, Providence (12-3-13)
- m. Rhode Island Septic Services, 315 Nooseneck Hill Road, Exeter (12-6-13)
- n. Manafort Brothers Inc., 30 Bonnie Brier Circle, Hingham, MA (12-9-13)
- o. D'Ambra Construction Co., Inc., 800 Jefferson Blvd., Warwick (12-10-13)
- p. Armando Ricci, 19 Lily Street, Providence (12-12-13)

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

11. Consent Agenda - Correspondence

- a. Senator McCaffrey to WSA: response on sewer issues (11-18-13)
- b. WSA to CRMC: September 2013 MSCP Quarterly Report (12-2-13)
- c. WSA Financial Report to the City Council (12-12-13)
- d. City Council Ordinance 13-22 (12-13-13)
- e. City Council Ordinance 13-23 (12-13-13)

ACTION: Director Burke briefed the Board on the planned response to Senator McCaffrey (scheduled for delivery on December 20, 2013).

Mr. Jarvis moved approval of the consent agenda. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Jarvis and Marino voted in favor of the motion. Motion approved.

12. 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.

No new business introduced.

13. 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. Cedar Swamp pump station improvements: progress report
- k. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)

DISCUSSION/ACTION: No discussion.

14. PUBLIC COMMENT PERIOD No members of the public in attendance.

15. Adjournment

Chairman Guckian thanked the staff, Mr. Revens and the Board members for their hard work and support.

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

At 6:25 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval