

Janine Burke-Wells
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, July 28, 2016, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Gary Jarvis, Secretary	J. Matt Bellisle, P.E., Pare Corporation
Peter Ginaitt, Chairman	Dave Caouette, P.E., Pare Corporation
Steve E. Sylven, P.E.	Jennifer Lachmayr, P.E., Arcadis US Inc.
Gary P. Marino	Debbie Hoyes, P.E., Arcadis US Inc.
John Justo	Greg Avenia, P.E., Garofalo & Assoc.
	Todd Ravenelle, P.E., GRA, Inc.
	Dave Bowen, P.E., Wright Pierce
Staff present:	
Janine Burke-Wells, Executive Director	Scott Goodinson, Superintendent
John Revens, WSA Legal Counsel	BettyAnne Rogers, IPP Coordinator
William Miranda, Admin. Services Manager	Earl Bond, Lead Mechanic
Lynn F. Owens, Administrative Coordinator	Charlie Lombardi, Consultant to WSA

- 1. Call to Order** At 5:33 p.m. Secretary Jarvis called this meeting to order.
- 2. Pledge of Allegiance** Those in attendance rose to salute the Flag and to state the Pledge of Allegiance.
- 3. Reorganization of the Warwick Sewer Authority (WSA)**

Mr. John Justo was introduced as the newest member of the WSA Board of Directors.

- a. Enabling Legislation, Section 2.**
 - i. Election of Officers**

ACTION: Secretary Jarvis called for nominations for the position of Chairman of the Board. Mr. Sylven nominated Peter Ginaitt to serve as Chairman of the WSA Board. Mr. Marino seconded the motion. No other nominations were heard. Messrs. Ginaitt, Sylven, Jarvis, Marino and Justo voted in favor of the nomination. So moved.

Chairman Ginaitt called for nominations for the position of Secretary of the Board. Mr. Sylven nominated Gary Jarvis to continue serving as Secretary. Mr. Marino seconded the motion. No other nominations were heard. Chairman Ginaitt, Messrs. Sylven, Jarvis, Marino and Justo voted in favor of the nomination. So moved.

4. Approval of Minutes

- a. Approval of minutes from the regular meeting held June 23, 2016.

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

5. Industrial Pretreatment Division

- a. Industrial Pretreatment Program (IPP) Rate Study Presentation

DISCUSSION/ACTION: Engineers Jennifer Lachmayr and Debbie Hoyes of Arcadis, along with BettyAnne Rogers, conducted a PowerPoint presentation highlighting Arcadis and WSA's extensive work on the recent IPP rate study. A copy of the presentation is part of the Board record. The study was conducted to update existing rates and fees schedule, as operational and regulatory changes over time have rendered the existing schedule obsolete. Arcadis investigated the application of a flat surcharge fee for all food service entities (FSEs), and identified that any revisions to any charges need to be technically-driven and defensible.

Results of the rate study include:

- **Permit Fee Changes –Request to Proceed**
- Study demonstrates that Permit Fees are not adequately funding IPP

- **Surcharge Rate Changes –Request to Proceed**
- Study demonstrates that the Surcharges Rates are not representative of current treatment costs

- **Flat Surcharge Fees –Requires Further Review**
- Attempt to obtain data for some of the FSE's that do not monitor (if possible) and use the data to reassess the flat surcharge fee

- Extend our flat surcharge fee research beyond local communities (i.e., request input at Region 1 IPP conference, other States, EPA)

- In this review, consider a phased-in approach to the flat surcharge fee in order to provide FSE's time to prepare financially for this additional expense
- Continue to surcharge those FSE's that presently monitor their waste streams (**proposed** surcharge rate will be used to calculate surcharges if/when **approved**)

Director Burke-Wells stated Arcadis has provided WSA with a spreadsheet model that can be used every year to check to make sure fees are in line with expenses. She encouraged the Board to review the full report and send comments. She stated WSA will begin planning outreach efforts. No action.

6. AWT-Phosphorus Project (Contract No. 91)

a. Engineer's Progress Report: AECOM

DISCUSSION: AECOM provided a monthly progress report:

WARWICK SEWER AUTHORITY CONTRACT 91: PHOSPHORUS REMOVAL UPGRADE / FLOOD CONTROL AND MITIGATION JUNE/JULY 2016 PROGRESS REPORT July 22, 2016

This Progress Report summarizes activity between June 18, 2016 and July 22, 2016 on Contract 91: Phosphorus Removal Upgrade/Flood Control & Mitigation Project, and provides a four week look ahead.

Construction Progress

- Overall, the project is holding at approximately 95% 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;
- No progress meetings held;
- Phosphorus Building, Levee and Other Work:
 - Phosphorus Building: Interior trade work is mostly complete. Actiflo process optimization is on hold pending follow-up sampling program and installation of mixer. Miscellaneous minor interior work is ongoing such as concrete floor patching, installation of door hardware and HVAC testing and balancing. Completed final paving;
 - Utility Building: Electrical work is ongoing; started up Rotary Drum Thickener;
 - Center Clarifiers: Restoration is complete;
 - Levee Work: Restoration of the headwall areas is complete.

Four Week Look Ahead-Phosphorus Building and Other Work

- Continue interior work: Continue minor miscellaneous interior work; implement sampling program. Complete exterior work;
- Utility Building: Complete electrical and piping work; install exhaust and supply fans;
- Next progress meeting: August 4, 2016

Four Week Look Ahead-Levee

- Install ballast on drain manholes.

Substantial Completion

Extension of substantial and final completion dates was approved by the Board on June 23, 2016: new substantial completion date is October 31, 2016; new final completion date is January 31, 2017.

Director Burke-Wells stated WSA requested a compliance extension with RIDEM. Superintendent Goodinson stated the phosphorus building is offline right now. He explained what's happening with the ACTIFLO® process and efforts to identify source(s) of abnormalities. He stated WSA has not accepted full responsibility of the new building or phosphorus process.

- b.** Change Order No. 39 (Levee Phase II): Relocation of drainage area Hart Engineering Corporation: not-to-exceed \$8,583.16

Mr. Bellisle reviewed the change order stating Pare expects to negotiate a price much less than listed. Mr. Sylven expressed his concern about paying equipment rental charges for equipment that is already on site to be used for contracted activities. Messrs. Bellisle and Caouette agreed, and said that is one of the items they will be tracking.

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

7. Levee Project (Contract No. 91A)

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

DISCUSSION: J. Matt Bellisle, P.E. and Dave Caouette, P.E. presented their monthly project progress report:

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

Project Progress Update No. 14

Submitted July 26, 2016

PHASE II LEVEE PROJECT: 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.
- Pare provided part and full-time Construction Observation on June 22, 24, 30, and July 6, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22 and 25

Pare observed the following activities by Hart Engineering and their subcontractors:

June 22, 2016

- Pare estimated the volume and weight of the stockpile of unsuitable material.
- ECW began to dispose of the stockpile of unsuitable material.
- ECW replaced silt fence around the stockpile of unsuitable material and the Phase II work area.

June 24, 2016

- ECW continued to dispose of the stockpile of unsuitable material.

Warwick Sewer Authority Board Meeting Minutes
July 28, 2016, 5:30 p.m.
WSA Conference Room, 125 Arthur W. Devine Blvd., Warwick, RI

- ECW replaced silt fence around the stockpile of unsuitable material and the Phase II work area.*

June 30, 2016

- ECW installed a catch basin at approximately STA 170, 34'LT.*
- ECW dewatered the catch basin excavation.*

July 6, 2016

- ECW brushed the WSA Facility Roads between the access gate and the Low Permeability Fill stockpile.*
- ECW installed several sump pumps to help dewatering the Phase II work area.*

July 11, 2016

- D'Ambra was on-site to install the new drainage swale to the north of the Phase II Levee section.*
- ECW began excavation for the low permeability fill key within the Phase II Levee section.*

July 12, 2016

- ECW began to backfill the levee key with Low Permeability Fill.*
- ECW continued to excavate the levee key.*

July 13, 2016

- ECW continued to backfill the levee key with Low Permeability Fill.*
- ECW continued to excavate the levee key.*
- ECW removed and partially backfilled the dewatering sump pumps*

July 14, 2016

- ECW backfilled the dewatering sump pits.*
- ECW continued to backfill the levee key with Low Permeability Fill.*
- ECW graded, placed bedding stone, and placed riprap on the riprap portion of the drainage swale.*

July 15, 2016

- ECW proof compacted the native subgrade soils on the outbound side of the Phase II Levee*
- ECW began to place lifts of Engineered Fill on the outbound side of the Phase II Levee*
- ECW removed the frack tank from the work area.*

July 18, 2016

- ECW completed the excavation for the low permeability fill key for the Phase II Levee.*
- ECW continued to place low permeability fill in the key and the core of the Phase II levee.*
- ECW excavated to and proof compacted the native subgrade soils on the inbound side of the Phase II Levee*
- ECW began to place lifts of Engineered Fill on the inbound side of the Phase II Levee.*

July 19, 2016

- ECW continued to place low permeability fill in the key and the core of the Phase II levee.*
- ECW continued to place lifts of Engineered Fill on the inbound and outbound sides of the Phase II Levee.*

July 20, 2016

- ECW continued to place low permeability fill in the key and the core of the Phase II levee.*
- ECW continued to place lifts of Engineered Fill on the inbound and outbound sides of the Phase II Levee.*
- ECW began to grade the slopes of the levee section.*

July 21, 2016

- ECW continued to place low permeability fill in the key and the core of the Phase II levee.*
- ECW continued to place lifts of Engineered Fill on the inbound and outbound sides of the Phase II Levee.*
- ECW continued to grade the slopes of the levee section.*
- ECW began to import more engineered fill.*

July 22, 2016

- ECW continued to place low permeability fill in the key and the core of the Phase II levee.
- ECW continued to place lifts of Engineered Fill on the inbound and outbound sides of the Phase II Levee.
- ECW continued to grade the slopes of the levee section.
- ECW continued to import more engineered fill.

PHASE III LEVEE PROJECT: BID PHASE

The following activities have occurred since the last report:

- Pare conducted a Pre-Construction meeting for Phase III for June 30, 2016 at 9AM at WSA
- Pare coordinated execution of the contract with DiGregorio and WSA

Two- Week Look Ahead

- Hart will continue and complete excavation and filling activities at Phase II and begin restoration**

Mr. Caouette stated Pare is pleased with Hart’s level of quality control. Director Burke-Wells stated we are waiting for FEMA approval to move Phase III forward.

8. Operations and Maintenance Division

a. Superintendent’s Report

DISCUSSION: Superintendent Goodinson reported on the ACTIFO® issues and next steps. He provided the Board with a facility performance update for the month of June 2016, noting the one violation of permit limits for average monthly total nitrogen:

PARAMETER	QUANTITY / INFLUENT	PERMIT LIMIT	QUANTITY/ RESULTS
Average daily flow	4.4 million gallons per day (MGD)	7.7 million gallons per day (design)	
Sludge removal	120 trucks (1,080,000 gals)		4.4% avg. solids (198 dry tons)
Average Total Suspended Solids (TSS)	Influent: 273 mg/l	25 mg/l maximum 85% removal minimum	6.0 mg/l 97.8% removal
Average Carbonaceous Biochemical Oxygen Demand (CBOD)	Influent: 245 mg/l	15 mg/l maximum 85% removal minimum	4.8 mg/l 98.0% removal
Average monthly phosphorus		1.0 mg/l	0.15 mg/l
Average monthly Total Nitrogen		8.0 mg/l	8.3 mg/l
Fecal coliform		200 monthly geometric means 400 daily maximum	1.5 monthly average 5.0 daily maximum (measured in MPN/100ml)

- b. Purchase Authorization: Gas pressure booster for Emmons Avenue pump station generator, including installation
Etter Engineering Co., Inc.: \$23,099.00
Kent County Electrical Service: not-to-exceed \$7,000.00

ACTION: Mr. Bond provided justification for the purchase of this equipment. He expects that the electrical work will come in below the estimated cost. Mr. Sylven moved approval of the gas pressure booster unit and its installation. Mr. Jarvis seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis, Mario and Justo voted in favor of the motion. Motion approved.

