

Aaron Guckian
Chairman

Janine Burke-Wells
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Thursday, December 17, 2015, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Board Member not present:
Gary Jarvis, Secretary	Aaron Guckian, Chairman
Steve Sylven, P.E.	
Gary P. Marino	Guests:
Peter Ginaitt	Joseph Boccadoro, P.E., AECOM
	Todd Ravenelle, P.E., GRA, Inc.
Staff present:	J. Matthew Bellisle, P.E., PARE Corp.
Janine Burke-Wells, Executive Director	Scott Terrana, 379 Church Avenue
Scott Goodinson, Superintendent	Richard Kuehl, 15 Shady Oak Road
John Revens, Revens, Revens & St. Pierre	
Earl Bond, Lead Mechanic	
William Miranda, Admin. Technical Assistant	
Lynn F. Owens, Administrative Coordinator	

1. **Call to Order** At 5:31 p.m. Secretary Gary Jarvis called this meeting to order.
2. **Pledge of Allegiance** Mr. Marino led the group in saluting the Flag and reciting the Pledge of Allegiance.
3. **Approval of Minutes**
 - a. Approval of minutes from the regular meeting held November 19, 2015.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Messrs. Marino and Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

4. Billing Services Division

a. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Scott Terrana	379 Church Avenue Plat 331 Lot 5	Evidence of wetlands presented to WSA. Abate assessment based on acreage and re-assess based on frontage (105 ft.)	\$19,122.75

ACTION: Mr. Terrana present. Director Burke-Wells stated Mr. Terrana went through the exercise of having his property surveyed to delineate the wetlands on his property. She stated the Board has abated assessments on other properties in this area. She added that after reviewing the information presented, WSA is recommending the abatement as noted.

Mr. Ginaitt stated this abatement is in order. He commented that this situation reinforces what WSA is trying to do with its assessment process, to bring fairness and equity to our customers.

Director Burke-Wells asked that a caveat be added to the motion, that if the property is ever developed in the future WSA reserves the right to re-assess at the rate and method of assessment in place at the time of development.

Mr. Ginaitt moved passage with the caveat that if the property is ever developed, the lot will be subject to re-assessment at the time of development. Mr. Sylven seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

5. AWT-Phosphorus Project

a. Engineer's Progress Report: AECOM

DISCUSSION: Mr. Boccadoro present to review AECOM's submitted progress report, which included photos of recent site work. He stated the project is about three quarters of the way complete. He confirmed that the budget is keeping track with the work progress.

WARWICK SEWER AUTHORITY CONTRACT 91: PHOSPHORUS REMOVAL UPGRADE FLOOD CONTROL AND MITIGATION, NOVEMBER/DECEMBER 2015 PROGRESS REPORT: December 11, 2015

This Progress Report summarizes activity between November 14, 2015 and December 11, 2015 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.

Construction Progress

- Overall, the project is approximately 78% complete;
- Continued to provide construction administration services such as reviewing and processing RFIs, shop drawings, change order proposals and contractor applications for payment; and field observation and specialty staff site visits for Building Code compliance;
- Held eighteenth progress meeting on December 3rd with Hart and WSA;
- Phosphorus Building, Levee and Other Work:
 - o Phosphorus Building: completed tank tightness testing and repair; roofing work is almost complete; continued to install mechanical equipment and piping; painting, electrical, HVAC and plumbing work inside the building continues; exterior gas line has been installed; bypass pumping and installation of the new junction chamber has been completed; continue to install the exterior 48-inch piping;*
 - o Utility Building: new Rotary Drum Thickener, sludge pumping equipment and Frac tank have been installed;*

o Levee Work: preparations for change order work.

