

Aaron Guckian
Chairman

Janine Burke-Wells
Executive Director



Scott Avedisian
Mayor

Warwick Sewer Authority
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BOARD MEETING MINUTES

Thursday, January 21, 2016, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

**REVISED TO REFLECT DECEMBER 2015 ACTIVITY UNDER ITEM 7.a.
Superintendent's Report on activity at the advanced wastewater treatment facility.**

Board Members present:	Guests:
Aaron Guckian, Chairman	Todd Ravenelle, P.E., GRA, Inc.
Gary Jarvis, Secretary	Joseph Boccadoro, P.E., AECOM
Steve Sylven, P.E.	Mary-Jo Younger, 172 Bakers Creek Road
Peter Ginaitt	Matthew St. Angelo, Brewer Yacht Yard
Gary P. Marino	John J. Kupa, Jr., Esq. (Heatherfield Prop.)
	Peter Garvey, P.E., Dewberry
	Peter Calderazzo, P.E., Dewberry
Staff present:	
Janine Burke-Wells, Executive Director	John Revens, Revens, Revens & St. Pierre
Scott Goodinson, Superintendent	William Miranda, Admin. Technical Assistant
Lynn F. Owens, Administrative Coordinator	

1. **Call to Order** At 5:31 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 December 17, 2015.

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

4. **Billing Services Division**

a. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Heatherfield Properties, Inc.	2200 Warwick Avenue Plat 339 Lot 0023	Funds for pretreatment bill held in escrow by business owner's attorney following business closing, but never paid to WSA. Abate interest to close out account.	\$312.04
Mary-Jo Younger	172 Bakers Creek Road Plat 368 Lot 0060	Adjustment to account for water not returned to WSA for treatment. Outdoor sprinkler system and deduct meter installed.	\$97.49
Richard N. Mona	113 Puritan Drive Plat 298 Lot 209	Adjustment to account for water not returned to WSA for treatment. Outdoor sprinkler system and deduct meter installed.	\$410.44 \$448.79
Brewer Yacht Yard Cowesett Inc.	100 Folly Landing Plat 235 Lot 220	Not billed on proper meter. Separate sewer meter installed.	\$9,231.54
Brewer Yacht Yard at Cowesett Inc.	1 Masthead Drive Plat 366 Lot 81	Not billed on proper meter. Separate sewer meter installed.	\$3,122.74

ACTION: 2200 Warwick Avenue: Attorney John Kupa present representing the property owners. Director Burke-Wells recommended abatement of the outstanding interest, as funds were set aside to pay the bill at the time the business closed. Payment has been made. Mr. Ginaitt moved approval of the abatement. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

172 Bakers Creek Road: Mary-Jo Younger present. Director Burke-Wells stated the property owner has installed a deduct meter and is asking for an adjustment based on water not returned to the WSA for treatment. Mr. Ginaitt moved approval of the abatement. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven and Marino voted in favor of the motion. Motion approved.

113 Puritan Drive: Property owner not present. Note: abatement value has been updated to reflect the accurate value. Director Burke-Wells stated the sprinkler system was installed last year and the customer then received a high sewer bill because of increased outside water consumption. She stated they have since installed a deduct meter. Mr. Jarvis moved approval of an abatement of **\$448.79**. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

100 Folly Landing, 1 Masthead Drive (Brew Yacht Yard separate locations): Matt St. Angelo, general manager for Brewer Yacht Club, present. Director Burke-Wells stated the majority of water used at the boat yards is not returned to WSA for treatment. She stated the WSA has allowed them to install deduct meters to measure the water that is returned to WSA for treatment. She stated WSA bills based on these "deduct" meter recordings. She stated in this case, the accounts were not billed properly; adjustments are warranted.

Mr. Ginaitt moved approval of the usage abatement for 100 Folly Landing. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

Mr. Ginaitt moved approval of the usage abatement for 1 Masthead Drive. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

5. AWT-Phosphorus Project

- a. Engineer's Progress Report: AECOM
DISCUSSION: Joe Boccadoro, P.E., AECOM, presented the monthly progress report.

CONTRACT 91: PHOSPHORUS REMOVAL UPGRADE / FLOOD CONTROL AND MITIGATION January 15, 2016

This Progress Report summarizes activity between December 12, 2015 and January 15, 2016 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.

Construction Progress

- Overall, the project is approximately 80% 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 nineteenth progress meeting on January 14th with Hart and WSA;
- Phosphorus Building, Levee and Other Work:
 - o Phosphorus Building: roofing work is almost complete; installation of mechanical equipment is nearing completion. Continued process piping, painting, electrical, HVAC and plumbing work inside the building; completed exterior 48-inch, electrical duct banks and smaller diameter site piping;
 - o Utility Building: no progress;
 - o Levee Work: no progress.

