



**FINANCE COMMITTEE MEETING
Wednesday, September 25, 2013
Administrative Conference Room, 10th Floor
City of Stamford, Government Center
Full Meeting Minutes**

Attendees

Cristina Andreana	WPCA Board Member
Daniel Capano	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administrative Manager
Prakash Chakravarti	Supervising Engineer
Mark Turndahl	Accountant, WPCA

Call to Order, Pledge and Roll Call

Cristina Andreana, Board member called the meeting to order at 5:38 PM. A quorum was present (2 of 3 Finance Committee members present). Pledge of Allegiance was not made.

Update: SWPCA Audit:

M. Turndahl distributed an *Open Item List* prepared by Bryan Decker, Manager O'Connor Davies LLP. He listed 16 open items ranging from getting copies of documents, completing account analyses to getting the signed Darien Agreement. M. Turndahl committed to resolving the open items he is responsible for by the end of the week and getting the auditors back in to complete their field testing.

July and August Collection Reports

M. Turndahl reviewed the collections for July and August 2013. He provided collections for July through September 24 showing a marked decrease in collections due to being late in the billing cycle. Despite the slowing in cash receipts, a consistent reduction in the oldest receivables is attributable to the collection efforts performed by Ackerly Ward and Computil; in particular the collection/settlement of the Bankrupt ESD Laundry account which realized a \$81,657.50 payment against a \$129,298.95 balance (resulting in a \$47,641.45 write-off).

Discussion: Adjustment to Connection Charges:

W. Brink presented a memo to the Finance Committee detailing the past and current calculation of the Sewer Connection Charge which is based on the Total Plant capital divided by the number of sewer units in the system. This calculation yielded a charge of \$4,451 in 2006. The Board at that time voted to limit the charge per sewer unit to \$3,050.00 and later raised the charge to the current rate of \$3,600 in 2010.

The current charge using June 30, 2013 data yields a charge of \$5,253 per sewer unit. He requested the Committee to bring to the full Board meeting an increase in the rate to \$4,250 which is approximately the same ratio of the charge to the actual amount calculated for 2010. ($\$3,600/\$4,451 = 80.88\%$; $80.88\% \times \$5,253 = \$4,249$).

Assuming the Full Board agrees to increase the Connection Charge at the October 2 meeting, C. Andreana suggested that the rate be effective for construction permits issued on and after December 1, 2013.

P. Chakravarti brought up that 1 sewer unit represents 2 full baths. Current procedures limit the connection charge for existing structures to 1 sewer unit; additions involving less than 2 full baths do not get charged. All new construction gets charged.

R. Bull mentioned that the SWPCA Board should be reviewing all changes to the existing Assessment and Connection Charge Manual as well as the SWPCA Policy & Operations Manual. The Board agreed this action would occur during November or December for implementation January 1.

The Committee also discussed lowering the sewer unit which would need to be changed in the existing manual.

D. Capano agreed to work with staff and review the procedure manuals to make corrections in preparation for the January 2014 meeting.

P. Chakravarti reported that he has set the public hearing for the current year Connections for October 17. C. Andreana suggested that this date be pushed back 1 week to provide adequate notice to the effected home owners.

Update: Financial Review:

M. Turndahl provided an Income Statement and Balance Sheet for June 30, 2013 updated with accruals. Net income is still over \$3.2 million. Additional accruals are expected before the financials are finalized.

He also provided an Income Statement only for July 2013. C. Andreana requested that the budget detail also be provided at the Committee meetings.

Update; Administrative Account Clerk Positions

R. Bull reported that the City received 102 applicants for the 2 open positions. A 2 part test is being given on October 16 testing excel and word computer skills and a written test of math and limited accounting knowledge.

Old Business

M. Turndahl distributed the minutes from the July 10 and July 24, 2013 Financial Committee meetings.

D. Capano inquired if there was any further developments on the Audit of the SWPCA requested by The Stamford Board of Finance. B. Brink responded that he was unaware of any.

New Business

None

Adjournment

C. Andreana adjourned meeting at 6:54 pm. Discussion: none