



Stamford Water Pollution Control Authority Board Meeting
Monday, August 5, 2013 – 5:40 PM
Stamford Government Center – 4th Floor Board of Finance Room
888 Washington Blvd, Stamford, CT
Full Minutes
(The meeting was videotaped.)

Attendees

Ernie Orgera	Chairman, WPCA Board
Michael Handler	WPCA Board Member
Tim Abbazia (absent)	WPCA Board Member
Cristina Andreana	WPCA Board Member
Daniel Capano	WPCA Board Member
Donald Huppert	WPCA Board Member
Mitchell Kaufman (absent)	WPCA Board Member
Dan Schwartz	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
William Degnan	Plant Supervisor, WPCA
Marie Sabo	Laboratory Director, WPCA
Mark Turndahl	Accountant, WPCA
Lynda Roca	CompUtil

Call to Order, Pledge and Roll Call

Chairman, E. Orgera, called the meeting to order at 5:41PM with Roll Call and the Pledge of Allegiance. A quorum was present (6 Board Members).

Public Participation

There were no speakers for Public Participation.

Minutes Approval

C. Andreana made a motion to approve the July 17, 2013 Full Board Meeting Minutes; seconded by D. Capano. For discussion, D. Huppert stated he wanted included in the July minutes M. Handler's statement regarding BLT returning the land for the boat yard if/when the agreement is cancelled. A brief dialog ensued and at the end, M. Handler stated the minutes should reflect what was actually said at the meeting. C. Andreana withdrew her motion. No vote was taken.

Reports

Safety: M. Sabo updated the Board regarding Plant safety stating there was no site safety team meeting held since the last Board meeting but that one is scheduled for August 13th. She stated that the August safety training will be conducted at the mandatory staff meetings scheduled for August 21st and that there were no incident statistics to report.

Laboratory: M. Sabo provided a brief report on the Lab's Proficiency Testing stating the US EPA Clean Water Act mandates participation in an annual proficiency test of all laboratories performing analysis for compliance with

NPDES Permits and that the SWPCA Lab, again, demonstrated an exceptionally high level of accuracy in the analysis performed.

FY 2013 Audit Update

Bryan Decker, Engagement Manager from O’Conner Davies, discussed the Audit Planning Communication for the SWPCA audit summarizing the following contents:

- Auditors’ Responsibilities Under US GAAS
- Services and Deliverables
- Management’s Responsibilities
- Audit Timetable
- Audit Focus
- Other Matters—Financial Committee concerns and Issues.

C. Andreana mentioned the committee had discussed setting up bi-weekly meeting to receive up-to-date information regarding the audit. B. Decker agreed that those meetings are possible and he would work toward setting them up. C. Andreana asked if there were any back-log, to which he replied, there were a few things but stated the books are being closed; OD staff will go through them and update their understanding of the organization considering the new SWPCA staff changes. He concluded his report saying auditors are due back on the 26th and he expects everything to go smoothly.

Sub-Committee Reports

Finance - C. Andreana reported that the Finance Committee met on July 24th and discussed the rate setting model, reconciliation of sewer hook-ups; looking at audit possibilities for new sewer hook-ups and reviewed financials. There was a brief discussion about the current procedures for ensuring hook-up for newly installed sewers before moving to the next committee report.

Technical - D. Capano reported that the last Technical Committee meeting was July 31st and that he would confine his report to odor control. He stated that the system is still being tweaked; that last week there was a reportable spill. He mentioned the State performed an inspection last week; that there were no odors; that work is being done to get the headworks running and the broken H₂O and chemical lines are being replaced in-house. He stated the filtrate wells and sludge mixing area on the north side of the building are odor sources. M. Handler inquired if the problem is related to low tide, to which D. Capano relied, the problem is definitely impacted by the tide. He concluded stating the committee plans to have a report by the next Board meeting.

Billing Update: CompUtil

Receivables & Arrears: L. Roca handed out the July monthly status report which listed the posting dates of monthly interest as well as the tax warrants dates for July and August and the intent to lien date for July and lien date for August. She briefly discussed the A/R reports: trail balance summary, month receipt and revenue reports as well as the payover report. There were no questions from the Board.

June 2013 Cycle Billing Collection to date: Reported that the collection rate for the April ’13 cycle billing increased from 89.45% to 91.15%.

Preliminary June Financials:

M. Turndahl reported he is going through the audit and that he still has adjustment postings to complete. He reported the operating expenses are better than budgeted due to depreciation and that the Bond proceeds are expected the 1st of next month— ~\$13 million, of which \$3 million will go to payback the City.

Ackerly & Ward Collections Update: T. Banas updated the Board on the number of open files, payment plans and foreclosure and reminded the Board that the issue of lowering the foreclosure threshold amount is still pending and would like to discuss at next month’s meeting. He also asked that the Board place the BLT issue on next month’s agenda as well reporting that the other side is reluctant to mediate. He said the Board will need to consider litigation as the next option.

Discussion & Vote: Selection of Vendor in Response to RFP No 616—Operation and Maintenance of Sludge Drying Facility and Beneficial Use of Biosolids

W. Brink stated that this agenda item would be tabled; he found that the meeting, whose Selection Committee is made up of the Tech Committee, SWPCA Staff and Lee Berta from OPM, needs to be noticed. The agenda will be posted tomorrow. He stated the meeting is scheduled for Wednesday, August 7th at 5:30 pm at the Plant site and that their recommendation will go before the full Board.

