

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, February 27, 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
Steve Sylven, P.E.	Erik Meserve, P. E., AECOM
Gary P. Marino	Melissa Foley
	John Pagliarini, Jr., Esq.
Board member not present:	
Peter Ginaitt	
Staff present:	
Janine L. Burke, Executive Director	John Revens, Revens, Revens & St. Pierre
Patrick Doyle, Superintendent	Scott Goodinson, Asst. Superintendent
Mathew Solitro, Collection Systems Manager	Lynda Ortiz, Finance/Customer Serv. Mngr.
Lynn F. Owens, Administrative Coordinator	

1. **Call to Order** At 5:35 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 January 23, 2014.

ACTION: Mr. Sylven moved to approve the minutes as submitted. Messrs. Jarvis and Marino seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

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

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

Dennis Setzko, P.E., and Erik Meserve, P.E. in attendance to review with the Board the progress report and updated schedule for Contract 91:

- Consent Decree & Funding: corresponded with Jay Manning at RIDEM about Certificate of Approval requirements. Sent requested information to RIDEM in support of Certificate of Approval. Received information related to new Buy American requirements.
- Construction Progress: Advertized project for bid. Prepared for pre-bid meeting scheduled for February 25. Printed and distributed drawings to potential bidders. Drafted Addendum 1.
- Permitting: Submitted final permit documents. Received preliminary comments from RIDEM on Wetland permit and began addressing them. Scheduled meeting with RIDOT for February 25 regarding comments. Received documentation from FEMA stating that proposed levee work is classified as a Categorical Exclusion. Confirmed with RI Coastal Resources Management Council that the proposed levee work does not require a permit.
- Miscellaneous: Corresponded with WSA staff regarding ammonia and phosphorus local limits.

5. Flood Protection and Mitigation

- a. Bellows Street Pumping Station: Report submitted by Crossman Engineering:
- As of Friday January 17th the new pump station is operating. There are no issues with the pumping operation.
 - WSA training for the use and operation of the new pump station has been completed.
 - A Temporary Certificate of Occupancy has been received for the new pump station and substantial completion will be authorized by WSA.
 - The electric service to the old pump station has been terminated and removed.
 - WSA and Lynch have been coordinating the removal of components in the old pump chamber. These components will be saved and stored by WSA.
 - Upon completion of component removal and cleaning of the old wet well and pump chamber, Lynch will fill the structures with flowable fill.
 - Site work such as fine grading, paving, landscaping and restoring the ETCO parking lot will be completed by Lynch once the weather conditions allow.

Director Burke stated the new station is up and running, being operated by our staff. She referred the Board to Consent Agenda

Item (i), addressed to USEDA regarding an extension of the grant deadline for the Bellows Street project.

- i. Change Order No. 7: Removal of additional asbestos pipe
J. H. Lynch & Sons, Inc.: \$1,980.00

ACTION: Mr. Sylven commented on this change order. He stated Crossman's letter says "removal of this pipe was anticipated, and was necessary to construct the new brick invert in the doghouse manhole". He said he didn't believe we knew going in that the pipe was asbestos. Director Burke clarified that WSA knew the pipe had to be removed, but did not know that it was asbestos. She stated the remediation and removal of the asbestos material was not anticipated.

Mr. Solitro defined a dog house manhole and its application.

Mr. Sylven stated in his opinion there isn't enough backup information to establish the net increase in the cost of this change order. He stated the work that was originally planned in the contract was not performed by Lynch; they should have credited WSA for the saw-cutting of the pipe, and charged us to bring in an asbestos team to perform the saw-cutting work and removal of the pipe. He stated he understands that Lynch's workers remained onsite with their equipment to assist the abatement team with the removal of the asbestos pipe. (Following the meeting, the recording secretary sought clarification from Mr. Sylven, who stated "Lynch should have credited WSA the cost of saw-cutting the pipe, assuming that's what Lynch intended to do in the original work. Otherwise, it should have been a 'wash', i.e., no charge for AA's saw-cutting for the pipe because the work would have been done anyway as part of the original contract.")

Mr. Sylven agreed that the value of the change order is reasonable to cover the remediation team's removal of the asbestos pipe (regardless of the cost of saw-cutting the pipe), and recommended approval of the change order.