Four Week Look Ahead-Phosphorus Building and Other Work

- Continue interior work: complete equipment and piping installation, roofing, fire suppression, HVAC and plumbing. Continue electrical and painting work. Exterior work: complete loading dock and entry stair concrete and railings around junction chamber;
- 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 February 4th.

Four Week Look Ahead-Levee

- No progress anticipated.

AECOM's progress report included pictures of project activity, which the Board appreciated.

Mr. Boccadoro shared with the Board a recent project development. He stated AECOM has asked the contractor, Hart Engineering, for a start-up/equipment testing plan to ensure that the project will be completed as expected. He stated Hart representatives let us know, informally, that they don't think they'll meet the substantial completion date of April 30th. He said Hart was asked to put that in writing and explain the reasons why. He stated when AECOM receives that written notice, we will respond appropriately.

Director Burke-Wells reminded the Board that WSA has a consent agreement in place with RIDEM, which has a compliance deadline. She stated we will respond appropriately once written notice is provided.

Mr. Ginaitt asked about the standards for the labeling of piping and encouraged the identification of all piping and power distribution wiring within our facility and pumping stations. Mr. Boccadoro stated there are industry standards for labeling. Mr. Sylven provided details on proper color-coded labeling, and stated labeling is normally the last item to be completed on projects.

6. Levee Project

a. Engineer's Progress Report: PARE Corporation

DISCUSSION: Director Burke-Wells stated PARE Corporation provided the following written progress report. She stated next month we should have a pricing proposal on the last phase of the levee project.

Warwick Wastewater Treatment Plant Levee Project: Pare Project No. 15069.00

Project Progress Update No. 8

Submitted January 15, 2016

CONSTRUCTION PHASE

The following activities have occurred since the last report:

- Pare continued coordinating with WSA and Hart relative to the work at Phase I.
- Pare provided construction observation and field density testing on December 15th through 21th,
- Pare prepared and submitted daily field summaries inclusive of photographs and field density testing results.
- Pare conducted a progress meeting with Hart and WSA on December 23rd
- Continuing the work since the last progress report, construction by ECW under subcontract to Hart has included the following, which lead to the completion of Phase I in general conformance with the plans and specifications as prepared by Pare Corporation:

December 15th

- ECW excavated the trench to accommodate the Type B-1 Embankment between STA 21+35 and 21+15.
- ECW continued to backfill the low permeability core with low permeability fill.
- ECW continued to receive imported low permeability fill material.

December 16th

- ECW excavated the trench to accommodate the Type B-1 Embankment between STA 20+50 and 20+60.

- ECW excavated the trench to accommodate the Type B-2 Embankment between STA 20+50 and 21+15.
- ECW continued to backfill the low permeability core with low permeability fill.

December 17th

- ECW continued to backfill the low permeability core and B-1 transitions with low permeability fill.
- ECW continued to backfill the levee embankment with engineered fill

December 18th

- ECW continued to backfill the low permeability core and B-1 transitions with low permeability fill.
- ECW continued to backfill the levee embankment with engineered fill

December 19th

- ECW continued to backfill the low permeability core and B-1 transitions with low permeability fill.
- ECW continued to backfill the levee embankment with engineered fill

December 21st

- ECW continued to backfill the low permeability core and B-1 transitions with low permeability fill.
- ECW continued to backfill the levee embankment with engineered fill.

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

- Phase II will commence after the winter thaw, unless otherwise agreed upon by WSA, Hart and Pare.**

7. Operations Division

a. Superintendent's Report

DISCUSSION: Director Burke-Wells stated the Superintendent will now provide the Board with a monthly report on activity at the advanced wastewater treatment facility. Superintendent Goodinson shared the following facts for December 2015: **(revised for accuracy 2-26-16)**

PARAMETER	QUANTITY / INFLUENT	PERMIT LIMIT	QUANTITY/ RESULTS
Average daily flow	4.3 4.5 million gallons per day (MGD)	7.7 million gallons per day (design)	
Sludge removal	124 105 trucks		4.2% avg. solids (190 dry tons)
Average Total Suspended Solids (TSS)	Influent: 272 256 mg/l	30 mg/l maximum 85% removal minimum	3.8 4-6 mg/l 98.6 98.2% removal
Average Carbonaceous Biochemical Oxygen Demand (CBOD)	Influent: 252 203 mg/l	25 mg/l maximum 85% removal minimum	1.4 1-2 mg/l 99.3 99.4% removal
Average monthly phosphorus		1.0 mg/l	0.59 0.52 mg/l
Fecal coliform		200 monthly geometric means 400 daily maximum	2.7 3-7 average month 300 70 daily maximum (measured in MPN/100ml)

Superintendent Goodinson stated WSA was in full compliance with all discharge limits for December with zero violations. He stated the fourth quarter toxicity report (fish kill report) was conducted; WSA is doing well.

