



Stamford Water Pollution Control Authority Board Meeting
Monday, August 25, 2014 – 6:30pm
Stamford Government Center
10th 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	WPCA Board Member
Daniel Capano	WPCA Board Member
James Fountain	WPCA Board Member
Dan Schwartz (absent)	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
Crystal Blair	Admin Account Clerk, WPCA
David Yanik (via phone)	City Controller
Lynda Roca (absent)	CompUtil
Tom Banas (absent)	Ackerly & Ward
Attorney Ward	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 6:35 PM with a Board Member roll call. A quorum was present (5 Board Members). No pledges and no flags.

Public Participation

No members of the public attended.

Minutes Approval

J. Fountain motioned to approve June 9, 2014 full board meeting minutes; seconded by E. Orgera. Unanimously approved. **Vote: 5-0-0**

E. Orgera motioned to approve July 14, 2014 full board meeting minutes; seconded by J. Fountain. Unanimously approved. **Vote: 5-0-0**

Safety Report

M. Sabo stated that the report was included in their packets.

- Safety Team Meeting held July 15th
- FY 14/15 there has been 1 injury in July vs. 0 in previous FY 13/14
- The American Traffic Safety Services Association course for flaggers was held on August 6th & 7th for 11 SWPCA employees conducted by Matt Stuhlman
- Ladder Safety training was held on August 13th provided by an Account Manager from LineDrive

- OSHA mandatory annual refresher training on Bloodborne Pathogens/Exposure Control Plan was conducted on August 20th
- The RFQ for the development of an Arc Flash Safety Program was conducted on August 21st , proposals due September 17th
- Red Cross First Aid & CPR Refresher Training will be held on September 10th
- Monthly inspections of all WPCA safety equipment has been completed

Technical Sub-Committee Report

D. Capano reported:

- The Committee met on August 20th
- Discussed various capital improvement contracts being awarded
- The Aeration Blows Study by Wright & Pierce was approved and sent to legal for review
- The study of the SCADA System by Arcadias will be voted on tonight
- Approved the scope of work for Woodard & Curran with a threshold of \$11,500
- Update on odor control - none at this time
- Duct work contract not final; need final drawings
- UV system operating very well. M. Handler asked if all proposed repairs were completed. B. Brink answered, yes. D. Capano stated additional testing still needs to be done but that will be at a later date; as of now the system is operating
- Pump Station – Easing into a program to prune away trees & replacing antennas; also bringing in someone to do a full path study to figure out why the problematic stations are not communicating with the plant. An update hopefully will be provided by the next board meeting. E. Orgera asked which stations are problematic. D. Capano stated Knapp, Arden lane, Clay Hill, Cedar Heights, Maltbie & Timber, which Lane all located in North Stamford

Billing Update

a. Receivables & Arrears

M. Turndahl reported on the monthly receivables and arrears; sewer user fees acct receivables as of 7/31/14:

- \$3.6 million; 2.4 million is principle only; just over \$2.9 million is 120 days overdue
- Balance by fiscal year: \$39,772 is the oldest receivable paid in the month of July and that older balances are being paid off consistently.
- J. Fountain asked if a comparison to the previous year could be added to the 1st page for a reference. M. Turndahl answered, yes.

b. April 2014 Billing Cycle Collection to date

Current collection rate:

- April cycle collection rate to date: 93.52% and April '11 is 98.5%.
- June 2014 Collections: Collected \$822,000 for July & August 4% of budgeted revenues; sewer assessments/connections \$88,000 6% of budgeted revenues.
- J. Fountain asked when WPCA lockbox will be changed. D. Yanik stated December/January time frame after billing has gone out and collection activities diminish a bit.

c. July Financials

M. Turndahl provided a brief over view of the June/July financials stating he has been wrapping up June financials for the audit and concluded that net income is \$3.464 million. Still working on present value of sewer connections/assessments and it should be available by the end of the week using a firm number; he expects it to be more or less where it is right now.

- Pool cash as of June 30th due to City \$3.133 million which is a greater than \$1.150 million decrease from previous year
- \$1.8 million capital funds outstanding

- working capital funds outstanding \$1.5 million in bank as of June 30th.

d. A&W Collections Report & Update

Attorney Ward reported:

- Collected \$117,000 with a week left to go in August
- Have gone to judgment and foreclosure with 3 cases
- Finding that a few banks are not paying until the actual judgment process but most banks are paying at the start of foreclosure
- Collected \$3.4 million since the start of collections in January 2012. This current year \$1.2 million collected January – August 2014
- Referrals have gone down drastically monthly due to collections process

e. Plan to address the Foreclosure on Properties which owe Large Sewer Connection Charges

R. Bull briefly explained the plan to foreclose on the properties that owe a large sewer connection. A list of outstanding past due sewer assessments over \$500 provided. WPCA plans to start making collection calls divided up among WPCA staff including the seasonal located in the Building Department, report the results to the Board then begin looking at collections with the attorneys.

Attorney Ward stated judgments would not look favorably on foreclosures in the hundreds of dollar range because the cost to start a judgment begins in the thousands. The threshold needs to be considered when recommending legal proceedings. M. Handler asked if the board had any thoughts on setting a threshold for proceedings. **Action Items:**

G. Bosak suggested putting it on the Finance Committee agenda for next month to set a threshold.

J. Fountain ask R. Bull to put on the agenda for Finance to review the information received in the A&W monthly reports to see if there is other information that would be useful to the Board

Executive Director's Top Issues Report

B. Brink briefly reviewed the items in his monthly report.

Discussion & Vote: Judgments of foreclosure by Sale on Foreclosed Properties

Attorney Ward stated that he needed a vote from the Board for three foreclosed properties that went to judgment. He is seeking permission to bid at the sale which will be October 18th, 25th and November 1st. He's recommending bidding \$27,000, \$27,000 & \$30,000. The bids are designed to include:

- The debt
- Attorney fees
- Expenses
- Outstanding taxes
- Estimate of Committee Fees

Account# 117770 Mitchell Street \$27,000 G. Bosak motioned to bid on the sale of property; seconded by E.

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

Account# 108299 Peak Street \$27,000 J. Fountain motioned to bid on the sale of property; seconded by G. Bosak.

Vote: 5-0-0

Account# 118695 Virgil Street \$30,000 E. Orgera motioned to bid on the sale of property; seconded by D. Capano

Vote: 5-0-0

Discussion & Vote: OPEB Additional Contribution

D. Yanik explained when the original budget was being approved by the Board the OPEB contribution was calculated for the payment that is attributed directly to the WPCA through the OPM allocation. There is approximately \$10,700 that the WPCA may be allocated through monthly allocations from OPM and would like to raise the budgeted amount so WPCA would not be over budget in the OPEB contribution account by making a transfer from contingency. R. Bull stated she would rather transfer from Contracted Services than Contingency.

J. Fountain made a motion to transfer funds from Contracted Services rather than Contingency; seconded by D. Capano. **Vote 5-0-0**

Discussion & Vote: Award of Contract for Billing/Collection Services RFP-628

R. Bull explained that the SWPCA selection committee reviewed three bids. The committee comprised of M. Turndahl, J. Fountain, B. Aveni, B. Brink & R. Bull. She stated that the two final contracts were Avalon & Computil; Computil was awarded the contract. She explained that the contract amount has remained the same for the past 4 years and that W. Brink, M. Turndahl & she had a meeting with Kurt Neubauer to discuss fee reduction. After a discussion the group later decided to meet the proposal's price as stated. After a brief discussion among the Board, it was concluded that \$405,834 is an appropriate amount with no increase for 3 years including 2 yr option to renew. R. Bull is asking the Board to award the contract to Computil as stated. E. Orgera motioned to award contract to Computil at the proposed amount of \$405,834; seconded by J. Fountain. **Vote 5-0-0**

Discussion & Vote: Approval of Contract for Study of SCADA System Upgrade by Arcadis Engineers

B. Brink stated the contract was approved by the Technical Committee Wednesday. H reviewed the SCADA System for the Board and recommended the Board approve the agreement for a lump sum of \$60,000 to Arcadis. G. Bosak motioned to approve a lump sum of \$60,000 to Arcadis; seconded by J. Fountain. **Vote 5-0-0**

Finance Sub-Committee Report

J. Fountain stated the main issue was the presentation of the rate increase. The Finance Committee recommended to change the rate from \$4.40/ccf to \$4.55/ccf 3.4% increase also taken into consideration was the concern with bonds being issued next year. Some debt coverage will be coming in for a portion of the year.

Discussion & Vote: Preliminary Charges for Publication

a. FY 14/15 Proposed User Charge Rate

- W. Brink reviewed the Tigh Bond nationwide report. He stated that he knows other towns have other revenue sources to supplement sewer rates and that out of 85 cities Stamford rank 62nd and estimates \$422 @ 96cc average residential customer at current rate. At \$4.55 the increase to the customers' semi-annual bill would be \$7.65 double for annual. October bill @ \$7.65 increase would go from \$224.40 to \$232.05 and on an annual basis \$448.80 to \$464.10. E. Orgera motioned to increase user charge to \$4.55; seconded by J. Fountain. **Vote 4-1-0**
G. Bosak was the dissenting vote.

b. FY 14 Proposed Connection Charge Program

- P. Chakravarti reported that there are 101 properties with new connection charges which amounts to a total of \$940,032.72 an average of \$62,668 per year. M. Handler asked if that's 101 new connections. P. Chakravarti stated not all new but new connection charges due to additional units being added. M. Handler asked if the information being driven by building permits and CO's. P. Chakravarti stated yes. The highest is BLT properties at \$563,400 and RMS 162 Franklin Street at \$108,046. He requested to propose the Connection Charges to the owner. G. Bosak motioned to propose charges to the owners; seconded by J. Fountain. **Vote 5-0-0**

Old Business

None

New Business

R. Bull proposed to move next month meeting from September 8th to September 15th to allow 2 weeks for publishing in newspaper for public hearing; the Board agreed.

G. Bosak stated Darien would like to be a non-voting member to sit a table. M. Handler stated to put on agenda for next month discussion

P. Chakravarti stated he would like to include two additional items at the September 15th hearing:

- Connection Charge
- Carriage Drive Assessment
-

J. Fountain will be out of town and will not be attending the meeting on September 15th

Adjournment

E. Orgera motioned to adjourn the meeting at 7:37PM, seconded by J. Fountain. **Vote: 5-0-0**