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

6. Operations and Maintenance Division

- a. Purchase of new Reznor rooftop heater for South Pump Station bldg.
Regan Heating and Air Conditioning: \$24,600.00

ACTION: Director Burke stated a recommendation memo was included in the agenda packets. She stated there are funds in the Capital Improvement budget to cover this expense. Superintendent Doyle confirmed that the recommended vendor provides quality workmanship. He stated the environment at the plant is very caustic and may have caused the heat exchangers to malfunction.

Board members asked about equipment and labor warranties and requested an itemized list of components from Regan.

Mr. Jarvis recommended approval of the purchase pending confirmation that the low bidder, Regan Heating and Air Conditioning, is providing all components of the Reznor rooftop heater. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

The Board will get a copy of confirmation from Regan that their quote includes all components of the new unit.

- b. Repair of Internal Recycle Pump (fourth unit)**
Delta Electro Power, Inc.: \$7,941.76

ACTION: Director Burke stated this is a critical piece of equipment for our biological nutrient removal process. She stated we are repairing the unit, not replacing it. Assistant Superintendent Goodinson confirmed that the complete repair/rebuild is sufficient to get the equipment up and running.

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

- c. Bid #2014-223 Gasoline, Low Sulfur Diesel & Ultra Low Sulfur Diesel Fuel for Participating Municipalities Co-Operative Purchasing Agreement**
Term: April 10, 2014 – April 9, 2015
Dennis K. Burke: fixed increment pricing

ACTION: Director Burke stated we are looking to piggyback the City's award of contract. In addition to the recommendation memo prepared for the Board, the bid tabulation was retrieved and shared.

Mr. Marino moved approval to piggyback the City's award of bid to the low bidder, Dennis K. Burke. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- d. Extension of contract award for the following chemicals and suppliers:**

Univar – Liquid Sodium Hydroxide: \$1.759/gal. (decrease of \$0.14/gal.)

Atlantic Coast Polymer – Liquid Polymer: \$0.145/dry pound (no change)

ACTION: Director Burke stated the existing chemical contracts provide for a one-year extension; WSA asked the vendors to lock in their pricing for the additional term. She stated one vendor agreed to extend his contract for one year at a lower price. She stated the remaining chemicals used at the plant and our pumping stations will be advertised for bid next month.

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

7. Collection System Division

Director Burke stated Louis Berger has completed the conceptual design and opinion of probable cost for a new force main from the Cedar Swamp pump station through RIAC property. She stated she was way off in her cost guesstimate on this one – the cost approaches \$3.8 Million. She stated although she did not like the number, she was very pleased with Berger's fast and efficient work on this little project. Director Burke stated she has already incorporated the project into WSA's capital improvement plan (CIP) but stated that this is obviously not something WSA can fund under our existing CIP budget, even spreading it out over two years. She stated we plan to put the project on the State Project Priority List so it becomes eligible for low-interest loan funding; WSA will try to identify other possible funding sources as well.

Director Burke and Mr. Solitro explained the possible re-routing of the force main through airport property. Mr. Solitro stated he gave the engineer's estimate to D'Ambra Construction and asked that they prepare a construction cost estimate, for comparison purposes. This exercise is for study purposes only at this point.

Director Burke and the Board discussed RIAC's plans to construct a glycol removal/treatment facility on airport property.

No action required.

8. Billing Services

- a. Request to transfer funds from WSA budget account 80-951 (lease income) to the Community Development budget in support of sewer tie-in grants benefitting low income households: \$35,800

ACTION: Mr. Jarvis stated it's a good idea to give people an incentive to connect, and recommended approval of the transfer. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

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 and 1-23-14 meetings.

Ms. Foley present with her attorney, John A. Pagliarini, Jr. Attorney Pagliarini presented a packet of information to the Board and Director Burke, in support of Ms. Foley's request for an abatement of sewer assessment charges. Attorney Pagliarini stated WSA abated a sewer assessment for the same reason in 2009.

Attorney Revens stated he will review the information presented and will report back to the Board.

Mr. Jarvis asked that this item be held for another month for review by legal counsel.

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: Tabled from January 23, 2014 meeting. Property owner asks that this be considered at the March 27, 2014 meeting.

The Board agreed to table this matter to the March meeting.

9. Administrative Items

a. Director's Report

- i. Financial Report /Usage Rate Study
- ii. Administrative Schedule

Director Burke provided the Board with the regular monthly financial/budget reports. She stated Mr. Jarvis just signed off on the first of several loans we are piecing together to fund the treatment facility upgrades. She stated for the initial \$7 Million loan, WSA secured an interest rate of 2.7% with the Clean Water Finance subsidy. She stated that will save WSA an estimated \$1 Million over the life of the loan versus if we had to borrow at the market rate. She stated the first

drawdown on that loan will be right around \$1 Million to reimburse our engineering and related project expenses to date.

