



Stamford Water Pollution Control Authority Board Meeting
Wednesday, January 8th, 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
William Degnan	Plant Supervisor, WPCA
Marie Sabo	Laboratory Director, WPCA
Mark Turndahl	Accountant, WPCA
David Yanik	Controller, COS
Lynda Roca	CompUtil
Jonathan Gottlieb	Rippowam Corporation
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:33 PM with the Pledge of Allegiance and Roll Call. A quorum was present (7 Board Members). M. Handler introduced two new board members: Mr. James (Jay) Fountain and Mr. Gerald Bosak

Public Participation

Mr. J. Gottlieb, represented Charter Oaks community on their request to modify sewer connection fees in order to allow connection fee credits for developments removed from service at sites other than the site being developed, and their request to base the fee on the number of bedrooms being added or removed, rather than the number of bathrooms. He asked that the matter be tabled until it can be discussed with the Board and Finance Committee Members at their next meeting.

Minutes Approval

D. Huppert motioned to approve the December 4th, 2013 SWPCA full Board meeting minutes; seconded by E. Orgera. M. Handler questioned a typo but couldn't find it. **Vote: 5-0-2.** (G. Bosak & J. Fountain abstained)

Billing Update

- a. Receivables & Arrears

CompUtil monthly report handed out. L. Roca reported \$850,000.00 (98%) collected for this month.

Previous collection rates:

10/2011	98%	(27.45)
4/2012	97%	
10/2012	96.45%	
4/2013	95.02%	
10/13	85.11%	

b. October '13 Billing Cycle Collection to date

She reported that the October 2013 billing was \$9,580,499.40 with \$1,426,658.75 in arrears and collections are getting better. She mentioned that reminder letters were sent out last month along with Tax Warrants and they are getting ready to send out Intent to Lien notices, as well as working with Ackerly & Ward on closings. L. Roca reported issues with Webster Bank on posting a \$4,600 check from another company and that Official payments first test was yesterday. R. Bull stated that the Computil report was included in folders.

Note: C. Andreana arrived at 5:40 PM.

c. Audit Update

M. Turndahl stated that the audit work is complete and that the Management Discussion Analysis and Transmission Letter are currently being reviewed by O'Conner & Davies. D. Yanik stated that he is hoping to get the letter back by Monday, in time for the next Finance Committee meeting, tentatively scheduled for the 16th. R. Bull requested the budget discussion be placed on the agenda for the next Finance Committee meeting. C. Andreana agreed.

d. December Accounts Receivable

M. Turndahl reported on the December receivable balance as of 12/31/13 --\$9,954,000.00 in total sewer use charges and \$857,000.00 in connection & assessments; representing 52% of the sewer use budget and 37% of the connection and assessment budget.

d. Official Payments Update

B. Brink stated that M. Sabo is working on putting links on WPCA and City websites. M. Turndahl stated you can go on line now and pay. M. Handler requested feedback if things were not working properly.

e. Ackerly & Ward Collections Report & Update

T. Banas reported for the fiscal year 2013 they were referred over 663 accounts of which 138 (20%) have been paid in full. Also a significantly larger number of accounts are in payment plans; 112 foreclosure actions in process ;payments received in full from ~ 50 accounts;35 still active. He reported 1.6 million collected from arrears accounts. M. Handler questioned at what point we consider lowering the threshold. T. Banas reported that to collect a \$5,000 debt, it would cost ~ \$2,000 in legal fees. A breakdown analysis will be given to R. Bull for M. Handler.

Safety Report

M. Sabo reported that the first safety team meeting will be held on Jan. 14th and that team membership has been updated to include representation from all different departments on site as required. She reported the incident statistics for the first 6 months this fiscal year show 12 injuries vs. 5 for the same period last year and that there is no new progress on the Arc Flash safety program, however we are performing a comprehensive inventory of ~ 40 confined spaces on the plant along with a confined space equipment inventory in preparation for soliciting quotes from certified trainers for program assessment, improvement and hands-on training. We hope to have training scheduled by the end of February. E. Orgera asked if anyone was allowed to enter a confined space alone to which M. Sabo stated "No, It's a team effort."

Report on Recent Treatment Plant Exceedances

W. Brink reported 2 exceedances since the last board meeting.

He stated one occurred on Dec. 19th while operators were changing lamps in one bank of a channel. During the process, the audible alarm that comes on was silenced/disabled. During that same time the lamps in the other channel shut down. Since the alarm had already been activated and silenced, the only other alarm appeared on SCADA and went unnoticed for approximately 26 minutes, until it was acknowledged by another operator at a remote location. This resulted in an Effluent permit exceedance, requiring notification to the state and an e-mail blast. We have been speaking with the manufacturer regarding this issue and other issues that have been problematic since the system was installed.