- c. Purchase Authorization: Furnish and install spill containment drainage system in sludge loading area, **expanded scope**
Hart Engineering: additional work not to exceed \$20,500.00

ACTION: (Original scope of work @ \$20,900 approved May 19, 2016). Director Burke-Wells thanked Mr. Sylven for his review of the planned work, and clarified the costs and level of effort. Superintendent Goodinson stated this work will bring WSA into full compliance with spill prevention (protocol).

Mr. Sylven moved that WSA approve the renegotiated price of \$15,800 for the original scope of work (reduce the original purchase order to \$15,800.00-savings realized), and approve the expanded scope of work in the amount of \$25,600.00 (new purchase order), for a total project cost of \$41,400.00. Mr. Jarvis seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis, Marino and Justo voted in favor of the motion. Motion approved.

9. Construction Division

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

DISCUSSION: Mr. Ravenelle presented the monthly progress report for this project:

PROGRESS REPORT, GOVERNOR FRANCIS PHASE III

Work this Period:

1. *The land surveyor researched and reviewed records on A.P. 307 Lot 413 and A.P. 313 Lot 120 to be added to the administrative subdivision process. These are very large parcels of land. Accordingly, we have requested a title search through the attorney to ensure no issues.*
2. *Based on the initial file review, GRA will be sending an updated design proposal to the property owner for approval by July 22, 2016.*

3. *GRA has submitted the Order of Approval to RIDEM.*
4. *GRA will be sending the 100% design plans and specifications to utility companies for final comment.*
5. *An application will be forwarded to RICRMC upon approval of the Order of Approval.*

Director Burke-Wells stated the estimated timeline calls for putting the project out to bid in December, with construction to begin in Spring 2017.

b. Bayside Contract 86A-2 Tidewater Interceptor/Lateral Pressure Sewers Design Phase

- i. Gordon Archibald, Inc.: design progress report

DISCUSSION: No activity report: no action.

- ii. Gordon Archibald, Inc.: Revised proposal for final design and construction engineering services

DISCUSSION: Mr. Ravenelle provided a detailed review of GRA's proposal to provide engineering services for final design of sanitary sewers within the Bayside area. The scope of services was revised based on the Design Workshop held April 22, 2016. Services detailed in the proposal include preliminary and final design, subsurface exploration, archaeological studies, and construction inspection. He stated to minimize excavation, everything in the project will be done by directional drilling under one contract. He estimates that this project can be completed in two years.

Mr. Ravenelle will create a spreadsheet of what WSA has spent to date. He stated nothing happens until the Memorandum of Agreement with the Narragansett Indian Tribe is in place.

No action taken. This item will be considered at the next meeting.

c. O'Donnell Hill Contract 69A Sewer Project

- i. Garofalo & Associates progress report: No written report.

DISCUSSION: No action.

- ii. Contract Amendment #3: Sewer easement tasks, revise sewer design to minimize low pressure sewers
Garofalo & Associates: \$10,050.00

DISCUSSION/ACTION: Mr. Avenia presented Contract Amendment #3 and detailed the tasks associated with the amendment, including review of existing easements, revision of sewer design to minimize grinder pumps, preparation of easement figures and contact with affected homeowners. There was

extensive discussion about efforts to avoid low pressure sewer service for some properties on Levesque, including acquiring a sewer easement (in the area of an existing utility easement) along the back of the house lots to provide gravity service. Mr. Revens commented on the legal aspects of using a utility easement to provide sewer service.

Chairman Ginaitt suggested approval of the contract amendment subject to Director Burke-Wells' sign off on each task; the Board would be updated on the progress of activity.

Mr. Sylven moved approval of the contract amendment; each task must be authorized by the Executive Director in order to proceed with the action. Mr. Jarvis seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis and Justo voted in favor of the motion. Mr. Marino abstained from voting. Motion approved.

