

Aaron Guckian
Chairman

Janine L. Burke
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Thursday, September 18, 2014, 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	Peter Ginaitt
Steve Sylven, P.E.	
Gary P. Marino	
Gary Jarvis, Secretary	
Staff present:	Guests:
Janine L. Burke, Executive Director	Richard Kuehl, 15 Shady Oak Road
Lynn F. Owens, Administrative Coordinator	Peter Garvey (observing)
John Revens, Revens, Revens & St. Pierre	

1. **Call to Order** At 5:30 p.m. Chairman Guckian called this meeting to order.
2. **Pledge of Allegiance** Those in attendance rose to salute the flag and state the Pledge of Allegiance.
3. **Approval of Minutes**

- a. Approval of minutes from the regular meeting held August 28, 2014.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. 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

DISCUSSION: Director Burke stated AECOM provided a monthly progress report. She noted that you can see the levee construction work as you drive into the facility. She stated Superintendent Doyle is

overseeing the day-to-day coordination of this work effort. Director Burke stated WSA is still waiting for the RIDOT permit to work in the right-of-way but; there are no substantial issues holding it up. She stated the easement agreement approved in May had to be revised because they attached the wrong plans. She expressed concern that this will delay Hart's construction schedule and completion date.

Mr. Revens stated he has made inquiries with RIDOT in an effort to move this forward.

**b. Change Order No. 1: Hart Engineering Corporation
Raise drainage structure in levee: \$4,014.00**

ACTION: Director Burke stated this change order is at WSA's request. She stated after the city engineer review the plans for the drainage structure, we realized the original plans called for it to be buried with the interior levee work (where it would be inaccessible if maintenance is required); additional work would have been required to uncover that structure to elevate it later. She stated some of the change order work has already been done.

Board members agreed that the amount for the change order was reasonable. The Board members discussed a listed credit related to the grate and cover. Mr. Sylven asked for additional back-up including an invoice for the cover and documentation on the rental equipment costs. He stated there should be a credit for the work the contractor did not do. Mr. Sylven inquired about the costs based on well-documented time and materials. Mr. Marino asked if there is a contingency provided for in the contract, for unforeseen conditions, so as to not hold up the work in situations like this. Mr. Jarvis asked about the change order procedure. Mr. Sylven explained that the procedure is outlined in the contract documents. He asked whether or not the specifications say the contractor can be compensated for rental equipment that's on the job.

Mr. Jarvis moved to table this item to the next meeting for additional documentation and clarification. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved; item tabled. Chairman Guckian instructed Director Burke to convey to the contractor and the engineer that WSA needs proper documentation to substantiate all change orders.

5. Billing Services

a. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
City of Warwick Cemetery	Plat 363 Lot 0737 v/l Buttonwoods Avenue	Cemetery; abate in full. Should parcel be developed in future, lot will be reassessed at assessment method/rate in effect at time of development.	\$4,680.00
City of Warwick Cemetery	Plat 354 Lot 0216 v/l Armstrong Avenue	Cemetery; abate in full. Should parcel be developed in future, lot will be reassessed at assessment method/rate in effect at time of development.	\$3,640.00

ACTION: Mr. Sylven moved approval of the above listed assessment abatements. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

6. Construction Division

a. Governor Francis Phase III Sewer Project: progress report submitted

Director Burke stated the Board will see regular monthly reports from the engineer on this project, Gordon Archibald. She reported that we are waiting for an appraisal of a property on Manor Drive being considered for the location of the pumping station.

b. O'Donnell Hill Sewer Project: progress report submitted by Garofalo and Associates. No discussion.

7. Operations and Maintenance Division No items for consideration.

8. Industrial Pretreatment Division No items for consideration.

9. Collection System Division No items for consideration.

10. Administrative Items

a. Resolution to apply for and accept federal funds through the Rhode Island Emergency Management Agency (RIEMA) State Homeland Security Grant Program (2014) for homeland security efforts and projects.

ACTION: Director Burke stated this is a requirement of the WSA enabling legislation. Mr. Sylven moved approval of the resolution as presented. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

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

Director Burke referred to the financial reports she provided with the agenda packets. She stated that, in conjunction with the Finance Department, WSA will be working on an "Enterprise Fund Accounting 101" document for Board members. She stated she has an upcoming vacation planned; the organizational chart will be distributed again with responsibilities and contact information in her absence.