Discussion & Vote : FY 2013-2014 Proposed User Charges Rate

W. Brink opened the discussion stating he provided rate comparisons to the Board of similar utility type companies in New England and nationwide and that the Finance Committee reviewed the rate model last Wednesday at its meeting. He reported that the model was adjusted to include the most current water consumption readings, which increased the annual consumption by 45,000 ccf and that this reduced the proposed rate to \$4.40 per ccf, which is a 4.5% increase to the current rate. After some discussion, C. Andreana made a motion to increase the rate from \$4.21 to \$4.40, seconded by D. Huppert. There was no discussion.

Vote: 6-0-0.

Discussion & Vote: Increase Septic Charges

W. Brink presented the SWPCA's rationale not to increase the above charges explaining why rates should remain the same. There was a brief discussion. Since no vote was required the Board moved on to the next agenda item.

Executive Director's Top Issues Report

B. Brink provided a table of the top issues (8-5-13), and discussed each briefly. The report is attached and is part of these minutes.

Discussion: Stamford Housing Authority Request Regarding Connection Fee Adjustment

E. Orgera stated that since D. McCabe had not updated the Board on this matter, this agenda item would be tabled. R. Bull mentioned she had updated information and would forward to the Board for review.

Note: C. Andreana departed the Meeting at 6:48 pm. A quorum was present (5 Board Members).

Update & Discussion: Capital Projects

Pump Station: Dyke Lane - P. Chakravarti reported that by August 30th he will have the design of generators ready for bidding; that he met with the Engineers three weeks ago; they have completed one site visit and plan to return tomorrow.

Sewer Projects:

Carriage Drive – P. Chakravarti stated that the project has begun and is going well; neighbors are happy. He reported that 596 linear feet of pipe has been installed and that work will begin on West Hill Road tomorrow. There was a brief discussion about the road's high traffic volume and hiring Clerks of the Work for daily onsite inspections. E. Orgera asked if the discarded material was clean; P.C. replied the material is mostly swamp material and can't be reused.

Perna Lane - P. Chakravarti reported that the project is in design review and that there has not been much success with the CT DEEP and the DOT.

Wedgemere - P. Chakravarti reported that preliminary drawings / designs were submitted and that this project is next in the construction timetable.

Sewer Evaluation Program - He reported evaluation has begun on two major trunk lines into the Plant –60" and a 48" and was ecstatic to report they both are in very good shape. P.C. reported there were some debris build up from the SUT Project that fell into the line but that it can be easily cleaned.

New Business

D. Huppert reiterated that he wanted it stated for the record and documented in the minutes that the Board and the SWPCA Staff have done their due diligence regarding any future Plant expansion in light of the Agreement with BLT; what would occur should the Plant need to expand before the end of the 25 year Agreement; what would happens at the 25 yearend. M. Handler provided some background information and W. Brink discussed in length his previous review of the Master Plan. He talked about the current Plant design flow capability, recent years’ flow trend and expected future flow projections, the City’s overall development in relation to the current flow trend, population increase projections as well as changes in the industry at the State level. M. Handler mentioned that, with all due respect to the SWPCA Staff, he had Malcolm Pernie and the CT DEEP recheck the need for expansion and all concurred that the Plant’s capacity is sufficient and on target for the projected growth rate for the City and that it is hard to imagine a population increase that would bring flows near to our design flow within 10 or even 25 years.

At 7:07 pm, D. Huppert motioned to adjourn the meeting; D. Capano seconded by. There was no discussion.

Vote: 5-0-0.

Stamford WPCA Top Issues (8-5-13)

No.	Issue	Action Description	Impact	Impact	Status
	Schedule				
1	Odor Control	Place odor control scrubbers on line. Retain odor control consultant to evaluate odor control provide guidance in optimizing operation of odor control scrubbers.	Minimize odors	Chemical odor control scrubbers for dryer building., dewatering building and primary clarifiers and thickeners on line and working. Carbon scrubber for dryer RTO bypass on line with temporary piping.	Scrubber for raw sewage pump building requires new PVC piping. Odor control consultant investigating odor control for dewatering filtrate wet well and sludge blend tank.
2	Sludge Drying and disposal	Bid Sludge Dryer Operation and Beneficial Use of Dried Sludge Service Contract	Operations	Reviewing 3 proposals in response to RFP	Negotiate 5 year contract with selected firm.
3	Internal Controls Over Financial Reporting	Address Auditor’s comments on internal control deficiencies.	Financial	Ongoing. Established procedures and schedule for financial reporting by M. Turndahl and internal controls at WPCA.	Opened 2 Administrative Account Clerk positions to assist M. Turndahl in journal entries and financial reporting. Reviewing collection procedures for delinquent Sewer Assessment and Connection Charges.
4	SWPCA User Charge	Review user charge	Financial	User rate adjustment for October billing cycle reviewed by Finance Committee	SWPCA Board to review rate adjustment on 8/5

5	Darien Agreement	Agreement expired 11/30/10. Execute new agreement	Financial	Presented revised draft agreement per Board's comments at its 7/17 meeting	Awaiting response from Darien.
6	CMOM, FOG and WPCF evaluations	Implement actions required by response to USEPA Admin Order	Regulatory	Ongoing.	Submitted Long Term Preventive Maintenance Plan on 8/1. Issue RFQ for required engineering studies in August.
7	Separate storm water and flood protection from SWPCA budget	Charge city for SWPCA costs related to Stormwater Pump Stations and Hurricane Barrier	Financial and Regulatory	Will track road and storm sewer related costs in Carriage Drive for reimbursement by City. Tracking labor costs for storm water pumping stations and hurricane barrier.	Implementing CMMS to track labor costs for maintaining storm water pumping stations and hurricane barrier.
8	Septage rates	Review current rates, recommend new rate (if necessary)	Financial	Review in July	Present proposed rate for SWPCA Board review on 8/5
9	Personnel Safety	Protection equipment for personnel	operations	Changing wearing of hard hat policy.	Advise staff of change in policy at staff meeting on August 21st
10					