Four Week Look Ahead-Phosphorus Building and Other Work

- Continue interior work: equipment and piping installation, painting, electrical, HVAC and plumbing; complete roofing work. Exterior site work: complete exterior 48-inch piping and underground utilities;*
- Utility Building: continue piping and electrical work for the Rotary Drum Thickener and sludge pump; complete concrete curbing for the sump pit;*
- Next progress meeting scheduled for January 14th.*

Four Week Look Ahead-Levee

- Install seepage cutoffs and place concrete at the drain inlet and outlet structures.*

6. Levee Project

- a. Engineer's Progress Report: PARE Corporation

DISCUSSION: Mr. Bellisle present to review with the Board PARE's monthly progress report.

*Warwick Wastewater Treatment Plant Levee Project , Warwick, Rhode Island, Pare Project No. 15069.00 **Project Progress Update No. 7** Submitted December 15, 2015*

CONSTRUCTION PHASE

The following activities have occurred since the last report:

- Pare continued coordinating with WSA and Hart relative to the impending work at Phase I.*
- Pare reviewed submittals for*
 - o Portadam*
 - o Low permeability fill*
 - o Engineered fill*
 - o Geotextile*
- Pare provided construction observation and field density testing on*
 - o December 8th through 11th, and December 14th*
- Pare conducted progress meetings with Hart and WSA on*
 - o December 7th and December 15th*
- Since commencing field activities on December 8th, construction by ECW under subcontract to Hart has included the following:*

December 8th

- o ECW began and completed stripping loam from the embankment of the levee between STA 20+25 and 21+80.*
- o ECW began excavating portions of the levee between STA 20+50 and 21+15, to approximately El. 23.5.*

December 9th

- o ECW began and completed stripping loam from the embankment of the levee between STA 21+80 and 22+25.*
- o ECW continued excavating portions of the levee between STA 20+50 and 22+25, to approximately El. 18.5.*
- o ECW continued to receive imported engineered fill material.*

December 10th

- ECW continued to excavate the trench along the toe of the outbound slope to between elevation 15 and 16.
- ECW backfilled the trench along the toe of the outbound slope to between elevation 19 and 20
- ECW continued to receive imported engineered fill material.
- ECW cutoff the existing FRP sheet piles to approximately elevation 18.

December 11th

- ECW began to excavate the trench along the alignment of the proposed core material.
- ECW began to backfill the levee with engineered fill.
- ECW continued to receive imported engineered fill material.

December 14th

- ECW excavated the trench to accommodate the Type B-1 Embankment between STA 22+15 and 22+25.
- ECW began to backfill the low permeability core with low permeability fill.
- ECW began to receive imported low permeability fill material.

For a more detailed description of the work that was undertaken, as well as photos of the construction, please refer to the daily field summaries that have been previously submitted.

Two- Week Look Ahead

- Continue construction of the embankment for phase 1**

Mr. Revens asked if PARE is documenting the location of recovered boulders within the embankment fill, and if they are referencing the location of the boulders in relation to where borings were taken. Mr. Bellisle reported that there is photographic evidence and engineer's notes on the boulder location.

7. Operations Division

- a. Purchase Authorization: thickened sludge transfer pump (6")
Penn Valley Pump Co., Inc.: ~~\$26,441.00~~ **\$27,116.00 (includes shipping)**

ACTION: Director Burke-Wells introduced WSA's lead mechanic, Earl Bond. Superintendent Goodinson reviewed the purchase request. Director Burke-Wells stated this particular pump has a very good reputation within the industry. Mr. Bond stated he will look at the application (electrical and hydraulic) in relation to the current piping to determine if WSA staff can install the pump. Superintendent Goodinson is optimistic that WSA can do the work in-house.

Mr. Ginaitt moved approval of the purchase of a 6 inch thickened sludge transfer pump. Mr. Sylven seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

- b. Purchase Authorization: oil dispensing unit
Ocean State Oil Company: \$8,565.00

ACTION: Superintendent Goodinson stated WSA currently utilizes a small oil dispensing unit that works very well, however, WSA still stores most of its oils and lubricants in traditional 55-gallon drums. He stated the drums take up a lot

of space and often make gauging our inventory difficult. He stated the other quote from Seacoast is for the Cadillac of the oil dispensing systems; WSA does not need that unit. He stated the local vendor's unit will free up a lot of space and is considerably less expensive.

