



Stamford Water Pollution Control Authority Board Meeting
Monday, February 23, 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	WPCA Board Member
Gerald Bosak (Absent)	WPCA Board Member
Daniel Capano	WPCA Board Member
James Fountain	WPCA Board Member
Ed Kelly	WPCA Board Member
William Brink	Executive Director, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Marie Sabo	Laboratory Director, WPCA
Stephen Pietrzyk	Collection System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Lynda Roca	Computil
William Ward	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 6:32 PM with the Board Member roll call. A quorum was present (5 Board Members). The Pledge of Allegiance was recited.

Public Participation

Two members of the public attended: Messrs Merritt Nesin and Mike Papa.

Minutes Approval

The Chairman asked for a motion to approve the January 12, 2015 Full Board Meeting Minutes. E. Kelly made the motion; seconded by E. Orgera. **Vote 5-0-0**

Billing, Finance & Collection Update

a. Computil Report

L. Roca reported everything is going well; out of 19,500 active accounts, 1,300 liens are being placed on the October 2014 cycle bill. She reported that the Collection rate continues to climb, currently at almost 94%. She reported communication with People's Bank is going great and that a file & coupon were submitted to test the lines of communication; files were downloaded without any problems. She

concluded stating that the consumption has been loaded into Stamford Cubes System for the April 15 cycle billing, as R. Bull has requested Billing is done closer to the beginning of month of April.

b. Receivables & Arrears

M. Turndahl reported as of January 31st the outstanding balance is \$3.737 million vs. \$3.873 million last year. The balance with Ackerly & Ward represents most of the outstanding amount at \$3.702 million. Receivables by year billed shows progression of the oldest receivable being paid down by \$19,000 through the month of January.

c. Update: October 2014 Billing Collection to Date

He reported cash receipts through February 20th represent 55% of the budget for sewer use and over 91% of assessments and connections. Collection rates are getting better the oldest bill almost at 99% collected and the latest billing almost 94%.

d. A&W Collections Report

W. Ward reported for the month of February A&W collected almost \$169,000 and closed out 45 files that paid in full this month, which is the most since starting this process. He continued stating foreclosures are also going very well; that people are paying or going into payment plans. He concluded his report stating that out of the 260 accounts authorized to go into foreclosure, only 66 accounts are active and that many banks are paying after the second demand letter so the system seems to be working.

C. Andreana motioned to take agenda item #9 out of order; seconded by D. Capano. **Vote 5-0-0**

Discussion & Vote: Amendment No. 1-Contract with ARCADIS for Phase II-Design Phase of Task 5 for Upgrade of SCADA System

W. Brink explained Arcadis is doing the upgrade of the SCADA system. The initial evaluation, study and needs assessment have been completed and they are now ready to go into the design phase. The Technical Committee has reviewed their recommendations and needs assessment and a presentation was presented with their scope and fee reviewed for this next phase. He stated that this amendment request is just for the design and upgrade of the system. The first part of their contract is a lump sum fee of \$136,000; they will provide input to Wright & Pierce and their upgrade of the raw sewage pumps and blowers making sure the rotation components of those projects are consistent with the SCADA system upgrade. The second part of their contract is based on hourly rates, not to exceed \$30,000. He stated the Amendment was reviewed by the Technical committee. D. Capano stated that the Committee did review the Amendment and recommends approval to the board. E. Orgera motioned to approve Contract with ARCADIS for the work and fees stated; seconded by D. Capano. **Vote 5-0-0**

E. Orgera motioned to take agenda item #10 out of order; seconded by D. Capano. **Vote 5-0-0**

Discussion & Vote: Tighe & Bond Scope of Services and Fees for Phase I Arc Flash Analysis and Training Services

W. Brink explained that the Arc Flash RFQ is to provide engineering services to evaluate Arch Flash at SWPCA's electrical switch gear and also to provide staff training on the dangers of Arc Flash. He reported on the "NFPA 770E", which is a new standard that addresses Arch Flash. He stated that the Tighe & Bond presentation was submitted to the Board via e-mail, which outlined the project and various components, including a video. W. Brink stated that the project will take a number of years to complete, as the SWPCA has much electrical equipment, at the Plant and pump stations. He explained that this agreement is for phase I, which would cover the initial evaluation of SWPCA electrical switch gears and that T&B will assess and survey all SWPCA facilities for potential Arc Flash in order to prioritize and begin work on those that are most dangerous or susceptible to arc flash. He concluded his explanation saying that T&B's subcontractor, Snyder Electric, will be doing the maintenance side of the project and that the initial phase will cost a lump sum of \$25,000. D. Capano stated the Technical Committee reviewed the Agreement and recommends that the Board approve it and the fee for Phase

