

Peter T. Ginaitt
Chairman

Janine Burke-Wells
Executive Director



Scott Avedisian
Mayor

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BOARD MEETING MINUTES

Thursday, January 25, 2018, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board members present:	Guests present:
Peter T. Ginaitt, Chairman	Todd Ravenelle, P.E., GRA, Inc.
Gary C. Jarvis, Secretary	Steve Garofalo, P.E., Garofalo & Assoc.
Gary Marino	MaryAnn Bevans, Petrarca and McGair
Tina S. Moretti	Bevans' clients (re: 84 Rustic Way)
	Mark West, 111 Longmeadow Drive
Board member not present:	Patrick Doyle, Heights Avenue
John Justo	
Staff present:	John Revens, WSA Legal Counsel
Janine Burke-Wells, Executive Director	Charles Lombardi, WSA Consultant
Scott Goodinson, Superintendent	Charles Labbe, Asst. Superintendent
Earl Bond, Maintenance Work Coordinator	John Hannon, Collection Systems Manager
	Lynn F. Owens, Admin. Coordinator

1. **Call to Order** At 5:42 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 December 14, 2017.

ACTION: Mr. Jarvis moved approval of the minutes as submitted. Mr. Marino seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti voted in favor of the motion. Motion approved.
4. **Contract No. 95 Rehabilitation of Primary Settling Tanks**
 - a. Engineer's Progress Report: Stantec

DISCUSSION: Superintendent Goodinson provided an update on this project. He stated the new tanks are operating well. He stated with the remaining funds and credit in the contract, WSA is looking to purchase two new rotary lobe pumps. Director Burke-Wells stated this will come to the Board as a contract change order.

5. Operation and Maintenance Division

a. Superintendent's Monthly Facility Performance Update Report

DISCUSSION: Superintendent Goodinson provided a facility performance report for the month of December, 2017.

PARAMETER	QUANTITY / INFLUENT	PERMIT LIMIT	QUANTITY/ RESULTS
Average daily flow	4.38 million gallons per day (MGD)	7.7 million gallons per day (design)	
Sludge removal	107 trucks (963,000 gals)		4.1% avg. solids (156 dry tons)
Average Total Suspended Solids (TSS)	Influent: 236 mg/l	30 mg/l maximum 85% removal minimum	3.7 mg/l 98.4% removal
Average Carbonaceous Biochemical Oxygen Demand (CBOD)	Influent: 204 mg/l	25 mg/l maximum 85% removal minimum	2.4 mg/l 98.8% removal
Average monthly phosphorus		1.0 mg/l	0.35 mg/l
Average monthly Total Nitrogen		* N/A (winter)	9.7 mg/l
Fecal coliform		200 monthly geometric means 400 daily maximum	6.6 monthly average 33.0 daily maximum (measured in MPN/100ml)

b. Superintendent's Annual Facility Performance Report: 2017

DISCUSSION: Superintendent Goodinson provided an annual facility performance report including monthly averages for phosphorus, total nitrogen, total suspended solids, CBOD, and aluminum levels in the effluent; he highlighted WSA's compliance with monthly limits.

The Superintendent discussed his communications with RIDEM on aluminum limits and a possible change in treatment chemicals to lower the aluminum levels. He stated WSA has its engineers studying what may be required to switch to a new chemical. Director Burke-Wells stated RIDEM has not yet issued a new permit for public comment.

Chairman Ginaitt commended the Superintendent on the stellar results, especially in light of the transition to a new process. Superintendent Goodinson complimented his team of workers for their efforts overall, and with the new phosphorus removal process.

- c. Air Permits for Emergency Generators (10)
Rhode Island Department of Environmental Management: \$11,000.00

ACTION: Mr. Bond reviewed RIDEM's required permitting of emergency generators.

Following discussion, Mr. Marino moved approval of the \$11,000.00 expenditure. Ms. Moretti seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti voted in favor of the motion. Motion approved.

- d. Discussion of future modifications to solids handling process

DISCUSSION: Superintendent Goodinson stated this is something he is looking into to reduce the cost of sludge disposal and trucking. He stated WSA will conduct a feasibility study on installing a different sludge dewatering system, examining the up-front costs, anticipated savings and payback term. He stated WSA will participate in a free pilot program to try out a portable centrifuge to dewater the sludge, and also test the sludge for precious metals.

Director Burke-Wells offered to send to the Board a listing of all engineering firms currently providing on-call engineering services to the WSA.

6. Collection Systems Division

- a. Monthly Activity Report

DISCUSSION: Mr. Hannon reviewed the monthly activity within the Collection Systems Division, paying particular attention to the Airport Road sewer interceptor rehabilitation work. He provided the Board with videos of the conditions of the pipe and a detailed assessment of this critical infrastructure (see continued discussion in Item 6.c.). He spoke of rehabilitation work planned for the Vets line (near Vets high school) in early spring.