Mr. Sylven stated this seems like a good idea, and moved approval of the purchase of an oil dispensing unit from Ocean State Oil Company. Mr. Ginaitt seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

- c. Purchase Authorization: 6 inch and 8 inch hoses for Godwin pumps
Seacoast Supply Company: \$9,709.98

ACTION: Superintendent Goodinson stated the vendor Seacoast Supply specializes in rubber products and provided the best pricing for rigid and lay-flat hoses to replace older hoses that are past their useful life. He stated WSA will continue to use its fittings on the new hoses.

Mr. Ginaitt suggested the purchase of a small trailer to house and transport the hoses. Superintendent Goodinson stated WSA currently uses its forklift to move the hoses at the facility, and is looking a purchasing an extension to the forklift that would work better when moving the hoses. He stated WSA utilizes a landscaping trailer to transport the hoses when needed off site.

Mr. Ginaitt moved approval of the purchase of 6" and 8" hoses from Seacoast Supply Company. Mr. Sylven seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

8. Collection System Division: No items for consideration.

9. Construction Division

- a. Governor Francis Phase III Contract 85B Sewer Project
Gordon Archibald, Inc. progress report

DISCUSSION: Mr. Ravenelle stated GRA has a signed agreement with the property owner to start the subdivision process (to acquire land for the pumping station). He stated survey work will start the first of the year. He stated the prior contract amendment approved by the Board (January 2015) will need to be reworked (due to landowner responsibility for the subdivision process). Director Burke-Wells stated WSA will rescind the previously-approved contract amendment at the next meeting and present an updated scope of work to continue engineering services for this project.

- b. O'Donnell Hill Contract 69A Sewer Project
Garfalo & Associates progress report

DISCUSSION: Director Burke-Wells stated she plans to attend an upcoming meeting of the Pawtuxet River Authority to discuss the project and to seek assistance in acquiring possible grant funding for the project. She stated the Councilman for the area would like to schedule another neighborhood meeting after that.

- c. Bayside Contract 86A-2 Tidewater Interceptor Design Phase
 - i. Gordon Archibald, Inc.: design progress report

DISCUSSION: Mr. Ravenelle stated archaeological work is complete on Tidewater Drive. He stated the road is closed for the winter. He added that since the last Board meeting, another two burials were found in the same area as the first burial. Mr. Ravenelle stated PAL did additional field work and they need five days to complete their archaeological studies. He stated that will result in additional costs (see Item 9.c.ii).

- ii. Contract Amendment, Gordon Archibald, Inc.
Additional field work and value engineering workshop
\$34,146.11

ACTION: Mr. Ravenelle stated PAL's additional field work and archaeological studies amount to \$21,790.00. Director Burke-Wells stated GRA has recommended a full-day workshop led by Stantec to review the latest technologies available for sewer construction in this area. Mr. Ravenelle stated a one-day seminar utilizing the services of Stantec Consulting Services, experts in micro-tunneling and directional drilling, allows us to discuss the entire project and technologies that may be used for cost savings (value engineering process) and to reduce excavation to minimize the potential of encountering an archaeological feature. Director Burke-Wells stated WSA would invite the Tribe to participate. Mr. Ravenelle anticipates holding the seminar late January, early February, following a review of PAL's final archaeological work.

Mr. Marino asked about excavation for the construction of laterals along Tidewater Drive. Mr. Ravenelle stated the plan is to open an area and install multiple laterals to minimize excavation. He stated we already know where property owners want their laterals located along Tidewater Drive.

Mr. Sylven stated the value engineering contract with Stantec is a good idea and asked about Stantec's expertise in this area. Mr. Ravenelle stated this is a not-to-exceed contract and they will review the engineers' resumes to confirm their expertise in this area prior to the workshop.

