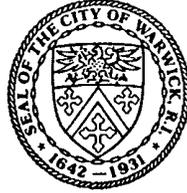


Peter T. Ginaitt
Chairman

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, August 25, 2016, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Peter T. Ginaitt, Chairman	Joseph Boccadoro, P.E., AECOM
Gary C. Jarvis, Secretary	J. Matt Bellisle, P.E., Pare Corporation
Steve E. Sylven, P.E.	Todd Ravenelle, P.E., GRA, Inc.
Gary P. Marino	Dave Bowen, P.E., Wright Pierce
	Mr. and Mrs. Kevin Racette
Board members not present:	
John Justo *	
Staff present:	Charles Lombardi, Consultant to WSA
Janine Burke-Wells, Executive Director	John Revens, WSA Legal Counsel
Scott Goodinson, Superintendent	Charles Labbe, Assistant Superintendent
Lynn F. Owens, Administrative Coordinator	Earl Bond, Lead Mechanic

* Due to a problem with WSA's email distribution list, Mr. Justo did not receive electronic notice of the meeting.

1. **Call to Order** At 5:38 p.m. Chairman Ginaitt 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. **Approval of Minutes**

- a. Approval of minutes from the regular meeting held July 28, 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. Motion approved.

4. Councilman Edgar Ladouceur (Ward 5) to address the Board to request an extension of sewers in Warwick Neck.

DISCUSSION/ACTION: Councilman Ladouceur was unable to attend tonight's meeting. Tabled to September 22, 2016 meeting.

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

a. Engineer's Progress Report: AECOM

DISCUSSION: Mr. Boccadoro presented AECOM's monthly progress report:

WARWICK SEWER AUTHORITY CONTRACT 91: PHOSPHORUS REMOVAL UPGRADE / FLOOD CONTROL AND MITIGATION, JULY/AUGUST 2016 PROGRESS REPORT August 19, 2016

This Progress Report summarizes activity between July 23, 2016 and August 19, 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, shop drawings, operations and maintenance manuals, change order proposals and contractor applications for payment. Field observation services ended on 8/5/16;
- Progress meeting on August 4, 2016;
- Phosphorus Building, Levee and Other Work:
 - o Phosphorus Building: Actiflo process optimization is on hold pending follow-up sampling program and installation of mixer. Miscellaneous minor interior work is ongoing such as installation of door hardware, paint touch-up, punch list items;
 - o Sampling program not started and is week to week because of Actiflo operational glitches or Hach on-line analyzer glitches;
 - o Utility Building: completed most piping work, installed supply and exhaust fans;
 - o Levee Work: Concrete for drain manholes 3 and 4.

Four Week Look Ahead-Phosphorus Building and Other Work

- Continue interior work: Continue minor miscellaneous interior work, such as signage, gratings and floor coatings, and implement sampling program. Complete asphalt sealing work, continue punch list items;
- Utility Building: Complete odor control piping work; complete exhaust and supply fans;
- Next progress meeting: September, 2016

Four Week Look Ahead-Levee

- Install ballast on drain manholes.

Mr. Boccadoro reviewed AECOM's approximate construction projections on the phosphorus project, based on costs through July 31, 2016 (report provided).

- b. Change Order No. 32: Seal water system for propeller pumps
Hart Engineering: \$35,502.00

ACTION: Mr. Boccadoro asked that this change order be considered at the next Board meeting to allow AECOM to work through with the contractor certain issues raised by Board members. Chairman Ginaitt agreed to table this item to the September Board meeting (9/22/16).

