

Aaron Guckian
Chairman

Janine Burke-Wells
Executive Director



Scott Avedisian
Mayor

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BOARD MEETING MINUTES

Thursday, March 31, 2016, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

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.	Dennis Setzko, P.E., AECOM
Peter Ginaitt	Jim Ramos, P.E., Hart Engineering Co.
Gary P. Marino	Dan Rampone, Hart Engineering Co.
	Dave Bowen, P.E., Wright Pierce
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 5:32 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 revised minutes of the regular meeting held January 21, 2016.

ACTION: Mr. Jarvis moved approval of the revised minutes. Messrs. Sylven and Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.
 - b.** Approval of minutes from the regular meeting held February 25, 2016:

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

4. AWT-Phosphorus Project

a. Engineer's Progress Report: AECOM

DISCUSSION: Mr. Boccadoro reviewed the monthly progress report with the Board, which included photos of the phosphorus and utility buildings:

**WARWICK SEWER AUTHORITY CONTRACT 91:
PHOSPHORUS REMOVAL UPGRADE / FLOOD CONTROL AND MITIGATION
FEBRUARY/MARCH 2016 PROGRESS REPORT March 24, 2016**

This Progress Report summarizes activity between February 20, 2016 and March 24, 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 90% complete;
- Continued construction administration services such as reviewing and processing RFIs, shop drawings, change order proposals and contractor applications for payment; including field observation and specialty staff site visits for Building Code compliance;
- Held Progress Meeting #21 on March 3rd with Hart and WSA;
- Phosphorus Building, Levee and Other Work:
 - o Phosphorus Building: installation of mechanical equipment and piping is mostly complete. Painting, protective coatings and electrical work are nearing completion. Primary power cable installation is complete. Building cleanup, HVAC controls and instrumentation work are ongoing. Exterior concrete stairs and loading dock are complete. Exterior grading is ongoing. Continued manufacturer's checkout and functional testing of process and ancillary equipment;
 - o Utility Building: Construct forms for concrete bases. Start pump installation;
 - o Levee Work: no progress;
 - o Incident: 3/5/16 and 3/6/16 - overtopping of alum storage tanks while filling with test water. Manufacturers are in the process of implementing Hart's follow-up damage assessment plan;
- Substantial completion: Hart has formally requested a two-month time extension to 6/30/16.

Four Week Look Ahead-Phosphorus Building and Other Work

- Continue interior work: Complete piping and pipe testing. Continue electrical and painting work. Continue manufacturer equipment checkout and functional testing. Exterior work: complete exterior grading and continue bioretention basin work;
- Utility Building: continue piping and electrical work, and pump installation;
- Next progress meeting scheduled for April 7th.

Four Week Look Ahead-Levee

- No progress anticipated.

Mr. Boccadoro reported that when Hart was filling up an alum storage tank (with secondary effluent) for hydrostatic testing purposes, the pump was left on over the weekend and effluent overflowed the tank into the containment basin, filling the bottom level of the building with about a foot of water. He stated mechanical and electrical inspection of the equipment is ongoing to assess any damage. He stated the early

report is there have not been any residual issues to this point. Director Burke-Wells stated that one of our operators identified the problem and Hart was called in right away. Mr. Setzko referred Board members to one of the photos to see where the spill occurred. He stated small pumps and controllers were under water.

Mr. Ramos stated the vendors were at WSA (following the incident) to inspect their equipment. He stated Hart will provide an option of spares, or replace the equipment outright, and will present its options at the next meeting. Board members discussed with AECOM and Hart the manufacturers' warranties on impacted equipment. Chairman Guckian stated this matter needs to be properly documented.

Director Burke-Wells asked that items 4.b. and 4.c. be tabled to next month.

- b. Change Order No. 31: Time Extension to June 30, 2016**
Hart Engineering Corporation: no cost change order

ACTION: Mr. Boccadoro stated as recently as a few hours ago, AECOM spoke with the equipment manufacturer's representative, Kruger, and learned that the equipment testing process is proceeding at a quicker pace than anticipated. He stated at this point the request for a two month extension may bear out, or it could be substantially less than that. He stated AECOM is suggesting this request be put off to the next meeting.

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

- c. Contract Addendum No. 5: RFQ #2010-48 Facilities Planning and Design of Treatment Plant Upgrades**
Additional construction-phase engineering services
AECOM: \$42,925 (not to exceed)

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

5. Levee Project

- a. Engineer's Progress Report: PARE Corporation**

DISCUSSION: No one from PARE in attendance. Director Burke-Wells reviewed the PARE progress report with the Board:

Warwick Wastewater Treatment Plant Levee Project Pare Project No. 15069.00
Project Progress Update No. 10 Submitted March 29, 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 II.
- ☑ Commenced preparation of Phase III bid documents. for competitive bidding
- ☑ Developed bid/construction schedule for Phase III

<i>Advertisement</i>	<i>Friday, April 1</i>	
<i>Plans Available for Pickup at Pare</i>	<i>Wed, April 6</i>	<i>8 am-4pm</i>
<i>Mandatory Pre-Bid Conference</i>	<i>Mon, April 11</i>	<i>9am</i>
<i>Bids Received and Publicly Opened</i>	<i>Friday, April 22</i>	<i>3pm</i>
<i>Apparent Low Bidder Announcement</i>	<i>Friday, April 29</i>	
<i>Contract Negotiation</i>	<i>May 2-18</i>	
<i>Contracted Approved/Signed</i>	<i>Thurs, May 19</i>	
<i>Contract Award</i>	<i>Friday, May 20</i>	
<i>Required Mobilization</i>	<i>June 1</i>	
<i>Substantial Completion</i>	<i>November 30, 2016</i>	
<i>Final Completion</i>	<i>December 30, 2016</i>	

Two- Week Look Ahead

- ☑ *Reportedly Phase II construction will commence mid-April, unless otherwise agreed upon by WSA, Hart and Pare.*

Director Burke-Wells stated we are looking at awarding a construction contract at the May Board meeting. She confirmed that PARE is doing this work as part of their existing engineering services contract.

b. Phase III Bid Opportunity

DISCUSSION: No discussion.

6. Operations Division

- a. Formal Board approval of authorized Emergency Purchase of repairs to WSA recycling pumps at advanced wastewater treatment facility:**

Delta Electro Power, Inc.: \$8,995.71 (pump 1)
Delta Electro Power, Inc.: \$7,831.34 (pump 2)

ACTION: Mr. Jarvis moved formal approval of the emergency repair of two recycling pumps. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- b. WSA Chemicals Purchase Authorization**

One year extension of contracts to June 30, 2017 (per bid specifications):

- i. Univar USA – Liquid Sodium Hypochlorite
- ii. Polydyne – ECOPAM DP-301 (Liquid Polymer)
- iii. Polydyne – Clarifloc NE-2100 (Dry Polymer)
- iv. Mann Chemical – Liquid Sodium Bisulfite

- v. Mann Chemical – Liquid Sodium Chlorite
- vi. Holland Company – Liquid Alum

ACTION: Current contracts for wastewater treatment chemicals expire on July 1, 2016. In the process of preparing the budget for FY2017, the WSA asked contracted vendors to consider extending their contracts for one year, as provided for in the original bid specifications. Superintendent Goodinson stated after reaching out to the vendors and inquiring where they see their pricing going as of July 1, 2016, some answered they are looking at an increase. He stated the WSA has determined that it is in the best interest of the WSA to lock in pricing with four chemical suppliers willing to extend current contracts for another year.

Superintendent Goodinson stated the WSA recommends a one-year extension of current contracts for Univar USA, Polydyne, Mann Chemical, and Holland Company to provide to WSA the above-listed chemicals at current contracted pricing through June 30, 2017.

The Board discussed forming a consortium with other wastewater treatment facilities in an effort to acquire better pricing from vendors. Chairman Guckian suggested WSA talk to RIDEM about forming a regional group. Director Burke-Wells suggested talking to the professional operator's association for input on purchasing collaboration.

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

- c. Award of Bid #2016-271 City of Warwick Gasoline, Ultra Low Sulfur Diesel Fuel – Sewer (term April 10, 2016 – April 9, 2017):
 - i. Peterson's Oil Service: unleaded gasoline
 - ii. Superior Plus: new ultra diesel

ACTION: Superintendent Goodinson recommended one-year contract (s) be awarded to the above listed vendors for fuel products through April 9, 2017.

Mr. Ginaitt moved approval of award of contracts to the above listed vendors. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Ginaitt, Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- d. Superintendent's Report: Superintendent Goodinson reviewed his report of February 2016 activity at the advanced wastewater treatment facility:

PARAMETER	QUANTITY / INFLUENT	PERMIT LIMIT	QUANTITY/ RESULTS
Average daily flow	4.9 million gallons per day (MGD)	7.7 million gallons per day (design)	
Sludge removal	116 trucks (1,044,000 gals)		4.2% avg. solids (184 dry tons)
Average Total Suspended Solids (TSS)	Influent: 240 mg/l	30 mg/l maximum 85% removal minimum	3.7 mg/l 98.5% removal
Average Carbonaceous Biochemical Oxygen Demand (CBOD)	Influent: 225 mg/l	25 mg/l maximum 85% removal minimum	0.5 mg/l 99.7% removal
Average monthly phosphorus		1.0 mg/l	0.55 mg/l
Fecal coliform		200 monthly geometric means 400 daily maximum	1.3 monthly average 4.0 daily maximum (measured in MPN/100ml)

DISCUSSION: The Board discussed the various permit limits associated with the WSA RIPDES permit. Superintendent Goodinson stated the workforce at WSA has worked over 1,500 days without a lost work day. He stated we have a good safety culture at WSA and he is really proud of the team.

7. Construction Division

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

DISCUSSION: Todd Ravenelle, P.E., stated GRA is moving along with mechanical and electrical plans in order to apply for an Order of Approval from RIDEM. He reviewed with the Board the private property owner's plan and efforts to subdivide her property to facilitate WSA's purchase of land for the construction of a pumping station. He stated the property owner's attorney should complete the title search of the property this week. He stated GRA, working for the property owner, will then meet with her attorney and city officials to straighten this out. Legal counsel commented on the matter. The project timeline may be delayed due to this issue.

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

DISCUSSION: Mr. Ravenelle stated a project workshop has been scheduled for April 22, 2016. He stated Stantec representatives will be at the meeting, including Rick Ponte, expert on directional drilling (resume distributed to Board members). He stated there is a draft letter of intent circulating, a precursor to a formal Memorandum of Agreement amongst principal parties. Director Burke-Wells stated representatives from the Narragansett Indian Tribe will attend the workshop, as well as the factory representative for E-One grinder pumps.

Mr. Ravenelle stated GRA will prepare a package for all workshop participants with backup information on the project. He stated the project workgroup is now looking to do this project all as one project. He stated the archaeology on the side streets will provide a complete picture of work to be done. Director Burke-Wells stated we think that approach will be more cost effective.

Mr. Ravenelle stated the entire project will be a low pressure system using trenchless technology, and highlighted possible options to be discussed at the workshop.

ii. Plan for Project Workshop

DISCUSSION: See discussion in Item 7.b.i.

c. O'Donnell Hill Contract 69A Sewer Project

i. Garofalo & Associates progress report

DISCUSSION: Director Burke-Wells stated Garofalo provided a written project report (included in agenda packets). She stated we expect to get the RIDOT permit soon to cross the bike path. She stated this project is nearly shovel-ready and we would like to get going on it.

Mr. Sylven asked to see the project plans and specifications.