Mr. Ginaitt moved approval of this contract amendment. Mr. Sylven seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

- iii. Contract Amendment
Narragansett Indian Tribe Historic Preservation Office (NITHPO)
Additional field work: **\$27,474.66**

ACTION: Director Burke-Wells prepared a recommendation memo on this contract amendment proposal. She reported on a meeting with the City Administration earlier this week and said there is consensus to get this sewer project completed. Mr. Ravenelle stated NITHPO has been shadowing PAL archaeologists in the field on a daily basis. The Board asked about the NITHPO invoicing and documentation process, with a

focus on transparency to validate all efforts and findings. Mr. Ginaitt questioned whether there is a national standard for this type of work. Director Burke-Wells stated backup documentation must be provided to WSA in order for invoices to be paid through the State's Revolving Loan Fund. She stated she is recommending that USEPA develop a memorandum of agreement, in accordance with federal law, between the City, the State's Historic Preservation Commission and the sovereign nation of the Narragansett Indian Tribe.

Mr. Ravenelle stated this work has already been done.

Mr. Sylven asked who is overseeing the daily NITHPO work. Mr. Ravenelle stated PAL archaeologists keep daily logs in the field. Mr. Ginaitt stated he reached out to Senator Reed's office; they are waiting for a general overview of what's happening in the project area. Mr. Sylven asked what is NITHPO's role on the site, to confirm and identify the artifacts that are found? Director Burke-Wells stated their primary role is cultural resource monitoring, watching the archaeologist work and informing the process from their perspective. She mentioned they performed rituals when burials were found.

Director Burke-Wells recommended the Board approve this contract amendment contingent upon submittal of clear and concise documentation from NITHPO.

Mr. Revens reminded all that this process is dictated by federal law. He stated this preliminary work is very important before the construction contractor is mobilized.

Director Burke-Wells and Mr. Ginaitt complimented Ms. Garcia, NITHPO, on her professionalism and cooperation throughout the project.

Mr. Sylven moved to approve the contract amendment valued at \$27,474.66. Mr. Marino seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

10. Administrative Items

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

Director Burke-Wells stated she hired an operations and maintenance expert through an on-call engineering services contract to get a handle on collection system management issues. She stated she was expecting a confidential memo on his findings, which will look at staffing levels, the skill sets we have, how we are utilizing current staff and any gaps in skills and trades, to be used for personnel planning and budgeting purposes.

Mr. Ginaitt asked how we are dealing with the loss of Mr. Solitro, asking about WSA's plan for continuity of operations. Director Burke-Wells stated a senior union staff member has stepped up who is very knowledgeable about our collection system, and the superintendent has emergency management

experience. She stated we have made a lot of strides in creating electronic records that can be accessed in the field and that it is critical to transfer our employees' knowledge of the system to our new asset management database.

Director Burke-Wells stated the NEWEA Annual Conference will be held at the end of January, and several WSA employees are being honored at the Awards Luncheon. She extended an invitation to the Board members.

- b. Chairman's Report: Secretary Jarvis wished everyone a Merry Christmas.

11. Consent Agenda – Correspondence

- a. RIDEM to Mayor Avedisian regarding WSA's assistance with Wastewater Operator Management Boot Camp (11-20-15)
- b. Sewer Assessment Deferment: Plat 364 Lot 210 (11-30-15)
- c. WSA November 2015 Financial Report to City Council (12-1-15)
- d. Sewer Assessment Deferment: Plat 364 Lot 0417 (12-7-15)

ACTION: The Board members discussed Item d.

Mr. Ginaitt moved approval of the consent agenda. Mr. Sylven seconded the motion. Secretary Jarvis, Messrs. Ginaitt, Sylven 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. Modifications to Septage Hauling Regulations
- b. Sewer Assessment Deferment Policy (6-27-13)
- c. Project management for sewer construction (7-24-14)
- d. East Natick I Pumping Station: Flood hardening project (5-28-15)

ACTION: No old business considered.

14. PUBLIC COMMENT PERIOD

Mr. Kuehl wished the Board members and staff a Merry Christmas.

15. Adjournment

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

At 6:52 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.