Stamford Water Pollution Control Authority Board Meeting
Wednesday, February 10, 2014 – 5:30 PM
Stamford Government Center
4th Floor Board of Finance 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/Dir. Of Operations
Cristina Andreana	WPCA Board Member
Gerald Bosak	WPCA Board Member
Daniel Capano	WPCA Board Member
James Fountain	WPCA Board Member
Donald Huppert	WPCA Board Member
Dan Schwartz	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
Lynda Roca	CompUtil
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:30 PM with the Pledge of Allegiance and Roll Call. A quorum was present (7 Board Members).

Note: D. Schwartz arrived 5:33

Public Participation

Mr. Ning-yang Wang of 20 Hawks Hill Rd, New Canaan has been paying connection charges since 1996 on a property in Stamford that was never connected to the sewer system. R. Bull stated that a dye test was done ~ 6 weeks ago that verified he was not connected to the system. He was given a refund for 3 years of payments as per State Statute. M. Handler questioned what the Land Use records showed. R. Bull stated that this house is the only one on the street that is not connected, and that it should have been connected within the 180 days per ordinance, and that he is currently in the process of connecting. Mr. Wang is asking to take money that should have been credited beyond the 3 year period and apply it to future bills. M. Handler stated he needs to do more homework and discuss this at the next meeting.

Mr. Ed. Kelly who has submitted an application to serve on the Board was here as an observer.

Minutes Approval

E. Orgera motioned to approve the January 8th, 2014 SWPCA Full Board meeting minutes; seconded by G. Bosak. No discussion. **Vote: 7-0-0.**

Safety Report

M. Sabo reported having done New Hire Orientation for Crystal Blair; a Site Safety Team meeting was held on Jan. 14th; J. Boisfeuillet was appointed Committee Chair, M. Cobain Co-Chair, and M. Sabo Secretary. She stated the team members have now been assigned specific locations to conduct safety tours and will report back at next meeting. She stated no new injuries to report for January; Currently 12 injuries for July 1-Jan. 31 vs 6 for previous FY/same time. She mentioned W. Brink has obtained an example RFP to use as a template for a document soliciting assistance in improving our Arc Flash Program. M. Sabo attended an OSHA training program on LO/TO requirements; our program needs some minor improvements, including doing an annual audit of each person that does Lockout/Tagout. She concluded saying the next Site Safety Team meeting would be held March 11th.

Sub-Committee Reports

a. Finance Committee

C. Andreana reported that 2 meetings were held. The first was with the auditors, reviewing the audited financial statements. Final drafts of the audit were provided and are in review by management. The Operating budget was reviewed on the 29th with some recommendations for changes to be brought before the Board.

They also met with Mr. Gottlieb regarding connection charge questions and asked him to submit a more formal request.

There was one minor deficiency related to the fixed assets in management comments from auditors. She reported that the comment has been corrected, and additional policies have been put in place for next year. Windermere Community Reserve account was discussed as well as looking at the sewer connections and assessments.

b. Technical Committee

D. Capano reported that the technical committee met on January 29th. A presentation was given by Wright Pierce regarding the inspection of the interceptors. The report shows a section of ~3000 linear feet of sewer in dire need of rehabilitation, primarily in the Soundview Ave. section, as well as some other areas. E. Orgera asked if we are in danger. D. Capano replied he did not believe we are, but it will need urgent attention. P. Chakravarti stated we are not in imminent danger. We are going out to bid in April and hope to have it relined by the end of August and that there may have been a problem with the manufacturing of the pipe. B. Brink stated we would fast-track the design scope; we have ~1.3 million left in the budget for the work. He stated that the worst areas would be addressed immediately.

D. Capano stated a preliminary review was completed on the scope of work to be done at the pump stations and flow distribution; contracts have been awarded to Hazen & Sawyer and Wright Pierce. The Technical Committee will review the contracts and make any recommendations at the next Board meeting. He stated Odor Control is an ongoing project. Several sources of odors have been isolated in the Solids Processing Bldg. and plans to redesign the duct work to improve the effectiveness and efficiency of the systems are underway. He mentioned several fire dampers were found to be rusted shut contributing to the odor issues; the Headworks scrubbers are working well. B. Brink stated that the metering pumps are working in auto. D. Capano stated that there had been no odor complaints lately, and odors had been substantially reduced.

D. Capano provided a UV system update. Xylem was on site Jan. 30-31 and did a complete work-up on the system along with stress testing. The system performed well; some adjustments to the PLC system including adding a 5 second delay to the level control signals which seem to have substantially remedied the problem. M. Handler stated that the issue was an erroneous reading causing the water level to drop which has still not been identified; that this was not a long-term solution.

G. Bosak asked to join the Technical Committee. D. Capano welcomed the request.

Billing Update

a. Receivables & Arrears

10/2011	98%	(27.45)
4/2012	97%	
10/2012	96.52%	
4/2013	95.30%	
10/13	92.08%	

L. Roca reported January collections of almost 520,000.00 with a collection rate of 92.08%. The collection rate as of 2/10/14 was 92.08%. Collection rate as of 2011 is 98%. They will start liening the week of the 24th. They have been working with Official Payments and Mark on some issues with payments that appear on the reports, but are not seen in the bank. Another issue is when people owe $500.00, but their current balance is $100.00. Customers are only able to pay the $100.00. It has been frustrating when trying to match, balance and close out these accounts. Computil has had to do a lot of edits as a result. M. Handler offered to intervene and help if needed.

b. October '13 Billing Cycle Collection to date

M. Turndahl reported $10,459,918.00 collected for the fiscal year, and $1,015,929.00 paid against sewer assessments and connections. Credit card payments totaled $11,521.00. The collection represents 55% of our budget on sewer use charges.

c. January Financials

M. Turndahl reported that the January Income Statement had been submitted and he was still working on the balance sheet. YTD earnings totaled 1,930,000.00 (unaudited) representing 580,587.00 over budget. Expenses are under budget so far. J. Fountain questioned the Salary & Benefits amount as well as the Material & Supplies number. M. Turndahl stated he would look into them and get back to him.

d. Official Payments Update Taken out of Order

e. Audit Update

M. Handler read a report from D. Yanik stating that the financials are in near final draft form. There was one additional change to discuss with the auditors on Tuesday. The auditors will provide a rough letter draft for the WPCA letterhead and signing. The auditors are waiting for legal update from Jordan Burt. The Management letter is in near final draft and the management response is drafted but not finalized.

f. Ackerly & Ward Collections Report and Update

T. Banas reported another successful month with ~150,000.00 collected. Total accounts number is finally starting to drop. More accounts are being closed out than referred. A & W are working with Title companies running blanket searches for delinquencies. M. Handler questioned how many new accounts would be generated if the threshold of $7,000.00 was reduced. T. Banas stated if the amount was reduced to $6,000.00 and additional 26 accounts would be added. If the amount was 5,000.00, 71 accounts would be added. One issue in reducing the level would be the turnaround time. It would take approximately two months to add the new accounts. M. Handler questioned the rate of growth of the accounts. T. Banas replied that a lot of them would be reaching the 7,000.00 limit within the next 6 months to a year.

G. Bosak motioned to reduce the Threshold Limit to $5000.00; seconded by D. Huppert. There was no discussion. **Vote: 8-0-0**

C. Andreana questioned if the people who are now going to be impacted by this change should be notified. T. Banas stated that a letter had been prepared.

Executive Director's Top Issues Report

B. Brink presented a handout of the top issues and discussed each one briefly. He noted that a proposal had also been received on Friday for improvements to the UV system that included adding intensity sensors, another level sensor and controls to measure flow in the channels. Modifications to the alarm system through programming changes were also included. The report is attached as part of these minutes.

Discussion and Approval FY 2014-2015 Budget

B. Brink discussed items having larger variations. Part -Time salaries showed a reduction from 20K to 5K due to seasonal personnel being replaced by interns. There was an increase in Overtime based on current tracking information. M. Handler questioned how Legal Expenses decreased. R. Bull stated we were hoping not to have to pay 60K like last year. M. Handler added that we would no longer have legal counsel at all meetings. J. Fountain questioned the increase in Active Medical & Life. R. Bull and B. Brink stated that the numbers are given to us, SWPCA has no control. J. Fountain questioned the 28% decrease in Interest Expenses. Was it due to refunding? B. Brink stated it may be due to pay down on debt. M. Turndahl stated the number came from the Webster Bank spreadsheet, and they may have front-loaded the premium. M. Handler requested checking with Barry one more time. D. Huppert questioned Postage staying the same while postage rates increased. B. Brink noted methanol costs had increased. R. Bull noted that the Electrical line item would need to be increased, as N. Pipicelli gave a 5% overall increase for utility costs and the 3.3% would be changed to the 5%. B. Brink stated the Sludge Processing amount represented the new Synagro contract. M. Handler verified that Hurricane Barrier costs are being charged back. B. Brink stated the overall expense budget is a 3% increase over last year. The biggest change in revenues is for connection charges and sewer assessments showing a drop that will have to be made up elsewhere. Some adjustments can be made to Revenue and Expenses and Utilities to come in under budget. There may be a slight rate increase next August. J. Fountain questioned a depreciation expense of 6,186,391.00 appearing again as debt service principal. He stated prepayment of principal is budgeted for because it is an allocation of a current resource vs. depreciation which is an allocation of a long term resource being expensed over time. B. Brink and C. Andreana stated it was done in order to match Expenses and Revenues. J. Fountain stated he would not be able to vote on this tonight. M. Handler replied we would keep the regularly scheduled meeting on the 10th, table the vote pending update on items in question, and call a special meeting for budget purposes. D. Huppert motioned to table the vote until the special meeting; seconded by J. Fountain. There was no discussion. **Vote: 8-0-0**

