



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, April 14, 2014 – 5:00 PM**  
**Stamford Government Center**  
**10<sup>th</sup> Floor Operations Conference Room**  
**888 Washington Blvd, Stamford, CT**  
**Full Meeting Minutes**  
**(The meeting was videotaped.)**

Attendees

|                            |  |
|----------------------------|--|
| Michael Handler            | Chairman, WPCA Board                     |
| Ernie Orgera               | WPCA Board Member/Director of Operations |
| Cristina Andreana (absent) | WPCA Board Member                        |
| Gerald Bosak (absent)      | WPCA Board Member                        |
| Daniel Capano              | WPCA Board Member                        |
| James Fountain             | WPCA Board Member                        |
| Donald Huppert             | WPCA Board Member                        |
| Dan Schwartz               | WPCA Board Member                        |
| William Brink              | Executive Director, WPCA                 |
| Rhudean Bull               | Administration Manager, WPCA             |
| Prakash Chakravarti        | Supervising Engineer, WPCA               |
| Marie Sabo                 | Laboratory Director, WPCA                |
| Mark Turndahl              | Accountant, WPCA                         |
| William Degnan             | Plant Supervisor, WPCA                   |
| David Yanik                | City Controller                          |
| Lynda Roca (absent)        | CompUtil                                 |
| Tom Banas                  | Ackerly & Ward                           |

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:00 PM with a Board Member roll call. A quorum was present (5 Board Members). He stated that he needed to leave the meeting at 6:00PM and, hence, would be taking those agenda items requiring votes first.

Public Participation

No members of the public were present at this time of the meeting.

Minutes Approval

J. Fountain motioned to approve the March 10<sup>th</sup>, 2014 SWPCA Full Board Meeting Minutes; seconded by D. Huppert. There was no discussion. **Vote: 5-0-0**

M. Handler asked for a motion to take the Agenda out of order. Motion made by J. Fountain; seconded by D. Capano. There was no discussion. **Vote: 5-0-0**

Discussion & Vote: Property Located at 12 Alden Lane, Stamford, CT

R. Bull explained the request from a daughter of elderly property owners to have this item brought to the Board for consideration. The woman has stated that her parents have not been receiving their user charge bills for

several billing cycles, and given their past excellent payment history, is requesting that interest and fees be removed and that all late notices be sent via certified mail.

**Note:** D. Schwartz arrived @ 5:03 PM (6 Board Members)

M. Handler, on behalf of the Board, extended sympathies to the family on their situation, however, he went on to state that there are many other residents with challenging circumstances and the Board will not make exceptions to policy.

Discussion & Vote: Grant Money Resolution

B. Brink explained that \$30 million from the Clean Water Fund was set aside for pump station improvements and that the DEEP will fund the initial study on the SWPCA headworks. After distributing the resolution handout to the Board for review, M. Handler asked for a vote authorizing him (M. Handler) to sign any documents that may be required by the state or federal government in connection with the grant funds. Motion made by J. Fountain; seconded by D. Huppert. There was no discussion. **Vote: 6-0-0**

Discussion & Vote: Proposed Agreements

B. Brink stated that the Wright-Pierce agreement had been reviewed by the Technical Committee and City Risk Management and had their approval as well as that of the Legal Department. The 1<sup>st</sup> phase is the study which would be funded by the Clean Water Grant just discussed. The Hazen & Sawyer fee is \$62, 847 for modelling the hydraulic profile of the Plant.

Hazen & Sawyer: Evaluation of Improved Flow Distribution to the Secondary Clarifiers

Motion to approve the agreement was made by D. Capano; seconded by J. Fountain. Discussion: R. Bull asked if M. Handler will be authorized to sign the Bid Waiver; Board to take a separate vote on that. **Vote: 6-0-0**

D. Huppert motioned that the WPCA Chair M. Handler has authority to sign any applicable Bid Waivers; seconded by E. Orgera. There was no discussion. **Vote: 6-0-0**

Wright-Pierce: Evaluation of the Upgrade of the Raw Sewage Pump Station

Motion to approve the agreement was made by D. Capano; seconded by J. Fountain. There was no discussion. **Vote: 6-0-0**

Discussion & Vote: RFP for SWPCA Legal Services

M. Handler began discussion of this item but then, noting that the handout in the Board Members' packets was an old version, held further discussion until later in the meeting until the current document could be distributed.

