



**Stamford Water Pollution Control Authority Board Meeting**

**Monday, April 27, 2015**

**Stamford Government Center**

**5th Floor Board of Education Board Room**

**888 Washington Blvd, Stamford, CT**

**Full Meeting Minutes**

**(The meeting was videotaped.)**

Attendees

Michael Handler	Chairman, WPCA Board
Daniel Capano	Vice Chair /WPCA Board Member
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Ed Kelly	WPCA Board Member
James Fountain	WPCA Board Member
Merritt Nesin	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
William Degnan	Plant Supervisor, WPCA
Mark Turndahl	Accountant, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Lynda Roca	Computil

**Call to Order, Pledge and Roll Call**

M. Handler called the meeting to order at 5:28 PM with the pledge of allegiance followed by roll call. A quorum was present (6 Board Members).

**Public Participation**

No public participation.

**Minutes Approval**

J. Fountain motioned to approve March 16, 2015 full board meeting minutes; seconded by E. Orgera. There was no discussion. **Vote 4-0-2.** C. Andreana and E. Kelly abstained.

Chairman asked for a motion to take agenda items 6, 9, and 11 out of order due to Board Member J. Fountain request to leave to attend the Board of Reps meeting. C. Andreana made a motion to take the items listed out of order; seconded by E. Orgera. There was no discussion. **Vote 6-0-0.**

**Item 6 ii—Transfer from and to FY15 Salary Accounts**

R. Bull requested Board approval for transfers from Salary accounts to cover current deficits and to allow for funding until the end of the fiscal year. She requested \$5,000 from WPCA Part-time to be transferred to WPCA Seasonal and Overtime accounts. E. Orgera made the motion to transfer \$5,000

from WPCA Part-time to the applicable accounts; seconded by J. Fountain. There was no discussion.

**Vote 6-0-0.**

R. Bull requested \$1,000 to be transferred from WPCA Perm PT account to WPCA Overtime account. J. Fountain made the motion to transfer the requested \$1,000; seconded by E. Orgera. There was no discussion. **Vote 6-0-0.**

She requested \$78,727 be transferred from Process Control Salary to Process Control Overtime: \$50,000, Pump Station Mnt PPT \$222 and Pump Station Mnt Seasonal \$28,505. E. Orgera made the motion to transfer \$78,727; seconded by C. Andreana. There was no discussion. **Vote 6-0-0**

**Item 9—Discussion & Vote: Letter Agreement with Synagro regarding the use of the Capital Contribution under the Sludge Dryer Service Contract for repairs and upgrades of the Sludge Dryer and the Sharing of Associated Sludge Haulaway Costs**

Before discussion began, M. Handler pointed out a small correction/ change to the document. W. Brink explained the Agreement to the Board stating that Andritz did a review of the dryer and identified certain repairs that must be made. P. Chakravarti and SWPCA staff identified issues with the RTO. He stated the total cost of repairs is ~\$250,000 and the current contracts allows for \$300,000 in repair cost borne by Synagro. He reported the issue lies with having to dispose of sludge while the repairs are in process and the estimated cost of sludge haulaway during the repair period would be ~\$32,000. The Agreement allows for the SWPCA to share in half the cost—\$16, 000.

D. Capano stated that Pete Scorziello appeared before the last Technical Committee on this matter and the Committee recommends the Agreement for approval.

M. Handler stated the Agreement has been reviewed by the Corporation Counsel. E. Orgera made a motion to approve the letter Agreement with Synagro; seconded by Merritt Nesin. There was no further discussion. **Vote 6-0-0**

**New Business**

M. Handler briefly discussed the 2006 Revenue Bond opportunity stating that he provided the analysis to the Board earlier for review. He stated the Bond Par Amount is \$14.2 million, a \$1.8 million savings over the life of the bond. He mentioned the City is in the process of refunding its GO Bonds and once that process is completed, the Board should be looking to following the same path. He requested that W. Brink speak to Arcadis in order to get an updated Engineering study and mentioned that their price/cost will be included in the cost of issuance. O. Orgera made a motion to accept the written Agreement; seconded by J. Fountain. There was no further discussion. **Vote 6-0-0**

**NOTE:** At 5:42 pm Member J. Fountain left the meeting to attend the BOR meeting.

**Billing, Finance & Collection Update**

**a. Computil Report**

L. Roca from Computil was present and updated the Board on the following:

- April cycle bill mailing; the amount billed and the amount collected to date
- Current and previous collection rates
- Seamless transition of People's Bank

**b. February & March Financials**

- M. Turndahl reported a Net Income (Loss) for March of \$3.102 million
- Cash on hand including reserve fund total \$4.099 million
- Discussed amount due to City \$5.974 million and operating totals \$3.758 million and \$2.2 million for capital expenses
- Reported cash is coming in; outlook very positive
- Briefly reported on statement of net assets

**c. Receivables & Arrears**

- M. Turndahl reported accounts receivable bal of \$3.17 million
- Accounts receivable bal over 120 days is \$3.085 million most of which is at Ackerly and Ward for collections
- For the April 2015 cycle billing the collection rate is at 37.69%; Oct 2014 cycle bill is at 95.73 and April 2011 collection rate is at 98.91%

**d. Update: Peoples United Bank Agreement**

- He reported that Webster Bank continues to receive monies at the lockbox and that he and R. Bull had a conference with Webster Bank earlier today in hopes of discontinuing lockbox submissions. He stated the Rep will contact the WPCA to address soon.
- D. Yanik commended CompUtil and the SWPCA Management Staff on the smooth transition to People's Bank.

