

**MWRA Board of Directors Meeting
September 18, 2013
Voting Summary Sheet**

Item Name	Type	Notes	Vote	Discussion Highlights	Attachments
Approval of Minutes	n/a	n/a	Unanimous		
Report of the Chair	n/a	n/a	n/a		
Report of the Executive Director	n/a	n/a	n/a	*	
Delegation of Authority to Execute a Contract for the Purchase and Supply of Electric Power for the Deer Island Treatment Plant and Interval Accounts	Approval	<ul style="list-style-type: none"> Contract Term: Not to Exceed 36 Months Period and Price Structure to be Selected by Staff in the MWRA's best interest 	Unanimous		
Appointment of Senior Shift Manager, Operations, Deer Island Treatment Plant	Approval	<ul style="list-style-type: none"> Michael C. Hughes Salary: \$117,763.96 (Unit 6, Grade 13) Effective: September 21, 2013 	Unanimous		
Appointment of Work Coordination Center Manager, Operations	Approval	<ul style="list-style-type: none"> George C. Norregaard Salary: \$103,148.49 (Unit 6, Grade 12) Effective: September 21, 2013 	Unanimous		
FY2014 Non-Union Compensation	Approval	<ul style="list-style-type: none"> 1.5% across-the-board compensation adjustment for non-union managers effective July 1, 2013 and January 1, 2014. Revised non-union salary ranges for FY14 (see Attachment A) 	Unanimous	*	
PCR Amendments – September 2013	Approval	<ul style="list-style-type: none"> Amendments to the Position Control Register. 	Unanimous		
Dental Insurance	Approval	<ul style="list-style-type: none"> Annual maximum benefit increased to \$1,250 to mirror the benefit offered by the Commonwealth 	Unanimous	*	
Replacement of Scum Skimmers – Deer Island Treatment Plant, Contract 7396	Contract Award	<ul style="list-style-type: none"> Walsh Construction Company Contract Amount: \$20,163,462 Term: 1,095 Calendar Days from Notice to Proceed 	Unanimous	*	
Pump, Gearbox and Diesel Engine Upgrade – Prison Point and Cottage Farm CSO Facilities, Contract 7452	Contract Award	<ul style="list-style-type: none"> IPC Lydon, LLC Contract Amount: \$6,126,126 Term: 650 Calendar Days from Notice to Proceed 	Unanimous		
Agency-Wide Technical Assistance Consulting Services:	Contract Award	<ul style="list-style-type: none"> Dewberry Engineers Inc., Contract 7436 Fay, Spofford & Thorndike, LLC, Contract 7437 Hazen and Sawyer, P.C., Contract 7456 	Postponed		
Section 4, Webster Avenue Water Main, Somerville – Final Design/Construction Administration/Resident Inspection, Contract 7334	Contract Award	<ul style="list-style-type: none"> Dewberry Engineers, Inc. Contract Amount: \$612,517 Term: 37 Months from Notice to Proceed 	Unanimous		
Water Quality Reporting System, Bid WRA3685Q	Contract Award	<ul style="list-style-type: none"> McInnis Consulting Services, Inc. Purchase Order Contract Not-to-Exceed \$350,000 under State Blanket Contract ITS53 Cat2b 	Unanimous	*	
Pretreatment Information Management System, Contract 6177D, Amendment 3	Contract Amendment	<ul style="list-style-type: none"> Inflection Point Solutions, LLC Amendment Amount: \$200,000 Term: Extended 2 years to October 19, 2015, for the provision of two additional years of maintenance services. 	Unanimous		

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Three-Year Contract to Provide Water Chestnut Control at the Sudbury Reservoir, Bid WRA-3435, Amendment 1	Contract Amendment	<ul style="list-style-type: none"> Lycott Environmental, Inc. Increase not-to-exceed \$10,000. No increase in contract term. 	Unanimous		
Internal Audit Department Activities Report	Information	<ul style="list-style-type: none"> Internal Audit recognized over \$3.1 million in recoveries in FY13 	Unanimous	*	
Delegated Authority Report – July and August 2013	Information	<ul style="list-style-type: none"> Please see related Staff Summary 	Unanimous	*	
FY2013 Fourth Quarter Orange Notebook	Information	<ul style="list-style-type: none"> Please see related Staff Summary 	n/a	*	
FY2013 Year-End Financial Update and Summary	Information	<ul style="list-style-type: none"> Year-end expenses lower than budget by \$1.9 million Total revenues greater than budgeted by \$1.1 million Net Variance - \$3.0 million 	n/a	*	
2013 Harbor Beaches Summary	Information	<ul style="list-style-type: none"> See Discussion Highlights. 		*	
Food Waste Disposal Guidance	Information	<ul style="list-style-type: none"> See Discussion Highlights. 		*	
Update on Clinton Treatment Plant NPDES Permit	Information	<ul style="list-style-type: none"> See Discussion Highlights. 		*	

■ Administration and Finance
 ■ Wastewater
 ■ Water
 ■ Personnel
 * Link to Advisory Board position



MWRA Advisory Board Summary
of the
MWRA Board of Directors Meeting
Wednesday, September 18, 2013

A meeting of the Board of Directors of the Massachusetts Water Resources Authority was held on September 18, 2013 at the Charlestown Navy Yard. **Present:** Chair Richard Sullivan, Joel Barrera, Jennifer Wolowicz, Gubernatorial Appointees; John Carroll, Andrew Pappastergion and Joseph Foti, Advisory Board Representatives; Kevin Cotter and Henry Vitale, City of Boston Representatives; Jack Walsh, City of Quincy Representative; Paul Flanagan, Town of Winthrop Representative. **Absent:** Brian Swett, City of Boston Representative.

Report of the Chair

No report.

Report of the Executive Director

MWRA Executive Director Fred Laskey noted the installation of a new “smart board” in the Board room that can provide communication links during an emergency. He congratulated staff that pursued the grant funding that was provided to purchase this tool.

The audited financial statement and related report were provided to the Board; in summary, there were no substantive findings.

Mr. Laskey congratulated staff for their efforts in winning the New England Water Works Association’s “Award for Best Drinking Water in New England;” this is the second time the Authority has won.

The Authority went off the grid during its “peak electrical days” on June 11 and July 24, which avoided costs to the Authority of more than \$600,000.

On September 30, repairs will begin on the Deer Island wind turbine. The insurance company will pay for the repairs. Additionally, staff will make some improvements to the turbine while it is down.

Cambridge will be receiving 90% of its water from the MWRA for a six-month period while the Authority and Cambridge complete two projects.

On October 15 at 2:00 p.m. the Alewife Wetlands Retention Basin will be opening. Judge Stearns will be in attendance.

Approvals

Delegation of Authority to Execute a Contract for the Purchase and Supply of Electric Power for the Deer Island Treatment Plant and Interval Accounts

The Board voted to authorize the Executive Director, on behalf of the Authority, to execute contracts for the supply of electric power to the Deer Island Treatment Plant and the Interval accounts, consisting of the Carroll Water Treatment Plant and larger Field Operations and Facility Management Accounts, with the lowest responsive and responsible bidders, for the period and price structure selected, as determined by staff to be in MWRA’s best interest, and for a contract term not to exceed 36 months. This delegation of authority is

necessary because MWRA will be required to notify the selected bidders within a few hours of bid submittal to lock-in the bid prices in a constantly changing market.

Appointment of Senior Shift Manager, Operations, Deer Island Treatment Plant

The Board voted to approve the Executive Director's recommendation to appoint Michael C. Hughes to the position of Senior Shift Manager, Operations, Deer Island Treatment Plant (Unit 6, Grade 13) at an annual salary of \$117,763.96 to be effective September 21, 2013.

Appointment of Work Coordination Center Manager, Operations

The Board voted to approve the Executive Director's recommendation to appoint George C. Norregaard to the position of Work Coordination Center Manager, Operations (Unit 6, Grade 12) at an annual salary of \$103,148.49 to be effective September 21, 2013.

FY2014 Non-Union Compensation

The Board voted to take the following actions in MWRA's FY14 Non-Union Compensation Program: (1) authorize the Executive Director to implement a 1.5% across-the-board compensation adjustment for non-union managers effective July 1, 2013, and a 1.5% across-the-board adjustment for non-union managers effective January 1, 2014; (2) approve a revision to the non-union salary ranges for FY14, as presented in Attachment A and filed with the records of the meeting.

Mr. Laskey asked that MWRA Chief Operating Officer Michael Hornbrook be included in this adjustment as well. The Board agreed. Board Member Joseph Foti noted that Mr. Laskey should be included as well.

Chairman Sullivan said that this is within the range put forward by the Governor on the state side.

PCR Amendments – September 2013

The Board voted to approve amendments to the Position Control Register, as presented and filed with the records of the meeting.

Dental Insurance

The Board voted to authorize the Executive Director to seek prices for a contract for dental insurance for eligible employees with an annual maximum benefit of \$1,250 to mirror the benefit offered by the Commonwealth.

Mr. Laskey stated that the dental package for non-union personnel has had a benefit cap of \$1,000 since 1985.

Board Member Jack Walsh asked how many employees would be eligible. Human Resource Manager Andrea Murphy stated that 270 employees would fall into this category.

Board Member Joel Barrera said it would be worth touching base with the Group Insurance Commission to see if the Authority is eligible to participate in this program. Mr. Laskey said staff would love to be part of the GIC but, in the past, they have indicated that the MWRA was not eligible.

Board Member Henry Vitale stated that this proposal is in line with the City of Boston.

Contract Awards

Replacement of Scum Skimmers – Deer Island Treatment Plant: Walsh Construction Company, Contract 7396

The Board voted to approve the award of Contract No. 7396, Replacement of Scum Skimmers – Deer Island Treatment Plant, to the lowest eligible and responsible bidder, Walsh Construction Company, and to authorize the Executive Director, on behalf of the Authority, to execute and deliver said contract in the bid amount of \$20,163,462 for a term of 1,095 days from the Notice to Proceed.

Mr. Walsh asked if there is a life expectancy on this conversion. Deputy Chief Operating Officer John Vetere said that a pilot study was done with the new stainless steel materials over an 18-month period. Staff projects the life expectancy to be 25 years.

Video on the scum skimmer can be viewed [here](#).

Pump, Gearbox and Diesel Engine Upgrade – Prison Point and Cottage Farm CSO Facilities: IPC Lydon, LLC, Contract 7452

The Board voted to approve the award of Contract No. 7452, Pump, Gearbox and Diesel Engine Upgrade – Prison Point and Cottage Farm CSO Facilities, to the lowest eligible and responsible bidder, IPC Lydon, LLC, and to authorize the Executive Director, on behalf of the Authority, to execute and deliver said contract in the bid amount of \$6,126,126 for a term of 650 calendar days from the Notice to Proceed.

To see the Cottage Farm/Prison Point presentation, click [here](#).

Agency-Wide Technical Assistance Consulting Services: Dewberry Engineers, Inc., Contract 7436; Fay, Spofford & Thorndike, LLC, Contract 7437; Hazen and Sawyer, P.C., Contract 7456

Postponed.

Section 4, Webster Avenue Water Main, Somerville – Final Design/CA/RI: Dewberry Engineers, Inc., Contract 7334

The Board voted to approve the recommendation of the Consultant Selection Committee to select Dewberry Engineers, Inc. to provide design, construction administration and resident inspection services for the Section 4, Webster Avenue Water Main Project, and to authorize the Executive Director, on behalf of the Authority, to execute Contract 7334 with Dewberry Engineers, Inc. in the amount of \$612,517 for a term of 37 months from the Notice to Proceed.

Water Quality Reporting System: McInnis Consulting Services, Inc., Bid WRA-3685Q

The Board voted to approve the award of a purchase order contract for technical consulting services to implement a water quality reporting system to McInnis Consulting Services, Inc. and to authorize the Executive Director to execute said purchase order contract in an amount not to exceed \$350,000 under State Blanket Contract ITS53 Cat2b.

Mr. Walsh said that the ongoing support of this project concerns him. Who will fix the problems in the future? Director of Toxic Reduction and Control Carolyn Fiore stated that the consultant will be using a product that the MWRA purchased and managing water quality data. They are supporting MWRA staff and providing the management that staff needs to set the system up, then staff will be using it from day to day.

Russ Murray, Director of MIS, stated that the consultant will be used to augment and educate MWRA staff. Because there are multiple projects going on, the consultant will assist in getting the calculations up and running by a specific regulatory deadline and MWRA staff will be learning at the same time.

Contract Amendments / Change Orders

Pretreatment Information Management System: Inflection Point Solutions, LLC: Contract 6177D, Amendment 3

The Board voted to authorize the Executive Director, on behalf of the Authority, to approve Amendment No. 3 to increase the amount of Contract No. 6177D with Inflection Point Solutions, LLC, in the amount of \$200,000 and to extend the term by two additional years, from October 20, 2013 to October 19, 2015, for the provision of two additional years of maintenance services.

Three-Year Contract to Provide Water Chestnut Control at the Sudbury Reservoir: Lycott Environmental, Inc., Bid WRA-3435, Amendment 1

The Board voted to authorize the Executive Director, on behalf of the Authority, to approve Amendment No. 1 to increase the amount of Purchase Order Contract No. WRA-3435 with Lycott Environmental, Inc., Three-Year Contract to Provide Water Chestnut Control at the Sudbury Reservoir, in an amount not to exceed \$10,000, with no increase in contract term.

Information

Internal Audit Department Activities Report

John Mahoney, Director of Internal Audit, Brian Rozowsky, Assistant Director of Internal Audit, and Godfrey Ezeigwe, MWRA Financial and Administrative Manager, provided the Board with a report on the Internal Audit Department's activities.

Mr. Barrera asked if this reporting is being done by statute. Mr. Mahoney stated the Internal Audit Department was created within the Enabling Act that created the MWRA; the department reports to the Executive Director.

Mr. Carroll asked if an audit has been done on cell phone use. Mr. Mahoney stated that the Executive Office monitors cell phone bills. Mr. Ezeigwe added that the cost for the cell phones is \$85 per month (\$35 per month for voice alone). Mr. Laskey noted that employees can pay \$15 per month toward the cell phone and use it for personal use; that way they do not have to carry two phones. People that don't pay the \$15 per month have to reimburse the Authority for their personal calls.

Delegated Authority Report – July and August 2013

Director of Administration and Finance Rachel Madden highlighted the July and August 2013 delegated authority purchases.

Deputy Director of Administration and Finance Michele Gillen noted an error in the Staff Summary in regard to Contract 6975, Hultman Aqueduct Interconnections, Change Order 28, should have been a credit in the amount of \$763,596.10 instead of \$189,450 as was mistakenly listed.

Mr. Walsh questioned delegated spending of \$48,460.38 for preventative maintenance on laboratory organics instruments; he felt the price was high. Mr. Hornbrook responded that this spending was for preventative

maintenance on 12 highly technological pieces of equipment. Mr. Walsh said it may be helpful for future reports to include a more detailed explanation on the spending.

Mr. Barrera asked about a \$579,798.30 delegated authority purchase for a data backup storage system; he asked if equipment was being replaced. Mr. Murray stated that this system would eliminate tapes because tapes can fail. This system will allow for offsite storage of data in three locations (Chelsea, Deer Island and Southborough). Ms. Madden added that it is a “large ticket” item, but over the long-term, it will even out because of reduced costs elsewhere. The Authority currently pays for a backup service and those expenses will be going away.

FY2013 Fourth Quarter Orange Notebook

MWRA Chief Operating Officer Michael Hornbrook made a presentation on the FY2013 [Fourth Quarter Orange Notebook](#).

Board Member John Carroll asked if staff has seen any decline in flows to Deer Island with all the money being spent on Inflow/Infiltration (I/I). Mr. Hornbrook stated if you look back ten years, you will see a slight decline; however, the Authority now tries to keep more flows in the system rather than discharging them. Further, there are more people utilizing the wastewater system. All 43 wastewater communities are using the funds allocated to them through the I/I Program. Staff has not seen the flows increasing and one reason for that is the I/I Program.

Mr. Carroll asked if there would be any reason to increase the funds for the I/I Program. Mr. Hornbrook stated that \$40 million has been set aside for the assistance programs; however, with new regulations being implemented, the Board may want to increase that funding. He stated that MWRA staff will work with the Advisory Board’s Operations Committee to determine if an increase is warranted. Mr. Laskey stated that he believed an increase is needed. Mr. Hornbrook said staff will be before the Board with recommendations for the FY15 budget. Mr. Laskey noted that the funds are paid back and good projects are being funded with it.

Mr. Barrera requested that staff include in a future agenda some background information on the assistance programs. He noted that in the past, one Board member had been against the programs and now it seems this Board is all for them. Mr. Vitale noted that the MWRA has an outstanding bond rating and some cities and towns can’t borrow over time the way the MWRA can. Mr. Foti also noted that it is easier to gain community support for borrowing at zero interest. With this funding, the public works departments are not in competition with other departments within their community.

FY2013 Year-End Financial Update and Summary

Director of Administration and Finance Rachel Madden provided an FY2013 Year-End Financial Update and Summary to the Board.

Mr. Vitale asked what the criteria are when the MWRA sells its vehicles and who is the Authority allowed to sell the vehicles to. Deputy Director of Administration and Finance Michele Gillen stated that a staff committee first determines whether the vehicle can be reassigned within the agency and if not, it goes to auction. The Authority recently went from a “silent auction” to an “online auction” and saw a large increase with this new method.

Mr. Vitale questioned the “other materials” category, which increased by 26% from 2012 to 2013. Ms. Madden responded that the \$1.6 million Motorola radio purchase was the largest driver in that increase. Further, Mr. Vitale questioned why the pension line item increased by 43%. Ms. Madden stated that staff made an optional payment into the pension line item, in lieu of making a payment to Other Post-Employment Benefits (OPEB).

Mr. Vitale asked if an irrevocable trust had been established for the OPEB liability. Ms. Madden stated that a plan is in place to establish an OPEB trust after the pension line item has been fully funded, currently set for 2024; however, staff believes if the MWRA continues to make additional contributions to the pension fund, that date could be moved to 2018.

Mr. Vitale asked how often the OPEB liability is updated. Ms. Madden said the number is updated every two years. Additionally, the Retirement System does interim calculations as well.

2013 Harbor Beaches Summary

Staff provided the Board with a 2013 Harbor Beaches Summary, which can be viewed [here](#).

Mr. Barrera asked where the samples are taken. MWRA Biologist Kelly Coughlin stated that it would depend on the size of the beach but, generally, the samples are taken at wading depth.

Mr. Barrera asked what the health risk is in disregarding an advisory flag at the beach. Ms. Coughlin stated that the bacteria can cause a gastrointestinal illness; however, since the test results take 24 hours to come in, there is a chance that the issue may already be resolved even when a “red flag” is displayed.

Food Waste Disposal Guidance

A presentation was made on [Co-Digestion](#).

Mr. Carroll asked how the product will be brought to Deer Island; will it be trucked? Mr. Trubiano stated that two trucks per day will bring the treated product to Deer Island during the pilot program. The applicants need to make arrangements with the Town of Winthrop; the MWRA is not responsible until it reaches Deer Island. Mr. Laskey added that barging would have to be considered for larger quantities.

MWRA Advisory Board Executive Director Joseph Favaloro stated that the Advisory Board is interested in the results of the pilot program; however, this is the Commonwealth’s initiative. Unless this initiative is financially advantageous to the MWRA, the Advisory Board will not support it and will work against it.

Mr. Carroll asked what is wrong with putting food waste into landfills. Chairman Sullivan stated that the landfills are being filled up and this is a renewable benefit in terms of energy.

Mr. Berrara asked how long the pilot study will take. Deer Island Director Dan O’Brien stated it was a one to three-year study; however, if the results are steady, the pilot program could be truncated. Mr. Laskey added that there would have to be a substantial capital investment to go full steam ahead on this program. Mr. O’Brien added that it would be a \$25 million investment.

Mr. Favaloro stated that before the Board moves forward on this process, the MWRA should seek a “get out of jail free card” from EPA and DEP that during the pilot process, should something negative happen that can be attributed to the pilot, that the MWRA is held harmless and that no fines will be assessed to the MWRA. Chairman Sullivan said holding the MWRA harmless makes sense. This is beneficial re-use and it is more expensive to find landfill space and it is good environmental stewardship.

Mr. Favaloro stated that the regulators need to be on board in the beginning to protect the interests of the MWRA and the communities that are paying the bills.

Please click [here](#) to see the Advisory Board's position on Co-Digestion.

Update on Clinton Treatment Plant NPDES Permit

Deputy Chief Operating Officer Rick Trubiano provided the Board with a recap on the information found in the Staff Summary.

The 30-day review period runs from September 18 to October 17, 2013. The Authority staff will request an extended comment period (which is normally a 30-day extension) to allow for MWRA review of the significant EPA changes, and to allow sufficient time to report back to the Board.

To see previous Advisory Board actions related to the NPDES permit, please click [here](#) to see an extract from the minutes of the June 19, 2008 Advisory Board meeting.

This summary does not include every item discussed by the Board, nor the full extent of the discussions. Please contact Mary Ann McClellan at the Advisory Board office with questions, comments