- c. Change Order No. 37: Additional signage at phosphorus building
Hart Engineering: \$911.00

ACTION: Mr. Boccadoro stated this is for an exterior building sign larger than that listed in the bid (WSA initiated change to larger sign to be consistent with other building signage). Mr. Sylven moved approval of the change order. Messrs. Marino and Jarvis seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

6. Levee Project (Contract No. 91A)

- a. Engineer's Progress Report: PARE Corporation

DISCUSSION: Mr. Bellisle presented PARE's monthly progress report:

*Warwick Wastewater Treatment Plant Levee Project Warwick, Rhode Island
Pare Project No. 15069.00 Project Progress Update No. 15 Submitted August 22, 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 July 25, 26, 27, 28 and August 1, 2, 3 and 4*

Pare observed the following activities by Hart Engineering and their subcontractor ECW:

July 25, 2016

- ECW continued to place low permeability fill in 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 26, 2016

- ECW continued to place low permeability fill in 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 27, 2016

- ECW continued to place low permeability fill in 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 28, 2016

- ECW continued to place low permeability fill in 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 had National Grid onsite to support the telephone pole, while ECW removed and backfilled around the tree stump.*

August 1, 2016

- ECW continued to place low permeability fill in 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.*

August 2, 2016

- ECW continued to place low permeability fill in 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.*

August 3, 2016

- ECW continued to place low permeability fill in 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 place a single lift of Engineered Fill atop the crest of the levee to cap the Low Permeability Fill.*

August 4, 2016

- ECW continued to place a single lift of Engineered Fill atop the crest of the levee to cap the Low Permeability Fill.*
- ECW began to cut/fill the side slopes of the levee to uniform 2.5H:1V to 3H:1V slopes.*

PHASE III LEVEE PROJECT: BID PHASE

The following activities have occurred since the last report:

- Pare coordinated execution of the contract with DiGregorio and WSA*
- Coordinated with DiGregorio regarding schedule*
- Scheduled meeting with DiGregorio for August 23rd*

Two- Week Look Ahead:

- Hart will continue and complete excavation and filling activities at Phase II and begin restoration*
- DiGregorio anticipates mobilizing on September 6th*
- Installing temporary fencing and augmenting erosion controls (9/6 through 9/9)*
- Commencing drainage modifications (9/12-9/16)*

Mr. Bellisle stated Phase II work is under budget.

7. Operations and Maintenance Division

a. Superintendent's Report

DISCUSSION: Mr. Goodinson presented his report of activity at the treatment facility for the month of July 2016:

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	114 trucks (1,026,000 gals)		4.1% avg. solids (169 dry tons)
Average Total Suspended Solids (TSS)	Influent: 259 mg/l	20 mg/l maximum 85% removal minimum	3.7 mg/l 98.6% removal
Average Carbonaceous Biochemical Oxygen Demand (CBOD)	Influent: 195 mg/l	10 mg/l maximum 85% removal minimum	3.0 mg/l 98.5% removal
Average monthly phosphorus		1.0 mg/l	0.47 mg/l
Average monthly Total Nitrogen		8.0 mg/l	6.6 mg/l
Fecal coliform		200 monthly geometric means 400 daily maximum	2.8 monthly average 22.0 daily maximum (measured in MPN/100ml)

Mr. Goodinson recognized staff for doing a wonderful job working around the problems associated with the ACTIFLO® process. He introduced his new assistant superintendent, Charles (Chuck) Labbe, and complimented his efforts.

b. Bid 2017-097: Analytical Laboratory Services Contract

ACTION: Public bids opened on 8/22/2016. Director Burke-Wells stated Pretreatment Coordinator and Laboratory Director BettyAnne Rogers conducted her due diligence. She stated WSA is recommending award of bid to RI Analytical Laboratories as they were the low bidder. She stated WSA collaborated with the Department of Public Works as they must do water quality sampling for their storm water consent agreement.

Mr. Marino moved award of Bid No. 2017-097 to RI Analytical Laboratories. Mr. Sylven seconded the motion. Chairman Ginait, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

c. Purchase Authorization: Installation of Sludge Transfer Pump
 Hart Engineering: \$15,600.00

ACTION: Superintendent Goodinson stated WSA does not have the manpower to install this pump (purchase approved 12/11/15). He stated we are keeping the old Wemco centrifugal pump for backup use.

Mr. Bond stated WSA received a second quote from Arden Engineering which was higher than Hart's pricing. Mr. Goodinson stated Kent County Electrical Services will do the electrical work. Mr. Sylven questioned Hart's markup rate of 20 percent. Superintendent Goodinson stated he thinks Hart will lower that rate to 15 percent (Contract No. 91 rate).

