



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, December 8, 2014**  
**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
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Daniel Capano	WPCA Board Member
Ed Kelly	WPCA Board Member
James Fountain	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	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 6:04PM with the pledge of allegiance followed by roll call. A quorum was present (6 Board Members).

Public Participation

No member of the public wished to speak at the meeting.

**Minutes Approval**

E. Kelly motioned to approve November 10, 2014 full board meeting minutes; seconded by J. Fountain.

**Vote 5-0-1** E. Orgera abstained.

**Billing, Finance & Collection Update**

**a. Computil Report**

Computil not present, report in handouts

**b. Receivables & Arrears**

M. Turndahl reported a comparison from November 2013 vs. November 2014 the category balances are higher from last year \$5.357 million vs. \$5.392 million this year and accounts receivables aging by year billed showing progression.

**c. October 2014 Billing Collection to date**

The receivable collection rate latest bill for October '14 is almost at 80% collected and the oldest bill for April '11 billing almost 99% collected with \$9,000 remaining outstanding from that bill.

- October cycle collection rate to date: 79.8% and April '11 98.6%
- \$9.409 million collected from sewer usage to date 47% of budgeted revenues; sewer assessments/ connections \$915,891 collected which is 65.5% of budgeted revenues.

**d. October Financials**

M. Turndahl reported a profit of \$12,857million from October billing because of the 10 million billing sent out in October. The receivable account balance has an error the correct amount is 3.392 million. The balance due to the City through the end of November is \$6.996; \$5.260 of that is Operating & \$1.736 million is Capital funds.

**e. A&W Collections report**

T. Banas reported:

A tax foreclosure at 29 East Walnut Street the sale is in the beginning of January. The concern is that the City tax foreclosure wipes out any SWPCA charges if the sale goes through and the bid amount is only enough to cover the city tax debt the SWPCA would not get paid. T. Banas is recommending a bid of \$40,000. The debt on the property is in excess of \$1.3 million the property value is \$250,000. D. Capano motioned to bid \$40,000 for property; seconded by C. Andreana. **Vote 6-0-0** unanimous

- Collected \$135,000 for the month of November; per report \$1.4 million collected YTD
- Started a new foreclosure action for a property in excess of \$50,000 met with owner today so debt may be paid before action proceeds ideally within the next 2 months.
- 118 Dawd Avenue former laundry mat that has been transferred over to a number of other businesses. The former owner responsible for the bill did not pay and the bill is over \$70,000. A Closing was sent out today A&W have been in discussion with the buyers and seller's attorney's requesting lowering of bill. The debt is secure and there is no reason to lower debt. Closing is scheduled for the 10<sup>th</sup> by next meeting payment should have been made.
- Received 42 new accounts including 11 bankruptcy accounts the process with take a little more work due to filing demand letters and filing proof of claim

**Safety Report**

M. Sabo briefly reviewed safety report.

- November Site Safety Team Meeting was held on Tuesday, November 25<sup>th</sup>
- FY 14/15 1<sup>st</sup> Quarter Incident Statistics: 3 injuries through end-Nov (Vs. 8 for same period FY13/14)
- New hire safety orientation conducted for Mechanic -In-Training Paul Northrop; start date Nov 17<sup>th</sup>
- Selection Committee for the RFQ soliciting experienced professional engineers to develop an Arc Flash Safety Program reviewed 8 proposals submitted and chose 3 firms to give presentations on December 9<sup>th</sup>; final selection to be made after that

- Quarterly Staff Meetings to be held on Wednesday, December 10<sup>th</sup>; safety topics to be discussed are Winter/Cold Weather Safety and Confined Space Programs Updates (following from the Confined Space Training held in June-July, action items have been addressed, including replacement of old equipment and purchase of additional/new equipment)

### **Administrative/Budget Report**

R. Bull presented a handout and reported, under SWPCA Staffing, on Vacancies, Employee Issues and other Adm Issues, including one employee termination. She reported on the SWPCA budget stating that at 50.0% thru the fiscal year, 10 of the 106 lines items are beyond this percentage mark. She explained the reasons to the Board's satisfaction.

She explained how the outstanding purchase orders are being handled. R. Bull closed reporting that Darien is making monthly payments; shared the amount and mentioned that the annual invoice is in progress.

### **Sub-Committee Reports**

#### a. Finance Committee

C. Andreana reported the Committee met prior to this board meeting no quorum present.

- Discussed financials and accounts receivables
- Received an update on the audit, it's still ongoing and no delays in the process
- Agreement with Computil
- People's United lock box
- Operating Budget
- Under old business discussed items under the Directors top 10
- 2009 Bond issuance

#### b. Technical Committee

D. Capano reported that the Committee met on December 3<sup>rd</sup>.

- Reviewed two presentations; Hansen & Sawyer presented their findings on the UV System and Wright Pierce presented recommendations on their evaluation of the raw sewage pump station
- Order control: There is an issue at head works W. Brink has been dealing with Wright Pierce. Two carbon canisters with blowers will be purchase one located at the septic receiving station and one used for treating odors coming from sludge, grit and rag. The odor is under control the last odor complaint was on November 14<sup>th</sup>. The duct work contract has been put out for bid last week, the dead line for responses is January 2015
- Operator's certification promotions to level 3 & 4 is being discussed
- Walk way replacement bids have been submitted and a review of the bids is underway
- Pump stations are back to normal

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

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

### **Discussion and Vote: Agreement with CompUtil for Professional Services in Response to RFP #628-Billing/Collections/Consumption Data Analysis/Payment Processing/Customer Service**

R. Bull reported that a new contract needed to be completed signed and explained the issues surrounding having to re-do the process. She stated the new contract will be effective January 2015 and requested that the Board approve a Bid Waiver for \$185,000 to pay outstanding bills from August – December 2014. J. Fountain made a motion to approve new contract; seconded by E. Orgera. There was no discussion. **Vote 6-0-0.**

E. Orgera made the motion to approve the Bid Waiver in the amount of \$185,000; seconded by E. Kelly. There was no discussion. **Vote 6-0-0.**

**Discussion and Vote: Agreement with People’s United Bank for Lockbox Processing in response to RFP #633 Comprehensive Banking Services**

M. Turndahl explained the new services with People’s Bank who will replace Webster Bank for lockbox services only. He stated the contract is a three-year contract and that the rates were a cost saving compared to what Webster Bank charged. D. Yanik mentioned the WPCA contract is separate from the City’s. J. Fountain made a motion to approve the agreement with People’s Bank for lockbox services; seconded by E. Orgera. There was no discussion. **Vote 6-0-0.**

**Discussion and Vote: Agreement with CDM Smith, Inc. for Engineering Services in response to RFQ #650 to perform an Infiltration/Inflow (I&I) Evaluation, Sewer System Evaluation Survey (SSES) Pilot Area Program and Rehabilitation Design**

B. Brink explained the I&I evaluation discussing the sub-consultant for flow metering for the year at a cost of \$520,000 which will happen simultaneous with the SSES Program. He discussed cost and what can be done at this time and at a later date. M. Handler asked the total cost; B. Brink stated the total cost at this time would be \$670,000. After further questions and answers, E. Kelly made a motion to approve the agreement and cost; seconded by D. Capano. There was no further discussion. **Vote 6-0-0.**

**Discussion and Vote: 2015 Board Meeting Schedule**

R. Bull started the discussion however, it was clear that the Board was not prepared to set a definitive date. This topic was tabled.

**Old Business**

None

**New Business**

None

**Adjournment**

C. Andreana motioned to adjourn meeting at 6:45pm; seconded by D. Capano. Vote **6-0-0**

### Stamford WPCA Top Issues (12-8-14)

No.	Issue	Action Description Schedule	Regulatory and Operations	Impact	Status
1	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Implement Infiltration and Inflow (I/I) Study and develop Standard Operating Procedures (SOP) for extreme high flow events	Regulatory and Operations	CT DEEP has approved scope of work for the I/I Evaluation and SSES Pilot Area Program.	Begin flow monitoring in Spring 2015
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	Siemens technician has been onsite to address erroneous UV channel flow readings. Recommended changes to flow sensor wiring have improved flow readings.	Currently modifying UV system programming for system restart following a power failure. Will perform performance testing in December of programming changes and investigate adding a UPS for the UV system controls (PLC).
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers are on line.	Advertise and bid modifications of odor control ductwork modifications inside sludge dewatering building by 12/31/14. Install carbon canisters at raw sewage PS and sludge trailer storage area by 12/31/14.
4	Deteriorated Interceptor in Soundview Avenue	Repair sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Sewer lining complete.	Roadway repairs in progress. Complete site restoration in Spring 2015.
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	Engineers have completed their evaluation and submitted draft reports on the 1) Upgrade of the Raw Sewage PS, 2) Flow distribution to the Secondary Clarifiers, UV system replacement cost and effluent pumps, and 3)	Wright-Pierce has started work on the study of the upgrade of the aeration blowers. Arcadis to complete the SCADA system upgrade study and present recommendations to Technical Committee in February 2015.

				SCADA system needs assessment.	
6	Connect to Existing Sewer	Enforcement of City ordinance to connect to existing sanitary sewer within 180 days	Protect public health and expand customer base.	Draft letter sent to city legal department for review	Use City legal department to enforce City ordinance requiring connection. Send letters advising of City ordinance requiring connection by end of January.
7	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	Submitted estimate of non-sanitary sewer related costs to City on 11/24/14	Resolve cost to be reimbursed by City by end of December.
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Have short-listed 3 engineering firms to be interviewed on 12/9/14	Select consultant on 12/9/14
9	Computerized Maintenance Management System (CMMS)	Implement CMMS for SWPCA operations (WPCF, collection sewers and pumping stations).	Operations	Completing templates for WPCF equipment is ongoing.	Plan for staff training in use of CMMS software in January 2015.