



Stamford Water Pollution Control Authority Board Meeting
Monday, July 14, 2014 – 5:00 PM
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	WPCA Board Member
Daniel Capano	WPCA Board Member
James Fountain	WPCA Board Member
Donald Huppert(absent)	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
William Degnan	Plant Supervisor, WPCA
Lynda Roca	Computil
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:00 PM with a Board Member roll call. A quorum was present (7 Board Members). The Pledge of Allegiance was not made.

Public Participation

No members of the public were present at that time.

M. Handler welcomed and introduced Stephen Pietrzyk as the new Collections System Supervisor.

Minutes Approval

June 9, 2014 minutes will be presented at next board meeting.

Discussion & Vote: Amendment to Engineering Agreement with Wright-Pierce for Construction Phase Services for the Soundview Ave Sewer Lining Project

B. Brink stated the Sewer Lining Project is underway at Soundview Ave. An informational session will be held this evening at 7:00pm for residents after this board meeting. He would like for Wright and Pierce as part of their evaluation of the sewers to do the technical specifications for the sewer lining as a continuation of that work we

would like them to provide constructional administration which is a review of drawings and linings at an hourly contract not to exceed \$35,000. The amendment was reviewed by the Technical Committee and approved. The amendment was prepared by the Legal department and reviewed by Risk Management.

J. Fountain motioned to approve amendment; seconded by G. Bosak. There was no discussion.

Vote: 7-0-0

Discussion & Vote: Revisiting the Stamford Housing Authority Decision of May 12, 2014 Meeting

M. Handler explained the modification in the handout that was giving. He stated the board does not have authority to change start date payment; can only extend years from 15 to 20 to spread out payments. He went back to review original agreement and proposed to bring it back to the board for review and final vote again and if board agrees we will collect \$125,000 immediately and put SHA on a 20 year payment plan. The Finance Committee had some objections early on regarding setting precedence. M. Handler state we were not setting precedence and this only applies to SHA. M. Handler stated that the minutes from May 12, 2014 do not reflect what he intended to say. His proposal was for all past principle interest and penalties had to be paid in advance or upfront and going forward we would accommodate them. He did not propose what the minutes reflect because it would disadvantage the rate payers in the system from the beginning of the three properties to the current day. He wanted to make sure the budget was reflecting every amount of money that was coming in and due but going forward make the accommodations and account for it in the budget. R. Bull to review tape for accuracy.

E. Orgera motioned to approve modification; seconded by C. Andreana

Vote: 6-0-1 D. Schwartz Abstain

Discussion & Vote: Revisit discussion regarding property owners located on sewer streets but remain on septic; Enforcement of City Ordinance requiring connection to sanitary sewers.

M. Handler stated that the city ordinance require residence to connect within 180 days after sewer project but no penalty for not connecting. There were concerns over who has authority to set finds and penalties. This involves about 900 homes in the city. The legal department said we are getting ahead of ourselves imposing penalties instead; enforce the ordinance that is already in the books by sending letters telling them to connect due to the fact there on a sewer street. If not WPCA can send them to court and let the court say you have to connect by a certain date. C. Andreana: Fast forward, if we send out letters and people still don't connect instead of 900 homes getting a penalty they now get lawsuits and is that a cost to the WPCA to impose these fees. M. Handler: Yes. C. Andreana so how do we determine who get opposed or not 1st/ longest time connected. M. Handler The board would determine that; 1st one not in compliance. R. Bull: Who is going to take the lead on making sure these letters get sent and do we consider hardship cases? M. Handler: Either way the issues don't change the letters are going to be sent out and someone is going to have a hardship either paying the \$240 or connecting. R. Bull The hardship would be more of an issue with connecting than paying the penalty and \$350 a year to maintain septic system so it's more cost effective not to connect. M. Handler: Don't worry about the hardship of 900 homes that not connected and more so on the thousands of homes connected and paying the fee for those who are not. C. Andreana what is the average user rate. M. Handler: \$240 billed twice a year = \$440. C. Andreana: asked what t is the system or recourse for hardship cases. R. Bull There isn't one; they have to connect. E. Orgera: asked what would be the average cost to connect to the system. P. Chakravarti: \$5,000 - \$9,000/ linear foot. E. Orgera: People do not have that kind of money to spend, there needs to be a hardship system put in place to handle that. C. Andreana: The letters need to be sent out and get these people compliant. There also needs to be a plan for those who need more than 180 days to be compliant without legal action.

J. Fountain motion to proceed to pursue the enforcement of the ordinance that require residence to comply with the ordinance within 180 days and failure to connect when postal letter is delivered will result in the city enforcing that ordinance. M. Handler will pursue enforcement of ordinance compliance letter draft and have the final letter by the next board meeting; seconded by E. Orgera

Vote 7-0-0

Discussion: Foreclosure on properties which owe large sewer connection charges

B. Brink explained the breakdown of the list presented to the board regarding large sewer connection charges that have not been paid, liens are applied but no foreclosures actually carried through. He is asking the board if they wish to proceed with the foreclosure process on these properties and set a threshold at \$5,000. M.

Handler: As a board we are doing everything we can to make sure everything owed to the WPCA is collected and paid. What else can we do to handle the accounts that are not being paid; is there any reason not to proceed? T.

Banas: The issue is there is no collection policy that covers connection charges in place but there is one for sewer use. He does not believe a policy is needed he suggest sending a demand letter prior to initiating foreclosures at least 30 days. M. Handler: Bring to Finance committee and return to this board with recommendations.

Safety Report

M. Sabo stated that the report was included in their packets.

- Fy13/14 there has been 15 injuries vs. 11 for previous year and 8 the year before that.
- Good news no injuries in May or June 2014.
- There is one major injury per year, rest are minor.
- Would like to improve statistics by reminding staff about safety regularly.
- Confined Space Training held June 24th and July 9th with 100% attendance
- Positive employee feedback.

Sub-Committee Reports

a. Finance Committee

C. Andreana reported:

- That the Committee met on July 2 (no quorum but still proceeded with meeting because there was so much to discuss.
 - Reviewed May financials
 - Reviewed A/R & Collections
 - Discussed audit coming up
 - Reviewed fixed asset & reconciliation M. Turndahl prepared
 - Reviewed billing and collection consumption data
 - Status for RFP for vendor
 - discussed the Stamford Housing Authority outstanding sewer connection fees and penalties

b. Technical Committee

D. Capano reported:

- that the Committee met July 9
 - Bill Degnan brought up the idea of putting limit on the number of years for Operators to achieve level 3 Operating status. Felt it was not appropriate for Technical Committee. ; Request to be put on full board meeting agenda for August.
- Update on order control – Wright & Pierce submitted 90% review drawings
- No odor complaints reported because of control programming change, sensor change, wiring updated, and 5 ton air conditioner installed; system has been greatly improved since early May and the cooperation of Wedeco.
- Discussed construction projects

G. Bosak asked where we are on the status of termination of the W2E project. B. Brink stated the submitted report were in good standing the only thing needed to close it out is the lab equipment with \$1,000 it has to be either donated or sold if sold split proceeds with the state. M. Sabo is looking around to donate and has 3 universities interested.

Billing Update

a. Receivables & Arrears

M. Turndahl reported on the monthly receivable and arrears; sewer user fees acct receivables as of 6/30/14 \$4.2 million, 2.9 million is principle only, Just over \$3 million is 120 days overdue

b. April 2014 Billing Cycle Collection to date

Current collection rate: April cycle collection rate to date: 89% and April '11 98.43%.

c. June 2014 Collections

Collected \$19.7 million 104% of budgeted revenues, sewer assessments/connections \$1.269 million, budget not calculated correctly so only 55% total almost over 99% of our budget collected.

d. May Financials

M. Turndahl provided a brief over view of the May financials concluding that May financials shows a surplus of \$5.6 million but before adjustments will drop down. He expects to sit comfortable in the black. B. Brink added we did meet the goal of putting \$1.5 million into capital reserves and almost \$1.5 million into pulled cash for operations with the city that we budgeted.

e. Billing RFP

B. Brink reported that the preliminary screening and interviews are scheduled for next week with Computil and Avalon

f. A&W Collections Report & Update

L. Roca reported:

- Making collection calls daily
- Working with A&W, communicating well with closings and bankruptcy
- Collection letters increasing call backs
- Getting ready to do intent to lien notices

G. Bosak how many legal suits outstanding. M. Handler motion to take old business out of order

C. Andreana motion, seconded by D. Capone. **Vote: 7-0-0**

M. Handler gave Summary of Harbor Point Judgment Hearing. Hearing was in WPCA favor. Last heard from the City outside Attorney T. Cassone we are expecting a disposition soon.

5:56pm M. Handler tuned meeting over to D. Capone. M. Handler, J. Fountain, L. Roca & T. Banas left the meeting.

Executive Director's Top Issues Report

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

Old Business

None

New Business

D. Yanik gave review on OPEB contribution side. The WPCA has an opportunity to contribute \$10,000 more through allocations on top of what the actuaries had determined. But be careful that when we go ahead and make that contribution that transfer is needed to beef up the budget by \$10,803. Need board approval to be on next month agenda

D. Capano motioned to adjourn the meeting at 6:00 PM, seconded by C. Andeana. There was no discussion.

Vote: 6-0-0.

Stamford WPCA Top Issues (7-14-14)

No.	Issue Schedule	Action Description	Impact	Status	
1	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Implement Infiltration and Inflow Study and develop Standard Operating Procedures (SOP) for extreme high flow events	Regulatory and Operations	Advertised RFQ for Engineering Services for I/I Study on 7/1	Select Engineer for I/I Study by 10/1/14. Develop SOP by 8/1/14
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	Completed UV system improvements except for installation of new intensity sensors.	Waiting for delivery of new UV intensity sensors expected week of 7/7/14
3	CTDEEP Notice of Violation Re UV system and permit exceedances	Respond to Notice of Violation and complete corrective actions	Regulatory	See above.	See above.
4	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers are on line.	Awaiting design of modifications to odor control ductwork inside sludge dewatering building.
5	Deteriorated Interceptor in Soundview Avenue	Repair sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Precision Industrial Maintenance (contractor) has been given notice to proceed.	Install bypass pumping force main in July and sewer liner in August.
6	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	Executed engineering agreements.	Complete engineering evaluations for Headworks Upgrade (Task 1) and Flow Distribution (Task 2), including UV system feasibility study, by 11/1/14.
7	Connect to Existing Sewer	Enforcement of City ordinance to connect to sanitary sewer within 180 days	Protect public health and expand customer base	SWPCA Board approved charge equal to typical user charge	Discussion by SWPCA Board on 7/14/14
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Submitted RFQ to City Purchasing to develop a compliance program for arc flash protection.	
9	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 9/1/14