Mr. Jarvis moved approval of the purchase authorization request for Hart to install the sludge transfer pump, with the final cost to reflect a not-to-exceed overhead amount of 15 percent. Mr. Sylven seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

- d. Purchase Authorization: HVAC Improvements in Maintenance Shop Capwell's Heating and Air Conditioning: \$10,500.00.

ACTION: Assistant Superintendent Labbe provided a detailed description of the planned work and explained the need for improvements. He stated Regan Heating provided a proposal in the amount of \$23,800; Hart Engineering was also asked to provide a proposal.

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

8. Construction Division

- a. Governor Francis Phase III Contract 85B Sewer Project

- i. Gordon Archibald, Inc. progress report

DISCUSSION: Mr. Ravenelle reviewed the progress report:

Governor Francis Phase III, Work this Period:

1. Title searches were obtained and reviewed on A.P. 307 Lot 413 and A.P. 313 Lot 120. These parcels are being added to the administrative subdivision process. Note, these are very large parcels of land. Accordingly, a revised scope of services was prepared and provided to the property owner for review and approval. GRA is coordinating with the Owner and Attorney on the approval.
2. GRA has submitted the Order of Approval to RIDEM. The application is still in review by RIDEM.
3. GRA is awaiting responses from utility providers on the 100% design plans and specifications.
4. An application will be forwarded to RICRMC upon approval of the Order of Approval.

- b. Bayside Contract 86B - Tidewater Interceptor/Lateral Pressure Sewers, Design Phase

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

DISCUSSION: Mr. Ravenelle reviewed the progress report:

Bayside Sewer Project, Work this Period:

1. *The Memorandum of Agreement (MOA) has been revised and updated by EPA and NITHPO. The MOA is being reviewed by the design team and the regulatory agencies of RIHPHC and RIDEM. Comments on the MOA were requested by August 17, 2016.*
2. *Based on comments by the WSA, GRA revised and resubmitted the design proposal for the Bayside Sewer Project.*

- ii. Gordon Archibald, Inc.: Revised proposal for final design and construction engineering services: **\$2,150,828.63**

DISCUSSION: Continued from 7-28-16 meeting. Mr. Ravenelle provided a revised proposal (dated August 25, 2016) based on comment from Board members. Proposal costs for Phase 2 of the Bayside lateral sewer services project is \$2,150,828.63, including construction administration. Mr. Ravenelle stated we can't move forward until the Memorandum of Agreement (MOA) is signed by the Narragansett Indian Tribe.

Director Burke-Wells asked the Board to consider this cost proposal with the contingency that nothing happens until the MOA is signed. Mr. Sylven made a motion to amend GRA's contract for engineering services in the amount of \$2,150,828.63. Mr. Jarvis seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

c. O'Donnell Hill Contract 69A Sewer Project

- i. Garofalo & Associates progress report

DISCUSSION: Written progress reports provided to the Board.

d. Northwest Gorton Pond Sewer Project

- i. Garofalo & Associates progress report

DISCUSSION: Written progress reports provided to the Board.

9. Collection System Division

- a. East Avenue pipe repair: 16" cast iron pipe under East Avenue bridges A & W Maintenance: \$150,000.00 (revised proposal)

ACTION: Tabled from July 28, 2016 meeting. The updated proposal was provided to Board members.

Mr. Ginaitt stated Mr. Lombardi has worked diligently to clarify the terms of the contract with the contractor. Mr. Sylven thanked Mr. Lombardi for his efforts. Director Burke-Wells stated our collection systems manager, John Hannon, has secured the use of the staging from the bridge painting contractor, and is coordinating with RIDOT on permitting and police details.