**e. A&W Collections Report & Update**

- B. Ward / T. Banas provided the April report via e-mail. As neither were present for the meeting , the Board will submit question as needed
  - i. 22 Rose Park Avenue\_ Hardship: R. Bull explained the hardship issue to the Board. After a brief discussion the Board, although sympathetic to the family's plight, was unable to provide any relief for interest and fees for this property account.
  - ii. 57 West Avenue: M. Handler explained a judgment obtained for foreclosure by sale on 3/30/15; A&W recommended bid: \$25,071.17; WPCA bid is not intended to be successful, but rather to ensure the successful bid is enough to cover debt owed. The property is appraised at \$370,000; courts typically will not accept bid of less than 70%. D. Capano made a motion to enter into a bid of \$27,071.17; seconded by E. Orgera. There was no discussion. **Vote 5-0-0**

**Safety Report**

M. Sabo submitted her report for review, as she was not present. The Board will present any questions at the next meeting.

**Sub-Committee Reports**

a. Finance Committee

There was no report as stated by C. Andreana

b. Technical Committee

D. Capano reported the committee met on 4/8/15 and discussed the following:

- ✓ Planned repairs to the Sludge Dryer
- ✓ Odor Control update
- ✓ UV Disinfection System update
- ✓ Discussed outstanding Engineering design studies and construction projects

**Executive Director's Top Ten**

B. Brink briefly reviewed the items in his monthly report. His report is attached and made a part of these minutes.

**Old Business**

There was no old business to discuss.

**Administrative/Budget Report**

i. Update:FY2016 Operating and Revenue Budget

M. Handler reported that the Board of Finance recommended a \$250,000 cut to the SWPCA budget. He stated \$111,000 was attributed to OPEB line item however, the final report regarding pension, OPEB, etc was less than budgeted. Therefore, accepting the initial would not be problematic. He

stated that the remainder of the cut, if necessary, could be taken from the monies the SWPCA pays to the City—a suggestion made by the Board for previous cuts. He concluded stating that J. Fountain left early to address the BOR regarding the lean SWPCA and to inform them of the efforts made by the Board in making those reductions. He mentioned he would be attending the meeting as well to discuss the recommended cut by the BOF.

R. Bull presented a handout

- updated the Board on SWPCA Staffing & Vacancies
- Discussed employee Issues
- Negotiations for IUOE-Local 30
- Reported on overtime accounts issues thanked the Board for the salary transfers approval
- Reported on Open 2015 POs and closed PO for 2014

D. Capano motioned to adjourn meeting at 6:15pm; seconded by E. Orgera. There was no discussion.

**Vote: 5-0-0.**

### Stamford WPCA Top Issues (4-24-15)

No.	Issue	Action Description	Impact	Status	Schedule
1	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Perform an Infiltration and Inflow (I/I) Study to identify and remove extraneous flows caused by rainfall and high groundwater	Regulatory and Operations	44 flow meters have been installed in collection system manholes. Received agreement from CT DEEP for planning grant of 55% of I/I Study cost.	Collect flow data for one year. Evaluate flows during a major storm/high flow events to identify areas experiencing excessive infiltration and inflow for further study.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances	Regulatory and Operations	UV disinfection system has been performing satisfactorily with a few exceptions (signal spikes) Replacing UV transmittance monitor with different manufacturer after poor performance of the latest supplied unit	Will perform field service by Xylem and test of programming changes before Memorial Day. Will install wiring from flow sensors in separate conduit as recommended by Siemens by 5/8.
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canister at raw sewage PS are on line. Have received no odor complaints.	Set up carbon canister for screenings/grit and sludge trailers by 5/15. Install ductwork modifications inside Sludge Processing Building (for interior odor control) as Mechanics' work schedules permit.
4	Reimbursement by City of non-sanitary sewer related costs	Reimbursement by City of non-sanitary sewer related costs for the Carriage Drive Sewer Project	Financial	Met with Ernie Orgera and Lou Casolo, City Engineer, to review City's share of the Carriage Drive Project costs on 1/22/15. City needs to determine how it will fund its share of project costs.	

5	\$1.265 million of Carriage Drive Project remains unfunded.	Transfer \$1.265 M of 2009 BAB's GO Bond proceeds used to fund Storm Water Pump Stations and Mill River Project to fund Carriage Drive Project.	Financial		Will schedule meeting with City and members of Finance Committee to discuss.
6	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	Engineers have completed their studies of 1) Upgrade of the Raw Sewage PS, 2) Flow distribution to the Secondary Clarifiers, UV system replacement cost and effluent pumps, and 3) SCADA system upgrade.	Wright-Pierce to complete the study of the upgrade of the aeration blowers by June 2015. Arcadis to complete the design of the SCADA system upgrade by October 2015.
7	Connect to Existing Sewer	Enforcement of City ordinance to connect to existing sanitary sewer within 180 days after notification	Protect public health and expand customer base.	Letter to property owners not connected to an existing sanitary sewer under review by City. Need to determine next step(s) when someone does not connect after notification to connect.	
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Tighe & Bond visited collection system pump stations and WPCF on 4/15 and 4/16	Tighe & Bond to provide staff training on 5/13 and complete initial evaluation by June 2015.
9	2015 Revenue Bond Issue	Issue Revenue Bonds to refinance 2006 Revenue Bonds and fund planned capital improvements	Financial	In initial planning stage.	Retain Arcadis by 5/15 to upgrade their Engineering Report completed for 2013 Revenue Bond issue. New Revenue Bond issuance in August – September 2015.
10	Legal Services	Retain outside legal counsel for SWPCA	Legal	Executed agreement with Halloran & Sage	Schedule meeting to meet key staff, establish lines of communication and ground rules for providing legal services.