In response to Mr. Ginaitt's concern about labeling, Superintendent Goodinson stated he is purchasing an electronic labeling system for use at the pump stations and the facility.

Mr. Ginaitt expressed his concern over safety issues, particularly at the pumping stations. He stated money needs to be put into these stations. He stated WSA needs a swap-out program for its fire extinguishers, emergency lighting and fire alarm systems need updating. He also suggested installing static gas meters in some of the more volatile areas in the pumping stations, or think about purchasing personal gas meters for each employee. He cautioned about dependency on cell phone service in the pumping stations, and suggested WSA consider a radio system for employees entering pump stations and confined spaces. Mr. Ginaitt stated safety is paramount for our employees and this agency.

Director Burke-Wells stated there are excellent safety protocols in place at WSA. Superintendent Goodinson stated our employees know that if they feel the confined space entry is illegal or unsafe, they do not have to enter the site.

Mr. Ginaitt asked if WSA has any functional safety training with the local fire department. Mr. Goodinson stated the Warwick Fire Department (WFD) will be at WSA next week to discuss safety training exercises at the facility. Director Burke-Wells stated WSA has a Memorandum of Understanding with the WFD concerning confined space rescue services.

- b. Purchase Authorization: Emergency generator for Emmons pumping station**
Milton Cat: \$39,880.00

ACTION: Director Burke-Wells stated purchase of these emergency generators is part of our approved capital improvement plan. She stated there are currently twelve stations without permanent emergency backup power on site. Mr. Ginaitt asked if WSA has looked at redundant tie-ins. He suggested having an external tie-in at the station, in case a mobile generator is needed. Director Burke-Wells stated these stations already have ports to plug in a portable generator so those could be maintained.

Mr. Ginaitt asked how WSA is paying for the installation of these generators. Director Burke-Wells stated the capital improvement budget reflects the cost of the unit and the anticipated installation costs. Board members agreed that the total cost of the equipment and installation should be shared as the total project package.

Mr. Marino asked about automatic transfer switches. Superintendent Goodinson stated they are included with the equipment. Mr. Ginaitt asked about load bank testing on all generators and suggested WSA request pricing for the service from an outside vendor. Mr. Marino asked if anyone looked at whether National Grid can provide adequate natural gas supply to these generators at the pumping stations. Director Burke-Wells stated WSA will check on that before we place our order with Milton Cat. The Board discussed the need for a checklist of all factors (and costs) to be considered regarding the purchase and installation of these generators. Mr. Sylven expressed his concern about making a large purchase without a written plan on installation. Superintendent Goodinson confirmed that because WSA is short staffed, employees will not be installing these generators. Director Burke-Wells will distribute to the Board members the up-to-date capital improvement budget showing the full costs of these projects. She also discussed the work being done with the asset management software recently purchased.

Mr. Ginaitt moved approval of the generator purchase. Mr. Jarvis seconded the motion. Chairman Guckian, Messrs. Ginaitt, Jarvis and Marino voted in favor of the motion. Mr. Sylven voted against the motion. Motion approved. Mr. Jarvis asked for a complete scope of work on all three generator projects.

- c. Purchase Authorization: Emergency generator for Brookwood pumping station
Milton Cat: \$26,365.00

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

- d. Purchase Authorization: Emergency generator for Lakeshore North pumping station
Milton Cat: \$26,709.00

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

- e. Purchase Authorization: Mobile air compressors (2) for air lift stations
Kaeser Compressor Co., Inc.: \$45,420.00

ACTION: Held; no action.

- f. Purchase Authorization: Waterproof hatches (2) for Oakland Beach pumping station
Bilco Company: \$15,067.09

ACTION: Held; no action.

8. Collection System Division

No items for discussion or action.

9. Construction Division

a. Governor Francis Phase III Contract 85B Sewer Project

- i. Gordon Archibald, Inc. progress report

DISCUSSION: Mr. Ravenelle provided a progress report on the administrative subdivision process underway between the property owner and the City for land WSA plans to purchase for the project's pump station.

- ii. Rescind Contract Amendment approved on January 22, 2015
Gordon Archibald, Inc., engineering services (\$33,100.00)

ACTION: Mr. Ravenelle explained that the original proposal (approved January 11, 2015) included WSA paying for the administrative subdivision and survey work on the pump station lot. He stated the property owner has now entered into a contract to pay those costs directly to GRA. Mr. Sylven asked if the original scope included topographic survey and utility research. Mr. Ravenelle stated GRA already has all that information.