- b. Emergency Purchase Authorization: October 29, 2017 Wind Storm
Emergency evacuation of grinder pumps impacted by loss of power
Kent County Electrical Services, Inc.: \$8,125.00

ACTION: Emergency purchase authorization received October 31, 2017. In accordance with procedure, this item documents formal Board approval.

Mr. Jarvis moved formal approval of charges for emergency evacuation of grinder pumps. Mr. Marino seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti voted in favor of the motion. Motion approved.

- c. Emergency Purchase Authorization: Airport Road Sewer Interceptor
Emergency repair of damaged section of 48-inch main sewer line adjacent to Airport Road, December 23, 2017.
Michael Perri & Sons, Inc.: \$36,734.25

ACTION: Emergency purchase authorization received December 23, 2017. In accordance with procedure, this item documents formal Board approval.

Mr. Hannon provided a detailed assessment of the sewer interceptor line damage and emergency repair, as well as the conditions of the surrounding infrastructure and the critical need for rehabilitation. He reviewed several options for continuing pipe rehabilitation for consideration at an upcoming meeting.

Chairman Ginaitt thanked former WSA Superintendent Patrick Doyle for bringing this issue to WSA's attention.

Mr. Hannon stated he reviewed all backup to Perri's invoices and confirmed their accuracy. Mr. Marino moved formal approval of the Perri work. Ms. Moretti seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti voted in favor of the motion. Motion approved.

- d. Progress Report: Contract No. 97 - Pump Station Improvements for flood proofing efforts at East Natick I, East Natick II and Knight Street pumping stations (Community Development Block Grant – Disaster Relief funds)

DISCUSSION: In the interest of time, Director Burke-Wells offered to send Mr. Bond's progress report to the Board. She stated the contract is out to bid right now.

7. Industrial Pretreatment Program (IPP) Division

- a. Monthly Activity Report

DISCUSSION: Industrial Pretreatment Coordinator BettyAnne Rogers provided a written monthly activity report. Director Burke-Wells stated the Industrial Pretreatment fines will now be entered into the billing system to help track payments.

8. Construction Division

a. Governor Francis Phase III Contract 85B Sewer Project

- i. Engineer's Progress Report: Gordon R. Archibald, Inc.

DISCUSSION: Mr. Ravenelle reviewed his project progress report with the Board.

- ii. Award of Bid: Contract 85B Governor Francis Farm Phase III Sewer System Construction
CB Utility Company, Inc.: \$4,995,180.00

ACTION: Held from August 24, 2017 meeting.

Mr. Ravenelle stated GRA, Inc. has reviewed the submitted bid prices and found CB Utility Company, Inc. to be the low bidder with a price of \$4,995,180.00. He stated the contractor asked that if his company is awarded a contract, the Notice to Proceed be held to April 2nd.

Mr. Jarvis moved to award a contract to CB Utility Company, Inc. as the lowest, most responsive bidder for Contract 85B. Ms. Moretti seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti voted in favor of the motion. Motion approved.

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

- i. Engineer's Progress Report: Gordon R. Archibald, Inc.

DISCUSSION: Mr. Ravenelle reviewed the project progress report with the Board and facilitated a discussion about the unique design of this sewer system. He highlighted the areas of concern (as noted by Public Archaeological Laboratory) within the project, and stated the lower section of the project is clear. He stated we are hoping that this section can use a conventional construction method rather than directional drilling. He stated the next step of the project is subsurface exploration.

The Board discussed property owners' response to GRA's mailing on the location of their sewer service. Chairman Ginaitt suggested WSA provide information to drainlayers on directional drilling and the scope of this unique project, and possibly get some basic prices on sewer connections. He stated anything WSA can do to lower prices and incentivize connections would be valuable to our customers.

Director Burke-Wells stated WSA will brief the drainlayers on the project at its upcoming meeting with the group.

c. O'Donnell Hill Contract 69A Sewer Project

i. Engineer's Progress Report: Garofalo & Associates, Inc.

DISCUSSION: Mr. Garofalo provided a progress report on the project. Director Burke-Wells stated WSA must get easement agreements from two property owners before the contract can go out to bid. Mr. Garofalo stated the RIDOT utility permit must be renewed.

d. Northwest Gorton Pond Sewer Project

i. Engineer's Progress Report: Garofalo & Associates, Inc.

DISCUSSION: Mr. Garofalo provided a progress report on the project.

ii. Contract Amendment No. 5: Final Engineering Design
Garofalo & Associates, Inc.: \$52,220.00

ACTION: Mr. Garofalo noted that this project has been split into two phases. Director Burke-Wells recommended approval of this contract amendment in order to move the project forward. The Board discussed the acquisition of property to locate the pumping stations. Following extensive conversation about acquiring property and satisfying federal and state requirements (i.e. wetlands flagging, 500-year flood level requirements, etc.), the Board instructed Director Burke-Wells to negotiate essential engineering work associated with Phase I services, and move those forward, and once WSA has possession of property for the Phase II pumping station, move those tasks forward.

Mr. Marino moved approval of this contract amendment, directing WSA to work with Garofalo and Associates on essential tasks now (Phase I services) and set aside assignments associated with Phase II until WSA has secured the pump station lot. Director Burke-Wells will have Mr. Garofalo document this division of assignments in an email, which she will share with the Board before the next meeting. Mr. Jarvis seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti voted in favor of the motion. Motion approved.

9. Billing Services Division

a. Monthly Activity Report

DISCUSSION: Director Burke-Wells stated Mr. Poole provided a monthly activity report for the Billing office, which includes information on e-permitting.

b. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Margaret McCluskey	14 Capron Farm Drive Plat 370 Lot 75	Assessed in 2009 on 200 feet of curved frontage. Re-assess on longest side (122 feet) as if lot were a true corner lot.	\$6,396.00

ACTION: Held from December 14, 2017 meeting. No action taken. The Board authorized the removal of this item from consideration. A letter has been sent to the property owner regarding the abatement request.

c. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Matthew Eliason Morgan Desrochers	84 Rustic Way Plat 367 Lot 554	Error on recording of municipal lien certificate which excluded deferred assessment amount.	\$17,012.98

ACTION: No information provided to the Board members in their agenda packets. Mr. Revens stated Attorney Maryanne Bevans is in attendance tonight representing the estate that sold the property. He stated the municipal lien certificate was generated in error and did not reflect the deferred portion of the sewer assessment. He advised the Board to not take action on this item as the new regulations will allow deferment of the remaining assessment in perpetuity or until development. The attorney for the owners was not in attendance. Mr. Revens stated WSA should draft a letter to the property owners explaining the process (with a copy to Attorney Bevans).

10. Administrative Items

- a. Purchase Authorization: (2) New office copy machines
 CBS A Xerox Company: \$12,681.00

ACTION: Following discussion, Mr. Marino moved approval of the purchase. Ms. Moretti seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti voted in favor of the motion. Motion approved.

b. WSA Finance Committee Report

DISCUSSION/ACTION: Committee Chairman Gary Jarvis provided an update on the activity of the Finance Committee, including review of Dave Bebyn's sewer assessment work for the Governor Francis Farms Phase III project. He stated he would like the City Council (through Councilman Ladouceuer) to pursue the City paying for the cost of road resurfacing in the project areas. Chairman Ginaitt stated WSA needs a definitive answer on whether paving costs will be offset by City and National Grid funds. He discussed the Committee's discussion of hardship programs and connection incentive programs, and the need for full vetting before action.

c. Approval of Proposed Sewer Connection Incentive Program

ACTION: Mr. Jarvis stated the Finance Committee has discussed sewer connection incentive programs and opted to move this pilot program to the full Board for its review. He stated as part of this pilot program, WSA will not charge sewer usage fees for new connections for one calendar year; renewal and replacement charges will be levied. The Board members discussed the possible precedent setting pilot program and its impact on new sewer construction. Mr. Revens recommended discussion of this item be deferred until the new regulations are adopted.

No action taken. Item held.

d. WSA Rules and Regulations Committee Report

DISCUSSION/ACTION: Committee Chairman Gary Marino reviewed the work of the Rules and Regulations Committee. The next Regulations Committee meeting will be scheduled for early February.

e. Director's Report

- i. Financial Report
- ii. Capital Improvement Project Review
- iii. Administrative Schedule

DISCUSSION/ACTION: Director Burke-Wells stated a financial report has been provided in the agenda packets, and spoke about the available funds in the renewal and replacement account. She stated the MIS Director will come to the next Finance Committee meeting to report on WSA server and records storage improvements, and outline the services and associated charges provided by the MIS Division. She reviewed the WSA calendar of events for the next month.

f. Chairman's Report

DISCUSSION/ACTION: No report.

11. Consent Agenda – Correspondence

- a. Homeowner Safety Valve Company: Update report (12-31-17)
- b. WSA Financial Report to the City Council (1-3-18)
- c. WSA Annual Notice of Regulations Committee meetings (1-3-18)
- d. WSA Annual Notice of Finance Committee meetings (1-3-18)
- e. NorthEast Electrical Distributors response to contract inquiry (1-4-18)

ACTION: Mr. Marino moved to accept the items on the consent agenda. Ms. Moretti seconded the motion. Chairman Ginaitt, Messrs. Jarvis and Marino and Ms. Moretti 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. Project Management for Sewer Construction (Old Business 7-24-14)
- c. Warwick Neck Sewer Extension (9-22-16)
- d. WSA Rebranding Effort (2-23-17)
- e. Citizens Advisory Group (2-23-17)
- f. Modifications to draft Regulations and presentation of formal revised Regulations for approval (10-26-17)
- g. Lighting upgrades at WWTF (12-14-17)

DISCUSSION/ACTION: Chairman Ginaitt suggested the Board hold an in-house workshop to address issues such as the rebranding effort and a Citizens Advisory group. No discussion or action.

14. PUBLIC COMMENT PERIOD

Mr. Mark West provided public comment to the Board regarding consistency amongst WSA Regulations, Enabling Legislation and City Ordinances.

15. Adjournment

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

At 7:56 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.