I. E. Orgera motioned to approve Agreement with Tighe & Bond and the associated fees; seconded by E. Kelly.

Vote 5-0-0

Safety Report

M. Sabo briefly reviewed safety report.

- January 2015 WPCA Site Safety Team Meeting was held on Wednesday, January 21st, SST Members will be conducting safety-focused inspections of all WPCA buildings and work locations this year
- February Quarterly Staff Meetings were held on Wednesday, February 18th, at which “HazCom” refresher training was provided; HazCom is one of the OSHA’s mandated programs requiring annual refresher training
- FY14/15 Incident Statistics: 5 Injuries through end-January (vs 12 for same period FY13/14)
- Annual inspections of the SWPCA’s overhead cranes (9 Plant and 6 Pump Station) and 4 portable hoists were conducted in January; necessary repairs are currently in-progress
- Monthly inspections of all on-site SWPCA fire extinguishers, safety showers & eyewashes, hearing protection, first aid kits, AED, fire blanket and sprinkler heads (unobstructed) were completed for this month; Pump Stations still in-progress
- The Arc Flash Safety Program project to be conducted by Tighe & Bond is awaiting contract approval at this meeting

Administration / Budget Report

R. Bull presented the Administration / Budget report.

- Updated Board on current vacancies and soon to be new hires
- Reported on YTD training costs and the next negotiation meeting date
- Briefly discussed the last quarterly staff meeting stating that abuse of sick leave was addressed and that new overtime and request for leave forms were changed as a mechanism to track overtime as a result of vacation requests; the overtime sheets will now require a detailed explanation for overtime along with a signature section for the supervisor or foreman to sign authorizing the time.
- Briefly reported on the FY16 budget and the outstanding encumbrances to date.

Sub-Committee Reports

a. **Finance Committee**

C. Andreana quickly recapped the discussions from the Finance Committee that met prior to this Board meeting.

- Discussed accounts receivables
- Discussed the FY14 Audit stating that a copy of the draft financials will be ready tomorrow for distribution and the Auditors will be at the next Special Board meeting to discuss the report in detail. She reported that as far as she is aware, there are no outstanding issues and believes that the Auditors will not present any surprises at the meeting
- Reported the FY16 Operating Budget was reviewed and that Management will make some changes to the Budget before final presentation at the Special meeting
- R.B. to meet with OPM to arrive at an OPEB budget number that is more reflective of the actual other post employment benefit number
- M. Handler stated that a Special Board meeting has scheduled for Monday, March 2nd at 5:00 pm to discuss the FY16 Operating and Revenue Budget and the FY14 Financials.

b. **Technical Committee**

Capano reported that at the Technical Committee Meeting the following was discussed:

- Arc Flash analysis and training and the review and approval of the Tighe & Bond scope of services and fees.
- Sludge Drier / Pelletizer RTO drum repair schedule and that the cost of the repairs would be paid from the \$300,000 contribution for capital improvements in the Synagro contract.

- With Odor Control, there are no issues to report; no complaints
- Bid was issued for duct work, however only received one bidder
- ARCADIS meet with SWPCA staff to discuss their approach to developing the life cycle cost analysis for different SCADA hardware and software systems.
- I & I Analysis: the agreement with CDM Smith has been executed and the installation of flow meters is progressing

Executive Director's Top Ten

B. Brink briefly reviewed the items in his monthly report. His report is attached and made a part of these minutes.

Discussion & Vote: FY2016 Operating & Revenue Budget

The Chairman asked for a motion to delay discussion of agenda item #11 for the already scheduled Special Board Meeting until all numbers are updated. C. Andreana motioned to delay agenda item #11 until the Special Board Meeting; seconded by D. Capano. **Vote 5-0-0** M. Handler stated the Special meeting will be held in this Board Room (BOE, 5th Floor Conference Room) on Monday, March 2, 2015

Discussion & Vote: 2015 Board Meeting Schedule

R. Bull reported that the 2015 Board Meetings will be held on the third (3rd) Monday of the month at 5:00 pm except for the December 2015 meeting, which will be held on the second (2nd) Monday of December due to the Christmas holidays. E. Orgera made a motion to hold the SWPCA Board meeting as stated; seconded by E. Kelly. **Vote 5-0-0**

M. Handler asked R. Bull to send invite to all Board members for each meeting.

Old Business

B. Brink stated mgmt did not get a chance to discuss revenue numbers and specifically, numbers relative to the Nitrogen Trading Credits. He mentioned the Plant's excellent performance in 2014 for which the SWPCA will receive a check for \$1.23 million for Nitrogen Credits. He suggests budgeting at \$1.038 million for the FY16 saying that if we do not get this amount it could be offset with the SWPCA pay down of debt to the City, while continuing to build up the cash reserves. M. Handler stated this issue would be discussed at the Special meeting.

New Business

There was no new business to discuss.

At 7:13pm, C. Andreana motioned to adjourn the February 23, 2015 SWPCA Board meeting; seconded by E. Orgera. **Vote 5-0-0**