Director Burke stated Dave Bebyn is in the process of reviewing where we are as we enter the 4th year of the 5-year rate plan. She stated the good news is that the plan is working and the FY13 financial audit report indicates that for the first time in a very long time, the sewer enterprise fund's unrestricted net balance is positive and the amount we owe the General Fund is down to around \$3.5 Million. She said the bad news, as Dave Bebyn warned last year, is that water consumption is down and so are new sewer connections so that instead of a residential rate decrease we may only be able to freeze the residential rate. Director Burke stated this year she had asked Mr. Bebyn to look at the Renewal & Replacement charge for adequacy and to provide us with an alternative rate recommendation based on a reasonable Connect Capable fee. She said Mr. Bebyn will be prepared to present his findings to the Board at next month's meeting.

Director Burke stated WSA submitted the draft FY2015 budget to the Finance Director this week. She said she would like to go through the draft (i.e., hold a budget workshop) with the Board in March, possibly in conjunction with the Rate Study review by B&E Consulting. She said she would like the Board to approve the budget prior the City Council hearing, which is usually in late May/early June.

Director Burke reported that she and Ms. Owens met with a representative from Maguire (now CDR/Maguire) that day. She said they discussed the development of a comprehensive/historical outreach document as well as four to six 1-page "pull outs" on various priority topics. She stated these "pull outs" can be handed out at tours or mailed with the bills. She stated Maguire has in-house publishing/marketing expertise and has agreed to a price tag not to exceed \$4,000.

Director Burke will send invitations to the Board to attend the March 25th Clean Water Legislative Breakfast meeting.

b. Chairman's Report

i. Update on Sewer Review Commission

Chairman Guckian asked that the March meeting date be moved to Wednesday, March 26th. Board members will check their schedules and get back to Ms. Owens, who will distribute notice of date change to all.

Chairman Guckian noticed Councilman Ladouceur and thanked him for all his time and effort in reviewing the enabling legislation of the Warwick Sewer Authority.

10. Consent Agenda - Correspondence

- a. RICWFA to City of Warwick/WSA; financing award letter (1-21-14)
- b. WSA December 2013 report to Mayor Avedisian (1-24-14)
- c. WSA to USEPA; 2013 CMOM Annual Report 1-31-14)
- d. WSA to CRMC; MSCP Quarterly Report p/e 12-31-13 (1-31-14)
- e. WSA to ETCO: use of Bellows Street parking area (2-3-14)
- f. WSA to City Council; January 2014 financial report (2-5-14)
- g. B & E Consulting, LLC to WSA; usage rate review (2-11-14)
- h. Homeowner Safety Valve Company to WSA; activity report (2-10-14)
- i. WSA to USEDA; extension of grant deadline for Bellows Street (2-14-14)

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

11. 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 presented.

12. 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. Cedar Swamp pump station improvements progress report
- h. Sewer Assessment Deferment Policy (6-27-13)
- i. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)
- j. Bid #2014-204: Purchase of Chevrolet Silverado Truck (12-19-13)
- k. Bid #2014-205: Purchase of Chevrolet Silverado with Crane (12-19-13)

DISCUSSION/ACTION: Director Burke stated we are planning to take several items off the Old Business list and put them on the regular business agenda next month, including Item (g) (as WSA finally got the easement from RIAC and wants to proceed with the planned electrical upgrades to the Cedar Swamp pump station using the remainder of the loan funds borrowed when the influent line collapsed). She stated we may also have the new vehicle bid recommendations ready for you as well.

Mr. Jarvis suggested we remove Item (d) from the Old Business listing. Mr. Sylven suggested we remove Item (c) from the Old Business listing. Mr. Jarvis moved approval to remove Items (c) and (d) from Old Business. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

13. PUBLIC COMMENT PERIOD At 6:25 p.m., Chairman Guckian opened the Public Comment period.

Councilman Ladouceur stated the Sewer Review Commission may have a draft document of changes to the Enabling Legislation ready to present to the WSA Board within the next few weeks. He thanked Ms. Burke for the enormous amount of time and energy she has committed to the Commission; she has been invaluable in helping the entire Commission in its review of the Warwick Sewer Authority.

14. Adjournment

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

At 6:26 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval