



# MASSACHUSETTS WATER RESOURCES AUTHORITY

Charlestown Navy Yard  
100 First Avenue, Building 39  
Boston, MA 02129

Frederick A. Laskey  
Executive Director

## **BOARD OF DIRECTORS' MEETING**

Telephone: (617) 242-6000  
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*Chair:* K. Theoharides  
*Vice-Chair:* J. Carroll  
*Secretary:* A. Pappastergion  
*Board Members:*  
C. Cook  
P. Flanagan  
J. Foti  
B. Peña  
H. Vitale  
J. Walsh  
P. Walsh  
J. Wolowicz

### **To be Held on Wednesday, July 21, 2021**

**Location:** 100 First Avenue, 2<sup>nd</sup> Floor  
Charlestown Navy Yard  
Boston, MA 02120

**Time:** 1:00 p.m.

### **Also to be Held Virtually**

Pursuant to An Act Relative to Extending Certain COVID-19  
Measures Adopted During the State of Emergency.

### **WebEx Meeting Link for Attendees (Registration Required):**

<https://mwra.webex.com/mwra/onstage/g.php?MTID=e96a613400354a311e6f8925d6de409b1>

**Event number:** 179 182 2317    **Event password:** 72121

## **REVISED AGENDA (3)**

- I. **APPROVAL OF MINUTES**
- II. **REPORT OF THE CHAIR**
- III. **REPORT OF THE EXECUTIVE DIRECTOR**
- IV. **WASTEWATER POLICY & OVERSIGHT**
  - A. **Information**
    1. Recent Storm Impacts on MWRA's Wastewater System
- V. **WATER POLICY & OVERSIGHT**
  - A. **Information**
    1. Project Update: Section 22 Rehabilitation Alternatives Analysis and Environmental Permitting: Black & Veatch Corporation, Contract 7155
  - B. **Contract Awards**
    1. Carroll Water Treatment Plant SCADA System Improvements - Construction: LeVangie Electric Co., Inc. Contract 7582

**VI. PERSONNEL & COMPENSATION**

**A. Approvals**

1. PCR Amendments – July 2021
2. Appointment of Program Manager, Design, Tunnel
3. Appointment of Community Relations Coordinator, Public Affairs
4. Appointment of Director, TRAC, Operations
5. Appointment of Program Manager, Wastewater, Operations

**VII. ADMINISTRATION, FINANCE & AUDIT**

**A. Information**

1. Delegated Authority Report – June 2021

**B. Approvals**

1. Approval of Amendment 3 to Memorandum of Understanding with Massachusetts Department of Fish and Game for Public Access Fishing Pier at Deer Island

**C. Contract Awards**

1. 42 Cisco Switches, Installation Services and a Five-Year Maintenance Service Agreement: ePlus Technology, Inc. WRA-4985Q, State Contract ITT50

**VIII. CORRESPONDENCE TO THE BOARD**

**IX. OTHER BUSINESS**

**X. EXECUTIVE SESSION**

- i. Approval of June 23, 2021 Executive Session Minutes

**A. Litigation**

1. HEEC Cable Update and Approval to Make Additional Contribution in Aid of Construction Payments: DPU Final Tariff Addendum; United States of America and Massachusetts Port Authority v. NSTAR Electric, MWRA, C.A. No. 16-11470-RGS
2. Janet DiGregorio, et al. v. Griffin Way, LLC v. MWRA, Suffolk Superior Court, Civil Action No. 2084-CV-02429-K, Settlement Authority

**B. Collective Bargaining**

1. Collective Bargaining Update

C. Real Estate

1. Acquisition of Land for Tunnel Redundancy Program  
(materials to follow)

XI. ADJOURNMENT

# MASSACHUSETTS WATER RESOURCES AUTHORITY

Meeting of the Board of Directors

June 23, 2021

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A meeting of the Massachusetts Water Resources Authority (“MWRA”) Board of Directors was held on June 23, 2021. The meeting was conducted at MWRA’s headquarters at 100 First Avenue, Boston, Massachusetts, and also virtually pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency. Chair Theoharides (remote participation) presided. Also present from the Board, in addition to the Chair, were Ms. Wolowicz (remote participation) and Messrs. Carroll, Cook (remote participation), Foti, Pappastergion, Peña (remote participation), J. Walsh and P. Walsh. Messrs. Flanagan and Vitale were absent. MWRA staff participants at MWRA’s headquarters included: Frederick Laskey, Executive Director; Carolyn Francisco Murphy, General Counsel; David Coppes, Chief Operating Officer; Carolyn Fiore, Deputy Chief Operating Officer; Thomas Durkin, Director of Finance; Michele Gillen, Director of Administration; Patterson Riley, Special Assistant, Affirmative Action and Assistant Secretaries Ria Convery and Kristin MacDougall. Joseph Favaloro, MWRA Advisory Board, was also present at MWRA headquarters. MWRA staff in attendance virtually included: Matthew Horan, Deputy Director, Finance/Treasurer; Paula Weadick, Director, MIS; Sean Navin, Director, Intergovernmental Affairs; David Duest, Director, Deer Island; Marty McGowan, Construction Coordinator, Engineering and Construction; John Colbert, Chief Engineer; and, Andrea Murphy, Director, Human Resources. Vandana Rao, EEA, and WSCAC representatives Lexi Dewey and Whitney Beals were also in attendance virtually.

Chair Theoharides called the meeting to order at 12:03pm. MWRA General Counsel Francisco Murphy took roll call of Board Members in attendance. Board members who were participating virtually indicated such during the roll call. The Chair announced that with the exception of Executive Session, the meeting was open to the public either at MWRA’s headquarters or virtually, via a link posted on MWRA’s website ([www.mwra.com](http://www.mwra.com)). She also announced that the meeting would be recorded, and that the agenda and meeting materials were available on MWRA’s website.

All motions were individually made and presented for discussion and deliberation. MWRA General Counsel Francisco Murphy explained that all motions would be individually presented and given an opportunity for discussion and deliberation; further, that after discussion and deliberation, any Board member could request an individual roll call vote on that motion, where Board Members could vote affirmatively or in the negative, or abstain from voting. She also said that if no request for an individual vote were made or concerns raised, the motion would advance for an omnibus roll call vote at the conclusion of all the presentations.

## APPROVAL OF MAY 26, 2021 MINUTES

A motion was duly made and seconded to approve the minutes of the Board of Directors’ meeting of May 26, 2021. Chair Theoharides called for any questions, discussion or objections. Hearing none, the Chair referred the motion to an omnibus roll call vote. (Ref. I)

### REPORT OF THE CHAIR

Chair Theoharides reported on the Commonwealth's drought conditions, which had been improving with the exception of groundwater in certain regions, including Cape Cod. She then updated Board Members on American Rescue Plan Act (ARPA) funding, noting that Governor Baker submitted his spending plan for ARPA federal stimulus money to the legislature. Chair Theoharides announced that Baker-Polito administration's funding proposal includes \$800 million for critical environmental initiatives including clean water infrastructure, recreation and open spaces (including watershed protection lands), and climate resilient infrastructure. (Ref. II)

### REPORT OF THE EXECUTIVE DIRECTOR

Mr. Laskey announced that MWRA won the American Water Works Association's "Best of the Best" drinking water taste test award for 2021. He updated Board Members on the MWRA's Metropolitan Water Tunnel Program and invited Board Members to attend a dedication ceremony for the Deer Island Fishing Pier on June 24, 2021. (Ref. III)

### ADMINISTRATION, FINANCE AND AUDIT

(In Committee Chair Vitale's absence, Chair Theoharides temporarily led the items for presentation.)

#### Information

##### Delegated Authority Report – May 2021

MWRA Director of Administration Michele Gillen invited questions or comments from Board Members. Hearing none, Chair Theoharides proceeded to the next agenda item. (ref. IV A.1)

##### FY21 Financial Update and Summary as of May 2021

MWRA Finance Director Tom Durkin summarized financial results and variance highlights through May 2021, comparing actual spending to the budget. Highlights included direct and indirect expenditures, observations and predictions about variable rate debt stability, and unexpected expenditures for computer hardware needed for remote work during the COVID-19 pandemic. The Board requested additional financial information about the HEEC Cross-Harbor Cable replacement. Mr. Durkin replied that the MWRA budget includes funds and reserves for HEEC-related costs. Mr. Laskey advised that MWRA staff would prepare a staff summary for a future meeting. (Ref. IV A.2)

(Board Member Cook assumed the role of Acting Committee Chair.)

#### Approvals

##### FY22 Capital Improvement Program

A motion was duly made and seconded to approve the FY22 Final Capital Improvement Program with a total budget of \$207.8 million for FY22, including \$164.8 million in project spending and \$43.0 million in community assistance.

MWRA Finance Director Tom Durkin summarized the proposed FY22 Capital Expense Budget for Board Members, including a description of the budget preparation and approval process;

actual FY19 and FY20 spending; projected FY21 spending and proposed FY22 spending. He thanked MWRA Advisory Board staff for their comments and recommendations.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. IV B.1)

#### Final FY22 Current Expense Budget

A motion was duly made and seconded to adopt the Final FY22 Current Expense Budget set forth in Attachments A and B to the June 23, 2021 Staff Summary as presented and filed with the records of the meeting, with current revenue and expense of \$812,997,202.00; and, further, to adopt the Final FY22 Operating Budget (Trustee's Budget) set forth in Attachment C to the June 23, 2021 Staff Summary presented and filed with the records of the meeting.

MWRA Finance Director Tom Durkin summarized the proposed FY22 Current Expense Budget (CEB) for Board Members, including a proposed increase of 2.95% to expenses and related factors such as revenue, community assessments, rate stabilization and reserves.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. IV B.2)

#### Final FY22 Water and Sewer Assessments

A motion was duly made and seconded to adopt the following, effective July 1, 2021: water system assessments of \$277,415,068.00 and sewer system assessments of \$514,668,932.00 for FY22; FY22 sewer assessments of \$500,000.00 for the Town of Clinton and \$443,883.00 for the Lancaster Sewer District; an FY22 charge to the City of Worcester of \$190,780.00 representing approximately 7.9% of the direct operating expenses for the Clinton Wastewater Treatment Plant; FY22 water assessments of \$3,600,383.00 for the City of Chicopee; \$797,235.00 for South Hadley Fire District #1, and \$872,559.00 for the Town of Wilbraham; a wholesale water rate of \$4,387.28 per million gallons; and, a retail sewer rate of \$7,784.31 per million gallons.

MWRA Finance Director Tom Durkin summarized the process and strategies used to develop proposed FY22 water and sewer assessments, including the year-over-year increase to the assessment on a combined basis; and further detailed the projected combined rates, at a utility level, through FY26 at under 4%.

Board Member Carroll noted that the proposed motion should be more specific regarding individual communities' assessments. MWRA Executive Director Laskey recommended that the motion be amended for clarity. MWRA General Counsel Francisco Murphy recommended that the motion be amended to add the following:

*further to adopt the FY22 Water and Sewer Assessment, Charges, and Rates, effective July 1, 2021, as described and set forth in the June 23, 2021 Staff Summary, including Attachments 1, 2 and 3 thereto, as presented to the Board and filed with the records of the meeting.*

A motion was duly made and seconded to approve the amendment to the motion as read.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the amended motion as read to an omnibus roll call vote. (ref. IV B.3)

### Contract Awards

#### Investment Banking Services: MWRA Contract F263

A motion was duly made and seconded to approve the recommendation of the Consultant Selection Committee to select the investment banking firms fees, as identified and listed in the June 23, 2021 Staff Summary presented and filed with the records of the meeting, to serve as underwriters for fixed rate bond issues and to authorize the Executive Director, on behalf of the Authority, to enter into agreements with the selected firms; and, further, to approve the recommendation of the Consultant Selection Committee that Citigroup Global Markets, Inc., as first ranked, serve as senior manager for the next fixed rate bond transaction and, for subsequent transactions; it is the intent to assign senior managers in rotation based on the Selection Committee's ranking order, provided there are no material changes to the firm or in markets conditions.

MWRA Finance Director Tom Durkin outlined the MWRA's use of banking services in Authority borrowing through the issuance of bonds. MWRA Deputy Director of Finance/Treasurer Matthew Horan summarized the proposed contract's scope and the procurement process including a short listing of the 25 proposals received, and the basis for selection and recommendation by the Section Committee. Mr. Horan also noted that the team should give MWRA access to institutional and retail markets and a strong ability to place MWRA bonds going forward.

(Board Members Foti and Wolowicz joined the meeting during the summary.)

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. IV C.1)

#### Maximo Lawson Interface Enhancements: Starboard Consulting, LLC, Contract 7649

A motion was duly made and seconded to approve the recommendation of the Consultant Selection Committee to award Contract 7649, Maximo Lawson Interface Enhancements, to Starboard Consulting, LLC, and to authorize the Executive Director, on behalf of the Authority, to execute said contract in an amount not to exceed \$1,184,000.00, for a contract term of 18 months from the Notice to Proceed.

MWRA MIS Director Paula Weadick summarized the procurement selection process for the Board and the scoring by the Section Committee members, noting that the recommended firm, Starboard Consulting, LLC, at the highest proposed cost, was selected because it was expected to provide the best overall, long-term value to the Authority. Upon questioning from the Board, Ms. Weadick further explained that Starboard Consulting, LLC's technical approach most closely corresponded to the Request for Proposal's stated preferences and would simplify anticipated upgrades.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. IV C.2)

### WASTEWATER POLICY AND OVERSIGHT

(In Committee Chair Flanagan's absence, Board Member John Walsh served as Acting Committee Chair.)

#### Contract Awards

##### Wastewater Advisory Committee Contract

A motion was duly made and seconded to authorize the Executive Director, on behalf of the Authority, to execute a contract with the Wastewater Advisory Committee, substantially in the form attached to the June 23, 2021 Staff Summary presented and filed with the records of the meeting, for a term of one year, from July 1, 2021 to June 30, 2022, for a total contract cost of \$77,798.00.

MWRA Intergovernmental Affairs Director Sean Navin summarized the terms of the proposed contract, which includes a 3.4% increase from FY21 due to increases in healthcare expenses, small increases in hourly salaries and other reimbursable expenses.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. V A.1)

##### Removal, Disposal, and Replacement of Odor Control Wet Scrubber Plastic Packing Media and Mist Eliminators at the Deer Island Treatment Plant Carbon Filtration Systems, Inc., Bid WRA-4950

A motion was duly made and seconded to approve the award of Purchase Order Contract WRA-4950 for the removal, disposal, and replacement of scrubber plastic packing media and mist eliminators at the Deer Island Treatment Plant to the lowest responsive bidder, Carbon Filtration Systems, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said purchase order contract in an amount not to exceed \$325,000.00, for a contract term of nine months from the Notice to Proceed.

MWRA Deer Island Wastewater Treatment Plant Director David Duest gave a presentation that explained MWRA's Title V Air Permit requirement and included an overview of the functions of odor control facilities, wet scrubbers, plastic packing media and mist eliminators, the scope of work for the contract and the bid results. Mr. Duest noted the Engineer's Estimate of \$324,323, a difference of 0.2% from Carbon Filtration's bid. The Board requested a cost comparison between contacts in future staff summaries for these services.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. V A.2)



Centrifuge Services, Deer Island Treatment Plant: Alfa Laval, Inc. Contract S601

A motion was duly made and seconded to approve the award of Contract S601, Centrifuge Services, Deer Island Treatment Plant, to the lowest responsive bidder, Alfa Laval, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said contract in the bid amount of \$599,150.00, for a contract term of 1,095 calendar days from the Notice to Proceed.

MWRA Deer Island Wastewater Treatment Plant Director Duest gave a presentation that explained the proposed contract scope of work and duration, the functions, operations and use of Deer Island's Centrifuges, staff day-to-day maintenance tasks and monitoring work on the Centrifuges, and the bid results noting that the lowest responsive bidder, Alfa Laval, is the OEM and that the bids indicate tight and aggressive pricing among the bidders.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. V A.3)

Contract Amendments/Change OrdersChelsea Creek Headworks Upgrade: BHD/BEC 2015, A Joint Venture Contract 7161, Change Order 47

A motion was duly made and seconded to authorize the Executive Director, on behalf of the Authority, to approve Change Order 47 to Contract 7161, Chelsea Creek Headworks Upgrade, with BHD/BEC 2015, A Joint Venture for a lump sum amount of \$72,769.00, increasing the contract amount from \$85,081,020.06 to \$85,153,789.06, with no increase in contract term; and, further, to authorize the Executive Director to approve additional change orders as may be needed to Contract 7161 in an amount not to exceed the aggregate of \$250,000, in accordance with the Management Policies and Procedures of the Board of Directors.

MWRA Construction Coordinator Marty McGowan gave a presentation to Board Members about the need for the proposed Change Order, including measures to correct an omission relating to the odor control fan sensing line and necessary revisions relating to the communication shelter's stairs. Mr. McGowan noted key elements of the project relating to sea rise including provisions to withstand a 100-year flood plus 2.5 feet, 4-5 feet of elevation to withstand floodwaters and flood barriers. Mr. McGowan's presentation concluded with an overview of project construction progress to date and the current target for substantial completion of July 2021.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. V B.1)

Nut Island Headworks Odor Control and HVAC Improvements Inspections, Evaluations, Design, Construction Administration and Resident Engineering Services: Hazen and Sawyer, P.C. Contract 7517, Amendment 3

A motion was duly made and seconded to authorize the Executive Director, on behalf of the Authority, to approve Amendment 3 to Contract 7517, Nut Island Headworks Odor Control and HVAC Improvements Inspections, Evaluations, Design, Construction Administration and Resident

Engineering Services, with Hazen and Sawyer, P.C., to increase the contract amount by \$836,304.00 from \$7,529,643.51 to \$8,365,947.51 with no increase in contract term.

MWRA Chief Engineer John Colbert gave a presentation to the Board that included an overall progress update, a summary of the proposed Amendment requesting an increase in contract hours for contract submittals due to temporary systems, sequencing, and instrumentation and controls; RFIs due to sequencing and complexity of construction in an operating facility; and more frequent meetings to improve coordination between the contractor, MWRA and consultant.

The Board questioned Mr. Colbert regarding the three amendments to the contract, and the 700-day extension and contract duration. Mr. Colbert provided information regarding the first Amendment for additional resident inspection and engineering services due to the complexity of the project, and the second Amendment for increased contractor submittals. Mr. Colbert also provided information related to the extended construction period, including the development of the work and sequencing by the designer during the design. The Board noted that the project was 33% complete at 19% over budget, and questioned what was expected going forward. Mr. Colbert noted that the numbers should carry to the end of the project for contractor submittals and requests for information, and that there are no other Amendments currently requested by the project consultant. The Board asked about the status of construction and anticipated change orders. MWRA Chief Operating Officer Dave Coppes provided information regarding the percentage of change orders and job completion to date, and noted the possibility that contractor requests for information may result in additional changes, but MWRA staff would do their best to work with the contractor to identify any issues early to keep changes to a minimum.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. V B.2)

## WATER POLICY AND OVERSIGHT

### Information

#### Green Forestry Certification

MWRA Director of Planning and Sustainability Steve Estes-Smargiassi described the general purpose and objectives of green watershed forestry. Water Supply citizens Advisory Committee (WSCAC) Executive Director Lexi Dewey and member Whitney Beals gave a presentation on the benefits of Green Forestry Certification for DCR watershed lands, the reasons for WSCAC's support of the program, and the history of DCR participation in the program.

Board Member Wolowicz expressed support for Green Forestry recertification. The Board asked staff to elaborate on the lapse of the Commonwealth's certification in 2009. Mr. Estes-Smargiassi explained there were a number of questions from the certifiers during the statewide recertification; that the state chose not to finalize recertification; and when state did not recertify statewide, the watershed portion was dropped as well. Mr. Beals noted that the FSC is in the process of developing specific, helpful recommendations for watershed forest management.

Hearing no further questions, discussion or objections, Committee Chair Peña proceeded to the next agenda item. (ref. VI A.1)

### Contract Awards

#### Water Supply Citizens Advisory Committee Contract

A motion was duly made and seconded to authorize the Executive Director, on behalf of the Authority, to execute a contract with the Water Supply Citizens Advisory Committee, substantially in the form attached to the June 23, 2021 Staff Summary presented and filed with the records of the meeting, for a one-year period beginning July 1, 2021 to June 30, 2022, with a total contract cost of \$114,120.00.

MWRA Intergovernmental Affairs Director Sean Navin summarized the terms of the proposed FY22 contract, which includes an increase of 3.3% over the FY21 contract due to increases in health insurance, hourly wages and other expenses.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. VI B.1)

#### Low Service PRV Improvements Resident Engineering and Inspection Services: CDM Smith Inc., Contract 7674

A motion was duly made and seconded to approve the recommendation of the Consultant Selection Committee to award Contract 7674, Low Service PRV Improvements Resident Engineering and Inspection Services to CDM Smith Inc. and authorize the Executive Director, on behalf of the Authority, to execute said contract in an amount not to exceed \$718,080.00 for a contract term of 24 months from the Notice to Proceed.

MWRA Chief Engineer John Colbert gave a presentation that included a summary of the contract and an overview of the project. He also provided the proposal results and explained that the recommendation was based on the firm's experience and strong references on similar projects.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. VI B.2)

### PERSONNEL AND COMPENATION

#### Information

#### Diversity, Equity, and Inclusion Workgroup Update

MWRA Executive Director Laskey was joined by MWRA Special Assistant for Affirmative Action Patterson Riley and Director of Administration Michele Gillen. Mr. Laskey discussed the hard work at the Authority on DEI issues including in the areas of affirmative action, contracting and pay equity. He described the DEI committee that was created to continue in those efforts, and noted the importance of the keeping the Board informed on their efforts. Mr. Riley thanked Board Members and Mr. Laskey for their continued support of MWRA DEI initiatives. Mr. Riley introduced the members of the MWRA DEI workgroup. He noted recent progress made by the workgroup, including the development of a DEI mission statement, an association with Madison Park

Vocational High School, a mentoring program, a Diversity, Equity and Inclusion and Respect in the Workplace training program, and DEI-minded view on finance policies. Ms. Gillen presented the results of the DEI survey, noting its high response rate of over 40%. She noted that the survey results reflect the hard work on the issues as well as opportunities to improve going forward including in professional advancement opportunities, mentoring programs, the promotion of cultural awareness, and diversity in contract awards. Ms. Gillen noted that initiatives were underway to address these opportunities. Chair Theoharides thanked Mr. Laskey and MWRA staff for their work toward DEI. She expressed the need for Board Members to consider ways to support DEI at MWRA and internally as a Board. Board members echoed the Secretary's comments. There was Board discussion concerning the participation and satisfaction rate and results. Mr. Laskey invited Board Members to participate in an upcoming DEI training. (ref. VII A.1)

(Ms. Wolowicz left the meeting during the discussion due, in part, to technical difficulties, and Mr. Foti presented the remainder of the items in her absence.)

### Approvals

#### PCR Amendments – June 2021

A motion was duly made and seconded to approve the amendment to the Position Control Register as presented and filed with the records of the meeting.

MWRA Director of Human Resources Andrea Murphy summarized the proposed Amendment to add a new Associate General Counsel, Environmental and Energy position.

The Board requested a description of this position's responsibilities. MWRA General Counsel Francisco Murphy responded that this position will fill a need in the Law Department for assistance in the specialized area of environmental and energy law and provided a summary of the work of the position.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. VII B.1)

#### Appointment of Manager, Wastewater Operations

A motion was duly made and seconded to approve the appointment of Mr. Chad Whiting to the position of Manager, Wastewater Operations (Non Union, Grade 14), in the Wastewater Operations Department, at an annual salary of \$136,000, commencing on a date to be determined by the Executive Director.

MWRA Human Resources Director Andrea Murphy summarized the proposed candidate's work history, experience, education and qualifications.

The Board noted that only two candidates had applied for this position and asked how MWRA recruits potential employees. Ms. Murphy responded that MWRA uses Applicant Pro, an online application system that forwards external job postings to a number of websites including Indeed

and Glassdoor. MWRA Executive Director Laskey and Chief Operating Officer David Coppes noted that recruitment had been an ongoing challenge recently. Mr. Coppes also noted that MWRA recruits through professional organizations.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she Hearing no further questions, discussion or objections, Chair Theoharides advanced the motion to an omnibus roll call vote. (ref. VII B.2)

#### Appointment of Associate General Counsel, Environmental and Energy

A motion was duly made and seconded to approve the appointment of Mr. Michael J. Altieri to the position of Associate General Counsel, Environmental and Energy, Law Division (Non-Union, Grade 15) at an annual salary of \$140,000.00, commencing on a date to be determined by the Executive Director.

MWRA Human Resources Director Andrea Murphy summarized the proposed candidate's work history, experience, education and qualifications.

The Board asked about the candidate's employment history. MWRA General Counsel Francisco Murphy explained the candidate's employment history from his last position at MWRA to his current position in private practice.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. VII B.3)

#### FY22 Non-Union Compensation and Extension of Employment Contract, Director Tunnel Redundancy Program

A motion was duly made and seconded to authorize the Executive Director to implement a 3.0% across-the-board compensation adjustment for non-union managers effective with the first FY22 payroll; further, to approve a revision to the non-union salary ranges for FY22 as presented in Attachment A to the June 23, 2021 Staff Summary and filed with the records of the meeting; and, that the Board of Directors adopt the Executive Director's performance rating of Excellent for Kathleen M. Murtagh, Director Tunnel Redundancy Program, for FY19-21 and extend the term of her employment agreement to June 3, 2024.

Chair Theoharides asked if there was any further discussion, or objections. Hearing none, she advanced the motion to an omnibus roll call vote. (ref. VII B.4)

#### OMNIBUS ROLL CALL VOTE

Chair Theoharides called for an omnibus roll call vote on the motions made and seconded.

An omnibus roll call vote was taken in which the members were recorded as follows:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Theoharides		
Carroll		

<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Cook		
Foti		
Pappastergion		
Peña		
J. Walsh		
P. Walsh		

Voted: to approve the minutes of the Board of Directors' meeting of May 26, 2021. (ref. I);  
Further, voted: to approve the FY22 Final Capital Improvement Program with a total budget of \$207.8 million for FY22 including \$164.8 million in project spending and \$43.0 million in community assistance. (ref. IV B.1);

Further, voted: to adopt the Final FY22 Current Expense Budget set forth in Attachments A and B to the June 23, 2021 Staff Summary as presented and filed with the records of the meeting, with current revenue and expense of \$812,997,202.00; and, further, voted: to adopt the Final FY22 Operating Budget (Trustee's Budget) set forth in Attachment C to the June 23, 2021 Staff Summary presented and filed with the records of the meeting. (ref. IV B.2);

Further voted: to adopt the following, effective July 1, 2021: water system assessments of \$277,415,068.00 and sewer system assessments of \$514,668,932.00 for FY22; FY22 sewer assessments of \$500,000.00 for the Town of Clinton and \$443,883.00 for the Lancaster Sewer District; an FY22 charge to the City of Worcester of \$190,780.00 representing approximately 7.9% of the direct operating expenses for the Clinton Wastewater Treatment Plant; FY22 water assessments of \$3,600,383.00 for the City of Chicopee; \$797,235.00 for South Hadley Fire District #1, and \$872,559.00 for the Town of Wilbraham; a wholesale water rate of \$4,387.28 per million gallons; and, a retail sewer rate of \$7,784.31 per million gallons; and further to adopt the FY22 Water and Sewer Assessment, Charges, and Rates, effective July 1, 2021, as described and set forth in the June 23, 2021 Staff Summary, including Attachments 1, 2 and 3 thereto, as presented to the Board and filed with the records of the meeting. (ref. IV B.3);

Further voted: to approve the recommendation of the Consultant Selection Committee to select the investment banking firms fees, as identified and listed in the June 23, 2021 Staff Summary presented and filed with the records of the meeting, to serve as underwriters for fixed rate bond issues and to authorize the Executive Director, on behalf of the Authority, to enter into agreements with the selected firms; and, further, voted: to approve the recommendation of the Consultant Selection Committee that Citigroup Global Markets, Inc., as first ranked, serve as senior manager for the next fixed rate bond transaction and, for subsequent transactions, it is the intent to assign senior managers in rotation based on the Selection Committee's ranking order, provided there are no material changes to the firm or in markets conditions. (ref. IV C.1);

Further, voted: to approve the recommendation of the Consultant Selection Committee to award Contract 7649, Maximo Lawson Interface Enhancements, to Starboard Consulting, LLC, and to authorize the Executive Director, on behalf of the Authority, to execute said contract in an amount not to exceed \$1,184,000.00, for a contract term of 18 months from the Notice to Proceed. (ref. IV C.2);

Further, voted: to authorize the Executive Director, on behalf of the Authority, to execute a contract with the Wastewater Advisory Committee, substantially in the form attached to the June

23, 2021 Staff Summary presented and filed with the records of the meeting, for a term of one year, from July 1, 2021 to June 30, 2022, for a total contract cost of \$77,798.00. (ref. V A.1);

Further, voted: to approve the award of Purchase Order Contract WRA-4950 for the removal, disposal, and replacement of scrubber plastic packing media and mist eliminators at the Deer Island Treatment Plant to the lowest responsive bidder, Carbon Filtration Systems, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said purchase order contract in an amount not to exceed \$325,000.00, for a contract term of nine months from the Notice to Proceed. (ref. V A.2);

Further, voted: to approve the award of Contract S601, Centrifuge Services, Deer Island Treatment Plant, to the lowest responsive bidder, Alfa Laval, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said contract in the bid amount of \$599,150.00, for a contract term of 1,095 calendar days from the Notice to Proceed. (ref. V A.3);

Further, voted: to authorize the Executive Director, on behalf of the Authority, to approve Change Order 47 to Contract 7161, Chelsea Creek Headworks Upgrade, with BHD/BEC 2015, A Joint Venture for a lump sum amount of \$72,769.00, increasing the contract amount from \$85,081,020.06 to \$85,153,789.06, with no increase in contract term; and, further, voted: to authorize the Executive Director to approve additional change orders as may be needed to Contract 7161 in an amount not to exceed the aggregate of \$250,000, in accordance with the Management Policies and Procedures of the Board of Directors. (ref. V B.1);

Further, voted: to authorize the Executive Director, on behalf of the Authority, to approve Amendment 3 to Contract 7517, Nut Island Headworks Odor Control and HVAC Improvements Inspections, Evaluations, Design, Construction Administration and Resident Engineering Services, with Hazen and Sawyer, P.C., to increase the contract amount by \$836,304.00 from \$7,529,643.51 to \$8,365,947.51 with no increase in contract term. (ref. V B.2);

Further, voted: to authorize the Executive Director, on behalf of the Authority, to execute a contract with the Water Supply Citizens Advisory Committee, substantially in the form attached to the June 23, 2021 Staff Summary presented and filed with the records of the meeting, for a one-year period beginning July 1, 2021 to June 30, 2022, with a total contract cost of \$114,120.00. (ref. VI B.1);

Further, voted: to approve the recommendation of the Consultant Selection Committee to award Contract 7674, Low Service PRV Improvements Resident Engineering and Inspection Services to CDM Smith Inc. and authorize the Executive Director, on behalf of the Authority, to execute said contract in an amount not to exceed \$718,080.00 for a contract term of 24 months from the Notice to Proceed. (ref. VI B.2);

Further, voted: to approve the amendment to the Position Control Register as presented and filed with the records of the meeting. (ref. VII B.1);

Further, voted: to approve the appointment of Mr. Chad Whiting to the position of Manager, Wastewater Operations (Non Union, Grade 14), in the Wastewater Operations Department, at an annual salary of \$136,000, commencing on a date to be determined by the Executive Director. (ref. VII B.2);

Further, voted: to approve the appointment of Mr. Michael J. Altieri to the position of Associate General Counsel, Environmental and Energy, Law Division (Non-Union, Grade 15) at an annual salary of \$140,000.00, commencing on a date to be determined by the Executive Director. (ref. VII B.3); and,

Further, voted: to authorize the Executive Director to implement a 3.0% across-the-board compensation adjustment for non-union managers effective with the first FY22 payroll; and, further, voted: to approve a revision to the non-union salary ranges for FY22 as presented in Attachment A to the June 23, 2021 Staff Summary and filed with the records of the meeting; and, further, voted: that the Board of Directors adopt the Executive Director's performance rating of Excellent for Kathleen M. Murtagh, Director Tunnel Redundancy Program, for FY19-21 and extend the term of her employment agreement to June 3, 2024. (ref. VII B.4).

(Chair Theoharides left the meeting after the Omnibus Roll Call Vote and Vice Chair Carroll chaired the remainder of the meeting.)

### EXECUTIVE SESSION

Vice Chair Carroll moved that the Board enter Executive Session to discuss real estate and litigation since discussion in Open Session may have a detrimental effect upon the negotiating position of the Authority; further, to not return to Open Session and to adjourn the meeting from Executive Session.

MWRA General Counsel Francisco Murphy announced that under the Open Meeting Law, at the start of an Executive Session, members who are participating remotely must state that no other person is present or able to hear the discussion at their remote locations, and that a response of "yes" to the Roll Call to enter Executive Session for Board members who are participating remotely when their names are called would be deemed their statements that no other person is present or able to hear the Executive Session discussion at their remote locations.

(Mr. Cook left the meeting after the announcement.)

Upon a motion duly made and seconded, a roll call vote was taken in which the members were recorded as follows:

<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Carroll		
Foti		
Pappastergion		
Peña		
J. Walsh		
P. Walsh		

Voted: to enter Executive Session to discuss real estate and litigation and to adjourn the meeting from Executive Session.

\*\*\* EXECUTIVE SESSION \*\*\*

The meeting entered Executive Session at 1:59pm and adjourned at 2:28pm.




Approved: July 21, 2021

Attest:

\_\_\_\_\_  
Andrew M. Pappastergion, Secretary

## STAFF SUMMARY


**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** Recent Storm Impacts on MWRA's Wastewater System

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**COMMITTEE:** Wastewater Policy & Oversight

INFORMATION  
 VOTE

David F. Duest, Director, Deer Island  
Charles B. Ryan, Director, Wastewater O&M  
Lisa Bina, P.E., Deputy Director, Waterworks  
Preparer/Title

  
David W. Coppes, P.E.  
Chief Operating Officer

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### RECOMMENDATION:

For information only.

### DISCUSSION:


MWRA's wastewater system was impacted by a series of wet weather storm events during a 13-day period between June 30 and July 12, 2021 with the system experiencing a rainfall total of more than 11 inches. The following table summarizes the rainfall measured during each storm at MWRA's Ward Street Headworks centrally located within the wastewater collection system:

<u>Storm Period</u>	<u>Rainfall Total</u>
June 30	0.40 inches
July 1-2	3.46 inches
July 3-4	2.21 inches
July 6	0.17 inches
July 8	0.51 inches
July 9	2.89 inches
July 11-12	<u>1.53 inches</u>
	11.17 inches

The average yearly precipitation in the metropolitan Boston area is approximately 43 inches, which is typically well distributed throughout the year. This 13-day period represents a quarter of the rainfall expected in an entire year. The limited duration between storm events reduced the ability of the wastewater system to fully recover prior to the onset of the next rain event. These storms resulted in Chelsea Creek, Ward Street and Columbus Park Headworks choking with several CSO facilities activating for longer than normal durations and during the July 9<sup>th</sup> event the system experienced a number of sanitary sewer overflows (SSOs.) Flows in the South System remained high throughout the duration with flows close to capacity during the July 9<sup>th</sup> event.

Staff will provide a presentation showing the equipment issues and operational challenges dealt with by staff as these storm events impacted the MWRA wastewater system.

## STAFF SUMMARY


**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** Project Update: Section 22 Rehabilitation Alternatives Analysis and Environmental Permitting  
Black & Veatch Corporation; Contract 7155

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**COMMITTEE:** Water Policy & Oversight

INFORMATION  
 VOTE

John P. Colbert, P.E., Chief Engineer  
Paul T. Rullo, P.E., Program Manager  
Preparer/Title

  
David W. Coppes, P.E.  
Chief Operating Officer

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*On July 17, 2019, the Board of Directors voted to award Contract 7155, Section 22 Rehabilitation Alternatives Analysis and Environmental Permitting, to Black & Veatch Corporation in the amount of \$2,870,000 for a contract term of 36 months from the Notice to Proceed. At the Board's request following the notice to proceed, MWRA staff are providing quarterly updates of the project status, including pipeline condition activities completed in the last quarter and the planned activities for the next quarter. At the Board's request following the notice to proceed, MWRA staff have provided quarterly updates of the project status. Since field program data collection and analysis is essentially complete and a recommended improvement plan has been drafted, this should be the last quarterly update for this project. Should any substantial change result from the permitting process, staff will return to the Board with a final update.*

### RECOMMENDATION:

For information only.

### DISCUSSION:

During the previous quarter, the focus of the project has been the development of the draft Alternative Concepts Report and the Draft Environmental Assessment. The geotechnical data, pipeline condition information, corrosion analysis, hazardous materials information and hydraulic evaluation performed earlier in this project was used to establish the recommended construction alternatives. The recommended construction alternative is shown on attached Figure 1 for the Area of Critical Environmental Concern (ACEC) in the north and the remainder of the project to the south.

MWRA is currently investigating whether any Massachusetts Environmental Policy Act (MEPA) thresholds will be triggered by the recommended construction alternative, which would require MWRA to file an Environmental Notification Form and/or Environmental Impact Report.

The recommended construction alternative for the entire project includes 48-inch diameter ductile iron water main replacement, sliplining 48-inch diameter water main with 40-inch diameter steel pipe, and cleaning and lining existing 24-inch diameter and 48-inch diameter water mains. This combination of construction methods provides a reasonably priced and reliable project that minimizes environmental impact. The cost of the recommended construction alternative is estimated to be \$26 million.

A pipeline condition assessment was completed for the 600-foot-long Neponset River Crossing within the ACEC. The existing concrete lined and encased piping and its structural wood pile foundation were found to be in good condition and therefore rehabilitation of this segment is not recommended at this time. If this crossing were to be completed by horizontal direction drilling, the construction planning cost is estimated to be \$10 million. In addition to the Neponset River crossing, the pipeline condition assessment was used to identify other long segments of piping that could be rehabilitated. Typically, if the pipe is structurally sound, rehabilitation is preferred over pipeline replacement because of the lower construction cost and community impacts, but for this project it has the added benefit of minimizing short-term environmental impacts to the ACEC compared to that of pipeline replacement. If these pipelines had all been found to be in poor condition, the construction cost to replace all 21,000 linear feet, including the Neponset River Crossing, would have been approximately \$50 million.

Staff recommend that two separate construction contracts be completed for this project. Construction Package 1 has an estimated construction cost of \$16 million and would be completed in 2025-2027. Construction Package 1 consists of the following:

- Replacement of approximately 1,000 linear feet of 48-inch diameter pipe replacement in Boston that has had numerous leaks in the past.
- All work in the ACEC consisting of sliplining approximately 3,400 linear feet of 48-inch diameter pipeline with 40-inch diameter steel piping and installing approximately 2,800 linear feet of 48-inch diameter piping in a revised alignment in Granite Avenue in Milton to replace the existing piping located in a wetland.

Construction activities for rehabilitation and future maintenance activities in the current alignment within the wetland would create a large temporary environmental impact. Therefore it is recommended to relocate the pipeline to the upland area of Granite Avenue. In the next quarter, three borings at a cost of approximately \$24,000 will be completed to confirm the viability and installation costs for this new pipeline replacement option. The borings will identify soil conditions, location of rock, and the presence of hazardous soils for the future design.

- Rehabilitation of approximately 5,000 linear feet of 24-inch diameter Section 21 pipeline in Milton and Quincy.

Construction Package 2 would rehabilitate the southern portion of Section 22 in Milton and

Quincy, a total of approximately 8,300 linear feet of 48-inch diameter pipeline. The estimated construction cost is \$10 million. This pipe was found to be in fair to good condition, therefore this construction contract will be deferred to a later date. The Capital Improvement Program will be updated to include both construction contracts and associated engineering design contracts and a future inspection of the Neponset River crossing in 20 years.

During the next quarter, MWRA will determine if the recommended construction alternative exceeds any MEPA thresholds, and if so, will begin the preparation of the required notifications and/or reports.

As of July 1, 2021, approximately \$1,535,000 of the \$2,870,000 engineering contract budget, or 53.5%, with Black & Veatch has been expended.

**BUDGET/FISCAL IMPACT:**

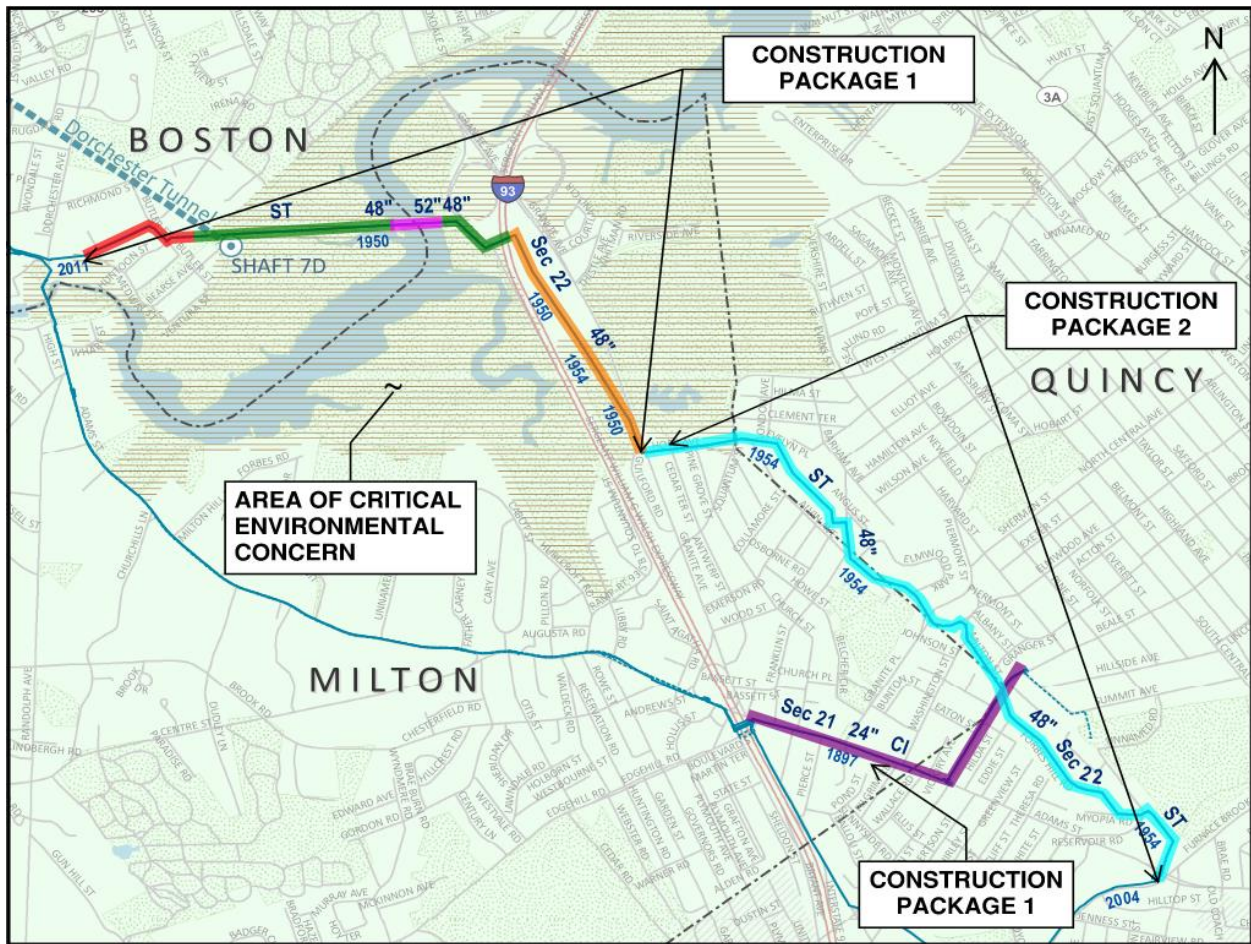
The FY22 CIP includes a budget of \$2,870,000 for Contract 7155.

**MBE/WBE PARTICIPATION:**

The contract with Black & Veatch includes 25.4% MBE and 15.6% WBE participation.

**ATTACHMENT:**

Figure 1 – Recommended Construction Alternative



**LEGEND**


- |  |   |
|--|---|
| <span style="color: red;">█</span> Remove & Replace                | <span style="color: magenta;">█</span> Good Condition, Defer Construction |
| <span style="color: green;">█</span> Slip line                     | <span style="color: cyan;">█</span> Clean & Line                          |
| <span style="color: orange;">█</span> Relocate Pipe to Granite Ave | <span style="color: purple;">█</span> Clean & Line                        |

**FIGURE 1**

MWRA Distribution Pipes  
Sections 21 & 22

**RECOMMENDED  
CONSTRUCTION  
ALTERNATIVE**

**STAFF SUMMARY**

**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** Carroll Water Treatment Plant SCADA System Improvements, Construction  
LeVangie Electric Company, Inc.  
Contract 7582

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**COMMITTEE:** Water Policy and Oversight

           INFORMATION

  X   VOTE



Michele S. Gillen

Director of Administration

Valerie Moran, P.E., Director, Waterworks  
Ethan Wenger, P.E., Director, SCADA, Metering, and Monitoring  
John P. Beckley, P.E., Program Manager  
Preparer/Title



David W. Coppes, P.E.

Chief Operating Officer

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**RECOMMENDATION:**

To approve the award of Contract 7582, John J. Carroll Water Treatment Plant SCADA System Improvements, to the lowest responsible and eligible bidder, LeVangie Electric Company, Inc. and to authorize the Executive Director, on behalf of the Authority, to execute said contract in the bid amount of \$12,905,000, for a contract term of 1,127 calendar days from the Notice to Proceed.

**DISCUSSION:**

The John J. Carroll Water Treatment Plant is located in Marlborough and was placed into service in 2005. With a peak capacity of 405 MGD, the plant provides drinking water to nearly three million customers, which include residents and businesses in 45 metro west and greater Boston communities.

The plant utilizes ozone and ultraviolet light (UV) for primary disinfection, sodium hypochlorite and ammonia for secondary disinfection, and soda ash and carbon dioxide for corrosion control. Fluoride is added for dental health, and sodium bisulfite is added to quench ozone prior to UV disinfection. Flow through the plant, treatment processes and chemical feed systems are all automated through a Supervisory Control and Data Acquisition (SCADA) system.

SCADA is a powerful process control architecture that consists of four main components: 1) field instruments, 2) programmable logic controllers (PLCs), 3) communication devices, and 4) host computers, software, and a graphical human machine interface. It allows an operator to control processes locally or at remote locations, monitor real-time data, directly interact with devices (sensors, valves, pumps, motors, etc.), optimize operations, and record facility data into a historian.

The Carroll Plant is in operation 24 hours per day, seven days per week and the SCADA system is essential to maintaining continuous operation of the facility. A plant-wide network of 34 PLCs is linked to a centralized operations control center where MWRA staff monitor plant performance and can adjust treatment parameters. The control system performs calculations to ensure the ozone and UV processes meet mandated disinfection requirements and collects data for regulatory reporting and record keeping. A communication network enables the SCADA system to integrate with remote facilities, such as the Cosgrove Intake and Norumbega Covered Storage Facility, to manage flow into and out of the treatment plant.

The current SCADA control equipment is reaching the end of its useful life, and future vendor support for the installed PLC base is no longer guaranteed. Critical components, such as backup scanner modules, have been discontinued and when MWRA's current stock of spare parts is exhausted, maintenance of the system will become increasingly difficult. Advances in control system technology have resulted in new PLC models with improved security provisions, increased system robustness, and enhanced maintenance features. Contract 7582 will allow the MWRA to replace legacy equipment at the Carroll Plant, implement updated control system standards to enhance cybersecurity, redundancy, ensure future reliability, and maintain secure plant operations.

On December 19, 2018, the Board approved the award of Contract 7581, John J. Carroll Water Treatment Plant SCADA System Improvements, Design, Engineering Services During Construction and Resident Engineering Services to Arcadis U.S., Inc. which will run concurrently with the construction contract. As part of the design contract, the engineer will provide software configuration, programming of the PLC's and SCADA terminals, and configuration of the equipment to be furnished and installed by the construction contractor. The construction contract will include the supply and installation of replacement instrumentation panels, PLC's, UPS backup power, fiber-optic communication network, wiring between the existing panels, and new equipment and refurbishment of the operator control room. A new server room equipped with HVAC and fire suppression system will be constructed to house redundant computer hardware supporting active and backup SCADA systems.

The existing control system is in continuous operation and the sequencing of the cutover from old to new equipment without interruption to plant operations is a key project constraint. The construction contract will install the replacement equipment and communication network in parallel to the existing system to allow a staged cutover that will be completed in close coordination with MWRA staff. A preliminary schedule has been developed that will allow some panels to be powered down and taken off line one at a time, while other panels will need to stay active while individual signals are moved to new PLCs one at a time. Some of the work will only be allowed to be conducted during winter months, while half of the Carroll Plant is out of service for maintenance.

During the design process, it became evident that due to the complex nature of the project, the extensive cutover sequencing and need to coordinate with plant maintenance periods, the construction duration would extend beyond the originally anticipated 24 months. Also, in response to recent concerns about equipment lead times as a result of supply disruptions caused by COVID, staff added additional time to the contract late in the procurement process. Staff are evaluating the impact of this additional time on the accompanying design contract. Staff are in discussions with Arcadis and are evaluating other options for resident engineering services.



## Procurement Process

Due to security considerations and the need to protect MWRA security sensitive information related to the SCADA system, DCAMM provided a waiver to the Authority to issue Contract 7582 through a two-step procurement process. The first step was a request for qualifications that was intended to short list firms that were qualified to handle security sensitive information. The second step would have been a standard Ch. 149 bid from those firms who had been prequalified. In November 2020 only one Contractor responded to the initial RFQ, which required the project be re-bid.

In an effort to generate more interest in the project from potential bidders, the procurement approach was revised to a single-step process. Under this approach, the security sensitive information was removed from the general bid documents. Contractors that were DCAMM-certified electrical contractors with a project limit greater or equal to the project estimate were given access to the sensitive information after completing an External Non-disclosure Agreement and Confidentiality Agreement.

Contract 7582 was advertised in the Boston Herald, El Mundo, Banner Publications, the Central Register, COMMBUYS, in accordance with Massachusetts General Laws, Chapter 149, and bid using MWRA's e-procurement system (Event 4658-15). Thirty-four (34) of the 367 firms notified through the e-procurement system downloaded contract documents. Three (3) of those firms completed required security forms and received access to the security sensitive documents. Three bids were received and opened on June 17, 2021. The bid results are as follows:

<u>Bidder</u>	<u>Bid Amount</u>
LeVangie Electric Co., Inc.	\$12,905,000
<i>Engineer's Estimate</i>	<i>\$13,971,833</i>
Mass. Electric Construction Co.	\$15,779,000
J.F. White Contracting Co.	\$18,430,855

The lowest bid from LeVangie Electric was 7.9% lower than the Engineer's Estimate and 19.1% lower than the next highest bidder.

MWRA staff met with representatives of LeVangie Electric and their SCADA subcontractor (LCS) to ensure that all required work was included in the bid and that LeVangie and their subcontractors met the qualifications outlined in the specifications. Staff reviewed the specifications and requirements with the contractor carefully. The contractor confirmed that all required work was included in the bid price.

References for LeVangie Electric were checked and found to be favorable. LeVangie Electric has worked on several large projects in recent years, including electrical upgrades in the Fall River Wastewater Plant. This is a \$6.9 million contract, which is currently ongoing. It includes the replacement of fiberoptic SCADA network cabling and coordination with the SCADA contractor. The contract requires moving and replacing the existing SCADA system while maintaining the plant operation. Although LeVangie was not the General Contractor on this project, they were responsible for all electrical work, including the infrastructure for SCADA and coordination with the SCADA contractors.

LeVangie also worked on the 2017 Security Upgrade for the Norfolk Massachusetts Correctional Institution. This \$1.6 million contract involved the installation of numerous control cabinets, PLCs, network switches, and operator workstations. LeVangie was the General Contractor on an upgrade of the Massachusetts Statehouse Data Center in 2020, which was a \$6 million job that included data systems, electrical systems, and other work similar to that included in this contract.

LeVangie has selected LCS Controls, Inc. as its SCADA subcontractor on this job. LCS has extensive experience working on MWRA projects, including the original Carroll Plant construction, several Deer Island jobs, and most recently the 2017 Commonwealth Avenue Pump Station SCADA Upgrade contract in Newton. MWRA staff are quite satisfied with the quality of the work LCS has performed in the past.

MWRA staff have determined that LeVangie Electric possesses the skill, ability, and qualifications necessary to perform the work under this contract.

Staff have determined that the bid price is reasonable, complete and includes the payment of prevailing wage rates, as required. Therefore staff recommend Contract 7582 be awarded to LeVangie Electric as the lowest responsible and eligible bidder.

**BUDGET/FISCAL IMPACTS:**

The FY22 CIP includes a budget of \$13,971,833 for Contract 7582. The contract award amount is \$12,905,000.

**MBE/WBE PARTICIPATION:**

The MBE and WBE participation requirements for this contract were established at 7.24% and 3.6%, respectively. However, LeVangie Electric Co. Inc. has been approved for a partial waiver for MBE and WBE participation requirements.

## STAFF SUMMARY

**TO:** Board of Director  
**FROM:** Frederick A Laskey, Executive Director  
**DATE:** July 21, 2021  
**SUBJECT:** PCR Amendments – July 2021




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**COMMITTEE:** Personnel and Compensation

       INFORMATION  
  X   VOTE

Andrea Murphy, Director of Human Resources  
Preparer/Title

  
Michele S. Gillen  
Director, Administration

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### RECOMMENDATION:

To approve amendments to the Position Control Register (PCR) included in the attached chart.

### DISCUSSION:

The Position Control Register lists all positions of the Authority, filled and vacant. It is updated as changes occur and it is published at the end of each month. Any changes to positions during the year are proposed as amendments to the PCR. All amendments to the PCR must be approved by the Personnel Committee of the Board of Directors. All amendments resulting in an upgrade of a position by more than one grade level, and/or an amendment which creates a position increasing annual cost by \$10,000 or more, must be approved by the Board of Directors after review by the Personnel and Compensation Committee.

### July PCR Amendments

There are three PCR Amendments this month.

#### Organizational Changes:

1. Title change to one vacant position in the Finance Division, Treasury department from Financial Planner Unit 6 Grade 8 to Treasury Analyst, Unit 6 Grade 8 to better reflect job duties.
2. Title change to one vacant position in the Operations Division, Operations Engineering department from Senior Program Manager, Process Control and Project Support Unit 9 Grade 30 to Senior Program Manager, Operations Engineering, Unit 9 Grade 30 to better reflect current organization.
3. Title and grade change to one vacant position in the Operations Division, Metro Water Operations department from Facilities Specialist Unit 3 Grade 15 to Operator (Metro Water), Unit 3 Grade 16 to address staffing needs in the Metro Water Operations department.

**BUDGET/FISCAL IMPACT:**

The annualized budget impact of these PCR amendments will be a maximum cost of \$4,056. Staff will ensure that the cost increase associated with this PCR amendment will not result in spending over the approved FY22 Wages and Salaries budget.

**ATTACHMENTS:**

New Job Descriptions

Old Job Descriptions

**MASSACHUSETTS WATER RESOURCES AUTHORITY  
POSITION CONTROL REGISTER AMENDMENTS  
FISCAL YEAR 2022**

<b>PCR AMENDMENTS REQUIRING BOARD APPROVAL - July 21, 2021</b>																	
Number	Current PCR #	V/F	Type	Current Title	UN	GR	Amended Title	UN	GR	Current/Budget Salary	Estimated New Salary			Estimated Annual \$ Impact		Reason	
B1	Treasury Department Finance Division 4510047	V	T	Financial Planner	6	8	Treasury Analyst	6	8	\$80,061	\$52,323	-	\$80,061	-\$27,738	-	\$0	To better reflect job duties.
B2	Operations Engineering Department Operations Division 5811028	V	T	Senior Program Manager Process Control and Project Support	9	30	Senior Program Manager Operations Engineering	9	30	\$134,319	\$96,215	-	\$134,319	-\$38,104	-	\$0	To better reflect current organization.
B3	Metro Water Operations Department Operations Division 5410015	V	T, G	Facilities Specialist	3	15	Operator (Metro Water)	3	16	\$71,834	\$53,248	-	\$75,890	-\$18,586	-	\$4,056	To address staffing needs in Metro Water Operations.
<b>BOARD TOTAL=</b>					3						<b>TOTAL:</b>		-\$84,428	-	\$4,056		

**MWRA  
POSITION DESCRIPTION**



**POSITION:** Financial Planner

**DIVISION:** Administration, Finance, Operations, Treasury

**DEPARTMENT:** All

**BASIC PURPOSE:**

Assists with financial and contract administration functions related to the daily management of financial activities. Assist with special financial projects as assigned.

**SUPERVISION RECEIVED:**

Works under the general supervision of a Finance Manager.

**SUPERVISION EXERCISED:**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates all day-to-day operations of assigned project work.
- Monitors activities of assigned projects to ensure project completion, compliance with applicable terms and conditions, to include accurate payment of applicable fees and invoices.
- Assists with the administration of finance projects from project initiation through design, construction and project completion; procures engineering design and construction services.
- Receives, reviews and recommends approval of all project invoices.
- Assists with the development of grant applications.
- Assists with activities with federal, state and local entities to ensure compliance with applicable laws and regulations, mitigate project impact, and addresses concerns.
- Prepares agenda and all supporting material for internal and external formal meetings.
- Assists in the development of schedules, applications, forms, spreadsheets, notices.

- Assists with the collection and collation needed for Finance Division transactions.
- Works on special analytical projects.
- Assist with the development of the annual budget.
- Assist with the development of procurement documents.
- Assist with maintaining financial applications and databases.

**SECONDARY DUTIES:**

Performs related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Completion of a four (4) year college program in business, finance, accounting, or a related field; and
- (B) One (1) to three (3) years experience in contract administration and financial analysis; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Excellent spreadsheet and database skills
- (B) Excellent written, organization, interpersonal, planning and communications skills and demonstrated ability to work effectively with managers at all levels of the organization

**SPECIAL REQUIREMENTS:**

A valid Massachusetts Class D Motor Vehicle Operator's License

**TOOLS AND EQUIPMENT USED:**

Office machines as normally associated with the use of multiple-line telephone, personal computer, including word processing and other software, copy, and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to feel, finger, handle or operate objects, including office equipment or controls and reach with hands and arms. The employee is frequently required to stand and walk; and occasionally climb or balance; stoop, kneel, crouch, crawl, or smell.

The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, distance vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Job.

While performing the duties of this job, the employee regularly works in an office environment. The employee routinely makes visits to operating facilities and construction sites. In these situations the employee is occasionally exposed to outdoor weather conditions, extreme heat or cold and wet, humid conditions (non-weather) and vibration. The employee occasionally works near moving mechanical parts, and in high precarious places. The employee is occasionally exposed to fumes, toxic or caustic chemicals and airborne particles. The employee occasionally exposed to risk of electrical shock and radiation.

The noise level in the normal work environment is a moderately quiet office setting. Visits made to facilities and construction sites include noise levels at the site that could range from loud to very loud.

**September 2018**



**MWRA  
POSITION DESCRIPTION**



**POSITION:** Treasury Analyst

**DIVISION:** Finance

**DEPARTMENT:** Treasury

**BASIC PURPOSE:**

Assists with financial and contract administration functions related to the daily management of financial activities. Assist with special financial projects as assigned.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Deputy Director of Finance/Treasurer.

**SUPERVISION EXERCISED:**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates all day-to-day operations of assigned project work.
- Monitors activities of assigned projects to ensure project completion, compliance with applicable terms and conditions, to include accurate payment of applicable fees and invoices.
- Assists with the administration of finance projects from project initiation through design, construction and project completion.
- Receives, reviews and recommends approval of all project invoices.
- Assists with the development of grant applications.
- Assists with activities with federal, state and local entities to ensure compliance with applicable laws and regulations, mitigate project impact, and addresses concerns.
- Prepares agenda and all supporting material for internal and external formal meetings.
- Assists in the development of schedules, applications, forms, spreadsheets, and notices.
- Assists with the collection and collation needed for Finance Division transactions.

- Works on special analytical projects.
- Assists with the development of the annual budget.
- Assists with the development of procurement documents.
- Assists with maintaining financial applications and databases.

**SECONDARY DUTIES:**

Performs related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) A Bachelor’s degree in business, finance, accounting, or a related field; and
- (B) One (1) to three (3) years experience in contract administration and/or financial analysis; or
- (C) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Excellent spreadsheet and database skills.
- (B) Proficient in Microsoft Office Suite.
- (C) Excellent analytical, written, organizational, interpersonal, planning and communication skills.
- (D) Demonstrated ability to work effectively with managers at all levels of the organization
- (E) Attention to detail and ability to maintain confidentiality.

**SPECIAL REQUIREMENTS:**

A valid Massachusetts Class D Motor Vehicle Operator's License

**TOOLS AND EQUIPMENT USED:**

Office machines as normally associated with the use of multiple-line telephone, personal computer, including word processing and other software, copy, and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to feel, finger, handle or operate objects, including office equipment or controls and

reach with hands and arms. The employee is frequently required to stand and walk; and occasionally climb or balance; stoop, kneel, crouch, crawl, or smell.

The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, distance vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Job.

While performing the duties of this job, the employee regularly works in an office environment. The employee routinely makes visits to operating facilities and construction sites. In these situations the employee is occasionally exposed to outdoor weather conditions, extreme heat or cold and wet, humid conditions (non-weather) and vibration. The employee occasionally works near moving mechanical parts, and in high precarious places. The employee is occasionally exposed to fumes, toxic or caustic chemicals and airborne particles. The employee occasionally exposed to risk of electrical shock and radiation.

The noise level in the normal work environment is a moderately quiet office setting. Visits made to facilities and construction sites include noise levels at the site that could range from loud to very loud.

**July 2021**

**MWRA  
POSITION DESCRIPTION**



**POSITION:** Senior Program Manager, Process Control & Project Support

**DIVISION:** Operations

**DEPARTMENT:** Field Operations/Metropolitan Operations

**BASIC PURPOSE:**

Manages process control issues for maintenance and construction projects, and for day-to-day operations within wastewater facilities and collection systems and water facilities, distribution and transmission systems. Provides complete technical support on all operations, trouble shooting, regulatory and process control matters. Acts as a back-up to and assists the Managers of Water and Wastewater Operations during emergencies and as needed.

**SUPERVISION RECEIVED**

Works under the general supervision of the Manager, SCADA & Process Control

**SUPERVISION EXERCISED:**

Exercises close supervision of assigned technical and engineering staff and supervises water and wastewater operations, and maintenance staff as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides technical support and develops/manages project work plans to support operations, maintenance and construction activities to ensure minimal impact to operations and customers.
- Manages the development and use of facility data to monitor, track and report on water and wastewater facility equipment and process performance.
- Develops updates and manages control strategies to ensure clear documentation of manual and automated facility controls and alarming functions.
- Works to implement and improve upon instrumentation and automated facility controls, to reduce energy consumption, reduce maintenance requirements, and improve facility/equipment performance and reliability.

- Manages the performance of facility audits to ensure automation, alarming functions, and emergency safeguards are functioning as designed and documented.
- Develops consultant engineering scope of services, participates in consultant procurement efforts and manages consultant teams as necessary.
- Oversees staff productivity monitoring and continual improvement through staff skill development, strategic planning, SOP improvements, and research and implementation of technology advances.
- Oversees process control issues during construction and start-up of new and rehabilitated facilities to ensure new equipment and automation meet the process control objectives as defined.
- Advises Operations and Maintenance Managers on process control aspects of facility operations.
- Participates in the Emergency Operations Center (EOC) staffing as required and trains staff to provide storm and incident management.
- Assists as directed with maintenance service contracts to support various MWRA needs.

### **SECONDARY DUTIES:**

- Performs related duties as required

### **MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Knowledge of Engineering and Construction as normally attained through a four (4) year Bachelor of Science degree or higher, in civil, electrical, chemical or mechanical engineering or related field; and
- (B) Demonstrated knowledge of design, equipment, methods and practices related to process control of water and/ or wastewater facilities and systems as acquired by eight (8) to ten (10) years experience in the field of water resources. Three (3) years of experience in supervising staff and/or large projects; and
- (C) Recent experience in the design, rehabilitation or startup of contemporary automation systems used for water/wastewater facilities.; and
- (D) Any combination of education or experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Ability to read and interpret plans and drawings.
- (B) Proficient in the use of personal computers and associated MicroSoft Office software programs, including Word, Excel, and Access and use of software used to store, manipulate and analyze historical data (such as OSISoft PI System).
- (C) Experience with the CMMS software, such as MAXIMO.

**SPECIAL REQUIREMENTS:**

A valid Massachusetts Class D Motor Vehicle Operators License.

A valid Grade 6 wastewater operator's license or 4D Drinking Water Supply Facilities Operators license preferred.

Registered Professional Engineer license preferred.

**TOOLS AND EQUIPMENT USED:**

Office equipment as normally associated with the use of telephone and personal computer.

**PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment or controls and reaches with hands and arms. The employee must frequently lift and or move up to 10 pounds, occasionally lift/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to focus.

**WORK ENVIRONMENT:**

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The employee will also be exposed to outdoor weather conditions. The employee is occasionally exposed to fumes and airborne particles.

The noise level in the work environment is a moderately quiet setting.

**March 2015**

**MWRA  
POSITION DESCRIPTION**



**POSITION:** Senior Program Manager, Operations  
Engineering

**DIVISION:** Operations

**DEPARTMENT:** Operations Engineering

**BASIC PURPOSE:**

Manages process control, operational hydraulic support and planning for maintenance and construction projects, and for day-to-day operations within wastewater facilities and collection systems and water facilities, distribution and transmission systems. Provides complete technical support on all operations, troubleshooting, regulatory and process control matters. Acts as a back-up to and assists the managers of water and wastewater operations during emergencies and as needed.

**SUPERVISION RECEIVED**

Works under the general supervision of the Deputy Director of Waterworks.

**SUPERVISION EXERCISED:**

Exercises close supervision of assigned technical and engineering staff and supervises water, wastewater operations, and maintenance staff as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provides technical support and develops/manages project work plans to support operations, maintenance and construction activities to ensure minimal impact to operations and MWRA customers.
- Works with Engineering and Construction Department staff to ensure that operations related design requirements are incorporated into capital improvement projects.
- Manages the development and use of facility and system data to monitor, track and report on water and wastewater facility equipment and process performance and for hydraulic investigations of the water distribution and wastewater collections systems to support system reconfigurations and improvements.
- Develops, updates and manages control strategies to ensure clear documentation of manual and automated facility controls and alarming functions.



- Works to implement and improve upon instrumentation and automated facility controls to reduce energy consumption, reduce maintenance requirements, and improve facility/equipment performance and reliability.
- Manages the performance of facility audits to ensure automation, alarming functions, and emergency safeguards are functioning as designed and documented.
- Develops consultant engineering scope of services, participates in consultant procurement efforts and manages consultant teams as necessary.
- Manages the development of standard operating procedures (SOPs), facility manuals and emergency contingency plans for water and wastewater facilities and associated systems.
- Oversees staff productivity monitoring and continual improvement through staff skill development, strategic planning, SOP improvements, and research and implementation of technology advances.
- Manages and oversees process control and operational engineering issues during construction and start-up of new and rehabilitated facilities to ensure new equipment and automation meet MWRA operational requirements.
- Manages and monitors system performance during wet weather events and system reconfigurations to support construction and maintenance activities. Participates in Emergency Operations Center (EOC) staffing as required. Acts as a back-up to and assists the Managers of Water and Wastewater Operations during emergencies and as needed.
- Assists as directed with maintenance service contracts to support various MWRA needs.

### **SECONDARY DUTIES:**

- Performs related duties as required

### **MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Knowledge of Engineering and Construction as normally attained through a Bachelor's degree in civil, environmental, chemical or mechanical engineering or related field; and

- (B) Demonstrated knowledge of engineering, design, equipment, methods and practices related to the operations of large water and/ or wastewater facilities and systems as acquired by eight (8) to ten (10) years experience in the field of water resources; and
- (C) Three (3) years of experience in supervising staff; and
- (D) Experience in the design, rehabilitation or startup of contemporary automation systems used for water/wastewater facilities; or
- (E) Any combination of education or experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Demonstrated ability to supervise technical staff
- (B) Demonstrated understanding of process design, system hydraulics and mechanical equipment integral to pumping and treatment systems typically found in water and wastewater facilities.
- (C) Demonstrated abilities to work productively and maintain working relationships with external parties.
- (D) Proficient in the use of personal computers and associated Microsoft Office Suite and use of software used to store, manipulate and analyze historical data (such as OSISoft PI System).
- (E) Experience with GIS, Arcmap, Telog, SCADA, and hydraulic modeling software is preferred.

**SPECIAL REQUIREMENTS:**

Must be available to respond to emergencies as needed. Required to be part of an on-call rotation with other Operations Engineering staff twenty-four (24) hours a day, seven (7) days a week.

Required to provide support during planned off-hour operational events, including wet weather events.

A valid Massachusetts Class D Motor Vehicle Operators License.

A valid Grade 6 Wastewater Operator's license or 4D Drinking Water Supply Facilities Operators license preferred.

Registered Professional Engineer license preferred.

**TOOLS AND EQUIPMENT USED:**

Office equipment as normally associated with the use of telephone and personal computer.

**PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment or controls and reaches with hands and arms. The employee must frequently lift and or move up to 10 pounds, occasionally lift/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to focus.

**WORK ENVIRONMENT:**

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The employee will also be exposed to outdoor weather conditions. The employee is occasionally exposed to fumes and airborne particles.

The noise level in the work environment is a moderately quiet setting.

**July 2021**

**MWRA  
POSITION DESCRIPTION**



**POSITION:** Facilities Specialist

**DIVISION:** Operations

**DEPARTMENT:** Facility Equipment Maintenance-West, Facility Maintenance, Metro, Pipe Maintenance -Wastewater, Pipe Maintenance-Water, Trade Labor Maintenance

**BASIC PURPOSE:**

Performs skilled shop or field carpentry and masonry work to fabricate/repair objects of wood or masonry, for equipment structures and utilities. Treats, maintains and repairs the interior and exterior coatings of metal, wood and masonry structures and equipment.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Trades Foreperson or Unit Supervisor.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, accurately lays out work, selects appropriate stock or materials and tools or machines for the job, as specified by work order.
- Fabricates structures, devices, and assembles using powered or manual woodworking, or masonry tools. Installs locks and lock sets.
- Performs preventive, predictive and corrective maintenance on cabinets, locks and lock sets, wood structures, concrete or masonry objects and other related equipment, structures, or utility fixtures.
- Works from blueprints, sketches, oral and written directions, fabrications or devices as required; performs detailed work involving the use of precision measuring instruments, rotating machinery, cutting tools and other moving or stationary equipment.
- Participates in the preparation of surfaces for painting, papering, and in the application of the

other finishes.

- Prepares surfaces for painting by washing, dusting, sanding, puttying, and other means.
- Mixes and matches paints and stains.
- Applies paint, stain, varnish, wallpaper and other finishes to surfaces by means of a brush, roller or spray equipment.
- Requisitions paint and equipment as needed.
- Removes and replaces broken window glass.
- Operates motor vehicles, such as vans and pick up trucks. Picks up and delivers supplies and equipment to work sites.
- Obtains necessary parts through established procedures.
- Performs work in a safe and professional manner.
- Reports and documents results of inspections and work performed.
- Follows established safety, operating and emergency response procedures and policies established by MWRA.
- Performs light maintenance independently or as part of a team. Light maintenance shall include but not limited to:
  - Operation of forklift or other light equipment that does not require a special license.
  - Generates inspection lists and maintenance reporting through the Computerized Maintenance Management System.
  - Inspects and troubleshoots various systems and equipment.
  - Installs and/or retrofits new equipment related to plant systems.
  - Modifies and/or aligns existing equipment to specifications.
  - With proper training sets up ladders, staging and rigging and utilizes hoists, jacks, dollies, lifts, etc. for proper access to job and to remove and install equipment.
  - Operates ventilation and other equipment necessary to support and accomplish assigned tasks.

- Greases and lubricates, replaces oil reserves, minor packing adjustments and opens hatches.
- Installs safety rails, changes light bulbs and replaces HVAC filters.
- Conducts routine testing, lockout/tagout, operation (startup/shutdown) and adjustment of process equipment.
- Removes snow from immediate work area in order to perform tasks.
- Performs necessary cleanup and housekeeping for work area and other light maintenance tasks.

**SECONDARY DUTIES:**

- Promotes and participates in the productivity improvement plan.
- Trains peers and subordinates as requested.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) A high school diploma or GED; and
- (B) Experience as a journeyman carpenter or completion of an apprenticeship in the carpentry trade or thorough knowledge of the practices of masonry trade or thorough knowledge of the proper techniques of commercial painting; and
- (C) Satisfactory completion of competency-based training program in accordance with the productivity improvement plan training program established at MWRA; and
- (D) Considerable knowledge of methods of preparing wood, metal, glass, plaster, cement, and other materials and surfaces for painting, as well as the tools, methods and standard practices used in the painting trade; or
- (E) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A) Basic reading, writing, mathematical and oral communication skills.

- (B) Working knowledge of the tools, methods, materials, techniques common to the trade, to include the principles of carpentry and masonry, the operation, calibration and adjustment of equipment including, but not limited to, drill presses, wood joiners, planners, sanders, saws, grinders, finishing machines and dust collecting equipment.
- (C) Ability to read, interpret, plan and work from blueprints, diagrams, rough sketches or from written or oral directions to fabricate, assemble or erect, repair or replicate component parts or assemblies.
- (D) Ability to estimate painting requirements for a particular task and requisition supplies for same.
- (E) Working knowledge of the occupational hazards and safety precautions common to the trade, to include the satisfactory completion of MWRA safety training in safe techniques for the use of staging and material handling equipment.
- (F) Ability to follow written and oral instructions.
- (G) Trained in confined space entry, CPR and First Aid. Capable of entering, setting up, installing and disassembling confined space equipment. Ability to work in a confined space.

**SPECIAL REQUIREMENTS:**

- A valid Massachusetts Class D Motor Vehicles Operators License.
- Complete competency based training program related to **ESSENTIAL DUTIES AND RESPONSIBILITIES** as outlined above and successfully demonstrates required competencies.

**TOOLS AND EQUIPMENT USED:**

Motor vehicle, power and hand tools, mobile radio, telephone, beeper.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee

frequently is required to stoop, kneel, crouch or crawl. The employee occasionally is required to stand, walk, talk or hear, sit, climb, or balance.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance and peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is very loud in field settings, and moderately loud at other work locations.

**November 2004**



**MWRA  
POSITION DESCRIPTION**



**POSITION** Operator (Metro Water)  
**DIVISION:** Operations  
**DEPARTMENT:** Metro Water

**BASIC PURPOSE:**

Operates, monitors, and inspects assigned water facilities and water treatment plant operational equipment, processes, and systems on an assigned shift in a designated area. Performs assigned maintenance functions as part of a team under the direction of the assigned Unit or Area Supervisor.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Unit/Area Supervisor.

**SUPERVISION EXERCISED:**

May supervise or direct assigned employees at a lower grade.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Operates equipment manually and through instrument panel and programmable logic control units, system flows and levels in assigned process area. Equipment may include, but will not be limited to the following; pumps, valves, gates, meters, gauges, controllers, motor control centers, level controls devices, mixers, oxygen generation, chemical feed, odor control and hydroelectric equipment.
- Monitors and inspects operating conditions; records observations and data in area shift log.
- Provides oversight for all barge and truck loading/unloading operation.
- Provides oversight for chemical and fuel oil unloading to tank farm.
- Takes initial action to correct malfunctions of equipment and reports malfunctions and variances to the Area Supervisor/Unit Supervisor.
- Operators may be dispatched to critical facilities to make operational changes as directed or to investigate alarms.
- Samples various process fluids and gases (odor control), analyzes, records, and labels according to schedule.
- Prepares chemical solutions.
- Operates equipment through programmable logic control units.
- Operates the Processes Instrumentation and Control System (PICS), TELOG or SCADA and fills-in for the Area/Unit Supervisor as required.
- Calibrates critical process control equipment.
- Follows established safety, operating, and emergency response procedures and policies established by MWRA.
- Communicates with other operators regarding operational and process control conditions.
- Performs work in compliance with Authority established Integrated Contingency Plan.
- Inspects and troubleshoots mechanical, electromechanical, pneumatic or hydraulic equipment using tools and gauges of the trade. Performs preventive maintenance on operations equipment as directed by MAXIMO, such as but not limited to: greasing and lubrication, minor packing adjustments, opening hatches and installing safety rails, changing light bulbs, HVAC filters and performing minor maintenance during shift work as required.
- Performs, documents and reports results in the MAXIMO database of inspections and work performed.
- Assists other trades in the performance of their work, as required, or as assigned.

- Operates motor vehicles such as vans and pick-up trucks to transport materials to work sites, and pickup and deliver supplies and equipment.
- Performs light maintenance independently or as part of a team. Light maintenance shall include but not limited to:
- Operates forklift or other light equipment that does not require a special license.
- Generates inspection lists and maintenance reporting through the Computerized Maintenance Management System.
- Inspects and troubleshoots various systems and equipment.
- Installs and retrofits/new equipment related to plant systems.
- Modifies and/or aligns existing equipment to specifications.
- With proper safety training sets up ladders, staging and rigging and utilizes hoists, jacks, dollies, lifts, etc. for proper access to job and to remove and install equipment.
- Operates portable pumping, ventilation and other equipment necessary to support and accomplish assigned tasks.
- Greases and lubricates, replaces oil reserves, minor packing adjustments and opens hatches.
- Installs safety rails, changes light bulbs and replaces HVAC filters.
- Removes snow from immediate work area in order to perform tasks.
- Conducts routine testing, lockout/tagout, operation (startup/shutdown) and adjustment of process equipment.
- Performs necessary cleanup and housekeeping for work area and other light maintenance tasks.

**SECONDARY DUTIES:**

- Promotes and participates in the productivity improvement plan.
- Trains peers and subordinates as requested.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- A high school diploma or GED; and
- Two (2) to three (3) years experience with a working knowledge of water distribution system operation and treatment plant equipment; and
- Satisfactory completion of competency-based training program in accordance with the productivity improvement plan training program established at MWRA; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Basic reading, writing, mathematical, scientific and oral communication skills.
- A working knowledge of treatment plant processes, systems and operation of related equipment, such as instrument panels, programmable logic control units, pumps, valves, motor control centers, level control devices, mixers, oxygen generation, chemical feed and odor control equipment.
- Knowledge in safety practices in operation of water equipment and the water treatment plant facility.
- Ability to interpret data from meters, gauges and other equipment to operate manually and through instrument panels, all kinds of wastewater treatment equipment to control treatment processes.
- Ability to work as a team to support the goals of Operations.
- Ability to communicate orally and in writing, and maintain accurate logs and records.
- Experience in operating distributive control systems preferred.
- Computer skills necessary to access and use the MAXIMO and Lawson database.
- Trained in Confined Space Entry, CPR and First Aid, and be capable of entering, setting up, installing, disassembling confined space equipment and ability to work in a confined space.
- Ability to attain knowledge & work processes required to perform maintenance tasks required by Reliability Centered Maintenance or similar Maintenance Management Program.

### **SPECIAL REQUIREMENTS:**

- A valid Water Treatment II In Training or higher or Water Distribution II License In Training or higher
- A valid Massachusetts Class D Motor Vehicle Operator's license
- Complete productivity improvement competency-based training program related to ESSENTIAL DUTIES AND RESPONSIBILITIES as outlined above and successfully demonstrates required competencies.

### **TOOLS AND EQUIPMENT USED:**

Office equipment as normally associated with the use of telephone, mobile radio, beeper, personal computer including word processing and other software, copy and fax machine.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The noise level in the work environment is usually loud in field settings, and moderately quiet in an office setting.

April 2021

U3, Grade 16

## STAFF SUMMARY

**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director  
**DATE:** July 21, 2021  
**SUBJECT:** Appointment of Program Manager, Design  
Tunnel Redundancy Department



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**COMMITTEE:** Personnel & Compensation

       INFORMATION  
  X   VOTE

Andrea Murphy, Director, Human Resources  
Colleen Rizzi, P.E. Manager, Design  
Preparer/Title

  
Kathleen Murtagh, P.E.  
Director, Tunnel Redundancy

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### RECOMMENDATION:

To approve the appointment of Mr. Christopher Dzidek to the position of Program Manager, Design, Tunnel Redundancy Department (Unit 9, Grade 29) at an annual salary of \$101,288.42 commencing on a date to be determined by the Executive Director.

### DISCUSSION:

On July 22, 2020, the Board of Directors voted to approve the creation of five new positions to increase staff of the Tunnel Redundancy Program and match the progress of the Program now that the Preliminary Design contract has been awarded. One of these positions to be filled is the Program Manager, Design.

The Program Manager, Design will oversee the planning and design phases of projects for the multi-year Tunnel Redundancy Program. This position will also serve as the Project Manager for a Final Design contract. The Program Manager, Design will work under the supervision of the Manager, Design.

### Selection Process

The position was posted internally and externally. A total of five external candidates and one internal candidate applied. Three candidates were determined to be qualified and were referred for an interview. The Director of Tunnel Redundancy, the Manager of Design, Tunnel Redundancy, and the Associate Special Assistant for Affirmative Action conducted the interviews. Upon completion of the interviews, Mr. Dzidek was deemed the best candidate for this position based on his experience, abilities, knowledge, skills and education.

Mr. Dzidek has over 10 years of experience in the maintenance, operation, design, and construction of water, sanitary sewer, and storm drainage conveyance systems. As a Project Director at Boston Water and Sewer Commission, Mr. Dzidek reviewed designs prepared by local and state agencies to ensure constructability and conformance to standards, monitored construction of various projects.

Mr. Dzidek is very active in industry associations, including American Society of Civil Engineers, where he is a member of the Committee on America's Infrastructure and the Environmental Water Resources Institute for BSCES, American Water Works Association where he sits on the Water Main Rehabilitation Committee, Water Environment Federation, and International Code Council.

Mr. Dzidek has a Bachelor of Science degree in Civil Engineering from University of Massachusetts and a Masters of Engineering in Civil Engineering – Construction from Wentworth Institute of Technology. He is a registered Professional Engineer in the State of Massachusetts, an Envision Sustainability Professional, holds a Grade 4 Water Distribution System Operator's License, a Grade 1 Drinking Water Treatment System Operator-In-Training License, and a NEWEA Grade 4 Collection Systems Certificate.

**BUDGET/FISCAL IMPACTS:**

There are sufficient funds for this position in the FY22 CEB.

**ATTACHMENTS:**

Resume of Christopher Dzidek  
Position Description  
Organization Chart

# Christopher E. Dzidek, P.E., ENV-SP

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## **Professional Summary:**

Seasoned civil engineer with nine years of experience in the maintenance, operation, design, and construction of horizontal infrastructure. Specializing in water distribution, sanitary and storm drain conveyance systems. Dedicated and focused individual who has on numerous occasions welcomed and completed varying projects and assignments of increasing difficulty, responsibility, and complexity.

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## **Education:**

### **Wentworth Institute of Technology**

Master of Engineering in Civil Engineering - Construction

**Boston, MA 2018**

### **University of Massachusetts Amherst**

Bachelor of Science in Civil Engineering

**Amherst, MA 2011**

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## **Experience:**

### **Boston Water & Sewer Commission**

**Boston, MA**

#### *Project Director*

*May 2019-Present*

Review designs by outside local & state agencies for constructability and conformance to standards. Monitor and verify construction of Commission facilities by outside parties. Apply engineering judgement and principles to resolve novel construction issues. Represent Commission at public meetings. Diagnose workflows and propose solutions. Coach and guide department engineers and Co-Ops. Additional other duties and tasks listed immediately below.

#### *Project Engineer II / I*

*Dec 2014-May 2019*

Monitor Commission CIP projects with cumulative value of approximately ten million dollars a year and other assigned projects. Supervise inspectors assigned to project. Track and verify project status, progress, and cost. Devise solutions to design conflicts. Coordinate work with local, state, and federal agencies. Resolve customer complaints and concerns. Review As-Built drawings, shop drawings, and designs by others. Prepare punch-list and other required documentation for project close-out.

#### *Project Engineer I*

*June 2014-Dec 2014*

Facilitated and provide technical engineering support for CSO and CMOM crews. Delegated special structure inspections. Conducted dye tests, pole camera jobs, and other field investigations. Performed maintenance and troubleshooting of Commission rain gauges. Supported supervisors in office and field related tasks. Responsible for CSO and Long Island quarterly reporting to MWRA. Other related tasks and duties.

### **Chicopee Water Department**

**Chicopee, MA**

#### *Junior Engineer/Draftsman*

*June 2011-June 2014*

#### *Acting Assistant Superintendent*

*Jan 2012- March 2012, Aug 2013, Jan 2014*

Oversaw the maintenance and operation of 271 miles of water main, 3200 Fire hydrants, 16400 active meters, with an annual Department budget of \$7.1 million. Supervised and worked alongside crews to expand and maintain city water supply. Execute water main shutdowns; planned and emergency. Reviewed plans for establishing water services. Perform Fire Flow Tests. Maintained and managed records, mapping system, and ERP. Deployed and troubleshot Unidirectional Flushing Program. Updated Department technical specifications and details. Designed in-house projects and prepared cost estimates. Investigated and resolved customer service and water quality complaints. Reorganized department website. Trained engineering intern. DigSafe locating and marking.

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## **Presentations & Reports:**

- *Lessons Relearned During Water Main Replacement in Boston's Longwood Medical Area*  
NEWWA December Membership Meeting – Virtual Dec 2020
- *Trenchless Application on BWSC Infrastructure*  
TTC Municipal Forum on Trenchless Technology – Boston, MA May 2018
- *Development and Implementation of a Unidirectional Flushing Program in Chicopee, MA*  
NEWWA 2013 Spring Conference- Worcester, MA 2013
- *Reevaluation of Lime Fixation Point vs. Initial Consumption of Lime*  
Liquid Limit & Plastic Limit testes performed for Dr. Alan J. Lutenegger, P.E.  
Independent Research- University of Mass. Amherst 2011

**Professional Affiliations:**

American Society of Civil Engineers M.ASCE  
Committee on America’s Infrastructure  
Environmental Water Resource Institute BSCES  
American Water Works Association  
Water Main Rehabilitation Committee  
MOP M28 Sub - Committee  
MOP M81 Sub - Committee  
International Code Council – Governmental Member  
Water Environment Federation

**Licenses & Other Skills:**

Professional Engineer - Civil MA  
Envision Sustainability Professional  
MA Drinking Water Supply Facilities  
Water Distribution D4  
Water Treatment T1-In Training  
NEWEA Collection Systems Certification Grade IV  
OSHA 10 HR Construction Safety  
AutoCAD Civil 3D (Advanced)  
Modeling; PCSWMM (Intermediate)  
HEC-RAS (Novice)  
MA Driver’s License Class D  
Microsoft Office (Advanced)  
Hoisting Engineer Class 2B (Expired)

**Summary of Major Projects:**

**BWSC 17-308-004, North End Phase III**

**Contract Value 2.2 million**

The project involved installation of over 2,100 feet of water main and 175 feet of sanitary sewer. Project was expedited due to upcoming private development and MassDOT bridge replacement work.

**BWSC 16-309-005, East Boston Sewer Separation Phase I**

**Contract Value 4.8 million**

The first sewer separation project implemented as part of a long term CSO separation in the East Boston neighborhood. Project involved installation of 1,900 feet of water main, 3,700 feet of sewer and drain pipe, 2,100 feet of sewer and drain rehabilitation, storm drain tide gate installation, and residential downspout disconnections.

**BWSC 16-308-005, “Albany Street”**

**Contract Value 3.4 million**

The project involved the installation of over 6,260 feet of water main, 740 feet of sanitary sewer and storm drain, 245 feet of trenchless rehabilitation, and installation of two tide gates. Differing site conditions necessitated extra coordination with abutters and MassDOT

**BWSC 16-308-002, “Francis Street”**

**Contract Value 4.9 million**

Designed the replacement of 1,570 feet of water main, 885 feet of sanitary sewer and storm drain, and 600 feet of sewer and drain rehabilitation in Tremont Street and Saint Alphonsus Street as part of larger effort to aid Design Department. Construction phase of project on Francis Street required extensive coordination between multiple abutting hospitals and area total energy facility.

**BWSC 15-309-007, North End Phase II**

**Contract Value 5.9 million**

The project involved the replacement of 3,000 feet of water main, 2,450 feet of sanitary sewer and storm drain, and 820 feet of trenchless rehabilitation. Project located in heart of Boston’s historic North End neighborhood.

**Harvard- Allston Landing North Projects**

Monitored and fielded multiple concurrent construction projects being executed by Harvard University and its representatives in Boston’s Allston neighborhood implementing portions of its area master plan. Projects to date included the construction of four new streets, 6,670 feet of water main, 1,440 feet of sanitary sewer, 3,000 feet of storm drain, 1,480 feet of sewer rehabilitation, and diverse array of infiltration systems and BMP’s.

**SP-15190 Rena Park Drain Replacement**

Monitored the installation of 990 linear feet of storm drain in the Allston neighborhood of Boston, ranging in size from 72” round to 58” x 91” elliptical to 7’ x 4’ box culvert. Drainage system was installed by Harvard University to allow for future development of their Boston properties.

**MWRA  
POSITION DESCRIPTION**

**POSITION:** Program Manager, Design (Tunnel Redundancy)  
**DIVISION:** Tunnel Redundancy  
**DEPARTMENT:** Tunnel Redundancy

**BASIC PURPOSE:**

Manages engineering and design projects related to the Metropolitan Tunnel Redundancy Program.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Manager, Design (Tunnel Redundancy).

**SUPERVISION EXERCISED:**

Exercises close supervision of a small group of professional staff and directly manages consultants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages the planning and design phases of projects under the Tunnel Redundancy Program, including feasibility and environmental impact reports, detailed plans and specifications, permitting, project schedules, technical assistance, progress review and evaluation.
- Supervises professional multi-disciplinary design work of large and complex projects applying professional engineering principles and exercising independent judgment.
- Performs engineering analysis, prepares engineering documents, and writes project reports.
- Reviews work of professional engineering consultants related to hydraulic analysis, groundwater treatment and discharge, connections to existing MWRA systems, long-term operations, design reports, and contract documents (plans and specifications).
- Ensures projects are implemented using comprehensive work plans and resources by selecting consultant services groups that deliver a technically sound, controlled project on budget and on time.



- Participates in consultant selection procedures and contract negotiations for projects. Additionally, participates in applicable phases of consultant selection for assigned projects including developing scope of services, cost estimates, work schedules, and preparing contract award recommendations. Ensures compliance with contract budgets, schedules, and terms.
- Oversees the work of professional engineering consultants for large tunneling projects, including all work products for quality of work, budget, schedule, and compliance with contractual terms and MWRA objectives and policies.
- Assists in the development of design schedules and design budgets ensuring fundamental management controls, techniques, accountability for projects related to the Tunnel Redundancy Program.
- Assists with implementation of the Program Management Plan (PMP) to ensure timely and cost-effective delivery of assigned projects within the Tunnel Redundancy Program. Administers control and tracking methods and procedures to ensure project compliance with approved budgets and schedules. Reports the status of projects to senior management including any issues that impact schedules and budgets. Develops and provides proposals to address budget or schedule non-compliance issues.
- Assists with implementation and administration of project controls, such as scope, schedule and cost management.
- Administers quality management during design and construction process. Ensures that fundamentals and recommended practices and procedures for QA/QC are followed and managed by staff.
- Coordinates cooperative project development with other MWRA divisions and departments to ensure complete and coordinated projects. Coordinates projects with communities, government agencies, and other MWRA departments. Provides technical information and assistance. Addresses professional and community groups and initiates outreach projects as required.
- Provides technical and administrative assistance to staff in the development and management of projects which include design and engineering services during construction of the Tunnel Redundancy Program.
- Supports annual and supplementary budget requests for the Tunnel Redundancy Program in the Capital Improvement Program (CIP). Reviews projects' budgets and schedules for compliance with established department, division, and MWRA program goals.
- Assists in implementing the goals and commitments of MWRA in the areas of customer services, diversity and affirmative action, economy and efficiency, health and safety, emergency response and security, integrity, and public trust.

- Assists with compliance with MWRA procedures and policies, local, state, and federal environmental regulatory requirements and applicable engineering standards.

**SECONDARY DUTIES:**

Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) A Bachelor's degree in civil engineering, geotechnical engineering, or related engineering field required (an advanced degree or other post-graduate study in civil engineering is preferred); and
- (B) Seven (7) to nine (9) years of civil engineering design, project management and/or construction; and
- (C) At least three (3) years' experience in a supervisory capacity; or
- (D) Any equivalent combination of education or experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of principles and practices of civil engineering.

Knowledge of Massachusetts bidding laws, including M.G.L Chapter 30 and Chapter 149 construction bidding regulations preferred

Understanding of issues related to design, construction and operation of large and complex water and wastewater facilities and infrastructure preferred.

Experience with major water/wastewater facilities or water systems preferred.

Excellent interpersonal, written, and oral communication skills.

Demonstrated ability to work effectively as part of a collaborative project team and also to function independently with minimal supervision.

Experience with project scheduling software such as Microsoft Project or Oracle Primavera P6 preferred.

### **SPECIAL REQUIREMENTS:**

A valid Massachusetts Class D Motor Vehicle Operators License.

Massachusetts license as a Registered Professional Engineer. (P.E.) preferred.

Certification by the Project Management Institute as a Project Management Professional (PMP) preferred.

### **TOOLS AND EQUIPMENT USED:**

Office machines as normally associated with the use of telephone, personal computer including word processing and other software, copy and fax machine.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to sit and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

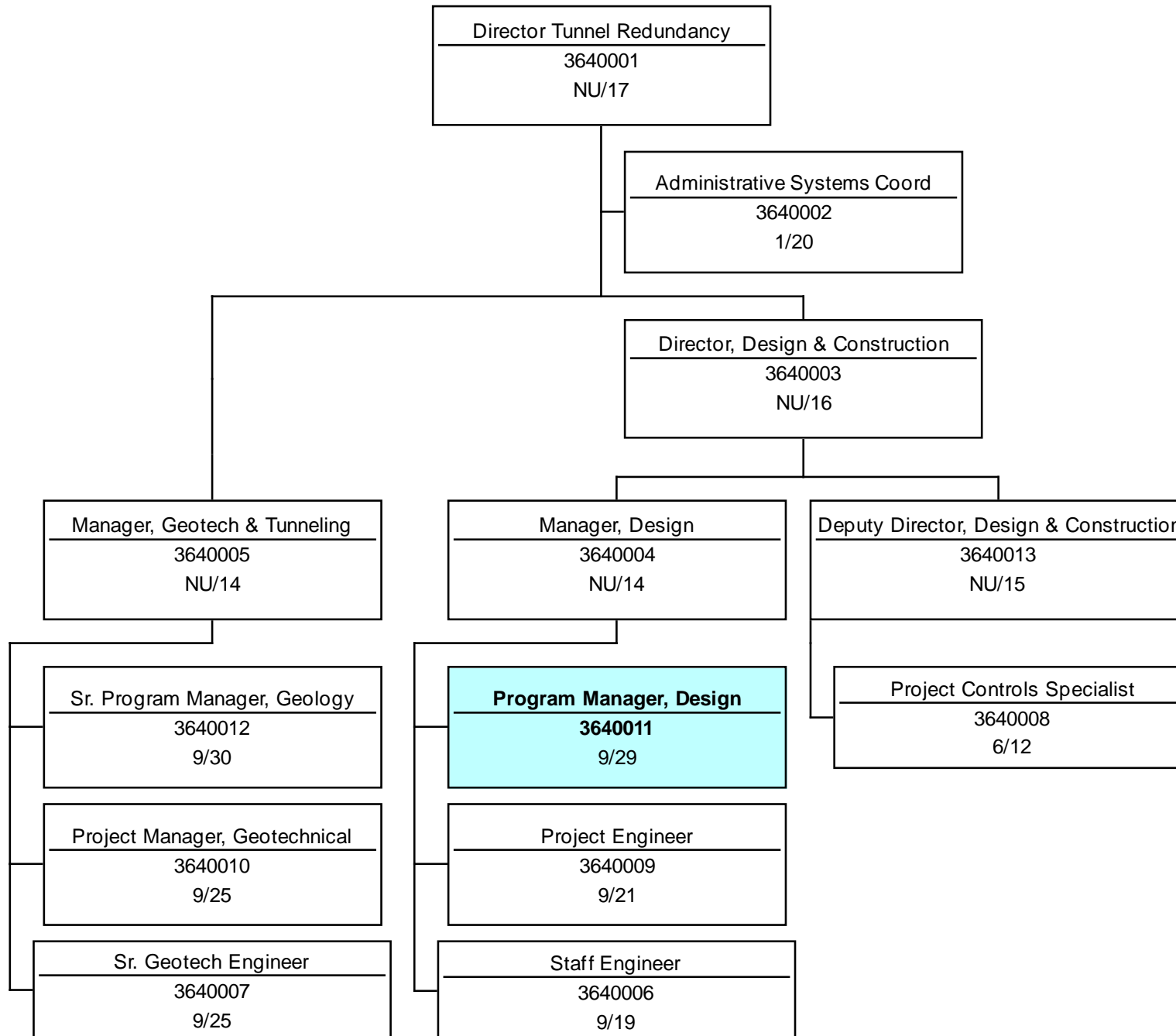
While performing the duties of this job, the employee regularly works in an office environment. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts, and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high or underground precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings and moderately quiet in an office setting.


**July 2020**

# Tunnel Redundancy

July, 2021



## STAFF SUMMARY

**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** Appointment of Community Relations Coordinator, Tunnel Program

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**COMMITTEE:** Personnel & Compensation

         INFORMATION  
  X   VOTE

Sean Navin 

Director, Intergovernmental Affairs

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### RECOMMENDATION:

To approve the appointment of Mr. Carmine De Maria to the position of Community Relations Coordinator for the Tunnel Program (Unit 6, Grade 12), in the Public Affairs Department, at an annual salary of \$117,280, commencing on a date to be determined by the Executive Director.

### DISCUSSION:

The Community Relations Coordinator is a new position approved by the Board in March 2021. This position was created to serve as a liaison to communities impacted by the Metropolitan Tunnel Redundancy project. The Community Relations Coordinator will build relationships with constituents and cities and towns, and work to educate the public on the impact and benefits of the project. This position will serve as a liaison to local officials and citizens on tunnel project issues and meet with relevant constituent groups including community working groups, professional organizations, and environmental and citizen advisory committees to receive feedback on the project and to build awareness of the benefits and impacts of the tunnel project. Makes presentations to community organizations as appropriate.

This position will also work closely with other departments, such as Planning, Engineering and Operations, to understand project impacts to the communities in the Tunnel Study Area.

### Selection Process

The Community Relations Coordinator was posted internally and one candidate was referred for and interviewed by the Director of Intergovernmental Affairs, the Special Assistant to the Executive Director and the Associate Special Assistant for Affirmative Action. Upon completion of the interviews, Mr. Carmine De Maria was determined to be qualified for the position based on his experience, education, knowledge and skills.

Mr. De Maria is currently a Project Manager, Water Engineering and Security in the Engineering and Construction Department. He started his career at MWRA in 1996 as a Staff Engineer and has held various positions of increasing responsibility. Mr. De Maria has experience working with the public on many MWRA projects. He has a very good understanding of MWRA's water system and

the need for water system redundancy. His engineering background will be very helpful in being able to translate complex issues into easily understandable terms for the public. He has experience with public speaking and has very good communications and follow-up skills. Mr. De Maria has BS in Civil Engineering from Merrimack College.

**BUDGET/FISCAL IMPACTS:**

There are sufficient funds for this position in the Public Affairs FY22 Current Expense Budget.

**ATTACHMENTS:**

Resume of Carmine De Maria  
Position Description  
Organizational Chart

# CARMINE DE MARIA

## PROFESSIONAL EXPERIENCE:

2015- Present *Project Manager-Water Engineering and Security*, MASSACHUSETTS WATER  
RESOURCES AUTHORITY

- Manages all phases of planning, permitting, design, and construction administration of Water Rehabilitation Projects and Security Improvement Projects.
- Manages and Oversees the Physical Hardening Program for the entire Massachusetts Water Resources Authority.
- Supervises and Performs Professional Engineering work required for the preparation of reports and contract plans and specifications for Water Rehabilitation Projects and Security Improvement Projects.
- Manages all phases of consultant selection and contract negotiations for professional engineering consultant for Water Rehabilitation. Oversees all phases of consultant selection for assigned projects including development of scope of services, specifications, cost estimates, work schedules, negotiations, and preparation of contract award recommendations.
- Initiates new projects and prepares capital or current expense budget requests.
- Oversee and reviews project's budgets and schedules for compliance with established department, division, and MWRA program goals.
- Supervises and manages junior professional staff, including assignment of tasks and evaluation of performance.
- Performs Security Vulnerability Assessments for MWRA Water and Sewer Facilities, resulting in Security Improvement Projects.
- Performs Water and Security related planning and design leading into the development of reports and contract documents for Security up-grades at water and wastewater facilities.
- Manages and Supervises the consultant water rehabilitation and security contract work, relating to the development of scope of services, plans and specifications, cost estimates, work schedules, technical review of consultant work, negotiations and preparation of contract award recommendations.
- Coordinates and reviews the design scopes and construction plan and specifications of all future water and sewer improvement contracts ensuring that all MWRA Security needs and standards are met prior to bidding.
- Provides construction administration services during construction, such as shop drawing submittals review, change order reviews, contract document clarification and interpretations, monthly meeting participation, receiving and reviewing redline drawings, record drawings, detail records, and any other supportive service for the Construction Department.
- Prepares Capital and Current Expense Budgets for Security Improvement Projects.
- Directs and supervises both the contractor as well as MWRA staff during the construction of Security Improvements and Physical Hardening Projects.
- Provides technical information and assistance during the design and construction of Water Rehabilitation and Security Improvements Contracts.
- Coordinates with and addresses communities, external public interest groups, government agencies, and other MWRA departments regarding Water Rehabilitation, Physical Hardening and Security Improvement Projects.
- Acts as liaison with operations, maintenance as security staff to ensure the smooth construction and start-up of new or rehabilitated facilities.
- Supervises the development and maintenance of construction tracking and reporting procedures. Prepares and updates construction budget and schedule projections.
- Reviews, process pay estimates, and final payment and construction closeout documents.
- Prepares staff summaries for the Executive Director and Board.
- Performs constructability reviews of construction plans and specifications.

- Member of the Security Task Force

2009-2015      ***Sr. Engineer -Water Engineering and Security, MASSACHUSETTS WATER RESOURCES AUTHORITY***

- Managed all phases of planning, permitting, design, and construction administration of Security Improvement Projects.
- Managed and Oversaw the Physical Hardening Program for the entire Massachusetts Water Resources Authority.
- Supervised and Performed Professional Engineering work required for the preparation of reports and contract plans and specifications for Security Improvement Projects.
- Managed all phases of consultant selection for professional engineering consultant for Security Contracts.
- Initiated new projects and prepares capital or current expense budget requests.
- Supervised and manages junior professional staff, including assignment of tasks and evaluation of performance.
- Performed Security Vulnerability Assessments for MWRA Water and Sewer Facilities, resulting in Security Improvement Projects.
- Performed Security related planning and design leading into the development of reports and contract documents for Security up-grades at water and wastewater facilities.
- Managed and Supervised the consultant security contract work, relating to the development of scope of services, plans and specifications, cost estimates, work schedules, technical review of consultant work, negotiations and preparation of contract award recommendations.
- Coordinated and reviewed the design scopes and construction plan and specifications of all future water and sewer improvement contracts ensuring that all MWRA Security needs and standards are met prior to bidding.
- Provided construction administration services during construction, such as shop drawing submittals review, change order reviews, contract document clarification and interpretations, monthly meeting participation, receiving and reviewing redline drawings, record drawings, detail records, and any other supportive service for the Construction Department.
- Prepared Capital and Current Expense Budgets for Security Improvement Projects.
- Directed and supervised both the contractor as well as MWRA staff during the construction of Security Improvements and Physical Hardening Projects.
- Provided technical information and assistance during the design and construction of Security Improvements Contracts.
- Coordinated with and addresses communities, external public interest groups, government agencies, and other MWRA departments regarding Water Rehabilitation, Physical Hardening and Security Improvement Projects.
- Prepare Standard Operating Procedures for the Security Department.
- Drafted documents securing grant money.
- Worked on the Security Future Needs Study.
- Member of the Security Task Force

1997-2009      ***Project Engineer, MASSACHUSETTS WATER RESOURCES AUTHORITY***

- Worked on design and engineering services during construction for large water and sewer rehabilitation projects, including project development, scheduling, plan and specification preparation, community meetings, cost estimates, bid review, and management of consultants on a Task Order Basis.
- Assisted in the development of final record plans and contract closeouts.
- Provided manhole and pipeline evaluations.
- Conducted hydraulic modeling and analysis for planned shutdowns.



- Assisted in the preparation of Operation Plans for CIP Construction and FOD activities, both on the water and sewer side.
- Worked with GIS, DISC, and Surveying staff to develop mapping information used for the preparation of Record Contract Documents.
- Provided engineering support for in-house and CIP construction projects, including permitting and engineering calculations, such as pipeline line restraint.
- Coordinated procurement of contractors and assists in the managing implementation of the related work.
- Involved in the coordination and implementation of necessary FOD support actions (valve maintenance and operation, meter rehabilitation, pipeline shut downs, dewatering and disinfection), coordination of start-up activities and record submittals.
- Acted as a liaison to MWRA communities during design investigation activities that affect water and sewer services during local activities.
- Assisted in providing pertinent field information used in updating and maintaining FOD and GIS databases.

1996-1997      ***Staff Engineer, MASSACHUSETTS WATER RESOURCES AUTHORITY***

- Assisted in the design and the management of various pipeline projects from conceptual planning through construction contract award.
- Monitored, with supervision, the work of engineering consultants including the preparation of engineering scope of services required.
- Provided oversight of the quality of engineering work and compliance with schedules, budgets and MWRA design standards.
- Prepared detailed design sketches, project plans, specifications, engineering reports, cost estimates and schedules.
- Provided construction shop drawing review and inspected project sites to assure compliance with established quality control criteria and safety.

**EDUCATION:**                      **MERRIMACK COLLEGE**, North Andover, MA  
Bachelor of Science in Civil Engineering - May, 1994.

**WENTWORTH INSTITUTE OF TECHNOLOGY**, Boston, MA  
Associate in Civil Engineering Technology - May, 1990.

**WATER PROJECTS:**

- Painting for Bellevue 2 and Turkey Hill Steel Water Storage Tanks, Contract 7634
- Painting for Deer Island Water Storage Tank, Contract 7601
- Concrete and Masonry Structural Assessment at Arlington Heights and Bellevue 1 Standpipe, Contract 7604-Task Order No.13
- NHS Revere Pipeline Improvements Section 53, Contract 5177
- Warren Cottage Line Rehabilitation Project, Contract 6285
- Water Transmission Mains Section 95 and 100, Contract 6108
- NHS-Section 27 Improvements, Contract 6333
- Section 26 Route 107 Lynn-Leak Repair

**SEWER PROJECTS:**

- Section 160 Rehabilitation Mystic Valley Sewer, Contract 6843
- Somerville Sewer Project, Contract S389
- On-Site Treatment at Shaft 4/Lonergan Intake/Nash Hill, Contract A418

- South System Relief Project, Contract 6801
- Section 156 Rehabilitation Metropolitan Sewer, Contract 7393
- East Boston Branch Sewer Relief Project Pipe Bursting, Contract 6841

**SECURITY PROJECTS:**

- Miscellaneous Fencing, Contract 6760 R, T, V, X, Y and Z.
- Security Improvements at Various Facilities, Contract 6760 W
- Deer Island Plant Main Entrance Security Improvements, 6760 P
- Quabbin, Power, Communication and Security, Contract 7461
- Chelsea Facility Main Entrance Security Improvements
- Carroll Water Treatment Plant Entrance Security Improvements

**EMERGENCY PREPAREDNESS TRAINING:**

- Homeland Security Detection Training for Critical Infrastructure
- 40- Hour Hazardous Waste Site Worker Basic Health and Safety Training
- First Responder Training
- Incident Command System Training (ICS 100, 200, 300 and 400)
- FEMA Disaster Management for Water and Wastewater Utilities
- Dam Safety Training
- Confined Space Training
- Security Awareness Training

**MANAGEMENTSKILLS TRAINING:**

- Presentation Skills
- Problem Solving
- Public Speaking
- Project Management Training

**COMPUTER SKILLS:**

- Excel, Word, Power Point, ArcMap

**MWRA  
POSITION DESCRIPTION**

**POSITION:** Community Relations Coordinator (Tunnel Redundancy)

**DIVISION:** Executive

**DEPARTMENT:** Public Affairs

**BASIC PURPOSE:**

Serves as a liaison to communities impacted by the Metropolitan Tunnel Redundancy project. Communicates project updates, provides customer service and builds relationships with constituents and cities and towns under the guidance of senior management. Educates the public on the impact and benefits of the project and resolves community concerns.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Director of Intergovernmental Affairs in coordination with the Director, Tunnel Redundancy Program.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Works closely with other work units such as Planning, Engineering and Operations staff to understand project impacts to the communities in the Tunnel Study Area.
- Serves as a liaison to local elected and appointed officials and citizens of communities on tunnel project issues.
- Meets with relevant constituent groups including community working groups, professional organizations, and environmental and citizen advisory committees to receive feedback on the project and to build awareness of the benefits and impacts of the tunnel project. Makes presentations to community organizations as appropriate.
- Drafts responses to inquiries from the public regarding the Metropolitan Tunnel Redundancy Program. Coordinates with MWRA and consultant project managers and engineers to resolve concerns regarding impact on communities. Works closely with Communications Manager and other Public Affairs and Tunnel Redundancy employees to ensure consistent messaging on the Tunnel project.

- Updates the Director of Intergovernmental Affairs on issues that arise in various communities.
- Attends Tunnel Program meetings with project managers to understand project progress, timeframes, and issues. Communicates concerns from neighborhood groups and community leaders to manager and tunnel staff.
- Answers verbal inquiries from the public regarding MWRA tunnel activities.
- Assists with other projects as directed.
- Provides community relations support for after-hours and weekend project problems and operational crises as needed.

**SECONDARY DUTIES:**

- Assist with the coordination of emergency response activities.
- Performs related duties as required.

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) Bachelor's degree in public administration, political science, communications, or related field; and
- (B) At least five (5) to seven (7) years of experience in community relations and project management preferably in engineering or public sector.
- (C) Any equivalent combination of education or experience.

Necessary Knowledge, Skills and Abilities:

- (A)
- (B) Ability to handle conflict with tact, diplomacy, professionalism, and confidentiality.
- (C) General knowledge of engineering concepts.
- (D) Excellent interpersonal, written and oral communications skills.
- (E) Strong analytical skills.
- (C) Ability to work independently and to

**SPECIAL REQUIREMENTS:**

Availability to attend community meetings each week outside the normal business hours (i.e.

nights and/or weekends).

A valid Massachusetts Class D Motor Vehicle Operators License.

**TOOLS AND EQUIPMENT USED:**

Office machines as normally associated, with the use of telephone, personal computer including word processing and other software, copy and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is regularly required to use hands to finger, handle, feel or operate objects, including office equipment, or controls and reach with hands and arms. The employee frequently is required to stand and walk.

There are no requirements that weight be lifted or force be exerted in the performance of this job. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works in an office environment.

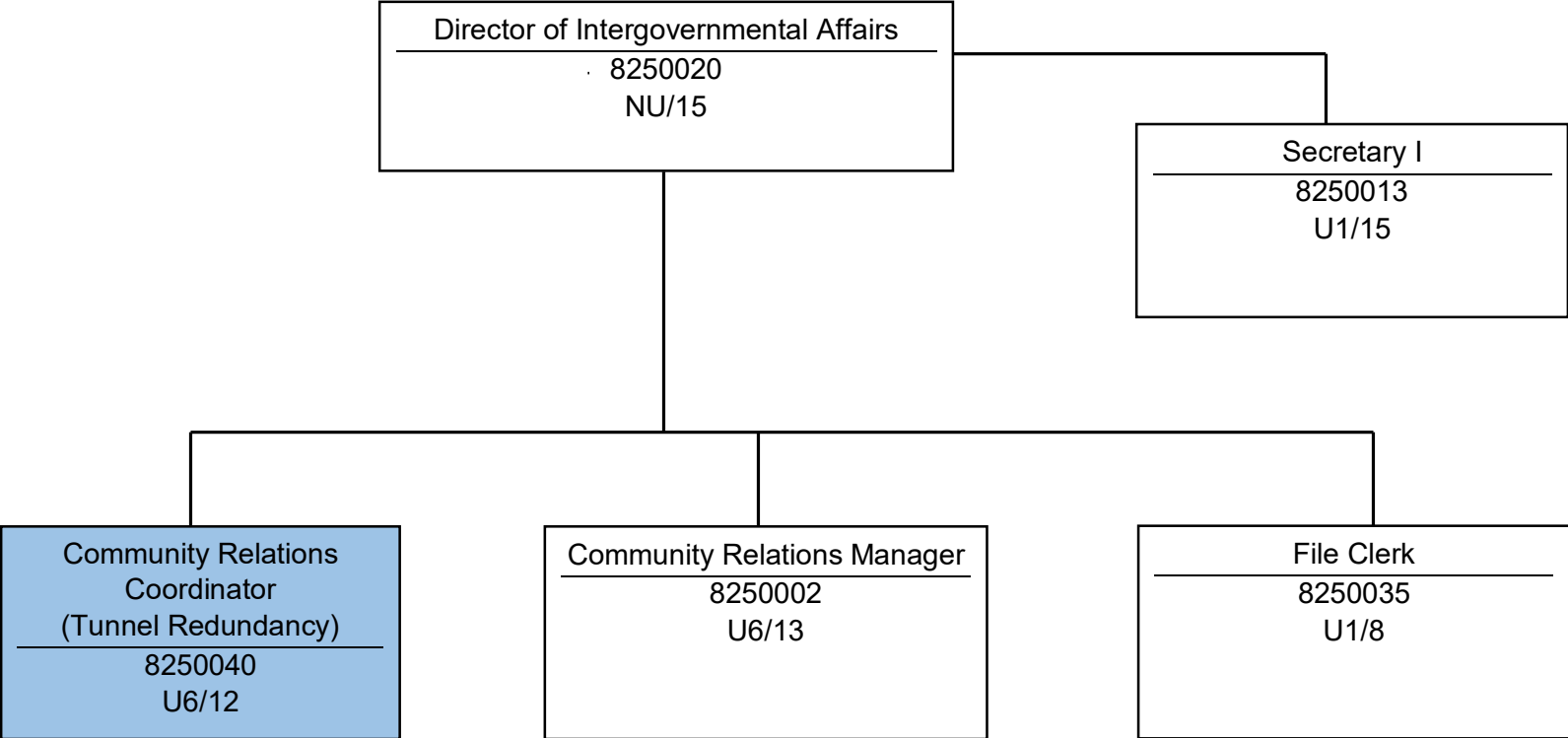
The employee occasionally works in outside weather conditions at construction sites.

The noise level in the work environment is usually a moderately quiet office setting.


**March 2021**

**Public Affairs Department**

**July 2021**



## STAFF SUMMARY

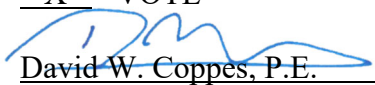
**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** Appointment of Director, Toxic Reduction and Control

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**COMMITTEE:** Personnel & Compensation

Andrea Murphy, Director, Human Resources  
Carolyn M. Fiore, Deputy Chief Operating Officer  
Preparer/Title

         INFORMATION  
  X   VOTE

  
David W. Coppes, P.E.  
Chief Operating Officer

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### RECOMMENDATION:

To approve the appointment of Mr. Matthew J. Dam to the position of Director, Toxic Reduction and Control (Non-Union, Grade 15) in the Operations Division, at the recommended annual salary of \$147,000, commencing on a date to be determined by the Executive Director.

### DISCUSSION:

The position of Director, Toxic Reduction and Control, (TRAC), in the Operations Division, became vacant upon the promotion of the previous incumbent in June 2021. The position, which reports to the Deputy Chief Operating Officer, directs all aspects of the TRAC Department, including programs related to industrial pretreatment, enforcement of MWRA Sewer Use regulations, and reduction and control of contaminated inflow.

The TRAC Department exists to manage MWRA's federally required Industrial Pretreatment Program. The program is required to develop and maintain a survey of industrial and commercial sewer users within MWRA's sewer service areas, develop and enforce local discharge limits, issue and enforce permits, and conduct periodic inspections and monitoring of permittees and others with the potential to discharge to the sewer system. The Director oversees the staff who carry out these requirements. The responsibilities of the position require high level management and policy analysis skills as well as excellent interpersonal, oral and written communication skills.

### Selection Process:

The position of Director, TRAC, was posted internally and externally and a total of 6 candidates applied for this position. Two internal candidates were determined to be qualified and were referred for an interview. The Deputy Chief Operating Officer, the Director of Environmental and Regulatory Affairs, and the Special Assistant for Affirmative Action conducted the interviews. Upon completion of the interviews, Mr. Matthew J. Dam was selected as the best candidate for the position based on the combination of his knowledge, skills, education, and experience.

Mr. Dam currently serves as the Manager, Occupational Health and Safety at the MWRA. In this position, he manages MWRA's compliance with Massachusetts Department of Labor Standards and federal rules and regulations related to employee safety and health. He has been a key contributor to the development and implementation of MWRA's standards for employee safety during the COVID-19 pandemic. In addition, he works closely with all MWRA managers to assess hazards in the workplace and designs controls to eliminate or mitigate the risk of illness or injury. He successfully established the MWRA's Occupational Health and Safety Department to ensure compliance with state and federal regulations. Prior to occupying this role, Mr. Dam spent two years working for General Electric Aviation managing compliance with their water related permits, including its federal NPDES permits and its pretreatment permit.

Mr. Dam worked at MWRA previously and has 15 years of experience in MWRA's TRAC Department in progressively more responsible positions, starting as a Sampling Associate. He also worked as a Senior Sampling Associate, an Industrial Coordinator, and a Regional Manager. These positions provided exposure to TRAC's governing regulations, 40 CFR Part 403 and MWRA's Sewer Use and Enforcement regulations. Mr. Dam has experience in sampling, inspections and permit development in the TRAC Department, as well as supervisory experience over multiple levels of employees in regulatory programs. Prior to his work in TRAC, Mr. Dam held positions in MWRA's Central Laboratory, as a Laboratory Technician, a Contract Laboratory Technician, and an Intern. His significant experience in the TRAC Department and his current role at MWRA, as well as his experience at GE make him uniquely qualified to lead the TRAC Department. He served in several staff level roles as well as management roles, and has demonstrated his ability to manage and direct MWRA's critical regulatory programs.

Mr. Dam holds a Bachelor of Science degree in Marine Safety and Environmental Protection and a Master of Science Degree in Facilities Management from Massachusetts Maritime Academy. He has a grade 6 Wastewater Treatment Plant Operator license, as well as multiple safety-related certificates.

**BUDGET/FISCAL IMPACT:**

There are sufficient funds in the FY22 CEB for this position.

**ATTACHMENTS:**

- Resume of Matthew J. Dam
- Position Description
- Organizational Chart



# MATTHEW J. DAM

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## PROFESSIONAL SUMMARY

Environmental Health and Safety Manager with 23 years of experience in the wastewater industry. Proven ability to manage people and programs by influencing all levels of a company. Utilize skills that include organization, communication and the ability to multitask to assure that program goals are delivered.

## EXPERIENCE

### **MASSACHUSETTS WATER RESOURCES AUTHORITY (MWRA) Boston, MA**

#### ***Manager, Occupational Health and Safety***

***October 2018-Present***

- Manage MWRA's compliance with Massachusetts Department of Labor Standards (DLS) (state) and federal rules and regulations and provides programs, guidance and recommendations in areas of employee safety and health.
- Oversee and develops a program for regulatory compliance with state standards and works closely with other authority safety and health staff to communicate, implement, monitor and track safety and health regulatory compliance.
- Assess all hazards in the workplace and design controls to eliminate or mitigate the risk of injury or illness.
- Lead agency's activities in a proactive way to reduce injuries and minimize workers' compensation cases.
- Established the Occupational Health and Safety Department by restructuring and developing new roles to align the safety team to meet state and federal regulations.
- Work closely with all authority staff to create, update, and implement safety and health programs and communicate the programs to employees.
- Developed an authority-wide system for record keeping for work-related injuries and illnesses using the OSHA Log of Work-Related Injuries and Illnesses form (OSHA Form 300). Posts the summary of the OSHA log for injuries and illnesses (OSHA 300A) according to procedures promulgated by OSHA. Provides access to employees, former employees and their representatives to OSHA Form 300 as required by applicable state regulations.
- Serves as the authority's main contact for any safety related business.
- Works with authority staff to evaluate hazard communication programs and training of employees regarding the hazards they may be exposed to during the course of employment at MWRA including communicating the need for employees to utilize proper personal protective equipment required for handling hazardous chemicals.
- Oversees the work of professional consultants under contract to the Authority, including quality of output and budget.
- Assists in maintaining harmonious labor management relations through proper applications of collective bargaining agreement provisions and established personnel policies. Prepares for, participates in and hears step one grievances and pre-disciplinary hearings. Participates in collective bargaining negotiations.

### **GENERAL ELECTRIC AVIATION Lynn, MA**

#### ***Senior Services and Projects Manager, EHS***

***November 2014- October 2018***

- Responsible for compliance of all Water programs. Manage federal, state and local regulatory requirements including NPDES, storm water, SPCC, Massachusetts Contingency Plan, Industrial Pretreatment, and Lynn Conservation Commission. Represent GE on communications with regulatory agencies (EPA, MassDEP, LWSC) including permit applications, permit renewals, inspections, audits and all reporting requirements. Draft RFQs, host bid walks, and procure engineering studies related to water compliance. Interact with all levels of the company to assure compliance.
- Manage the 24/7 operation of the Consolidated Drain Treatment system (CDTS), a storm drain system with storm water outfalls to the river and a ground water treatment system that collects and treats infiltrated

ground water for discharge to the Saugus River. Manage a staff of 3 Wastewater Operators and a Project Manager to operate and maintain the CDTs per EPA and state requirements. Responsible for maintaining and updating the O&M manual. Oversee an operation and maintenance budget of \$450K. Use computerized management system to input and track all regulatory requirements to assure completion.

- Manage compliance of 32 industrial wastewater systems that discharge to Lynn Water and Sewer Commission (LWSC) as permitted by LWSC and Mass DEP. Interact with the Plant Leaders, operators and area employees are following permit procedures and internal agreements.
- Work with the GE Corporate Governance team as a Water Compliance expert to audit other GE businesses as needed. Perform document review, system inspections, and process reviews to make recommendations to eliminate risk and improve the strength of defenses.
- Responsible for all emergency plans and procedures for the site including drafting, updating, and implementing requirements Coordinate all site drills and training for 2700 employees and 30 buildings. Demonstrate site compliance through documentation of all activities. Designated Qualified Individual (QI) in the facility response plan for the site as required under 40 CFR Part 112. Designated Emergency Coordinator (EC) in the integrated contingency plan for the site as required by the EPA. Represent GE in the Mystic Region Planning Committee as required under EPCRA for facilities that submit a Tier II report to the EPA for the storage of hazardous chemicals. Coordinate annual tours for all 150 Lynn Fire Fighters to become familiar with the site layout, the hazardous processes and the location of valuable assets.
- Responsible for all EHS programs for a large manufacturing plant of 300 employees. Provide leadership on ergonomic concerns, machine guarding, electrical safety, LOTO and PPE. Responsibilities include daily “safe start” meetings, tracking and delivering regulatory training, event/incident analysis, coordinating restricted duty placement and running safety committee teams. Review leading and lagging indicators to find weaknesses in daily operating rhythms that could result in an injury or an environmental event.
- RCRA and DOT trained to manage hazardous waste storage areas and sign hazardous waste shipping manifests.

## **MASSACHUSETTS WATER RESOURCES AUTHORITY (MWRA) Boston, MA**

### ***Regional Manager***

***February 2013- October 2014***

- Manage the monitoring program for the Toxic Reduction and Control (TRAC) department. Assure implementation of the EPA Pretreatment Program for Publicly Owned Treatment Works (POTW) follows all regulatory requirements and TRAC’s industrial monitoring plan. Meet all program expectations to support the compliance of all MWRA held EPA NPDES permits by managing sampling teams according to written procedures. Design projects within the MWRA collection system to collect data to help protect employees and infrastructure.
- Manage a staff of 13 direct reports including all administrative duties, interviews, hiring and scheduling of work to meet all client needs as described above.
- Manage TRAC’s lab/testing supplies and maintenance budget. Approve and document all purchases assuring all staff have the equipment necessary for the job. Track assets such as equipment and vehicles to determine maintenance or replacement schedules.
- Use computerized management systems to generate schedules, track production and generate progress reports.

### ***Industrial Coordinator***

***November 2011-February 2013***

- Conduct regulatory inspections of facilities that have industrial wastewater discharges. Review permit applications, historical reports, prior documented correspondence, and sampling data. Utilize information gathered during inspections and relevant background information, to draft permits, including sewer use, landfill, temporary construction dewatering sites, and group permits for issuance to sewer dischargers and others subject to MWRA regulations.
- Review plans and specifications for industrial treatment facilities, including piping and instrumentation diagrams, to ensure conformance to accepted engineering practices, and explore opportunities for pollution prevention and source reduction actions by dischargers.
- Issue enforcement actions such as Notices of Violation and follow up to ensure that responses are timely and complete. Coordinate with and refer matters requiring escalated enforcement to the enforcement staff.

- Use knowledge and understanding of industrial and municipal treatment systems, source reduction and pollution prevention principle. Use knowledge of federal, 40 CFR, state, 310 CMR and MWRA regulations to perform required tasks.

***Senior Sampling Associate***

***August 2004 – November 2011***

- Oversee the daily schedule of a regional team of sampling associates within the TRAC department.
- Assure the timely completion of the industrial monitoring plan that is submitted annually to the Environmental Protection Agency (EPA) for all Significant Industrial Users (SIUs) by creating weekly schedules for the sampling staff.
- Use software such as, Excel, Word, Oracle Discoverer, and Laboratory Information Management Systems (LIMS) to track monthly and annual sampling progress of 370 permitted industries within the MWRA community.
- Review the accuracy of all monitoring reports to assure that each sampling event is correctly documented should a sampling result be contested.
- Actively participate in TRAC's safety committee which drafts safety recommendations to management, tracks and recommends safety training for all of TRAC's staff, and maintains the "Right to know" station by updating all MSDS sheets.
- Member of the Confined Space Entry Committee which reviews the course curriculum taught to all MWRA personnel required to maintain their annual certification.
- Perform field audits of Sampling Associates to ensure all safety procedures, appropriate personal protective equipment (PPE), and sampling SOPs are being followed uniformly by all staff.

***Sampling Associate***

***June 2000 – August 2004***

- Assure compliance of industries that are regulated by the MWRA's Industrial pretreatment program through sampling and inspection. Document each monitoring event with a detailed monitoring report. Respond to chemical spills or accidental releases that threaten the MWRA's sewer system or the workers.
- Maintain Safety equipment (Photo Ionization Detector (PID), Flame Ionization Detector (FID), Scott Air Packs, biosystems multi pro 4 gas meter.

***Sr. Laboratory Technician, Laboratory Technician, Contractor, Intern***      ***December 1997 – June 2000***

- Tested municipal wastewater, industrial wastewater and drinking water samples submitted to the Central Laboratory on Deer Island.
- Developed and prepared SOPs for use in the laboratory.
- Followed EPA approved methods to performed analysis on samples for metals, hexavalent chromium, pH, dissolved oxygen, total solids, suspended solids, total suspended solids, chlorine residual, fecal coli form, enterococcus, fluoride, hypo %, conductivity, and volatile acids.
- Performed maintenance of pumps and samplers within the Deer Island Wastewater Treatment Facility.

ONSITE ENVIRONMENTAL Braintree, MA

1997

***Field Technician***

- Staffed to environmental companies to perform tank cleanings, lead removal, contaminated soil excavation, drum recovery, chemical lab pact, and chemical classifications at various contaminated sites.
- Followed OSHA procedures to complete tasks in level B and C protection.

**NOTABLE ACHIEVEMENTS**

**NPDES permit appeal and implementation**

Led the GE team through the appeal of GE Aviation's NPDES permit. Interacted with GE lawyers, EPA lawyers and engineers using knowledge of NPDES regulations, best available wastewater/storm water technologies and permit management to arrive at a NPDES permit that could be reasonably implemented. The complicated NPDES permit includes a ground water treatment system, power plant non-contact cooling water (NCCW) intake and return, 5 storm water outfalls owned and operated by GE and 3 storm water outfalls sold by GE to a new land owner but with a collection system still operated by GE under an administrative consent order with the Mass DEP.

Implementation included

- Secured \$500K in investment money for upgrades to the Consolidated Drain Treatment System required to meet compliance schedules.

- Manage \$100K engineering study to determine the feasibility of complying with the NCCW intake and return requirements listed in the NPDES permit
- Met with GE lawyers, Global Facility Managers and Finance Managers to develop a compliance timeline to cease withdrawals of the power plant from the river by constructing a new \$20M heating facility.
- Trained a staff of wastewater operators and technicians to operate under the guidance of the new permit.
- Manage staff to maintain systems and follow procedures to meet compliance and operational needs.

## EDUCATION

**MASSACHUSETTS MARITIME ACADEMY, Buzzards Bay, Massachusetts**

*Master of Science in Facilities Management, 2010*

*Bachelor of Science in Marine Safety and Environmental Protection, 1997*

## PROFESSIONAL TRAINING/CERTIFICATIONS

*Massachusetts Wastewater Treatment Plant Operator- grade 6 Combined*

*RCRA Hazardous Waste Management*

*Safety Management Specialist, BCSP*

*Specialist in Safety and Health, General Industry and Construction Industry*

*Certified Safety & Health Official, General Industry and Construction Industry*

*Hazardous Material- Shipping Papers*

*Supervisor Training*

*40-Hour OSHA Hazwoper*

*Confined Space Entry*

*OPA 90 Qualified Individual (QI)*

*FEMA-Emergency Management Institute, Incident Commander Training, ICS-100 and ICS-200*

*OSHA 10 hour Construction Safety and Health*

*Marine Oil Spill Management Specialist*

*Lock Out Tag Out*

*Audit Skills*

*Storm Water Pollution Prevention*

**MWRA  
POSITION DESCRIPTION**

**POSITION:** Director, Toxic Reduction and Control (TRAC)

**DIVISION:** Operations

**DEPARTMENT:** Toxic Reduction and Control

**BASIC PURPOSE:**

Directs all aspects of Toxic Reduction and Control Department including programs related to industrial pretreatment, enforcement of MWRA regulations, reduction and control of contamination inflow, and MWRA's permitting program to protect MWRA infrastructure (8m program).

**SUPERVISION RECEIVED:**

Works under the general supervision of the Deputy Chief Operating Officer.

**SUPERVISION EXERCISED:**

Exercises general supervision of the Senior Program Manager of Compliance and Senior Program Manager of Field Operations and Permitting. Provides indirect supervision over TRAC Field, Inspection, Permitting and Compliance, Enforcement and Information Systems staff. Works closely with the attorneys in the Law Division.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops and recommends policies and programs related to toxics reduction and control, including regulated and emerging contaminants.
- Directs Clinton and Boston Harbor industrial pretreatment programs and other programs to control and reduce discharge of toxic materials into the MWRA system by inspection, monitoring, permitting, compliance/enforcement and related activities for industrial municipal and non-industrial discharges in compliance with MWRA's NPDES permits and state and federal regulations.
- Develops implements and manages new programs of toxics control and reduction including programs of waste minimization, household hazardous waste collection and education and urban runoff research and containment.
- Directs the issuance of industrial, municipal, Direct Connection, and 8m permits for the MWRA.

- Directs monitoring of the CSO facilities in coordination with Wastewater Operations and Environmental Quality staff.
- Directs the development and implementation of TRAC's MIS requirements including database and reporting functions for laboratory, industrial, permitting, compliance-enforcement and research information.
- Directs the enforcement of MWRA regulations by TRAC compliance and Law Division staff.
- Develops and oversees public education programs to make communities aware of impact of toxic discharges and of department efforts to reduce such impacts.
- Prepares departmental budgets and manages contracting of services.
- Coordinates with other MWRA departments and divisions, EPA, DEP, and other municipal and governmental entities.
- Administers personnel policies, provides direction and coordinates the selection, supervision, training and evaluation of department personnel.
- Coordinates preparation of departmental staffing plan, budget and schedule and monitors the implementation of departmental objectives in keeping with budget parameters and Divisional requirements.
- Administers the application of collective bargaining provisions and personnel policies in the work place. Serves as Step I grievance Hearing Officer.
- Manages the Department in a manner that is consistent with MWRA's goals of Diversity, Equity, and Inclusion.
- Assures consistency and uniformity of work rules in accordance with established policies and procedures.
- Collaborate with Manager of Occupational Health and Safety to direct safety programs, strategic planning and policy development, employee involvement programs and supports MWRA-wide safety programs.
- Partners with the Manager, Training and Development to oversee the training and development of section staff by providing opportunities for technical, supervisory and management training. Provides opportunities for technical, supervisory and managerial training and education for all department employees.
- Represents TRAC and the Operations Division as required with the Authority's Division Directors, Executive Director and the Board of Directors.

## **SECONDARY DUTIES:**

- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS:**

### Education and Experience:

- (A) A Bachelor's degree in civil, environmental, or chemical engineering, or biology, chemistry, environmental studies, or a related field. A graduate degree in engineering, management, law or related field is preferred; and
- (B) Ten (10) to twelve (12) years of experience in environmental or regulatory enforcement programs with experience in public education and outreach; of which five (5) must be in the successful management of environmental/enforcement programs with multiple supervisory levels; or
- (C) Any equivalent combination of education or experience.

### Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of environmental issues.
- (B) Knowledge of federal, state and local laws related to water quality, hazardous waste and wastewater discharges.
- (C) Knowledge of applicable EPA regulations, including 40 CFR 403 and related national categorical standards regulations.
- (D) Understanding of water quality, toxics control and source reduction.
- (E) Demonstrated ability to manage a large staff of field workers.
- (F) Extensive experience with federal and state environmental regulations.
- (G) Strong organizational and management skills.
- (H) Excellent verbal and written communications skills, presentation skills, and interpersonal skills.

## **SPECIAL REQUIREMENTS:**

- A valid Massachusetts Class D Motor Vehicle Operators License.
- Must be available for on-call assignments and responding to emergencies on a 24/7 basis

### **TOOLS AND EQUIPMENT USED:**

Office machines normally associated with the use of telephone, personal computer including word processing and other software, copy and fax machine.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee regularly is required to stand or talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee works near moving mechanical parts is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes and airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is moderately quiet.

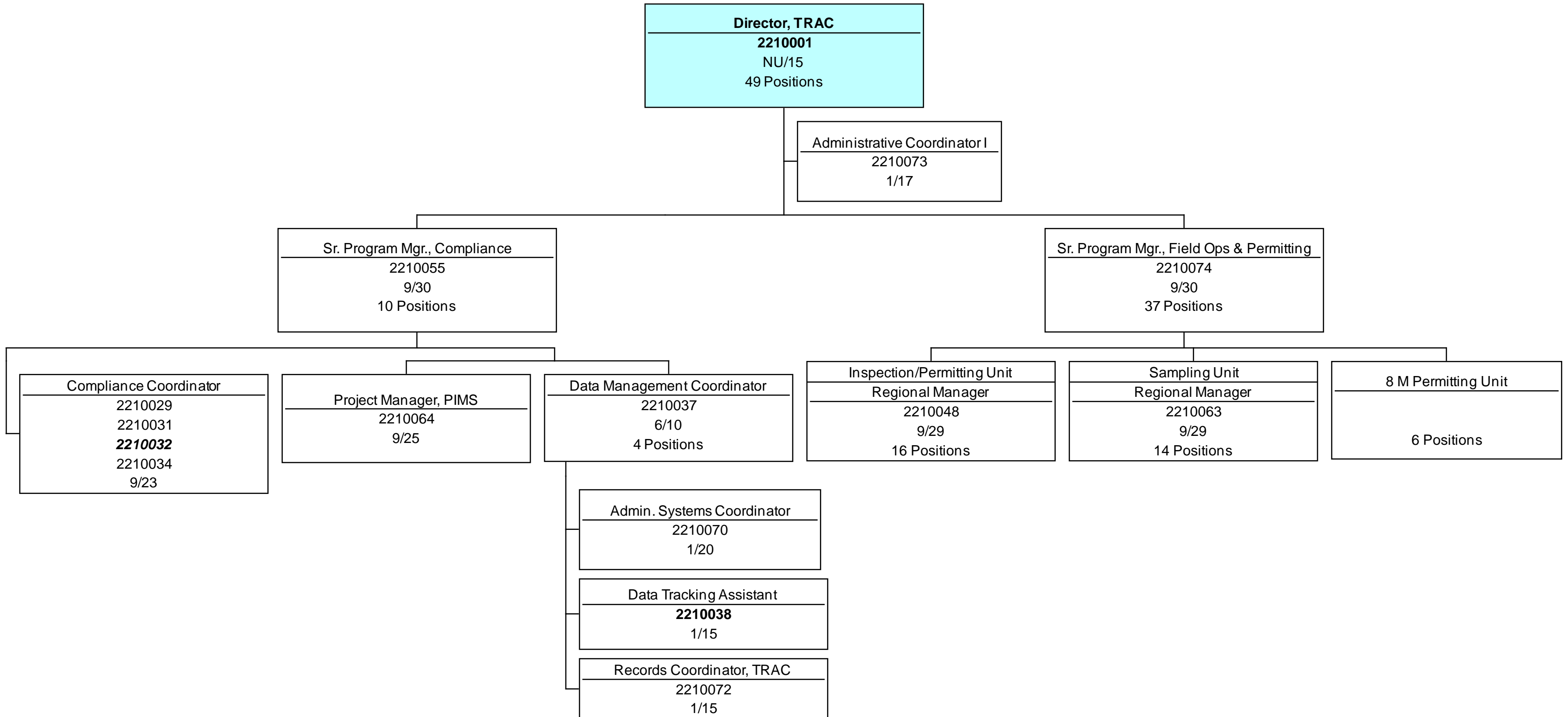
June 2021




Programs, Policy & Planning

# TRAC

July 2021



## STAFF SUMMARY


**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** Appointment of Program Manager, Wastewater Operations

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**COMMITTEE:** Personnel & Compensation

     INFORMATION  
  X   VOTE

Charles Ryan, Director, Wastewater O & M  
Stephen Cullen, Director, Wastewater  
Andrea Murphy, Director, Human Resources  
Preparer/Title

  
David W. Coppes, P.E.  
Chief Operating Officer

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### RECOMMENDATION:

To approve the appointment of Mr. Michael Barter to the position of Program Manager, Wastewater Operations (Unit 9, Grade 29), in the Wastewater Operations and Maintenance Department, at an annual salary of \$114,681.78, commencing on a date to be determined by the Executive Director.

### DISCUSSION:

The Program Manager, Wastewater Operations will become vacant upon the upcoming retirement of the incumbent in September 2021. The recommendation to hire precedes the position becoming vacant due to the important role that this position plays in managing wet weather events and the need for some overlap to assure a good transition. The position assists with the management of all aspects of wastewater operations. The Program Manager, Wastewater Operations supports the Manager of Operations in the management of the Wastewater Operations Control Center (OCC), wastewater pump stations, headworks and CSO facilities. The position is responsible for supervising wastewater operations staff, managing wet weather events, developing Standard Operating Procedures (SOPs) and training staff on SOPs, facility operations, process control procedures and emergency response plans. The position also coordinates maintenance programs, and acts as a liaison to the Engineering and Construction Department. Organizationally, the Program Manager reports to the Manager of Operations, Wastewater Operations and Maintenance Department.

### Selection Process:

The Program Manager position was posted internally. Three candidates applied for the position, two of whom were determined to be qualified and were referred for an interview. The Director of Wastewater Operations and Maintenance, the Deputy Director of Waterworks, and the Associate Special Assistant to Affirmative Action interviewed both candidates. Upon completion of the interviews, Mr. Barter was determined to be the best-qualified candidate for the position based on his excellent wastewater operations and supervisory experience, knowledge and skills.

Michael Barter has worked in wastewater operations at MWRA for the past 35 years in progressively more responsible positions. He spent his first nine years working in various operator positions at the Deer Island Treatment Plant and the Nut Island facility. He was then promoted to Area Supervisor, working for ten years in the Wastewater OCC and 12 years in various headworks facilities. In 2017, he was promoted to an Operations Supervisor position in the Wastewater OCC, where he is responsible for supervising operations staff in day-to-day and wet weather operations of all Wastewater OCC facilities.

Mr. Barter is thoroughly familiar with all aspects of the operations and maintenance of MWRA's wastewater facilities, including the headworks facilities, the combined sewer overflow facilities, the pump stations, and the Wastewater OCC. He has personally operated all of these facilities, especially during high flow conditions during wet weather events.

He has in-depth experience with MWRA's SCADA system and has trained staff on wastewater operations. He has extensive experience planning and organizing staff for extreme wet weather events and emergencies. He has responded effectively to emergency operations, and he has operated facilities during ongoing construction projects. He takes part in the planning for facility rehabilitation.

Mr. Barter has excellent managerial and interpersonal skills, which has enabled him to develop trusting professional working relationships with unionized wastewater operations personnel and earn the respect of supervisors, employees, and colleagues.

Mr. Barter holds a Grade 7-C wastewater operator's license and a Grade 4 collection systems certification.

**BUDGET/FISCAL IMPACTS:**

There are sufficient funds for this position in the Operations Division's FY22 Current Expense Budget. The recommended salary is in accordance with guidelines established in Unit 9's current collective bargaining agreement.

**ATTACHMENTS:**

Resume of Michael Barter  
Position Description  
Organizational Chart

# Michael F Barter

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## EDUCATION

<b>United States Navy</b> <i>Reserve Duty</i> <i>Honorable Discharge</i>	1985-1988
<b>United States Navy</b> <i>Active-Duty</i> <i>Enginemen, 3<sup>rd</sup> class Petty Officer</i>	1982-1985
<b>North Quincy High School</b> <i>High School Diploma</i>	Quincy, MA June 1982

## EXPERIENCE

### Massachusetts Water Resources Authority (MWRA)

***Operations Supervisor- OCC*** Chelsea, MA  
2017- Present

- Responsible for the day-to-day operations in the OCC and Headworks; day shift
- Responsible for wet weather staffing and operation of facilities

***Area Supervisor- OCC*** Chelsea, MA  
2012- 2017

- Responsible for duties of OCC:
  - Ordering of chemicals
  - Scheduling of contractors
  - Monitoring of CSO's and pump stations
  - Alarm monitoring and dispatch of personnel
- Field Supervisory Duties of OCC:
  - Preventative Maintenance and troubleshooting
  - Monitored shift personnel and equipment of Headworks
  - Operated and inspection of CSO's and pump stations
  - Monitored and activated wet weather operations of CSO's
  - Assisted Maintenance and Contractors
  - Accepted chemical deliveries
  - Participated in Operator training program

***Area Supervisor- Ward Street*** Boston, MA  
2008- 2012

- Supervised operations personnel
- Processed and submitted work orders
- Ordered supplies
- Scheduled staff and submitted weekly payroll submission
- Assigned Preventative Maintenance to operators, as well as, completing self-assigned Preventative Maintenance
- Responsible for daily operating procedures

- Acted as a liaison for all contractors and Maintenance personnel

***Area Supervisor- OCC***

Chelsea, MA  
2003-2008

- Responsible for duties of OCC:
  - Ordering of chemicals
  - Scheduling of contractors
  - Monitoring of CSO's and pump stations
  - Monitoring alarms and dispatch of personnel
- Field Supervisory Duties of OCC:
  - Preventative Maintenance and troubleshooting
  - Operated and inspected CSO's and pump stations
  - Monitored and activated Wet weather operations of CSO's
  - Assisted Maintenance and Contractors
  - Accepted chemical deliveries

***Area Supervisor- Headworks***

Nut Island  
1998-2003

- Operated and supervised personnel and facility to achieve maximum treatment efficiency
- Responsible for ordering chemicals
- Timely submission of work orders
- Assisted Maintenance and Contractors
- Monitored the facility on the SCADA system

***Area Supervisor- Sewerage Treatment Plant***

Nut Island  
1995-1998

- Responsible for supervision and operation of anaerobic digesters, sewerage detention tanks, grit room facility, engine room, chlorine building, and main pumping of treated effluent

***Operator***

Nut Island  
1994-1995

***Assistant STP Operator***

Nut Island  
1988-1994

***Diesel Power Plant Operator***

Nut Island  
1987-1988

***Diesel Power Plant Operator***

Deer Island  
1986-1987

**LICENSES & CERTIFICATIONS**

- Certified Operator Grade 7-C Full License #6239
- Grade 4 Wastewater Collections Systems License #C-2405
- OSHA Construction Safety and Health Training #11-003400566
- First Aid and CPR Certification
- US DOT Hazardous Materials: Resource, Conservation & Recovery Act

**MWRA**  
**POSITION DESCRIPTION**

**POSITION:** Program Manager, Wastewater Operations

**DIVISION:** Field Operations

**DEPARTMENT:** Wastewater Operations

**BASIC PURPOSE:**

Assists the Manager of Operations in managing the operation of the Authority's Wastewater OCC, wastewater pumping stations, headworks and CSO facilities. Manages wet weather events, develops Standard Operating Procedures (SOPs), trains staff on SOPs, facility operations, process control procedures and emergency response plans. Coordinates maintenance programs, acts as a construction liaison as well as an Operational advisor.

**SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Operations

**SUPERVISION EXERCISED:**

Will exercise close supervision over wastewater operations staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops, updates and ensures implementation of Standard Operating Procedures (SOPs) for all wastewater facilities. Develops operational and inspection protocols for operations staff as directed by the Manager of Operations.
- Manages predictive and preventive maintenance initiatives. Works closely with Operations Supervisors, Maintenance Managers and Work Coordination Managers to ensure all work orders are issued, completed and closed in a timely manner. Conducts periodic audits on Operations staff maintenance activities. Attends weekly maintenance coordination meetings. Utilizes Maximo to open and process work orders as required.
- Responsible for coordinating all aspects of communication/Tellog, PLC, system alarms with SCADA, Metering and Engineering groups.
- Responsible for operations involvement on construction projects, attend construction meetings and participates in the construction and start-up of new facilities.

- Performs facility audits, facility inspections, SPCC inspections and staff scheduling issues as directed by the Manager of Operations. Responsible for scanner system and updates of new technology associated with facility automation as needed.
- Manages departmental records relating to the Yellow/Orange Notebooks.
- Utilizes PI Processbook to monitor facility operation and to gather information to produce reports. Gathers data and formulates storm reports for Wastewater Operations.
- Acts as liaison to the safety coordinator and implements recommendations as needed. Responsible for the safe operation of all wastewater system components and ensures all staff are in compliance with all MWRA safety policies and procedures.
- Manages wet weather events for Wastewater Operations.
- Trains staff on proper Operational Techniques and Emergency Response.

**SECONDARY DUTIES:**

- Performs related duties as required

**MINIMUM QUALIFICATIONS:**

Education and Experience:

- (A) B.S. in Mechanical, Electrical, or Civil Engineering or related field; or
- (B) Demonstrated knowledge of wastewater operations and wastewater equipment maintenance and practices as acquired by seven (7) to nine (9) years experience in the field including three (3) years of experience supervising staff and/or large projects; or
- (C) Any combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

- (A) Ability to read and interpret plans and drawings.
- (B) Proficient in the use of personal computers and associated Microsoft Office software programs, including Word, Excel, and Access.
- (C) Experience with the CMMS software MAXIMO.

(D) Trained in Confined Space Entry and capable of entering, of setting up, installing, disassembling confined space equipment and ability to work in a confined space

**SPECIAL REQUIREMENTS:**

A valid Grade 5 Wastewater Operator's license, or the ability to obtain within 6 months.

A valid Grade 4 Collections System Certification, or the ability to obtain within 6 months.  
A valid Massachusetts Class D Motor Vehicle Operator's License.

**TOOLS AND EQUIPMENT USED:**

Office equipment as normally associated with the use of telephone and personal computer.

**PHYSICAL DEMANDS:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands fingers, handle, feel or operate objects, including office equipment or controls and reaches with hands and arms. The employee must frequently lift and or move up to 10 pounds, occasionally lift/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to focus.

**WORK ENVIRONMENT:**

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in an office environment. The employee will also be exposed to outdoor weather conditions. The employee is occasionally exposed to fumes and airborne particles.

The noise level in the work environment is a moderately quiet setting.

**June 2019**



# Wastewater Operations

July, 2021

**Manager, Operations**  
2470004  
NU/14  
64 Positions

**Program Manager, WW Operations**  
24700135  
9/29

Operations Supervisor (7am-3pm)  
2470082  
3/24

Operations Supervisor (3pm-11pm)  
2470016  
3/24

Operations Supervisor (11pm-7am)  
24700101  
3/24

Operations Supervisor (Relief)  
2470032  
3/24

**Headworks**  
9 Area Supervisor and Operator Positions

**Operations Control Center**  
49 Area Supervisor and Operator Positions

## STAFF SUMMARY

**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director  
**DATE:** July 21, 2021  
**SUBJECT:** Delegated Authority Report – June 2021



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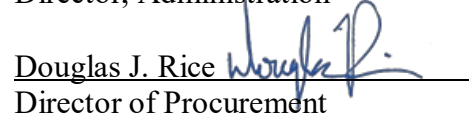
**COMMITTEE:** Administration, Finance & Audit

INFORMATION  
 VOTE



Michele S. Gillen  
Director, Administration

Linda Grasso, Admin. Systems Coordinator  
Barbara Aylward, Administrator A & F  
Preparer/Title



Douglas J. Rice  
Director of Procurement

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### RECOMMENDATION:

For information only. Attached is a listing of actions taken by the Executive Director under delegated authority for the period June 1 - 30, 2021.

This report is broken down into three sections:

- Awards of Construction, non-professional and professional services contracts and change orders and amendments in excess of \$25,000, including credit change orders and amendments in excess of \$25,000;
- Awards of purchase orders in excess of \$25,000; and
- Amendments to the Position Control Register, if applicable.

### BACKGROUND:

The Board of Directors' Management Policies and Procedures, as amended by the Board's vote on February 21, 2018, delegate authority to the Executive Director to approve the following:

#### Construction Contract Awards:

Up to \$1 million if the award is to the lowest bidder.

#### Change Orders:

Up to 25% of the original contract amount or \$250,000, whichever is less, where the change increases the contract amount, and for a term not exceeding an aggregate of six months; and for any amount and for any term, where the change decreases the contract amount. The delegations for cost increases and time can be restored by Board vote.

Professional Service Contract Awards:

Up to \$100,000 and one year with a firm; or up to \$50,000 and one year with an individual.

Non-Professional Service Contract Awards:

Up to \$250,000 if a competitive procurement process has been conducted, or up to \$100,000 if a procurement process other than a competitive process has been conducted.

Purchase or Lease of Equipment, Materials or Supplies:

Up to \$1 million if the award is to the lowest bidder.

Amendments:

Up to 25% of the original contract amount or \$250,000, whichever is less, and for a term not exceeding an aggregate of six months.

Amendments to the Position Control Register:

Amendments which result only in a change in cost center.

**BUDGET/FISCAL IMPACT:**

Recommendations for delegated authority approval include information on the budget/fiscal impact related to the action. For items funded through the capital budget, dollars are measured against the approved capital budget. If the dollars are in excess of the amount authorized in the budget, the amount will be covered within the five-year CIP spending cap. For items funded through the Current Expense Budget, variances are reported monthly and year-end projections are prepared at least twice per year. Staff review all variances and projections so that appropriate measures may be taken to ensure that overall spending is within the MWRA budget.


CONSTRUCTION/PROFESSIONAL SERVICES DELEGATED AUTHORITY ITEMS JUNE 1 - 30, 2021

NO.	DATE OF AWARD	TITLE AND EXPLANATION	CONTRACT	AMEND/CO	COMPANY	FINANCIAL IMPACT
C-1.	06/03/21	<b>GRAVITY THICKENER UPGRADE DEER ISLAND TREATMENT PLANT</b> DELETE THE REQUIREMENT TO REMOVE TWO INCHES OF EXISTING BONDED CONCRETE GROUT FROM THE BASE SLAB OF GRAVITY THICKENER 5 AND THE REQUIREMENT TO INSTALL A NEW TWO INCH CONCRETE GROUT LAYER; FURNISH AND INSTALL TWO EQUALLY SPACED CENTER SCRAPER BLADES IN LIEU OF THE FOUR THAT WERE SPECIFIED AT GRAVITY THICKENERS 1 THROUGH 6; FURNISH AND INSTALL CAULK AT GRAVITY THICKENERS 1, 2, 3 4 TO SEAL BETWEEN THE WEIR AND THE CONCRETE WALL IN LIEU OF GASKETS; DELETE THE REQUIREMENT TO PROVIDE CURRENT MATERIAL TESTING ON BAFFLES AND WEIRS; DELETE THE REQUIREMENT TO PROVIDE TYPE 316 STAINLESS STEEL EIGHT INCH DIAMETER ELBOWS. REUSE THE EXISTING TEN INCH TYPE 316 STAINLESS STEEL ELBOWS.	7428	13	WALSH CONSTRUCTION COMPANY II, LLC	(\$111,758.01)
C-2.	06/03/21	<b>OVERHEAD DOOR MAINTENANCE SERVICES DEER ISLAND TREATMENT PLANT</b> FINAL BALANCING CHANGE ORDER TO DECREASE THE FOLLOWING BID ITEMS TO REFLECT ACTUAL QUANTITIES USED: NON-EMERGENCY AND EMERGENCY MAINTENANCE SERVICES, REPLACEMENT PARTS, FIRE DEPARTMENT SERVICES/PERMITS.	5575	2	SAFEWAY OVERHEAD CRANE SERVICE, INC.	(\$28,571.33)
C-3.	06/03/21	<b>WIND TURBINE MAINTENANCE</b> INCREASE UNSPECIFIED MAINTENANCE AND REPAIR; INCREASE REPLACEMENT PARTS ALLOWANCE.	5582	1	BALDWIN ENERGY, LLC	\$37,026.00
C-4.	06/03/21	<b>PARKING LOT MODIFICATIONS DEER ISLAND TREATMENT PLANT</b> AWARD OF A CONTRACT TO THE LOWEST RESPONSIVE BIDDER FOR THE PARKING LOT MODIFICATIONS DEER ISLAND TREATMENT PLANT FOR A TERM OF 30 CALENDAR DAYS.	5600	AWARD	LORUSSO CORP.	\$169,407.00
C-5.	06/07/21	<b>CRANE MAINTENANCE SERVICE</b> FINAL BALANCING CHANGE ORDER TO DECREASE THE FOLLOWING BID ITEMS TO REFLECT ACTUAL QUANTITIES USED: LOAD TESTS, NON-EMERGENCY AND EMERGENCY ON-CALL MAINTENANCE SERVICES, REPLACEMENT PARTS AND RENTAL EQUIPMENT.	OP-370	3	SAFEWAY OVERHEAD CRANE SERVICE, INC.	(\$54,930.50)
C-6.	06/10/21	<b>CHELSEA CREEK HEADWORKS UPGRADE</b> 38 MISCELLANEOUS ITEMS NECESSARY TO COMPLETE THE WORK INCLUDING; DEMOLISH TWO SETS OF REINFORCED CONCRETE STAIRS AND LANDINGS AT THE UTILITY TRANSFORMER PAD INSTALLED PER CONTRACT AND REPLACE PER REVISED DRAWINGS AND MODIFY THE SURROUNDING SIDEWALKS BASED ON REVISED SITE GRADES; FURNISH AND INSTALL 5-INCH RISER TO EXTEND THE VERTICAL SECTION OF 80-INCH X 60-INCH STAINLESS STEEL DUCT TO CLEAR THE ROOF OPENING BASED ON ACTUAL ROOF ELEVATION THAT COULD NOT BE CONFINED UNTIL THE EXISTING WET SCRUBBER AND ODOR CONTROL FAN WERE DEMOLISHED; INCREASE THE NUMBER OF HVAC EQUIPMENT VENDOR TRAINING SESSIONS SO THAT TRAINING CAN BE DELIVERED TO MWRA OPERATIONS AND MAINTENANCE STAFF AT THE CHELSEA CREEK HEADWORKS, IN SMALLER GROUPS, TO COMPLY WITH COVID-19 GUIDELINES FOR SOCIAL DISTANCING	7161	46	BHD/BEC 2015, A JOINT VENTURE	\$247,481.00
C-7.	06/17/21	<b>WESTON AQUEDUCT STOP PLANK GATES</b> FURNISH AND INSTALL FOUR STAINLESS STEEL SLIDE GATES.	7369	2	WES CONSTRUCTION CORP.	\$100,000.00

## PURCHASING DELEGATED AUTHORITY ITEMS June 1 - 30, 2021

NO.	DATE OF AWARD	TITLE AND EXPLANATION	CONTRACT	AMENDMENT	COMPANY	FINANCIAL IMPACT
P-1.	06/03/21	<b>ENROLL MWRA ASSETS IN THE FORWARD CAPACITY DEMAND RESPONSE PROGRAM AND THE CONNECTED SOLUTIONS PROGRAM</b> Award of a purchase order contract to enroll MWRA assets from Notice to Proceed through September 30, 2025 in the Forward Capacity Demand Response Program and the MGRID Connected Solutions Program.				
P-2	06/03/21	<b>CONTINUOUS MONITORING OF CHLOROPHYLL FROM THE CAPE ANNE BUOY</b> Award of a sole source purchase order contract to continue permit-required continuous monitoring of chlorophyll at the buoy off Cape Ann for the time period May 8, 2021 through May 7, 2024.			Bowdoin College	\$35,000.00
P-3	06/03/21	<b>CAPE ANN BUOY CONTINUOUS MONITORING</b> Award of a sole source purchase order to continue permit-required continuous oceanographic monitoring at the buoy off Cape Ann for the time period of July 1, 2021 through June 30, 2022.			University of Maine	\$50,000.00
P-4	06/03/21	<b>PURCHASE OF TWO CARBON MONOXIDE ANALYZERS AND TWO NITROGEN OXIDE ANALYZERS</b> Award of a purchase order to the lowest responsive bidder for two Carbon Monoxide Analyzers and two Nitrogen Oxide Analyzers.	WRA-4971		AIR TOX ENVIRONMENTAL COMPANY, INC.	\$58,465.80
P-5	06/03/21	<b>PROVIDE UNDERWATER OUTFALL INSPECTIONS</b> Award of a purchase order to the lowest responsive bidder to provide underwater outfall inspections at the Nut Island Treatment Facility.	WRA-4959		CorrTech, Inc.	\$165,809.00
P-6	06/17/21	<b>PURCHASE OF ONE SPARE MOTOR</b> Award of a purchase order to the lowest responsive bidder for one spare motor at the Alewife Brook Pump Station in the event of a failure.	WRA-4964		Associated Electro-Mechanics, Inc.	\$33,996.00
P-7	06/17/21	<b>VSPHERE LICENSES MAINTENANCE AND SUPPORT</b> Award of a one-year purchase order under State Contract ITS58 to the lowest responsive bidder for VMware Vsphere licenses maintenance and support for the period of June 22, 2021 through June 21, 2022.	WRA-4986Q		CDW-G LLC	\$60,998.00
P-8	06/17/21	<b>PURCHASE OF THREE ROOFTOP AIR CONDITIONING UNITS</b> Award of a purchase order to the lowest responsive bidder for three rooftop air conditioning units for the Chelsea Administration Building.	WRA-4963		New England Applied Products, Inc.	\$103,519.00
P-9	06/25/21	<b>PURCHASE OF ONE FLOWSERVE ROTATING PUMP</b> Award of a sole source purchase order to overhaul one Flowserve rotating pump assembly at the Allison C. Hayes Pump Station.			Associated Electro-Mechanics, Inc.	\$25,925.00
P-10	6/25/2021	<b>PEST CONTROL SERVICES</b> Award of a two-year purchase order under state contract FAC92 to the lowest responsive bidder for pest control services at various MWRA facilities.	WRA-4981Q		A-1 Exterminators, Inc.	\$71,370.00
P-11	06/25/21	<b>INFOR/LAWSON ENTERPRISE RESOURCE PLANNING SUPPORT</b> Award of a purchase order under State Blanket Agreement ITS63 Cat2b to the lowest responsive bidder for Infor/Lawson Enterprise Resource Planning support for a period of 770 billable hours.	WRA-4974Q		Overture Partners, LLC	\$97,597.50
P-12	06/25/21	<b>GARTNER IT EXECUTIVE + DELEGATE SUBSCRIPTION RENEWAL</b> Award of a purchase order under State Contract ITS59 for the renewal of the Gartner IT Executive + Delegated Subscription for the service period of July 1, 2021 through June 30, 2022.			Gartner, Inc.	\$108,283.00
P-13	06/25/21	<b>PURCHASE OF FLOWSERVE ROTATING PUMP ASSEMBLY</b> Award of a sole source purchase order for Flowserve rotating pump assembly for the Alewife Brook Pump Station.			Aqua solutions, Inc.	\$109,000.00
P-14	06/25/21	<b>PURCHASE OF ONE-YEAR OF SCADA SOFTWARE MAINTENANCE</b> Award of a one-year sole source purchase order for SCADA software maintenance.			GE Digital, LLC	\$183,894.83
P-15	06/25/21	<b>SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE</b> Award of a one-year purchase order to the lowest responsive bidder for the supply and delivery of sodium hypochlorite used throughout the wastewater system for disinfection and odor control.	WRA-4982		Univar Solutions USA, Inc.	\$194,504.50
P-16	06/25/21	<b>TRASH AND SINGLE STREAM RECYCLING SERVICES</b> Award of two separate two-year purchase order contracts to the two lowest responsive bidders for trash removal and recycling services at various MWRA facilities for the term July 1, 2021 through June 30, 2023.	WRA-4980		DBI Waste Systems, Inc. Allied Waste Services, Inc.	\$190,888.00 \$33,099.04
P-17	06/25/21	<b>HEWLETT PACKARD ENTERPRISE EQUIPMENT MAINTENANCE AND SUPPORT</b> Award of a one-year purchase order under State Contract ITC47 to the lowest responsive bidder for Hewlett Packard Enterprise Equipment Maintenance and support for the period July 2, 2021 through June 30, 2022.	WRA-4976Q		SHI International Corp.	\$214,159.00

## STAFF SUMMARY


**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** Approval of Amendment 3 to Memorandum of Understanding with  
Massachusetts Department of Fish and Game for Public Access Fishing Pier at  
Deer Island

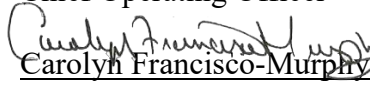
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**COMMITTEE:** Wastewater Policy and Oversight

Richard J. Adams, Manager, Engineering Services  
Stephen D. Cullen, Director, Wastewater  
David F. Duest, Director, Deer Island Treatment Plant  
Preparer/Title

       INFORMATION  
  X   VOTE

  
David W. Coppes, P.E.  
Chief Operating Officer

  
Carolyn Francisco-Murphy  
General Counsel

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### RECOMMENDATION:

To authorize the Executive Director, on behalf of the Authority, to execute Amendment 3 to an existing Memorandum of Understanding with the Massachusetts Department of Fish and Game, and other fisheries offices, substantially in the form attached to this staff summary, authorizing the Department to pay for the construction of a fishing pier and pier parking spaces, and associated lighting, security improvements at Deer Island, increasing MWRA's share of the project cost by \$157,082.45 from \$323,160 to \$480,242.45, and to authorize MWRA to provide general oversight and monitoring of the use of the fishing pier and parking areas.

### DISCUSSION:

In 1986, the Massachusetts Legislature set aside lands around the perimeter of Deer Island, which were not otherwise needed for new wastewater treatment plant improvements, to be dedicated to open space uses for public access as mitigation for the expansion of the treatment facilities that were to be built on the island. The island perimeter walking trail has served as a unique opportunity for the public to enjoy the aesthetic and recreational activities that were intended by the Legislature.

The Legislature has additionally charged the Department of Fish & Game (DFG) under a variety of statutory provisions to promote and improve programs and opportunities for saltwater fishing with the intent that those programs will increase public access to marine recreational facilities. In particular, the DFG is authorized to utilize public lands, with the consent of the public agency having care, custody and control of such lands, and to build docks, piers and parking areas that will accommodate the public's use and access to saltwater fishing venues. DFG is likewise authorized to transfer operation of such facilities to the public body already in control of the public lands.

A Memorandum of Understanding (MOU) was approved by the Board of Directors on April 15, 2015 and was further amended by the Board of Directors on April 18, 2018 and December 19, 2018 to allow the DFG to permit, design and construct a pier and 20-spot parking lot at Deer Island to be paid for by the DFG. Under the most current MOU, MWRA agreed to pay the associated costs with additional lighting and security improvements and design fees for that portion of the work. At that time, the estimate for MWRA's portion of the project based on a competitive construction bid was \$323,160.

### **Provisions of Original MOU:**

MWRA's obligations under the original MOU, as operator of the pier, are minimal and do not involve the addition of or funding for personnel, equipment or supplies. MWRA's principal responsibilities are to monitor and periodically report to DFG the condition of the pier and the need for repairs or maintenance. In addition, MWRA is responsible for on-site monitoring of uses of the pier to allow MWRA to advise DFG of uses or users who are not complying with DFG's rules and regulations, all of which will be clearly posted on signage to be provided by DFG. It is MWRA's expectation that its current practice with respect to the existing public access parking lot will be expanded to include trash removal from the pier and new parking area. MWRA maintains a similar fishing pier as part of the public access area at the Nut Island Headworks in Quincy and has found it to be well used and appreciated by the community.

The MOU also provides that neither MWRA nor DFG shall charge any fees to the public. Payment of a fee by a member of the public for access would allow lawsuits for injuries to be maintained against MWRA. Likewise, MWRA would not be involved in any way with monitoring whether users of the pier have obtained the appropriate fishing licenses or are complying with DFG's rules and regulations. The MOU requires no active or daily monitoring of persons using the pier or associated parking as the pier is designed and intended to be "self-operating." MWRA retains the right to temporarily close the pier should weather conditions or other factors cause MWRA to believe that public safety may be jeopardized.

### **Provisions of the First Amended MOU:**

During permitting and design of the new facility, as a result of concerns raised at several public meetings, MWRA found it prudent to add lighting and security improvements to both the parking lot and pier. These additions are similar to and consistent with those provided at the public access lot at the entrance to Deer Island and at the Nut Island fishing pier in Quincy. Under the first amended MOU, DFG agreed to pay the costs associated with the pier and original 20-spot parking lot and MWRA agreed to pay the costs associated with the lighting and security improvements and the design fees associated with the MWRA enhancements. An estimate provided by DFG indicated that MWRA's share of the project costs, as amended, would be \$245,790. DFG's share of the estimated cost of the project was estimated at approximately \$1.1 million. In addition, MWRA agreed to be responsible for maintenance and utility costs associated with the electrical and security improvements.



### **Provisions of the Second Amended MOU:**

DFG competitively bid the contract and awarded it to the lowest responsible bidder. The bid for the entire project came in at \$2,186,545, with MWRA's share of the costs set at \$323,160, which was associated with the lighting, security and design portions of the contract as defined in the first amended MOU. DFG portion of the contract came in 71% higher than the Engineer's Estimate, due mostly to increased costs for manufactured steel associated with increased tariffs and increased shipping costs. MWRA's share of the cost was 31.5% higher.

### **Provisions of the Third Amended MOU:**

After DFG awarded the construction contract, MWRA proposed changes to the construction to eliminate the stand-alone, 20-space parking lot after receiving many negative comments from visitors to the Deer Island Park. The visitors voiced the opinion that by constructing a stand-alone 20-space lot in the middle of a meadow, MWRA would be taking away the beauty of the public space and negatively impacting one of the largest continuous green spaces on the island. MWRA agreed to adjust the design and chose to split the required 20-space lot into a smaller nine-space handicapped-accessible lot closer to the pier, and incorporate the remaining 11 spaces into modifications to the main parking lot near the island's main entrance, which are being constructed by MWRA under a separate contract for approximately \$170,000. This change caused additional expenses by the contractor due solely to the decision by the MWRA. Construction plans were adjusted and the new expenses added to DFG's contract, which now become MWRA's responsibility. The new nine-space lot's position closer to the shoreline increased the complexity and depth of the storm drainage system supporting the parking lot, which also added to the cost. In total, DFG has notified MWRA that its portion of the work increased by \$190,282.45 and advised that it had paid the contractor in this amount for work mutually agreed upon as MWRA costs. Staff reviewed supporting documentation and initially disputed some of the charges. DFG ultimately agreed to reduce MWRA's share by \$33,200 of these charges, leaving MWRA's balance at \$157,082.45. This brings the total cost of MWRA's share of the project to \$480,242.45. Construction is now 100% complete. This is the last amendment as part of this project.

In the end, Deer Island has a beautiful fishing pier which has shown to be popular among the visitors to the park. A dedication of the facility was held on June 24, 2021, which was well attended.



### **BUDGET/FISCAL IMPACTS:**

The final FY21 CIP includes \$350,000 to construct the lighting and security improvements associated with the fishing pier and supporting parking lot. The final cost of MWRA's share of the construction is \$480,242.45 or \$130,242.45 over budget. This amount will be absorbed within the five-year CIP spending cap.

### **ATTACHMENT:**

Proposed Amendment 3 to the MOU with Department of Fish & Game



## STAFF SUMMARY


**TO:** Board of Directors  
**FROM:** Frederick A. Laskey, Executive Director   
**DATE:** July 21, 2021  
**SUBJECT:** 42 Cisco Switches, Installation Services and a Five-Year Maintenance Service Agreement  
ePlus Technology, Inc.  
WRA-4985Q, State Contract ITT50

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**COMMITTEE:** Administration, Finance, & Audit

     INFORMATION  
  X   VOTE

Paula Weadick, MIS Director  
Shantanu Patil, IT Architect  
Douglas J. Rice, Director, Procurement  
Preparer/Title

  
Michele S. Gillen  
Director, Administration

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### RECOMMENDATION:

To approve the award of Purchase Order Contract WRA-4985Q for 42 Cisco switches, installation services and a five-year maintenance service agreement to the lowest responsive bidder, ePlus Technology, Inc., and to authorize the Executive Director, on behalf of the Authority, to execute said Purchase Order Contract in the bid amount of \$420,636.

### DISCUSSION:

Switches connect multiple IT resources, such as computers, wireless access points, printers, plotters and servers on the same network within a building or campus. MIS has implemented a Two Tier network design consisting of Access switches and Core switches. MIS uses Access switches in every MWRA facility to enable network connectivity to IT resources. Access switches are typically located in network closets at each location and provide network connectivity to the IT resources listed previously. Network cabling is a hub and spoke configuration that runs from all IT resources back to the Access switches. The network cabling provides both the connectivity and power to IT resources like wireless access points and the new IP phones. Core switches are located in the data centers and are the backbone of the network. They aggregate access switch connections with core network resources such as servers and data storage and provide high speed routing for connectivity to other sites.

In 2010, MWRA replaced all its aging Nortel Switches with Cisco Catalyst 3K and 2K series switches. As a result, the Cisco switches are now more than 10 years old, reaching end of support in November 2021, and in need of replacement. In addition, demand for IT resources on the network have dramatically increased due to wireless networking, online training, and video conferencing. Replacement of the aging equipment will ensure MWRA's ability to meet the bandwidth requirements with reliable performance.

In addition to furnishing the hardware, the contract includes installation services and five years of maintenance and support for the hardware and software provided by Cisco. Installation services consist of mounting the switches, cabling all the data ports, documenting each switch, and installing and configuring the Cisco DNA center. The Cisco DNA center is a centralized management console and dashboard for these switches. Documentation and location mapping of each switch is a critical component for the new phone system.

This procurement is for the replacement of access switches within the Chelsea facility and Carroll Water Treatment Plant buildings and is the first phase of a multi-phase Switch Replacement project. The switches are being replaced with the latest Cisco Catalyst 9200 and 9300 models to meet current business needs and industry standards.

Subsequent switch replacement projects will be procured separately for the following locations: Clinton, Cosgrove, Deer Island, Southborough, Nut Island, the Pellet Plant and Walpole Warehouse. Those procurements will consist of hardware, installation services, maintenance and support, and upgrading of the current network's Ethernet and fiber cabling.

**Procurement Process:**

Under Bid WRA-4985Q, utilizing MWRA's e-procurement system (Event 4692), staff directly solicited the 10 vendors listed on State Contract ITT50, which is authorized to provide Cisco Voice and Data Communications Systems, Services and Equipment.

On May 28, 2021, Event 4692 closed with the following results:

<b>BIDDERS</b>	<b>BID AMOUNT</b>
NWN Corporation	\$55,128
<b>ePlus Technology, Inc.</b>	<b>\$420,636</b>

Staff reviewed NWN's bid and determined it was unresponsive because it included only one of the 14 bid lines required in the specifications. ePlus Technology's bid was reviewed by staff and determined to meet all of the requirements of the bid specifications. Therefore, staff recommend the award of this Purchase Order Contract to ePlus Technology, Inc. as the lowest responsive bidder.

**BUDGET/FISCAL IMPACT:**

The FY22 CIP includes a budget of \$1,400,000 for edge switch work.

**MBE/WBE PARTICIPATION:**

ePlus Technology, Inc. is not a certified Minority-owned or Women-owned business.