

Aaron Guckian
Chairman

Janine L. Burke
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BOARD MEETING MINUTES

Thursday, July 25, 2013, 5:30 p.m.
Warwick Sewer Authority Conference Room
125 Arthur W. Devine Boulevard
Warwick, RI 02886

Board Members present:	Guests:
Aaron Guckian, Chairman	Councilman Ed Ladouceur, Ward 5
Gary Jarvis, Secretary	Hugh Fisher, Sturbridge Builders
Steve Sylven, P.E.	Dennis Setzko, P.E., AECOM
Gary P. Marino	Brian King, P.E., Crossman Engineering
	Steve Kearns, J. H. Lynch & Sons, Inc.
Board Members not present:	Marc Lemoi, R. E. Erickson Co., Inc.
Peter Ginaitt	Raymond McKay, MIS Div., City of Warwick
	Michelle Komar
Staff present:	
Janine L. Burke, Executive Director	John Revens, Legal Counsel
Patrick Doyle, Superintendent	Scott Goodinson, Assistant Superintendent
Lynda Ortiz, Finance/Customer Service Mgr.	Lynn F. Owens, Administrative Coordinator

1. Call to Order At 5:40 p.m. Chairman Guckian called this meeting to order.

2. Approval of Minutes

- a. Approval of minutes from the regular meeting held June 27, 2013.

ACTION: Mr. Sylven moved approval of the minutes as submitted. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven and Marino voted in favor of the motion. Mr. Jarvis not available for vote. Motion passes.

3. AWT-Phosphorus & Flood Control Project, Contract No. 91

- a. AECOM to submit progress report and updated combined schedule

Dennis Setzko, P.E., reviewed the submitted progress report and updated combined schedule with the Board members. He stated AECOM drafted a letter from WSA to RIDEM requesting an extension of the Consent

Decree schedule based on delays to the levee design and permitting efforts; RIDEM has agreed to extend the project completion date to May 1, 2016. He stated they have received confirmation from RIDEM that WSA would be eligible for state revolving funds (SRF) reimbursement for the fine screen replacement should this work be fast-tracked and bid as a separate project. Mr. Setzko stated AECOM does not think the fine screen unit will last until its planned replacement in the phosphorus project. He explained that, in trying to be proactive, they are looking to pull the fine screen replacement from the larger project and bid it separately to get it replaced before it fails again. Mr. Sylven stated he thinks the replacement plan is prudent.

Mr. Setzko reviewed the engineering evaluations listed on the progress report, including the analysis of the impact of raising the levee on downstream water levels. AECOM estimates that raising the levee will have no impact on water levels at Belmont Park or the Pawtuxet Industrial Park for the 300-year or March 2010 flood events (approximately 500-year event). The impact at the 150-year flood event is predicted to be 0.03 feet, which is considered negligible. A formal report is being prepared by AECOM.

Mr. Setzko reported that everything is moving forward in a positive direction.

b. WSA Resolution for funding Contract No. 91, Phosphorus and Flood Control Project

ACTION: Director Burke stated we need to move ahead with this request; time is of the essence and we need to show a good faith effort to obtain the funding authorization from the City Council. She stated she had discussed it with the Mayor's Office and, if approved, will forward it to him to get on the City Council docket.

Mr. Jarvis moved to accept the resolution to be presented to the Mayor and the City Council. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

4. Flood Protection and Mitigation

a. Bellows Street Pumping Station

i. Crossman Engineering to submit progress report

Mr. Brian King, P.E., Crossman Engineering, and Mr. Steve Kearns of J. H. Lynch & Sons, Inc., in attendance.

Mr. King explained that the submitted Crossman progress report was prepared on Monday of this week, when the cease and desist order was still in effect. He stated that order has since been lifted as GZA, the new designer for the dewatering system, resubmitted those plans, which Crossman has approved. Director Burke referred the Board to the July 25, 2013 memorandum from WSA's Mat Solitro, documenting the progress of the project.

Mr. King stated Lynch will be back on site next week. He stated Lynch's submitted schedule shows the "days behind" resulting from the dewatering resubmittal process. He said Lynch has stated they will be working longer days Monday through Saturday to make up that lost time.

Mr. Sylven asked about the revised dewatering system. Mr. King explained the plan for a well-point system inside the coffer dam, the addition of a well-point system outside the coffer dam, and the use of three deep wells. Mr. Sylven asked about contract provisions for work on Saturdays, stating the work hours are defined in the contract. Director Burke stated we ran the extension of work hours by both the Zoning and Warwick Police departments. She suggested Lynch put the new hours of operation in writing, and WSA will respond to Lynch and advise the appropriate city departments. Steve Kearns of J. H. Lynch & Sons, Inc., stated he will send a letter documenting the planned expanded hours.

Mr. Sylven encouraged all to keep up the good work.

5. Industrial Pretreatment Division

- a. One year extension of contract for Analytical Laboratory Services; RI Analytical Laboratories, Inc. (Bid #2013-29)

ACTION: Director Burke referred the Board members to WSA Laboratory Director BettyAnne Rossi's recommendation memo. Mr. Jarvis moved to approve the contract extension for one year. Mr. Marino seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

6. Collection System Division

- a. Cedar Swamp Pump Station improvements: progress report

Director Burke stated Superintendent Doyle has obtained budget numbers for the electrical equipment and supplies for the station; we will probably be putting those purchases (at least the larger of them) before you next month. She stated we are also waiting on the authorization from National Grid (easement needed) for that work. She stated after updating the budget (project is being funded with proceeds from the loan WSA took out to repair the collapsed sewer line and damaged pumping station), it

appears that we will have enough money to complete the electrical upgrades and move ahead with the HVAC design. Director Burke stated the HVAC installation is going to have to be paid out of the capital improvement budget and might have to wait until next year for funding.

7. Billing Services Division

- a. Proposed change to sewer assessment policy regarding subdivisions
DISCUSSION/ACTION: Tabled from June 2013 meeting.

Director Burke provided a synopsis of the current policy regarding payoff of assessments upon subdivision. She stated she has not had time to put together a proposal for changes to improve the process. She stated she wants to make sure WSA documents the benefits of proposed changes as well any possible unintended consequences. She stated WSA is working with the Planning Department on a review of the procedure. This item will be considered at an upcoming meeting (will be added to OLD BUSINESS).

- b. Sewer Assessment Abatement

Name	Service Address	Reason	Amount
Kenneth & Sandra Olsen Sturbridge Home Builders	Plat 340 Lot 291 103 Florin Street	Abate original assessment. Parcel will be re-assessed upon recording of subdivision/development	\$9,367.81

ACTION: CLARIFICATION: Plat 340 Lot 291 now owned by Sturbridge Home Builders, 831 Bald Hill Road, Warwick. Mr. Hugh Fisher present on behalf of Sturbridge Home Builders.

Director Burke reviewed WSA's standard practice of requiring payoff of sewer assessments prior to development. She stated WSA is willing to abate this assessment (vacant lot) and re-assess upon development and the recording of the subdivision.

Mr. Fisher asked that upon re-assessment, the total assessment be equally divided amongst the new lots. He stated the current assessment method is flawed. Mr. Guckian stated WSA, bound by its current method of assessment, was not successful in its efforts to change our enabling legislation to make our method of assessment more fair and equitable. He suggested Mr. Fisher speak with his councilman about the inequities of our current assessment method, and encourage support of WSA's efforts to change the enabling legislation. Chairman Guckian stated he hoped the new Sewer Review Commission, led by Councilman Ladouceur, would give this effort momentum. Mr. Fisher stated he will call Councilman Ladouceur and ask to serve on the Commission. He expressed his frustration with the current method of assessment and said he will speak with the City Council and the Mayor's office about making improvements.

Chairman Guckian suggested he attend the Sewer Review Commission hearings to express his frustration and to make suggestions.

Mr. Fisher asked if he will have the right to appeal the new assessments. Director Burke stated that, upon assessment, the property owner can appeal to the Sewer Board of Review.

Mr. Sylven moved to abate the original assessment, with the plan to re-assess upon development. Messrs. Jarvis and Marino seconded the motion. Chairman Guckian, Messrs. Sylven, Jarvis and Marino voted in favor of the motion. Motion approved.

8. Administrative Items

a. Security Measures

- i. MIS Division: Raymond McKay present
- ii. SCADA System: Marc Lemoi of R. E. Erickson Co. present

DISCUSSION/ACTION: Board members Peter Ginaitt and Gary Jarvis had expressed interest in information regarding security measures, back up and disaster recovery for WSA data acquisition systems and computer systems. Director Burke invited Ray McKay and Marc Lemoi to speak to the Board about the topic.

Director Burke stated the WSA SCADA system (supervisory control and data acquisition) is basically the brains of the plant which sends signals and alarms to key personnel for notice and response. She explained that R. E. Erickson is our service provider/integrator for the SCADA system.

Marc Lemoi stated there are a number of computers in each process building and two servers in the main operations building. He stated there are two aspects to the software that runs the controls and monitors the plant; the primary applications are backed up on Erickson's main servers in Walpole, Massachusetts. He stated that following the dewatering of the plant after the flood, Erickson was at WSA the next day and had all the remote applications up and running. Mr. Lemoi stated what doesn't get backed up externally is the facility's historical data (plant flows, analytical data). He stated two redundant servers contain that data and are backed up to an external hard drive kept on site (can store years of data). He stated back up options include manually copying to an external hard drive and physically carrying the backup off site, going to a cloud-based back up service or MIS may be able to back up to a city server through the network. Mr. Jarvis asked how important the historical backup information is to WSA. Director Burke stated the information is very valuable and must be accessed when we update our RIPDES permit. Superintendent Doyle stated the historical data is very valuable in many cases, such as looking at demands placed on equipment when considering upgrading equipment.

Ray McKay stated MIS is in the process of updating the network, increasing the speed to the WSA five-fold, increasing internet speed another five-fold, to allow better access and support of applications. He stated the cheapest backup solution for WSA historical

data would be to back up the WSA data on the city server using SANS (information security, not currently available through City). He stated if the City chooses to use SANS, MIS could size any new equipment accordingly to include backup of WSA historical data. He stated as this is the first conversation about the subject, he will discuss security options with the MIS acting director.

Mr. McKay stated WSA lost historical data during the Flood of 2010. He stated following the flood, MIS relocated the WSA servers from the administration building to the second floor of the operations building, which did not flood during the 500-year event. He stated today we do taped backup of data weekly and take it off site for storage. He said remote backups occur over the network.

Mr. Jarvis stated it sounds like you have a strategy in place to back up the data. He stated he'd expect WSA would be part of any improvements considered for improved backup and storage of data.

Director Burke stated Mr. Ginaitt had asked for information about data security. Mr. McKay stated the City has a multi-level security procedure in place to protect its data and systems. He said there are regular attempted attacks to our system; to date the City has not been hacked. He stated Apex Technologies is under contract with the City to provide system support for security issues should MIS be unable to handle a situation internally. He stated there is a dual-control system protecting administrative passwords.

Director Burke asked if a hacker could gain access to our SCADA system. Mr. Lemoi stated R. E. Erickson controls the local area network, the ring around the WSA buildings. He stated there is one connection to the MIS server which provides WSA personnel access to the internet and remote access and support for key personnel. Mr. Lemoi stated MIS can better answer the question about hacker access. Mr. McKay stated a hacker would have to get through three different layers of routers (City system), then the SCADA router, to access SCADA information. Messrs. McKay and Lemoi stated historically (and in general), the biggest security issue is from within (ex., former disgruntled employee). Mr. Lemoi stated WSA has five people with access to the system, a manageable group to monitor and control. He stated the SCADA computer doesn't control the plant, it monitors the data; the PLC (programmable logic controller) operates the equipment. He stated if an adverse condition is created upon access, alarms are sent to key personnel for immediate response.

Mr. Lemoi stated the historical data that is stored on the external hard drive at WSA is not a lot of data; he could show MIS where it is and it could be retrieved regularly for off-site storage. Mr. McKay stated MIS may have enough disc space now to backup the information and store at City Hall.

b. Director's Report

- i. Financial Report
- ii. Administrative Schedule
- iii. Update on PCR 75-13 authorizing the issuance of revenue bonds for sewer installation
- iv. Cesspool Phaseout Act

DISCUSSION/ACTION: Director Burke stated we didn't prepare the monthly budget report because there's not too much to it, less than one month into the new fiscal year. She stated there are additional entries and adjustments that need to be made to last year's budget before the Finance Department closes the books. She stated once that happens, we will get you a final end-of-the year report.

Director Burke reported that WSA has now gone 546 days without a lost-work accident. She stated she wanted to publically thank Superintendent Doyle and Assistant Superintendent Goodinson for making safety such a priority and instilling that safety consciousness in their crews. She stated we are planning to submit a nomination for a NEWEA Safety Award for the WSA.

c. Chairman's Report: Sewer Review Commission

Chairman Guckian referred the Board to the WSA-prepared synopsis of the first meeting of the Sewer Review Commission (SRC), of which he is a member. He reviewed the highlights and stated it was a great first meeting. He stated at the next meeting Dave Bebyn, WSA's financial consultant, will be present to discuss the WSA rate structure. He stated the three main discussion points of the SRC are revenue bonds, the levee improvements and the phosphorus project. He stated he will work with Councilman Ladouceur, chairman of the SRC, to get our state and federal partners involved in supporting the initiatives.

9. Consent Agenda - Correspondence

- a. WSA to RIDEM; Consent Agreement schedule extension (6-27-13)
- b. WSA to Thomas Dipetrillo; suspension notice (7-1-13)
- c. WSA to RIDEM; Renewal of RIPDES Permit No. RI0100234 (7-1-13)
- d. WSA to RIDEM; Waiver of TDS data (7-15-13)
- e. WSA to City Council; June 2013 Financial Report (7-15-13)
- f. RIDEM to WSA; approval of schedule extension (7-15-13)
- g. RIDEM to WSA; approval of waiver of TDS data (7-17-13)

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

10. Drainlayer Consent Agenda – New

- a. William Hummel, 208 Stony Lane, Exeter. (6-25-13)

ACTION: Director Burke confirmed that this applicant meets WSA licensing requirements. Mr. Jarvis moved approval. Mr. Sylven seconded the motion. Chairman Guckian, Messrs. 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 was introduced.

12. Old Business

- a. Amendments to By-Laws
- b. Modifications to Septage Hauling Regulations
- c. Mandatory Sewer Connection Program/Connect Capable Fee
- d. Changes to Enabling Legislation: Mandatory Connections
- e. Bayside I-III Sewer Project: Amendment to GRA contract/design services
- f. Infrastructure Improvement: 48" line under Rte. 95
- g. Update on status of future sewer construction
- h. WSA Resolution Supporting Revenue Bond Issuance for new sewer construction projects
- i. GIS Presentation – August 2013 meeting
- j. Sewer Assessment Deferment Policy: Tabled from June 2013 meeting

DISCUSSION/ACTION: No discussion or action on Old Business.

13. PUBLIC COMMENT PERIOD

No public comments offered by those in attendance.

14. Adjournment

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

At 6:45 p.m. this meeting ended.

Gary Jarvis, WSA Secretary

Date Approved