Executive Session

At 5:13 PM, J. Fountain motioned to go into Executive Session; M. Handler stated the Executive Session will address:

- a. Update Discussion on Legal Strategy & Negotiations Regarding Safavieh Litigation
- b. Update Discussion on Legal Strategy & Negotiations Regarding Harbor Point
- c. Update Discussion on Legal Strategy & Negotiations Regarding Stright Matter.

Motion seconded by D. Huppert. There was no discussion. **Vote: 6-0-0**

At 5:21 pm, D. Huppert made a motion to exit Executive Session; seconded by J. Fountain. There was no discussion. **Vote: 6-0-0**

M. Handler immediately reconvened the regular Board Meeting and stated that no action had been taken while in Executive Session.

**Note:** M. Handler exited the room and turned the meeting over to D. Capano (5 Board Members)

## Safety Report

M. Sabo stated that the report to the Board was included in their packet and that she would be happy to answer any questions. She added that the highlight of the month was the scheduling of Confined Space Training in June for WPCA employees; the training will be provided by professional CS trainer, Ashmore Enterprises.

## Sub-Committee Reports

### a. Finance Committee

No March meeting held.

### b. Technical Committee

D. Capano reported that:

- i. the Committee met in March
- ii. they reviewed odor control, noting no new odor complaints have been received
- iii. the Wi-Fi project is up and operating very impressively with no issues
- iv. Synagro gave a presentation on Capital Improvements, the RTO has a limited lifetime and an increase in the RTO capacity would allow processing of more WPCA sludge
- v. Xylem will be coming on April 28<sup>th</sup> to work on the UV system; will be adding alarms to the auto-dialer and making PLC programming changes
- vi. Arcadis was selected as the design consultant on the SCADA project

Note: M. Handler re-entered the meeting @ 5:25 PM

D. Huppert motioned to take agenda item #10 out of order; seconded by J. Fountain. There was no discussion.

**Vote: 6-0-0**

## Discussion & Vote: RFP for SWPCA Legal Services

M. Handler stated that the updated RFP was now in front of the Board. The following points were made during the discussion:

- fees will be billed at an hourly rate
- Counsel will only attend Board Meetings as requested
- wording in one sentence has the word "shall" and it was suggest changing it to "may" instead
- May 6<sup>th</sup> is tentative date for RFP to go out; it will be open for 30 days.

E. Orgera motioned to approve the RFP, with the amended wording "may"; seconded by J. Fountain. There was no additional discussion. **Vote: 6-0-0**

## Billing Update

### a. Receivables & Arrears

M. Turndahl reported on the monthly receivable and arrears; sewer user fees acct receivables as of 3/31: \$3.4 million, principle-\$2.2 million, over 120 days-\$3.375 million.

### b. October '13 Billing Cycle Collection to date

Current collection rate: 94.77% and April '11 collection rate is at 98.19%

### c. February Financials

He provided a brief over view and concluded saying that on 3/19/14, SWPCA transferred \$5.64 million from Bond proceeds back to the City's General Fund in repayment of advances made on behalf of the SWPCA for capital projects expenditures and that an additional payment will be made close to year-end.

### d. Official Payments Update - M. Handler stated that although efforts were made to implement on-line payments for the April billing, the system was not yet tested properly and so decision was made to hold-off on advertising the on-line option.

### e. A&W Collections Report & Update - T. Banas reported:

- \$140,000 had been collected since the last Board Meeting
- 70 of the 200 foreclosure accounts sent to A&W by the Board now have been paid in full
- \$2.824 million collected to date

- From Jan '14 thru today, \$354,719.78 disbursed to SWPCA with another \$92,439.19 to be disbursed upon availability from a trustee account.

Executive Director's Top Issues Report

B. Brink briefly reviewed the items in his monthly report (attached here).

M. Handler stated that there are ~900 homes not paying their sewer connection and not connected as per Ordinance. The SWPCA has elected to impose a fine equal to the average user charge of \$224.44/half-year. A letter will be sent to the ~900 property owners giving them advance notice indicating that the April charge will be waived but clearly stating that the charge will be billed with the October cycle billing. The letter encourages property owners to connect as required per Ordinance.

