

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, January 23, 2014, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Aaron Guckian, Chairman	Councilman Edgar Ladouceur, Ward 5
Gary C. Jarvis, Secretary	Dennis Setzko, P.E., AECOM
Peter Ginaitt	Erik Meserve, P. E., AECOM
Gary P. Marino	Brian King, P. E., Crossman Engineering
Steve Sylven, P.E.	Paul Roberts, Homeowner Safety Valve Co.
	Melissa Foley
	Greg Chihoski
	Sharon Thiel
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 5:30 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 December 19, 2013.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Mr. Jarvis not available for vote. Motion passes.
4. **AWT-Phosphorus & Flood Control Project, Contract No. 91**
 - a. AECOM to submit progress report and updated combined schedule

- b. AECOM Amendment No. 4, Engineering services in connection with the construction of Contract 91: not to exceed \$1,803,900.00

ACTION: Erik Meserve, P.E., AECOM, reviewed the monthly project progress report with the Board. He stated AECOM will meet with RI Department of Transportation officials to resolve mutual issues. He stated RI Department of Environmental Management must issue a certificate of approval, pending FEMA's internal environmental review of the levee work.

Mr. Meserve stated the project (invitation to bid) will be advertised mid-February with a contract award planned for early spring. Mr. Setzko stated the work schedule is also included (in agenda packets).

Mr. Sylven asked about the estimated construction cost. Mr. Meserve stated the construction is estimated at between \$18 and 19 million (plus the engineering costs considered here). Director Burke reviewed her memorandum recommending approval of the contract amendment. Mr. Sylven stated a ten percent cost for construction oversight is standard.

Mr. Ginaitt asked how WSA pays for this contract. Director Burke stated our loan with RI Clean Water Finance Agency (State Revolving Funds) will pay the engineers' costs. Mr. Ginaitt reminded staff that WSA must remain within the confines of the bond authorization. Mr. Setzko confirmed that their construction cost estimates are conservative. Director Burke stated WSA is borrowing \$11,000,000 the first year to cover anticipated expenses.

Mr. Sylven moved approval of Amendment No. 4. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

5. Flood Protection and Mitigation

- a. Bellows Street Pumping Station

- i. Crossman Engineering to submit progress report

Mr. Brian King, P.E., reviewed the progress report with the Board. He reported that the station is on line and pumping with no problems; testing and inspections went well. He stated Crossman is preparing a substantial completion letter for submittal to J. H. Lynch as far as what items need to be completed and what items can wait, due to winter conditions.

Director Burke stated today we asked the Economic Development Administration for a three-month extension of the grant award deadline.

Mr. Ginaitt asked about warranty information on performance and construction related items, and new equipment warranties.

Mr. Ginaitt asked about the maintenance plan for the new station. Director Burke stated WSA will incorporate all maintenance efforts on the new station into its regular maintenance schedules. Mr. Ginaitt encouraged WSA to review its standards for improvement to preserve the operation and integrity of the new equipment.

6. Operations and Maintenance Division

- a. Purchase of two (2) new Quincy air compressors for the Lakeshore North pumping station
Air Energy Inc.: \$5,698.00 each (\$11,396.00 total)

ACTION: Superintendent Doyle reviewed his recommendation memo with the Board. Mr. Ginaitt asked about the balance in the Capital Improvement budget. Director Burke stated we budget \$475,000 each year; she stated we are able to fund this equipment from our capital improvement program (CIP).

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

- b. Increase Drawdown Purchase Order No. 2000038 by \$2,500.00:
R. E. Erickson Co., Inc., SCADA integrator responsible for maintaining all remote and local controls at the WWTF and its pumping stations.

ACTION: Superintendent Doyle reviewed his recommendation memo with the Board. He stated much of the funds allocated for R. E. Erickson work has been spent on hardware. He stated moving forward, the hardware will be paid from the WSA operations and maintenance budget line item, with the drawdown purchase order funds used for Erickson's professional services.

Superintendent Doyle responded to Mr. Marino's comments about getting a blanket contract for SCADA services. He stated WSA has worked with R. E. Erickson since 2000 and has spent approximately \$3,000 per year for their professional services. He stated WSA is satisfied with the current method of securing SCADA service from R. E. Erickson.

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

Mr. Ginaitt asked about the repairs to the gravity thickener. Superintendent Doyle reported on the work being done by Hart Engineering.

7. Collection System Division

- a. Engineering Services: Oakland Beach pumping station improvements
Gordon R. Archibald, Inc.: ~~\$11,800.00~~ **\$11,230.00 revised proposal**

ACTION: Director Burke stated this project is listed in our Capital Improvement Program; WSA secured a proposal from structural engineers Gordon Archibald, Inc. for design and engineering services to elevate a new generator at the station.

Director Burke stated in the near future WSA will be preparing bid specifications for on-call engineering services to identify specialty firms that we can contract with on an as-needed basis. She stated in an effort to keep this project moving forward, we are recommending approval of the lump sum proposal in the amount of \$11,230.00. She thanked the Board members for reviewing the submitted proposal and for recommending improvements to the scope of services.

Collection system manager Mat Solitro reviewed the specifications of the project with the Board.

Mr. Ginaitt suggested the WSA ask the Army Corps of Engineers to conduct a needs assessment of our pumping stations. He suggested WSA appeal to RI Emergency Management Agency for assistance.

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

8. Billing Services

- a. Homeowner Safety Valve Company
Sewer Line Insurance Program
 - i. Contract Extension/Modification of terms and introduction letter

ACTION: Continued from 12-19-2013 meeting.

Mr. Paul Roberts from Homeowner Safety Valve Company provided an updated activity report to the Board members. Following review of the claims data, Mr. Ginaitt stated WSA should investigate those claims where PVC lines were in use. He suggested WSA collect contractor information and conduct a type of "forensic review" and possibly improve our installation standards.

Mr. Roberts shared a highly complimentary customer response survey with the Board.

Director Burke had prepared a recommendation memo in November 2013 asking that the Board utilize a provision in the current contract which allows for a three-year extension of the contract. Attorney Revens had been asked to review and revise the introduction letters Homeowner Safety Valve sends to potential customers. Board members reviewed the revised letters (one noting the revenue generating option, the other noting that no revenue is generated from plan participation).

Chairman Guckian stated he thinks the revised letters are clear and easy to read. He stated he does not think WSA should leave any revenue on the table. Director Burke stated WSA is happy with the program and would like to continue working with Homeowner Safety Valve. Mr. Roberts stated the revenue share is ten percent. Mr. Ginaitt stated it would be great to see that money go into a hardship fund to directly benefit our customers, rather than going into the operating budget.

Mr. Sylven moved to extend the contract with Homeowner Safety Valve Company, maintaining the revenue share. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

Mr. Roberts asked which envelopes WSA would like to use for future mailings to potential customers. The Board agreed to use the Homeowner Safety Valve Company mailing envelopes. Mr. Roberts stated the next mailing will be some time in March.

Chairman Guckian recognized Councilman Ladouceur in the audience and thanked him for his efforts and determination this past six months.

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: Tabled from 12-19-2013 meeting. Ms. Foley in attendance.

Ms. Foley asked that this item be tabled to the next meeting. Attorney Revens reviewed RIGL 44-7-11 and its application to this matter. He stated RIGL 44-7-11 set up the municipal lien certificate process, and states "A certificate issued under this section shall not affect the obligation of any person liable for the payment of any tax, assessment, rate, fee, or charge."

The Board agreed to hold this item to the February 27, 2014 meeting. Director Burke will provide a detailed report on the assessment for the next meeting.

c. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
One Ninety Six 199 Bethel St LLC c/o Mukesh Tandon	Plat 330 Lot 0196 v/l Church Avenue	Lot size 11.76 acres, assessed in 2006 using acreage formula. Survey and biologist's report confirm that less than one acre of parcel is not wetlands. Re-assess on square footage.	\$133,267.30

ACTION: The property owner was not present. Director Burke reviewed a GIS map of the property, along with the facts of the matter. She recommended the assessment be abated in consideration of the substantial wetlands on the parcel, as evidenced by the biologist's report.

Mr. Sylven asked to see a survey of the parcel with the wetlands flagged. WSA will contact the property owner to get that survey.

Held to February 27, 2014 meeting.

d. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Sharon Thiel	Plat 358 Lot 36 347 Tiffany Avenue	Initially assessed based on Regulation 47, which is not applicable. Re-assess on longest side in accordance with Sections 2.9 and 2.12 of the WSA enabling legislation.	\$1,848.00

ACTION: Ms. Thiel in attendance. Director Burke provided a brief synopsis of the facts of this matter. She stated the property was assessed on both sides, but that assessment is not supported by either the regulations or the enabling legislation.

Mr. Ginaitt moved approval. Mr. Sylven seconded the motion. Attorney Revens suggested that language be added to the abatement authorization form regarding possible future subdivision of property. Mr. Ginaitt renewed his motion for approval with the added conditional language. Mr. Sylven seconded the revised motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

Ms. Thiel expressed her appreciation for the abatement, and asked that WSA also consider adjusting any interest or penalties that may have been applied to the account over the time she has been trying to resolve this matter with the City.

Director Burke stated she will review the account with Ms. Ortiz and consider adjusting penalty charges where allowed. She will remain in contact with Ms. Thiel.

Mr. Ginaitt apologized to Ms. Thiel if she got caught up in the municipal system. Ms. Thiel thanked the Board members, Director Burke, Councilman Ladouceur and the new tax collector for their assistance.

e. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Greg Chihoski	Plat 336 Lot 073 22 Larochelle Avenue	Abate charges assessed as penalty for failure to connect to sewers after one year of sale or transfer of property. Customer connected in December 2013.	\$1,051.22

ACTION: Mr. Chihoski in attendance. Director Burke stated the property owner was initially noticed of the State requirement to connect in 2010. She stated the initial notices provided that upon connection, the Board would consider abating the penalty fees.

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

9. Administrative Items

- a. Proposal to hire a consultant for public outreach purposes; recommended by Board member Peter Ginaitt

ACTION: Mr. Ginaitt stated having had the fortunate ability to attend many of the City Council Sewer Review Commission meetings, where all are working together in its review of the WSA, he has noticed the same constant questions being asked about the WSA. He would like WSA to prepare a compilation or history of what and who we are and why we do what we do. He suggested WSA work with a consultant to produce an editable document that can be amended as the WSA moves forward. Mr. Guckian stated he is all in favor of working on this effort. Director Burke stated she would use the WSA public outreach budget to work with a consultant to consolidate all the historical information already at WSA. Mr. Ginaitt stated he wants this to be the comprehensive bible of the Warwick Sewer Authority, a concise document that captures what drove us to where we are, and one that can be built upon; a collective history. Mr. Guckian suggested a brief highlight of the document be prepared and posted to the WSA website to introduce the work effort. Mr. Marino offered to share with Director Burke the documents the Providence Water Supply Board has and distributes to its customers.

Councilman Ladouceur suggested the focus of this effort be on how WSA is better today than it was ten years ago, detailing what changes that have been made and how WSA is doing things differently.

Mr. Ginaitt encouraged the expenditure of budgeted public outreach funds to work with a consultant to produce an all-inclusive template documenting the WSA's history, what's been built and what WSA is responsible to maintain.

Mr. Sylven suggested WSA utilize the website more to address the questions our customers are asking. He stated WSA has a very large visible project underway and should prepare a mailer to notify our customers about the project, and provide project updates on the website.

Mr. Jarvis stated the end product should be about what makes us who we are, how we fund our work, how we charge, define items, hybrid outreach to include the website, culmination of Peter's information, and use the website for more detail of what things are and how things get done, address customer concerns.

Mr. Revens suggested WSA develop a scope of work to define the project. Mr. Ginaitt stated WSA can contact the Narragansett Bay Commission to see their historical records.

Director Burke stated she will draft a scope of work and share it with the Board.

b. Director's Report

- i. Financial Report
- ii. Administrative Schedule

Director Burke stated we are working on our annual report to EPA about WSA Capacity, Management, Operations & Maintenance (CMOM) programs. She stated with limited resources, we finally established the easement clearing program, clearing almost 2 miles of main sewer line access in 2013.

Director Burke stated since the Lakeshore Drive force main emergency, we have begun preliminary engineering on constructing a new (alternative) force main from the Cedar Swamp pump station in conjunction with the work being undertaken by RIAC. Director Burke stated we utilized Louis-Berger engineers for this project because they are doing a lot of work for RIAC and already had the basic site information we need. She stated for less than \$5,000 we will get the preliminary layout of the new pipe and engineering cost estimates with which to move ahead.

Director Burke stated the administrative calendar includes upcoming Sewer Review Commission meetings, the annual NEWEA Conference in Boston next week, and the annual RI League of Cities and Towns convention.

- c. Chairman's Report
 - i. Update on Sewer Review Commission

10. Drainlayer Consent Agenda – 2014 Drainlayer Renewals

- a. Michael Perri & Sons, Inc., 537 Sandy Lane, Warwick (12-17-13)
- b. J. DiCenzo Const. Corp., 55 Bleachery Court, Warwick (12-17-13)
- c. Stephen A. Cary, 7 Englewood Lane, Warwick (12-17-13)
- d. J. H. Lynch & Sons, Inc., 50 Lynch Place, Cumberland (12-17-13)
- e. Skurka Construction, 301 Greenwich Avenue, Warwick (12-20-13)
- f. James Butler, 182 South Shore Avenue, Warwick (12-31-13)
- g. Patrick Diffley, 1855 South County Trail, E. Greenwich (1-14-14)

ACTION: Mr. Ginaitt confirmed that all drainlayers meet WSA standards and moved approval. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

11. Consent Agenda - Correspondence

- a. WSA response to Senator McCaffrey (12-20-13)
- b. WSA Director's report to Mayor Avedisian (12-27-13)
- c. WSA Financial report to City Council (1-3-14)
- d. WSA to USEDA re: Quarterly Progress Report on Bellows St. (1-15-14)

ACTION: Mr. Jarvis moved approval. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, 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.

Mr. Jarvis congratulated Director Burke on her appointment to the New England Interstate Water Pollution Control Commission. All Board members commented on the well-deserved recognition.

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 (6-27-13)
 - i. Sewer Assessment policy regarding subdivisions (6-27-13)
 - j. Cedar Swamp pump station improvements: progress report
 - k. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)
 - l. Bid #2014-204: Purchase of Chevrolet Silverado Truck (12-19-13)
 - m. Bid #2014-205: Purchase of Chevrolet Silverado with Crane (12-19-13)
- DISCUSSION/ACTION: No action required.

14. PUBLIC COMMENT PERIOD No public comments expressed.

15. Adjournment

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

At 7:22 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval