



Stamford Water Pollution Control Authority Board Meeting
Wednesday, October 30, 2013 – 6:00 PM
Stamford WPCA Plant Site – 2nd Floor Operations Conference Room
111 Harbor View Avenue, Stamford, CT
Full Minutes
(The meeting was not videotaped.)

Attendees

Cristina Andreana	Finance Committee Chairman
Daniel Capano	Finance Committee Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Mark Turndahl	Accountant, WPCA
David Yanik (via conference call)	City Controller
Bruce Blasnik	CPA, O'Conner Davies
Bryan Decker	O' Conner Davies
Gabrielle Engh	Public Participant

Call to Order and Roll Call

Chairman, C. Andreana called the meeting to order at 6:15PM and introduced, for the record, the committee members and the SWPCA staff in attendance. She welcomed public participant, Gabrielle Engh, who stated she was present for research purposes. A quorum was present (2 Committee Members).

Update: SWPCA Audit

C. Andreana began the discussion stating the auditors were not yet present but that they would be in attendance. The Committee took the agenda out of order and went on to discuss the agenda item # 3. No vote was taken.

September Collections Report

M. Turndahl presented his handouts and stated he did not have a final month-end collection report but that almost \$2 million have been collected since October bill was mailed; \$3.3 million or over 17% in revenue relative to the FY14 budget have been collected to date and; he will present the next complete collection report at the November Board meeting.

B. Brink mentioned that the Darien billing will be revised to account for FY 12 and 13 actuals, that it will include interest charges for both years and that the agreed upon Nitrogen Trading Credit deductions will be included in the revised invoice.

October Billing Report

R. Bull updated the committee on the October cycle billing stating that the bills were sent out earlier as anticipated, that CompUtil is handling the normal influx of calls associated with the cycle billing; that the Customer Service Specialist also has received an influx of calls, mostly concerning the increase in the billed amount, how to appeal the invoiced amount, adjustment requests, etc... She reported that CompUtil, as well as Ackerly & Ward continues to provide excellent collection services and that the problem of documented customer contact via phone before referral to A & W continues to be an issue and needs addressing.

Update: SWPCA Audit cont'd

Bryan Decker and Bruce Blasnik from O'Conner Davies arrived at 5:25 PM. B. Blasnik reported that the audit is progressing; that regarding the open list of items left with the SWPCA, most have been received as of last week. He stated that there are three (3) issues of significance: 1) Fixed Assets/Capital Assets/Journal entries. He mentioned that the question of assets on the general ledger onto the sub ledger is near resolution. He stated he is happy to report that the SWPCA debt did not get miss-booked but the issue of asset crossover all worked itself out through the pooled cash account. He stated that the bulk of a new problem with the stormwater expenses got coded incorrectly. M. Turndahl responded saying that he, along with K. Vitale and J. Hussey, plan to address the issue this week. 2) Darien billing adjustment, to which M. Turndahl stated had been completed as of this morning. 3) An accounting item that is not part of the open item list to the SWPCA but concerns Other Post Employment Benefits (OPEB). He briefly explained this issue and concluded by informing the SWPCA Staff that they are responsible for the transmittal letter as well as obtaining a list of legal litigation costs for open legal suits for which the SWPCA may be responsible.

C. Andreana requested a time-frame for completion of the audit to which B. Blasnik replied a draft would be ready by mid-November. The Committee mentioned that they were concerned about issues cropping up from last year i.e., lack of leadership, no one to make decisions, work was not getting done, etc... B. Blasnik replied that the SWPCA now has the written agreement with the City and with additional staff, these are no longer notable issues.

D. Yanik exited the conference call / meeting at 6:48PM.

After committee agreed to the next scheduled meeting date: November 20th at 6:00 PM and D. Capano decided on the Technical Committee meeting date: November 19th, Decker and Blasnik departed the committee meeting.

Analysis of Potential Discount for Early Payment of Connection Charges: C. Andreana opened the discussion stating that she believes this is an issue that would benefit the SWPCA's immediate cash flow. After input from B. Brink and R. Bull, D. Capano stated he feels that early payment is a good idea but bears looking at /researching further.

Discussion: Establish Policy to Implement Flat Rate (Residential Avg or \$224.40) for Properties located on Sewered Streets but Remain on Septic

B. Brink opened the discussion explaining that there are properties that are on streets where the sewers are installed but for whatever reasons, the property owner refuses to connect. R. Bull added that there have been too many instances where refunds were given to property owners for paying sewer use bills but found-via dye test—they were not connected to the sewer. After additional discussion, it was agreed that this issue would be brought before the full Board for discussion and vote.

Update: Darien Agreement

B. Brink opened the discussion stating he met with Darien on two occasions before the October Board meeting to resolve remaining issues and that the proposed agreement was to be presented to the SWPCA Board on 10/4. However, there was not a quorum and vote did not occur. He reported subsequent to that meeting, the Board reviewed the Agreement and it will be placed on the November 6th Board meeting agenda for final approval.

Update: Administrative Account Clerk Position

R. Bull reported that there were 102 applications in total; of the 102 applicants, 52 tested for the positions; 9 applicants failed the 1st portion of the test, which tested Excel, Word, PowerPoint and minimal Access ability and knowledge. She reported that 43 applicants will be taking the 2nd portion of the test, which is scheduled for this afternoon and will test for basic accounting knowledge, office/filing ability, administrative knowledge and clerical ability. She stated that by the next meeting date she should have the list to begin interviewing.

Old Business

C. Andreana mentioned that she was very happy about the audit and that the Staff is able to work better with O'Conner & Davies. She reported that for the last two years, the working relationship has been somewhat strained and that the City was a large contributor to the tenseness and final audit documents, especially the material deficiencies and weaknesses, which were not entirely the fault of the SWPCA staff. She asked R. Bull and M. Turndahl if they thought the working relationships had improved. R. Bull replied that it is considerably better than previous years and that having Mark and Bill on board take much of the pressure off of her. M. Turndahl reported that he enjoys working with some City staff better than others.

New Business

No new business to report.

At 7:57 pm, the meeting ended.