Director Burke-Wells stated she will talk to the impacted property owners to confirm their interest in utilizing an easement in their back yards for gravity service. **Only Tasks 3 and 4 were authorized by Director Burke-Wells on August 15, 2016.**

d. Northwest Gorton Pond Sewer Project

- i. Garofalo & Associates progress report: No written report.

DISCUSSION: No action.

- ii. Contract Amendment #4: Update and finalize engineering plans
Garofalo & Associates: \$60,500.00

ACTION: Held from June 23, 2016 meeting. Mr. Avenia passed out a breakdown of estimated man-hours on this contract amendment, and backup documentation for an aerial survey of the area. He provided a history of this engineering project originally contracted in 2006. He stated since the original contract design work, WSA has added about thirty homes to the project area. Garofalo will conduct a cost analysis to consider relocating the pump station to provide for the additional service locations.

There was extensive discussion about this contract amendment.

Mr. Marino moved to accept this Contract Amendment #4. Mr. Jarvis seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis, Marino and Justo voted in favor of the motion. Motion approved.

10. Collection System Division

- a. East Avenue pipe repair: 16" cast iron pipe under East Avenue bridges
 A & W Maintenance: \$140,000.00

ACTION: Director Burke-Wells stated Mr. Lombardi is assisting WSA with the larger capital improvement projects. Mr. Lombardi reviewed with the Board the scope of this project; extensive discussion ensued. Having reviewed the initial vendor proposal and the revised proposal and finding inconsistencies, the Board asked for a more well-defined contract proposal from the vendor, and asked for information on the thickness of the epoxy (preferred two-step process), RIDOT permitting, traffic control expenses and use of/cost of staging.

The Board agreed to table this item to an upcoming meeting, with the possibility of holding a special meeting in early August to move this project forward.

11. Billing Services Division

- a. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Deluca Family Trust	20 Defiance Road Plat 351 Lot 232	Adjustment for water used outside and not returned to WSA for treatment. Deduct meter has been installed.	\$302.30

ACTION: Held from June 23, 2016 meeting.

Following extensive discussion about deduct meters and WSA past practice, Board members directed staff to create an administrative policy regarding billing adjustments related to the installation of deduct meters.

Mr. Sylven moved approval of the usage abatement based on the installation of a deduct meter. Mr. Jarvis seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis, Marino and Justo voted in favor of the motion. Motion approved.

12. Administrative Items

- a. Director's Report
 - i. Financial Report (provided with agenda documents)
 - ii. Capital Improvement Project Review (provided with agenda documents)
 - iii. Administrative Schedule
 - iv. Organizational Review & Business Practice Evaluation
 (Hard copies provided to the Board the night of the meeting.)

Director Burke-Wells encouraged the Board members to read the report. Chairman Ginaitt credited Mr. Lombardi and Director Burke-Wells for their work effort on this project.

DISCUSSION: The WSA IPP Caruso Scholarship event is scheduled for August 11, 2016.

13. Consent Agenda – Correspondence

- a. WSA to RIDEM: Application for Order of Approval, Governor Francis Farms Phase III (6-24-16)
- b. RIDEM to WSA: Certificate of Approval, Contract No. 91A (6-29-16)
- c. WSA to Mr. Guckian thanking him for his service to WSA (6-29-16)
- d. WSA to City Council: June 2016 Financial Report (7-5-16)
- e. WSA to RIDEM: Request for Compliance Schedule Extension (7-13-16)
- f. WSA to RIDEM: June 2016 DMR Report (7-15-16)
- g. WSA to City Council: Quarterly Activity Report (7-18-16)
- h. Appointment of John Justo to Sewer Authority (7-6-16)
- i. WSA to CRMC: June 2016 Quarterly Report (7-26-16)

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

14. 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.

Director Burke-Wells advised Board members that Councilman Ed Ladouceur (Ward 5) would like to address the Board at the August 25, 2016 meeting to ask that sewers be extended to Narragansett Bay Avenue (funded privately by property owners).

Board members asked that the sewer collection distribution system files (map) be added to resources on their tablets.

15. 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.

16. PUBLIC COMMENT PERIOD No public comment heard.

17. Adjournment

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

At 9:38 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.