Mr. Sylven asked about charges to the budget line item "temporary services". Director Burke explained those were expenses related to an intern who had worked this summer on collection system projects. She stated she is preparing her next quarterly report to the City Council; she is scheduled to appear before the Council on October 15th. She stated there was a meeting scheduled (October 8) to renew discussions of archaeological issues in the Bayside project area. She stated she attended the Mill Creek Bridge reconstruction public meeting and was pleased to report that WSA can remove about \$1 million from the cost of the Bayside sewer project earmarked for the bridge reconstruction (as the City sought bond funding for the project).

Director Burke stated that changes to the Clean Water Act will allow RI Clean Water Finance Agency to issue 30-year loans to municipalities (instead of the current twenty year term). She said that change will make sewer construction costs more affordable by extending the repayment term.

Director Burke stated the WSA Safety Committee is planning a luncheon celebration to mark our 1000th day without a lost-work injury. The Board will be invited to attend once the details are finalized.

- c. Chairman's Report: Chairman Guckian welcomed the two members of the public and thanked them for their attendance.

11. Consent Agenda - Correspondence

- a. RIDEM to City of Warwick/WSA regarding 2013 Compliance Evaluation Inspection (8-29-14)
- b. Revens/RIDOT correspondence regarding Influent Interceptor Sewer Rehabilitation (9-4-14)
- c. WSA to City Council: August 2014 Financial Report (9-9-14)
- d. WSA to West Warwick regarding Intermunicipal Agreement and financial responsibility to share in cost of upgrades at treatment facility (9-10-14)

ACTION: Mr. Jarvis moved to accept the consent agenda as presented.

Mr. Marino asked about item 11.d. He pointed out that the cost of the West Warwick plant upgrade is coming out of the WSA budget, funded by WSA ratepayers. He stated he thinks the intermunicipal agreement should be between the Town of West Warwick and the City of Warwick, and not the WSA, as there is no benefit to the WSA ratepayers. Director Burke stated that intermunicipal agreement hasn't been updated in fifteen years. Mr. Jarvis stated we share in the cost of West Warwick's treatment plant upgrades because WSA sends some flow to their plant. Chairman Guckian stated this is a legal question. Mr. Revens stated he would review the agreements and comment.

Director Burke stated the two pump stations in East Natick that direct flows to West Warwick are maintained by WSA, but WSA gets no usage revenue from ratepayers whose waste flows to West Warwick. Mr. Jarvis suggested building into the intermunicipal agreement some compensation for upgrades to WSA pumping stations that flow to West Warwick.

Mr. Marino seconded the motion to accept the consent agenda items. Chairman Guckian, Messrs. 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.

No new business presented.

13. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. Bayside I-III Sewer Project: Amendment to GRA contract/design services
- d. Sewer Assessment Deferment Policy (6-27-13)
- e. Sewer Assessment Deferment: Plat 332 Lot 483 (11-20-13)
- f. Financial review of sewer assessment structure, examination of various methodologies, B & E Consulting, LLC: not to exceed \$6,800.00 (6-19-14)
- g. Project management for sewer construction (7-24-14)
- h. 48" Influent Interceptor Sewer Rehabilitation Project (7-24-14)
- i. Bellows Street Pumping Station (8-28-14)

ACTION: No action taken.

14. PUBLIC COMMENT PERIOD

Chairman Guckian opened the public comment period.

Mr. Richard Kuehl, 15 Shady Oak Road, shared his comments with the Board about the Governor Francis Farms Phase III sewer project.

15. Mr. Jarvis moved to go into Executive Session Pursuant to RIGL 42-46-4 and 42-46-5 (a) (2) to discuss litigation/arbitration results (J. H. Lynch & Sons, Inc.). Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

At 6:16 p.m. the Board entered executive session.

At 6:47 p.m. the Board returned to open session.

16. Mr. Jarvis moved to seal the minutes of the executive session in accordance with RIGL 42-46-4 and 42-46-5. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

17. Adjournment

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

At 6:48 p.m. this meeting ended.

Gary C. Jarvis, WSA Secretary

Date of Approval

“Minutes are recorded pursuant to the Rhode Island General Laws § 42-46-7 for the purpose of capturing all general information relevant to the meeting. For a more comprehensive assessment of minutes, audio files shall be archived with the Warwick Sewer Authority and available upon request.”