Chairman Ginaitt directed staff to follow up on warranty items, to make sure the 5-year warranty term is clearly outlined in the contract documents. Mr. Jarvis moved approval of this contract with the contingency that a 5-year warranty is documented. Mr. Marino seconded the motion. Chairman Ginaitt, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

10. Billing Services Division

a. Sewer Usage Abatement

Name	Service Address	Reason	Amount
Kevin Racette	4234 Post Road Plat 222 Lot 39	Abatement due to damage to property and resulting water leaks where the water was not returned to WSA for treatment.	\$1,017.03

ACTION: Mr. and Mrs. Racette present to provide an overview of property damage caused by their tenants. Director Burke-Wells stated we are recommending approval of the abatement based on evidence presented.

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

11. Administrative Items

a. Director's Report

- i. Financial Report: provided in agenda packets.
- ii. Capital Improvement Project Review: now a regular agenda item.

Director Burke-Wells stated we are utilizing Mr. Lombardi for some of the existing infrastructure projects, and we are utilizing on-call engineering services contracts for the following tasks: Cedar Swamp force main rehabilitation, Cedar Swamp pump station HVAC and odor control project, and the primary clarifier rehabilitation project. She stated Lead Mechanic Earl Bond is taking the lead on some of the smaller capital improvement projects. She stated in-house project management with engineering expertise is needed.

iii. Administrative Schedule:

Director Burke-Wells stated Henry Brown will lead a discussion about Warwick Pond neighborhoods at the Warwick Public Library on September 9th. She stated September 15th is a national "Day Without Water" event; WSA will participate in some way. She will be away from the office for a NEIWPC event September 15th-16th. She stated a press conference is scheduled for September 22nd to celebrate grant awards to the RI Shellfisherman's Association. She stated Bill Miranda has been selected to serve as deputy tax collector, so she will be acting as the billing office manager until a replacement is selected.

iv. Organizational Review & Business Practice Evaluation

DISCUSSION/ACTION: Mr. Jarvis stated the Organizational Review and Business Practice Evaluation report is a very comprehensive, common sense document. There was extended discussion about the CMOM Action Plan and WSA staffing levels.

b. Chairman's Report

DISCUSSION/ACTION: Chairman Ginaitt expressed hope that WSA may start to experience the fruits of its labor in the year ahead. He stated we've had legislation passed and have more Council support than we've ever had.

Chairman Ginaitt encouraged the rebranding of the WSA as a wastewater treatment authority conducting a vital task in protecting the environment. Proper wastewater treatment is a critical component of a clean environment. The WSA's support of environmental efforts such as the RI Shellfisherman's Association oyster project reflect our commitment to cleaning our waterways.

Chairman Ginaitt commented that in the year ahead, the WSA will focus on the legislative challenge to bring our rules and regulations up to date and to re-establish subcommittees. In an effort to financially sustain our entire system in a sensible manner, WSA will continue its review of the assessment process, will continue working with our rate consultant and abide by accounting standards, and will be realistic in our borrowing requests and our project cost estimates.

Chairman Ginaitt expects that the year ahead will bring better project management, responsiveness in operations, and more perspective advancements within our operations and maintenance division. He's seen a level of excitement and engagement from staff, and he expects that to continue at all levels within the WSA.

12. Consent Agenda – Correspondence

- a. WSA to City Council: July 2016 Financial Report (8-1-16)
- b. Homeowner Safety Valve Company revenue share report (8-5-16)
- c. WSA to RI Infrastructure Bank: Updated 2017 Loan Request (8-12-16)
- d. WSA Notice to Proceed, Contract No. 91A (8-12-16)
- e. WSA to RIEMA: Project Worksheet 804 Levee Improvements (8-15-16)
- f. WSA Future Project Plans listing (8-2016 update)

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

13. 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.

Chairman Ginaitt suggested the Board discuss at an upcoming meeting the creation of a citizens' advisory group.

14. Old Business

- a. Modifications to Septage Hauling Regulations
- b. Sewer Assessment Deferral 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)

DISCUSSION/ACTION: Chairman Ginaitt suggested more time be focused on these Old Business items over the next few months.

15. PUBLIC COMMENT PERIOD

No public comment heard.

16. Adjournment

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

At 7:06 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.