Mr. Jarvis moved to rescind the previously approved contract amendment valued at \$33,100.00. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- iii. Contract Amendment, engineering services (revised)
Gordon Archibald, Inc.: \$11,343.00

ACTION: Mr. Ravenelle stated this revised proposal is required to pay for two borings at the proposed pump station lot (and associated work). WSA is responsible for those costs.

Mr. Sylven confirmed with Mr. Ravenelle that GRA will not be mapping any wetlands edge delineations on the entire large parcel (22 acres) that is being subdivided. Mr. Ravenelle confirmed that GRA has that information on the pump station lot area.

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

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

DISCUSSION: Director Burke-Wells reported that a written progress report was submitted by Garofalo and Associates. She stated the wetlands permit has been obtained for this project.

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

DISCUSSION: Mr. Ravenelle provided a written report. He stated we are working with USEPA on a Memorandum of Agreement (regarding the archaeological issues). He stated we continue to plan for the value engineering meeting. Mr. Ginaitt asked that the Board have a discussion about the entire project, looking at it holistically.

10. Administrative Items

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

Director Burke-Wells stated the FY16 budget report is included in the agenda packets. She stated that using our on-call engineering services contract, WSA plans to look at conducting a vulnerability assessment of the pump stations. Mr. Ginaitt stated WSA should put together templates for the engineers to follow, directing them to information that should be collected, reviewed and assessed.

Director Burke-Wells stated WSA, working with MIS, has ordered tablets for the Board members, along with two for our field workers. She stated MIS also set up city email addresses for the Board members.

Director Burke-Wells reminded the Board that WSA has had equipment problems resulting from the disposal of flushable wipes. She stated we have had expenses related to increased wet well cleaning, the cost of disposal of the materials removed, installation of non-clogging impeller pumps and grinder/chopping pumps, and man-hours associated with de-ragging efforts. She stated we've talked about outreach/educational efforts to inform our customers to not use the toilet as a trash can. Mr. Ginaitt discussed the use of the new vacor truck to conduct preventative cleaning

of our collection system. Director Burke-Wells stated that she had been approached about the WSA participating in a class action lawsuit on wipes. She stated she will do more research to try and quantify WSA's costs associated with the flushing of these wipes. Mr. Ginaitt encouraged Director Burke-Wells to work with legal counsel on this issue. She stated she will bring more information to the Board at next month's meeting.

Director Burke-Wells reported that next week is the annual NEWEA conference. She stated the RI League of Cities and Towns annual convention is also next week. She stated WSA will start working on the new 5-year rate study in February along with the budget process and organizational changes.

Mr. Ginaitt stated he attended the RIEMA Hazard Mitigation session and found it very informative; Pawtuxet River issues and flooding were emphasized.

- b. Chairman's Report: no report.

11. Consent Agenda – Correspondence

- a. WSA to RIDEM on Goodinson as superintendent (12-17-15)
- b. Homeowner Safety Valve returned customer survey (12-21-15)
- c. RI Shellfisherman's Association on NEWEA grant (12-23-15)
- d. RIDEM to WSA: Insignificant Alteration Permit, O'Donnell Hill (12-29-15)
- e. WSA to City Council: December 2015 Financial report (12-31-15)
- f. WSA to RIDEM: Recorded Insignificant Alteration Permit (1-6-16)
- g. RIDEM to Mayor Avedisian on WSA 2015 Compliance Evaluation Inspection (1-4-16)
- h. Mayor Avedisian to RIDEM in response to Item 11.g. (1-6-16)
- i. Sewer Assessment Deferral Plat 364 Lot 212 (1-6-16)
- j. WSA to RIDEM: Response to Pretreatment Compliance Inspection Report (1-7-16)
- k. Reappointment of Gary C. Jarvis to the WSA (1-16)
- l. WSA to City Council: Quarterly Report on WSA activity (1-20-16)

ACTION: Mr. Jarvis noted that during his reappointment hearing before the City Council, everyone had good things to say about the way the Sewer Authority is conducting business these days, working cooperatively with other groups.

Mr. Sylven moved to accept the consent agenda. Mr. Marino 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.

No new business presented.

Mr. Ginaitt stated he has been shadowing the WSA consultant (from Brown & Caldwell) and has toured some of the pumping stations and buildings at the treatment facility. Mr. Ginaitt shared his concern about the lack of pipe labeling that identifies what is what. He said we need to do a better job with that, particularly at the pumping stations. Director Burke-Wells stated the asset management program we are slowly implementing will help document inventory and assets. She stated the comments are valid and appreciated.

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 discussion or action.

14. PUBLIC COMMENT PERIOD

No public comment heard from those in attendance.

15. Adjournment

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

At 6:57 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.