Note: J. Fountain left the meeting at 6:47 PM

Discussion and Vote: Synagro Contract

B. Brink reviewed the history of the contract. The contract is basically the same. A separate bid item was added to run a 3rd shift 1 day/week. They were also asked to provide a quote for hauling cake. Clarification of conveyor responsibility was added. Contract has been reviewed by legal and signed off on today. There is one sticking issue being worked on by the Risk Management departments regarding insurance claims. B. Brink also noted that Synagro would be providing $300,000 toward a Capital Improvement of our choice as a settlement from previous conveyor costs. D. Capano stated the Technical Committee had reviewed and found the contract favorable.

E. Orgera motioned to accept the contract contingent on A. Mones' signature of approval; seconded by D. Huppert. G. Bosak stated he would have liked to have read this sooner. M. Handler stated he could not have gotten it done sooner. **Vote: 7-0-0**

Discussion and Vote: Wright Pierce Amendment to Agreement on Odor Control Improvements

P. Chakravarti reviewed the proposal for design modifications to the odor control ductwork in the Sludge Dewatering Building. He stated B. Brink had negotiated the price to 18.5 million dollars. This is being brought

before the board because this amount is in addition to previous work that was done. M. Handler clarified that this amount falls under the bid waiver, but previous work brings the incremental amount over the $50,000 threshold and this should be voted on. C. Andreana motioned to approve $59,000 which includes this $18,500; seconded by D. Huppert. There was no discussion. **Vote: 7-0-0**

Proposal: Implementation of a Wi-Fi Network at the Treatment Plant

D. Capano asked the Boards permission to conduct an experiment using wireless access points in the plant to test the viability of a wireless link to report process data back to the SCADA system. He provided a cost comparison between Wired vs. Wireless showing ($28,600 vs. $6,000) a substantial cost savings. He outlined other benefits including long and short term cost savings, flexibility, and security. He stated the experiment would involve a point to point link between the Odor Control System and the Operations Bldg that all the equipment would be donated by the participating vendors, and this would not cost the WPCA a dime. G. Bosak questioned security issues. D. Capano stated it would be sculpted to stay within the Plant boundaries. M. Handler questioned the next step if testing was successful. D. Capano stated he would generate a report for the board to review, and then ask the board to consider going to complete wireless coverage.

E. Orgera made a motion to approve; seconded by D. Huppert. M. Handler again questioned costs. D. Capano stated there would be no cost, only a couple hours of Walter's time. M. Handler asked for input from plant. P. Chakravarti stated it was a very good proposal. We have had to replace several conduits in the past. B. Brink agreed to do the test, but did not see the plant going totally wireless as long as we had a wired system available. M. Handler questioned if any other plants were using this technology. D. Capano replied only on a small scale point to point basis. M. Handler asked what can be done before voting to insure favorable pricing from the vendors if the project is successful and we move forward. G. Bosak moved to vote to amend the motion subject to a negotiated discount with the vendor if testing was successful; Seconded by C. Andreana.

Vote: 6-0-1 (D. Capano abstained)

D. Huppert motioned to take items 13 & 14 out of order; seconded by E. Orgera. R. Bull stated she would rather wait. Motion was withdrawn.

Executive Session

Discussion & Update on Legal Strategy Regarding the Straight Matter

D. Huppert motioned to go into Executive Session at 7:24 PM; seconded by C. Andreana. **Vote: 7-0-0**

7:30 PM – M. Handler stated Executive Session was concluded. No action taken. Motion by E. Orgera; seconded by G. Bosak **Vote: 7-0-0**

Old Business

D. Huppert motioned to take item 13b out of order; seconded by G. Bosak.

Vote: 6-0-0 (C. Andreana was out of the room)

Establish Policy to Implement Flat Rate for Properties located on Sewered Streets but Remain on Septic

R. Bull stated she checked the unmatched list and of 1924 properties it was approximately 942. If the properties were billed it would amount to ~$420,000.00. This would not be a sewer bill; it would be a penalty for not connecting. G. Bosak motioned to establish the policy; seconded by D. Capano. There was no discussion. M. Turndahl questioned the effective date. R. Bull stated it would be the next billing and she would put a notice in the paper.

Stamford Housing Authority Request Regarding Connection Fee Adjustment

C. Andreana reviewed her meeting with Mr. Gottlieb regarding the charges to the Charter Oak Communities & Housing Authority and their request for relief.