Old Business

D. Huppert inquired on the status of the Billing & Collections RFP and asked when CompUtil's contract expires.

R. Bull stated that the contract expires this month; M. Handler instructed R. Bull to put them on a 6-month extension.

New Business

J. Fountain commented on a Synagro issue. He provided some information to B. Brink and assigned him to research and verify the contents of the document.

E. Orgera stated that he met with Matt Ward, Lobbyists for the City, who is working on behalf of the Solid Waste funding and ask if he should approach on behalf of the SWPCA. After a brief discussion, E. Orgera stated he would include the SWPCA in is discussions with the Lobbyists.

M. Handler invited Public Participation again at this time.

Property owners at 39 East Cross Drive spoke and requested follow-up information regarding the easements on their property. R. Bull explained that Attorney McCabe had researched the information, which had been distributed to the Board. The Board requested that R. Bull provide the owners with the information discovered by Atty. McCabe.

J. Fountain motioned to adjourn the meeting at 5:55 PM; seconded by E. Orgera. There was no discussion.

**Vote: 6-0-0**

**Stamford WPCA Top Issues (4-14-14)**

| <b>No.</b> | <b>Issue</b>                                 | <b>Action Description</b>  | <b>Impact</b>             | <b>Status</b>  |
|------------|--|--|---------------------------|--|
|            |  | <b>Schedule</b>  |                           |  |
| 1          | UV System Performance and Permit Exceedances | Improve reliability of UV disinfection system to avoid permit exceedances. | Regulatory and Operations | Issued PO to Xylem to implement recommended UV system improvements. UV high priority alarms have been connected to the auto dialer to notify the plant foremen.  |
|            |  |  |                           | Will replace UV light intensity sensors, add transmittance monitoring, change system controls to operate off flow measured in each UV channel and to close effluent gate for a UV channel when minimum dose is not provided. Work scheduled for week of April 28 <sup>th</sup> . |

|    |  |  |                           |  |   |
|----|--|--|---------------------------|--|---|
| 2  | CTDEEP Notice of Violation Re UV system and permit exceedances | Respond to Notice of Violation and complete corrective actions   | Regulatory                | Provided a response and schedule for corrective actions on April 4, 2014.  |   |
| 3  | Odor Control   | Minimize odors off site at treatment plant   | Operations                | All odor control scrubbers are on line. Permanent ductwork to carbon scrubber for dryer RTO bypass has been installed. . | Started design of modifications to odor control ductwork inside sludge dewatering building.   |
| 4  | Deteriorated Interceptor in Soundview Avenue                   | Repair sewer interceptor in Soundview Avenue that is severely deteriorated   | Operations                | Received bids for sewer lining on April 9 <sup>th</sup> . Apparent low bid is \$1.39 million                             | Checking references for the apparent low bidder and reviewing the proposed work plan.   |
| 5  | WPCF evaluations and improvements                              | Engineering evaluations required in response to USEPA Admin Order. Study, design, and construct WPCF improvements to replace aged equipment and increase operations and energy efficiency. | Regulatory and Operations | Technical Committee approved scope of work and fee for Consulting Engineers for Task 1 and Task 2.                       | Engineering agreements for Upgrade of Plant Headworks (Task 1) and Improved Flow Split to Final Clarifiers (Task 2). on Board's 4/14/14 Meeting agenda. |
| 6  | Sewer Connection Charge  | Review Sewer Connection Charge per Sewer Unit  | Financial                 | SWPCA Board has approved a proposed connection charge rate increase from \$3,600 to \$4,250.                             | Will schedule a public hearing on proposed connection charge rate increase for early May  |
| 7  | Charge for not having connected to sanitary sewer              | Charge average residential sewer use bill for not having connected to sewer when available   | Financial                 | Board to discuss when charge will be initially assessed  |   |
| 8  | Personnel Safety   | Comply with requirements for arc flash protection.   | Operations                | Perform arc flash assessments.   | Prepare RFP to retain a consultant to develop a compliance program for arc flash protection by 4/31/14  |
| 9  | Stamford Housing Authority                                     | Collect outstanding connection charges.  | Financial                 | Finance Committee to review latest SHA proposal  |   |
| 10 | Computerized Maintenance Management System (CMMS)              | Implement CMMS for SWPCA operations (WPCF, collection sewers and pumping stations).  | Operations                | Implementing CMMS using ICOM3 for sewers and pump stations.  | Select CMMS for WPCF by 7/1/14  |