G. Bosak questioned why an SOP had not been developed for this procedure. W. Brink stated that this was not a common occurrence; it last happened in 2005 during construction. G. Bosak again questioned why there was no back-up plan for when alarms were disabled. W. Degnan stated he has spoken with the vendor about this, and is awaiting a reply; in the meantime they are looking into the possibility of tying in an alarm on SCADA that would monitor the UV Dose in each channel and send an alarm by way of an auto-dialer to the Foreman's phone. D. Capano questioned if the alarms in the Wedeco system only report to the SCADA system; to which B. Degnan replied there was only one common line. M. Handler questioned if there had been an alarm that went off, would there still have been an exceedance. W. Brink stated that the State allows a three minute period for the system to reset without it being a violation. D. Capano questioned if this makes a case for a third bank. There were numerous responses that it would be very expensive! M. Handler asked for coordination with Technical Committee to assure this issue is resolved.

B. Brink stated that the second exceedance on Jan. 2nd was a Bacterial Limit exceedance for enterococcus; possibly due to a combination of factors including; prior chlorination of the RAS causing turbid effluent, along with working on an actuator. We are continuing to work with the manufacturer regarding the gate issues. Replacement of the equipment alone is over a million dollars, not including installation costs.

Note: D. Huppert motioned to take item 14a. *“Discussion and Vote: Stamford Housing Authority Request Regarding Connection Fee Adjustment”* out of order; seconded by E. Orgera. **Vote 8-0-0.**

E. Orgera motioned to table the item until next meeting; seconded by D. Huppert. **Vote 8-0-0.**

Sub-Committee Reports

a. Finance Committee

C. Andreana stated that a Finance committee meeting was held on Dec. 16th and the audit was discussed. At that time M. Turndahl reported the audit was essentially complete. The first draft of the MDNA was going to be prepared and submitted. A management letter for the WPCA had not been seen at the time. They also discussed insurance charges, and met with City Officials to discuss how the WPCA is charged for insurance coverage, particularly on claims like Wallach's Point. She noted that there is a calculated formula for charges which appeared to be in order. At that point, Wallach's Point was under the million dollar deductible and it made sense to self-pay. She mentioned that the insurance charges for Wallach's Point were never discussed; it was just handled by the City. The Finance Committee would like to see the Board create a policy to handle large claims, and also differentiate between medium and large claims. They will put together a policy, along with management, to establish when and how claims should be processed. There were also preliminary discussions on connection charges to the Housing Authority with no ultimate decision being made.

b. Technical Committee

D. Capano reported that the committee met on Dec. 16th and discussed the Odor Control at the Sludge Processing. Work is to be done on replacing the rusted fire dampers in order to balance the air flows. There was a discussion on replacing the belt filter presses with alternate technology. Wright Pierce will be providing construction plans and specifications for improving the ventilation and odor treatment systems at the building. Also he discussed putting mats over the Filtrate well; that chemicals are being added manually at RSPS Odor Control because ORP probes have not been installed. Synagro's contract was discussed. W. Brink stated final revisions had been made to the contract by taking the current agreement and making changes in red. Contract was consistent with RFP and ready for review by the committees. The document was sent M. Handler for forwarding to legal for review, as well as the

Technical Committee. The next Technical Committee meeting will be held Jan. 23rd 5:30pm at the WPCA plant.

Capital Projects status- Carriage Drive sewer project is ~40% complete. Stantec has submitted the draft report for improvements at Dyke Lane PS. Staff has met with and selected Wright-Pierce to outline design scope for Task One of the projects. The Vac-Truck has been delivered. Information requested on Grit Carrier truck for discussion at next Technical meeting. The break in the sludge line going to the degritters has been repaired. Materials needed for venting the mixed liquor pipes are on site but work has not been done.

Discussion: Status of Payment to Windermere Community Sewerage System Repair and Replacement Fund

W. Brink discussed the agreement between the WPCA and the developer at Windermere, where WPCA oversees their compliance with the DEEP for their three Community Septic Systems that serve the 26 lots. As a part of the agreement, they are to put money aside as Capital Reserve for future repairs. WPCA does quarterly testing and they are billed accordingly. W. Brink mentioned that until recently, this agreement has been "under the radar." Action has now been taken to get them to do quarterly reports, make payments to Capital Reserve (\$4,500) when CO's are issued on new homes, and contribute an annual amount to the Capital Reserve account. D. Yanik added that one homeowner claims to have made an initial payment to a now defunct developer (Donsis), but has provided no proof. Fees have been collected from other units there, and they are in the process of collecting other annual maintenance fees. The new developer was responsible for the accounting, but the city taken over to straighten out things.

Discussion: Required Changes for Customer Service Specialist Position

B. Brink reported that C. Caporizzo has submitted papers for retirement as of the end of this month. A meeting was held with M. Handler and others at Government Center to consider options for replacing the position. It was determined that it was best to keep the same function, look at reducing the hours, and move the location to the 7th floor Building Dept.

M. Handler commented that the new administration is looking at how Cashiering & Permitting is being done citywide. In the interim he suggested training a seasonal employee to provide the same level of service.

Note: At 6:30PM, Gerry Bosak exited the Board meeting.

Executive Director's Top Issues Report

B. Brink presented a handout of the top issues and discussed each one briefly. The report is attached as part of these minutes. J. Fountain requested B. Brink brief the BOR Operations Committee on the sludge drying decision in order to provide closure on the topic.

Discussion and Approval of 2014 Board Meeting Schedule

E. Orgera motioned to table this discussion, seconded by D. Huppert. M. Handler stated he was available on Monday, Tuesday and Thursday. **Vote: 7-0-0**

Discussion: Change of SWPCA Legal representation

M. Handler reported that 3 years ago D. McCabe had been selected by Corporation Counsel to represent the WPCA on legal matters, and that this was an appointed position. The feeling now is that representation is not necessary at every meeting, and it would be in the best interest of the WPCA to change this in order to be more independent as well as preventing any conflict of interest issues with the City. M. Handler read a letter addressed to D. McCabe and signed by the Board members, thanking him for his past service.

He also stated that he personally does not see the need to have an attorney present at every board meeting. The Board can isolate instances when an attorney would be needed, and have an attorney present.

In the meantime, the WPCA could use the City FOI officer for training or to get questions answered. If needed, he stated that an RFP for outside services could be utilized. D. Huppert questioned if the Board had voted on D. McCabe originally. M. Handler stated no; R. Bull replied yes, there had been a vote in June 2010 with a caveat

made by Alan Barnett limiting the hours and dollar amount, and that J. Tarzia had selected D. McCabe. It was questioned if this could be voted upon since the item was listed as a discussion item. The Board concluded that this issue will be voted on at the meeting and wondered who would take over current SWPCA legal matters. M. Handler replied that the City would.

Executive Session

Discussion of Legal Strategy Regarding Litigation by Harbor Point Holding Company and HPC-6, LLC

E. Orgera motioned to discuss item 13a. in open session; seconded by J. Fountain. There was no discussion. **Vote: 7-0-0.**

M. Handler reported that a meeting was held with Attorney T. Cassone regarding Harbor Point Litigation. He stated that R. Bull and the WPCA staff would do the majority of the research and gather any and all documentation, e-mails, tapes, minutes related to BLT connection charges. D. Huppert questioned if latest connection charges voted on last month were included. M. Handler stated he thought all would be consolidated. He also requested to be notified immediately if bills are not current.

Old Business

Update on establishing policy to implement flat rate (Residential Avg. or \$224.40) for properties located on sewer streets but remain on septic; D. McCabe to present finding on associated State statute

Item 14b. - R. Bull stated this agenda item should be tabled because previous counsel was researching this matter and that information was needed to proceed. D. Huppert motioned to table; seconded by C. Andreana. There was no discussion. **Vote: 7-0-0.**

New Business

J. Fountain mentioned that the Board of Rep’s was concerned that work was being done on the Carriage Drive Sewer Replacement Project that was beyond the scope of the project. M. Handler assured him that the city was being charged for any work being done. P. Chakravarti will provide a breakdown for J. Fountain.

J. Fountain asked when payments of past due amounts collected would forwarded to the City. M. Handler stated he would like to speak with D. Yanik and C. Andreana about cash flow and timing before answering.

M. Handler asked J. Fountain on which committee he would like to serve. J. Fountain replied “ Finance.”

Adjournment

At 6:59 PM, J. Fountain made a motion to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote: 7-0-0.**

SWPCA Top Issues (1-8-14)

1	Odor Control	Place odor control scrubbers on line. Retain odor control consultant to evaluate odor control and provide guidance in optimizing operation of odor control scrubbers.	Minimize odors	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.
2	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	Proposed agreement with Synagro to be reviewed by Technical Committee at its January meeting. Will

				5 year contract with selected vendor (Synagro).	bring proposed agreement to Board at its February meeting
3	Internal Controls Over Financial Reporting	Address Auditor's comments on internal control deficiencies.	Financial	Reviewed collection procedures for Sewer Assessment and Connection Charges with City Revenue Department on 12/10/13.	Proposed collection procedures for delinquent Sewer Assessment and Connection Charges to be reviewed by Finance Committee at its January meeting.
4	UV System Performance and Permit Exceedances	Trouble shoot erratic performance of UV system with system manufacturer (Xylem)	Regulatory and Operations	Communicating with manufacturer to determine corrective actions to improve UV system performance	Ongoing
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)	Meeting with Engineers to develop scope of work. Present scope of work and proposed agreement to Technical Committee at it January meeting.
6	Sewer Connection Charge	Review Sewer Connection Charge Rate per Sewer Unit	Financial	SWPCA Board has approved a proposed connection charge rate increase from \$3,600 to \$4,250.	Next step is to a schedule a public hearing on proposed connection charge rate increase
7	Deteriorated Interceptor in Soundview Avenue	Repair/replace sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Corrective actions being evaluated by Consulting Engineer	Implement repairs (likely sewer lining) ASAP
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 January 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