Mr. Gottleib discussed that they were not aware connection charges existed and they were never notified. They were also requesting a change in the fee calculation from number of bathrooms to the number of bedrooms, and that they have demolished some of the properties and rebuilt in other locations. They are asking to take credits

from one location and apply that credit to a different location. The reason for this request is based on their not having budgeted this money, they are a non-profit organization and do not have funding for this. M. handler questioned the dollar amount involved. C. Andreana replied that the total fees are $600,000 and have been included in our budget. The Finance Committee's policy has been to keep the credits with the property and they do not think it would be prudent to change the policy. M. Handler asked if there is any motion from the Board to: change the method of calculation; change the policy on transfer of credits; or explore any further remedies for relief. All said no. C. Andreana replied she would motion to look into the potential for relief. R. Bull asked for Mr. Gottleib to be notified on the decision. M. Handler will notify; SWPCA to draft a letter.

Change of SWPCA Legal Representation

M. Handler stated he had sent a letter to Mr. McCabe thanking him for his service to the WPCA. He added that we are currently being represented by the City of Stamford's Legal Dept. and that any matters of significant importance were being handled by outside counsel. The city also has a FOI officer who is handling matters and is willing to provide training as needed. He also questioned if anyone had a need to go out to RFP for legal representation at this time.

2014 Board Meeting Schedule

R. Bull stated that we have settled on the second Monday of every month with one exception being the month of October which will be moved to the 20th due to the holiday. E. Orgera motioned to keep all meetings on Monday's; seconded by G. Bosak. **Vote: 7-0-0**

RB requested that Mike or Gerry request permission to use the Board of Finance Room for meetings.
C. Andreana stated that she would not be at the April 14th meeting.

New Business

G. Bosak stated Jamie Stevenson from Darien had requested to sit on the board as a non-voting member. M. Handler asked to put it on the agenda for the next meeting in order to allow time to do some research on the request.

Adjournment

At 7:56 PM, D. Capano made a motion to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote: 7-0-0.**

Stamford WPCA Top Issues (2-10-14)

No.	Issue	Action Description	Schedule	Impact	Status
1	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedance	Regulatory and Operations	Replaced UV system water level sensors, wiring and connections and modified control programming to fix faulty water level readings that caused UV system to briefly shut down for periods of 9 to 12 minutes.	Working closely with the UV system manufacturer will replace UV light intensity sensors, add transmittance monitoring, change system controls to operate off flow measured in each UV channel, and modify system alarms to improve UV system operation. Complete by April 1st.
2	Odor Control	Minimize odors off site at treatment plant	Operations	All chemical odor control scrubbers are on line. Carbon scrubber for dryer RTO bypass on line with temporary ductwork. Odor control has improved dramatically	Replacing louvers and dampers on odor control ductwork inside sludge dewatering building to improve air balance inside building. Work to be completed this winter.
3	Sludge Drying and disposal	New service contract for Sludge Dryer Operation and Beneficial Use of Dried Sludge	Operations	Executed 6 month contract extension (to 3/30/14) to allow for negotiation of new 5 year contract with Synagro.	Proposed agreement with Synagro reviewed by City legal department. Need to resolve proposed changes by City legal that are not acceptable to Syanagro.
4	Deteriorated Interceptor in Soundview Avenue	Repair sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Sewer rehabilitation being designed by Consulting Engineer	Implement repairs (likely sewer lining) ASAP
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	Selected Consulting Engineers to evaluate upgrade of Plant Headworks (Task 1) and Improved Flow Split to Final Clarifiers (Task 2)	Presented scope of work and proposed engineering agreement to Technical Committee at it January meeting.
6	Sewer Connection Charge	Review Sewer Connection Charge per Sewer Unit	Financial	SWPCA Board has approved a proposed connection charge rate increase from	Board needs to schedule a public hearing on proposed connection charge rate increase

				$3,600 to $4,250.	
7	Internal Controls Over Financial Reporting	Address Auditor's comments in FY 11-12 audit on internal control deficiencies.	Financial	Hired Admin. Account Clerk to assist M. Turndahl. Proposed collection procedures for delinquent Sewer Assessment and Connection Charges reviewed by Finance Committee at its January meeting.	Incorporate comments by City Revenue Department and present collection procedures to Board at its March meeting.
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Perform arc flash assessments.	Retain a consultant to develop a compliance program for arc flash protection by 3/31/14
9	Stamford Housing Authority	Collect outstanding connection charges.	Financial	Reviewed by Finance Committee	Board to discuss and vote at its February meeting
10	Computerized Maintenance Management System (CMMS)	Implement CMMS for SWPCA operations (WPCF, collection sewers and pumping stations).	Operations	Implementing CMMS using ICOM3 for sewers and pump stations.	Select CMMS for WPCF by 3/31/13