8. Collection System Division

a. Review of CMOM Program Implementation Plan

DISCUSSION: Director Burke-Wells stated she is still collecting comments in order to finalize the Organizational Review and Recommendations for starting to reverse that 75% reactive maintenance rut WSA is in. She stated more human resources are required and we will be using the data in the report to support our personnel budget request this year. She stated the consultant will be at the Board meeting next month to present his organizational findings as well as the Plan for

working towards the preventative maintenance goals we have set internally for things like miles of sewer pipe cleaned and inspected, number of manholes inspected, etc. She stated the Plan is quite comprehensive and task-oriented, designating responsible employees and timeframes. Director Burke-Wells stated Mr. Ginaitt can attest to the efforts being made and there is quite a bit of momentum right now around making these operational improvements.

Mr. Ginaitt stated there's a lot of good work being done.

9. Administrative Items

a. Budget Workshop: Fiscal Year 2017 Budget (draft) Review

ACTION: Director Burke-Wells stated we have provided you with the draft budget package submitted to the Finance Director earlier in the month. She stated WSA is not anticipating any rate increases this year but is asking for four (4) new Operations and Maintenance positions. She stated in the section on Personnel Requests, we have provided a chart showing the past and future personnel positions. She pointed out that we are currently down three (3) positions since FY09 so this year's request will basically get us back to where we were plus one additional full time employee. Director Burke-Wells stated going forward we are planning to request additional positions in the Operations and Maintenance unit. She stated we are finally at a point where we are healthier financially so we can afford to start making more investments in needed human and capital resources. She encouraged all Board members to review the budget document carefully and let her know if there are any questions. She stated WSA is meeting with the Mayor to review the budget submittal on April 12th.

Director Burke-Wells said that as a result of comments received last year during the public's review of our budget request, WSA would like to get the final draft document out to the public in advance of the public hearing, which we can schedule for April or May.

Director Burke-Wells stated our Rate Consultant should be prepared with his report for the April meeting. She stated he is projecting no rate increase this year.

b. Director's Report

- i. Financial Report
- ii. Administrative Schedule

Director Burke reported that in utilizing the approved On-Call Engineering Services contracts, WSA recently selected Arcadis to begin the Pretreatment Program rate study. She stated Louis

Berger has started the field work for the condition assessment of the Cedar Swamp force main which will inform their design of the replacement of sections of that critical sewer line. She stated Stantec completed the Odor Control Study of the Cedar Swamp sewer shed which will be used to focus our odor/corrosion control efforts where we will get the biggest bang for our buck. She stated that report was very well done and informative.

Director Burke-Wells stated we are finally starting to fill some of our vacant positions. She reported that we have two new billing clerks starting in the next few weeks. She stated we will be testing for a mechanic, interviewing for the Collection System Program Manager's position, and hope to be able to appoint an Assistant Superintendent soon.

Director Burke Wells stated she will appear before the City Council on April 11th to present WSA's quarterly report. She stated she is looking into possibly rebranding the WSA facility as a "Water Resource Recovery Facility" as suggested by Mr. Ginaitt.

- c. Chairman's Report: no report.

10. Consent Agenda – Correspondence

- a. WSA to RIEMA: FEMA-1894-DR-RI change in scope of work and extension of project timeline (1-22-16)
- b. WSA to USEPA: 2015 CMOM Program Implementation Annual Report (1-29-16)
- c. Pawtuxet River Authority to WSA: support of O'Donnell Hill sewer construction project (2-20-16)
- d. RIDEM to WSA: approval of deadline extension request (3-1-16)
- e. WSA to City Council: February 2016 Financial report (3-1-16)
- f. FEMA to RIEMA: FEMA-1894-DR-RI, request to proceed (3-1-16)

ACTION: Mr. Sylven moved to accept the consent agenda. Mr. Ginaitt seconded the motion. Chairman Guckian, Messrs. Ginaitt, 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. 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)
- e. WSA deduct meter policy for Kent County Water customers (2-25-16)

ACTION: No discussion or action.

13. PUBLIC COMMENT PERIOD No public comment heard.

14. Adjournment

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

At 6:32 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.