



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, August 17, 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 (absent)	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Ed Kelly	WPCA Board Member
James Fountain (via phone)	WPCA Board Member
Merritt Nesin (absent)	WPCA Board Member
William Brink (absent)	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti (absent)	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Marie Sabo	Laboratory Director, WPCA
Crystal Blair	Admin Account Clerk, WPCA
Tom Banas	Ackerly & Ward

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

M. Handler called the meeting to order at 5:40pm with roll call and pledge of allegiance. A quorum was present (4 Board Members; 1 member (via conference call)).

**Public Participation**

No public participation.

**Minutes Approval**

E. Kelly motioned to approve July 20, 2015 full Board Meeting minutes; seconded by D. Capano. There was no discussion. **Vote 4-0-1**. M. Handler abstained.

**Billing Update**

**a. Computil Report**

Report in packet for review

**b. July Financials**

- M. Turndahl reported (Loss) for June 30 of \$5.754 million, which is under budget because depreciation is not budgeted, bond principle is used for budgeting instead
- Cash on hand including reserve fund total \$4.480 million compared to \$2.746 from last year
- Amount due to City \$3.742 million; \$1.039 in operating expense and \$2.703 million for capital expenses

**c. Receivables Report**

- M. Turndahl reported a Sewer use accounts receivable balance of \$3.311 million compared to 3.686 million the previous year.

- For the April 2015 cycle billing the collection rate is at 94.46%; Oct 2014 cycle billing is at 96.68% and April 2011 collection rate is at 99.11%
- Reported cash collection for July: \$595,000 and \$121,000 in sewer collections
- Reported 99% collection rate for the accounts receivable bal over 120 days, most of which is at Ackerly and Ward for collections

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

T. Banas gave a brief report and stated the following:

- \$103,000 collected in August; 15 Files closed; 5 Foreclosures closed/handled; 50 new files received from CompUtil. Reported an agreement with an \$11,000 check received today with the promise to pay off the remainder of the balance.
- 15 Stanwick Place: Obtained judgement of foreclosure by sale on 8/10/15; sale date set for 10/17/15. Request Board approval to submit a bid of \$21,000 at foreclosure auction to cover all owing charges and fees. The Board authorized A&W to Bid \$21,000. All members were in agreement.
- 748 Atlantic Street: Reported the owner paid all SWPCA charges and fees.

**Sub-Committee Reports**

a. Finance Committee

J. Fountain reported the Committee met August 11<sup>th</sup> at 5:00pm; D. Capano, C. Andreana and J. Fountain were present and SWPCA Staff.

- Update of accounts receivables and year-end financials; \$5,754,000 increase from \$4,480,000 cash on hand
- Took up issue of the rate setting for FY15/16
- Committee recommended to keep increase below 2%

b. Technical Committee

D. Capano reported the committee met on 8/12/15 and discussed the following:

- Odor Control—reported no odor complaints
- Plan & cost estimates for a building for rag & grit and sludge trailers
- Engineering studies & designs proceeding in a positive fashion
- Reported the Plant is running sludge 3 shifts x 5 days/ wk

**Discussion & Vote: Determine Metered Water Consumption for FY15/16 Billing and FY15/16 Proposed User Charge Rate for Publication**

a. Define Period of Metered Water Consumption

M. Handler opened the discussion stating the handout /model for user rates was before the Board for review. He mentioned there was some wiggle room, Nitrogen Credit and septic fees, btw \$215,000 to \$350,000 in additional revenue that was not counted in the budget and that the projected collection rate of 95% in FY14/15 will be up for the year. Therefore, he would feel comfortable with an increase to 95.5%, which would be achievable without maximum risk. With regards to the readings for FY15/16 billing, the actual reads from January, February and March would be used and annualized.

b. Adjustment Factor to Use for Determining the User Charge

The Board discussed the adjustment factor for the FY15/16 user charge. After further discussion, M. Handler and J. Fountain agreed that the three (3) month average would be annualized and multiplied by four (4) for an estimated FY15/16 Budgeted Consumption of 4,434,522 ccfs.

c. FY15/16 Proposed User Charge Rate

M. Handler suggested a collection rate of 95.5%, to which J. Fountain agreed. The Board discussed using the \$200,000 over budgeted amount in setting the rate, which would generate an increase of 2.43% at \$4.66 per ccf. After additional discussion, the Board decided using the \$300,000 over budgeted amount, which generates an increase of 1.98% at \$4.64 per ccf. The average customer bill would increase \$9.00 per year at this rate.

J. Fountain made the motion to use 95.5% collection rate and using the \$300,000 in increased revenue, proposed the FY15/16 rate at \$4.64 per ccf; seconded by E. Orgera. There was no

additional discussion. R. Bull clarified that this is the proposed rate and the Board could change the rate at its September meeting. **Vote: 5-0-0**

### **Safety Report**

M. Sabo briefly reported:

- FY15/16 Injury Stats: 3 injuries vs 2 at this time FY14/15; she discussed the injuries providing more detail to the Board.
- She mentioned some upcoming training and her handout report states that the July Site Safety Team meeting was held July 29<sup>th</sup>; a new member was named as Team Chairman.
- Site & Pump-station monthly inspections for fire extinguishers, safety shower & eyewashes, first aid kits and other safety items are underway; Water-safety equipment purchased
- Six employees to attend Bucket /Aerial Work Platform Operator training on August 27th.
- Next meeting scheduled for September 16<sup>th</sup>.

### **Administrative / Budget Report**

R. Bull provided a brief update on the following:

- Staffing issues and vacancies; she discussed the Regulatory Compliance Inspector vacancy and reported that she expected to have information to report at the next meeting; also reported on the posting for Shift Foreman vacancy
- Reported on the Quarterly Staff Meeting and the topic discussed.
- Discussed WPCA budget year to date, including purchase orders to date and open PO for FY15
  - a. Senior Shift Foreman—R. Bull updated the Board regarding this position and requested approval to move ahead in the process to create at the Personnel Commission. E. Orgera made the motion to approve creation of the position; seconded by J. Fountain. There was no additional discussion. **Vote: 5-0-0**

### **Executive Director's Top Ten**

B. Brink was absent from the meeting. His report is attached and made a part of these minutes.

### **Old Business**

#### a. Follow-up of Board of Finance Appointee to the WPCA Board

R. Bull reported that she spoke directly to the Finance appointee who reported he would not be attending any additional meetings. Also C. Blair spoke to L. Gilden, who stated the appointee at first stated he did not want to be on SWPCA Board but recanted his statement. Gilden stated elections will be held this coming November for new Board of Finance members and the Board would be appointed a new appointee at that time.

#### b. Follow-up Arden Lane Lateral Repair.

S. Pietrzyk stated spoke to homeowner on July 20<sup>th</sup>; he still has not received photos needed. He has placed together the chronological events regarding this matter and will share as needed. The Board requested that he attend the next Technical Committee Meeting, where this issue will be looked at and policy regarding laterals discussed for the future. This item will be held until the September meeting.

### **New Business**

M. Handler stated the Board has gotten to a point where it should be looking at all old policies. The Finance Committee should have a hard look at policies on Finance and Operations (Billing) side of the house. He stated there will be sub-committees created to assist in this process. This item will be place on the agenda each month for discussion. R. Bull to send Board all available polices.

R. Bull reported that the 2015 Connection Charge Program will be held at the September meeting. Once P. Chakravarti returns from vacation the letters will be sent to recipients and a Public Hearing will be held after the User Charge Hearing and will be noticed in the paper.

At 6:18, E. Orgera motioned to adjourn the meeting; seconded by D. Capano. There was no additional discussion. **Vote: 5-0-0.**

**Stamford WPCA Top Issues (8-17-15) Stamford WPCA Top Issues (8-17-15)**

<b>No.</b>	<b>Issue</b>	<b>Action Description</b>	<b>Impact</b>	<b>Status</b>	<b>Schedule</b>
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	65 flow meters have been installed in collection system manholes to 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.	Use flow data to identify those areas having high flows for Sewer System Evaluation Survey (SSES) using CCTV internal pipe inspection and smoke testing starting this fall. A sub area has been identified for a pilot SSES.
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 (occasional dosage spikes, and one channel shut down on 6/17 for 15 min. due to tripped circuit breaker). Testing of programming changes requires temporary shutdown of UV system.	Will drain a primary clarifier and refill it to avoid discharge of non-disinfected effluent while testing programming changes to UV system.

3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canisters are on line. Tech Committee has approved conceptual design of a storage building to house the sludge and screenings and grit trailers.	Select an engineer to design a storage building for sludge and screenings and grit truck trailers this fall.
4	2015 Revenue Bond Issue	Issue Revenue Bonds to refinance 2006 Revenue Bonds and fund planned capital improvements in FY16 and FY17.	Financial	\$31,575,000 revenue bonds successfully sold on 8/4 at a blended rate of 3.49%. Refinance has a PV savings of \$1.4 million	
5	Fill open positions	Fill Regulatory Compliance Inspector position (for FOG inspections) and Shift Foreman position that are open.	Operations	Regulatory Compliance Inspector position has been posted. Need to fill (new) Senior Shift Foreman (Class IV) and Shift Foreman (Class III) positions.	Fill Regulatory Compliance Inspector position as quickly as City hiring practices will allow. Board to discuss Senior Shift Foreman (Class IV) position description and funding of position at its August meeting.
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	Regulatory and Operations	Engineers have completed their studies of 1) Upgrade of the Raw Sewage PS, 2) Flow distribution to the	Wright-Pierce submitted the draft report on the upgrade of the aeration blowers in July, start design before end of year. Arcadis to complete the design

		energy efficiency.		Secondary Clarifiers, UV system replacement cost and effluent pumps, and 3) SCADA system upgrade.	of the SCADA system upgrade by September 1 <sup>st</sup> . Begin design of upgrade of flow distribution to final clarifiers in fall 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.	Issue has been referred to Halloran & Sage for legal opinion. 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 provided staff safety training on arc flash awareness on 5/13. Tighe & Bond submitted initial evaluation report on 6/22.	Will review evaluation report to prioritize electrical equipment for arc flash evaluation and electrical system maintenance. Relocating control panel at Dyke Lane PS to address immediate arc flash safety concern.
9	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	M. Handler reports City will soon fund its share (\$1,069,000) of project costs.	
10	\$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.