



**Stamford Water Pollution Control Authority Board Meeting**  
**Wednesday, July 17, 2013 – 5:30 PM**  
**Stamford Government Center – 4<sup>th</sup> Floor Board of Finance Room**  
**888 Washington Blvd, Stamford, CT**  
**Full Minutes (REVISED)**  
**(The meeting was videotaped.)**

Attendees

Ernie Orgera	Chairman, WPCA Board
Michael Handler	WPCA Board Member
Tim Abbazia (absent)	WPCA Board Member
Cristina Andreana	WPCA Board Member
Daniel Capano	WPCA Board Member
Donald Huppert	WPCA Board Member
Mitchell Kaufman (absent)	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 (absent)	Accountant, WPCA
Lynda Roca	CompUtil
Daniel McCabe	WPCA Legal Counsel

Call to Order, Pledge and Roll Call

Chairman, E. Orgera, called the meeting to order at 5:33PM with Roll Call and the Pledge of Allegiance. A quorum was present (6 Board Members). Chairman Orgera stated that he would need to leave the meeting at 6:30 PM to attend another meeting and M. Handler would chair the meeting during his absence.

Public Participation

There were no speakers for Public Participation.

Minutes Approval

D. Huppert made a motion to approve the June 5, 2013 Full Board Meeting Minutes; seconded by C. Andreana. There was no discussion. **Vote:** 6-0-0.

C. Andreana made a motion to approve the June 13, 2013 Full Special Board Meeting Minutes; seconded by M. Handler. There was no discussion. **Vote:** 5-0-1; D. Huppert abstained.

Discussion: Election of New Officers

D. Capano reminded the Board that 5-6 individuals will be leaving the Board by the end of this year, saying that only he and D. Schwartz would be remaining and he wanted to be sure everyone was aware of that. He also stated that elections are supposed to be held every **July** (R. Bull corrected: in June for July) and that none were held. D. Huppert stated that there is a 5 month hold-over period after the expiration of a term. D. Capano suggested that a Special Board Meeting be convened to discuss the situation and to assure that there is

continuity. M. Handler stated that every Board in the City would be facing a similar situation and that business will still get done.

### Safety Update

M. Sabo updated the Board regarding Plant safety:

- A Site Safety Team Meeting was held on June 13<sup>th</sup>
- The June monthly safety training session was held on July 11<sup>th</sup> and addressed OSHA-required annual training on Fire Safety (including hands-on opportunity to use a fire extinguisher to put out a fire) and the safety of a new chemical being brought on site this month, sodium permanganate, a strong oxidizer
- The next monthly safety training session will be held next week on July 24<sup>th</sup> –topics are TBD
- FY12/13 Incident Statistics: 10 injuries for the FY12-13 (compared to 8 for last year), a 20% increase in injury claims; the goal for this new FY is to reduce that statistic.

### Discussion: Recent Successful Refunding and New Money Bond Issues

M. Handler stated that due to the hard efforts of the Finance Committee, the Board, and Management of the Plant, the WPCA successfully issued over \$22,000,000 of Revenue Bonds.

Barry Bernabe, Senior Vice President of the Government Banking Group of Webster Bank, provided a handout and commentary on the information there. He highlighted the following points:

- The WPCA issued \$22,095,000 of Revenue Bonds, not backed by the City, comprised of \$12,770,000 of new money bonds and \$9,325,000 of refunding bonds
- Ratings were affirmed at AA+ by S&P, one notch from the highest rating, and Aa2 by Moody's
- The bonds were very strongly received by the investment community; the issue was on average 7 times oversubscribed which is unusually high
- Total budgetary savings, after all costs, is \$734,631, with \$429,300 of savings in FY2014 and \$281,500 in FY2015
- Total Present Value savings, after all costs, is \$617,670
- Total Present Value savings divided by bonds refunded is 6.15% (2.0% is the industry average), indicating that it was a very efficient transaction
- The WPCA will also receive a premium of about \$110,000 which will be deposited into the Debt Service fund

### Discussion: SWPCA Moody's and Standard & Poor's Rating Reports

M. Handler commented that there is a plan in place to pro-actively build the reserve to the level that was stated and that if the reserves are not built, as promised, there would likely be a downgrade in rating. The Board needs to remember to raise rates to build the reserve fund to \$4.5 million as planned. B. Bernabe stated that about \$200,000 would have been lost if ratings dropped, adding that the WPCA will get about 2 years to raise the reserve fund and if that is not done, there will almost certainly be a rating downgrade. C. Andreana questioned whether the Board should vote on a resolution to commit future WPCA Boards to continue this. M. Handler answered that that cannot be done, the current Board cannot define the actions of future Boards.

### Sub-Committee Reports

Finance - C. Andreana reported that the Finance Committee met on July 10<sup>th</sup> and discussed the month-end financials which are always a month behind and referred to the May report there at the meeting and acknowledging that collections continue to be high. She stated that they are working to have the financial report emailed out in advance of the Board Meetings so that Members can review them and bring questions to the meetings.

C. Andreana stated that the audit process is starting; the list and planning documents have been received. Bruce Blasnik will attend the August meeting and he has been requested to set-up bi-weekly meetings in order to avoid surprises at the end of the audit. She also added that M. Turndahl is working on a big reconciliation between the Tax Department and the WPCA records.

D. Huppert commented that the financial information presented is phenomenal and it is great to receive it.

Technical - D. Capano reported that the Technical Committee did not meet that week. He stated that he received a report from (Foreman) T. Buzelle 2 weeks ago indicating a measured H<sub>2</sub>S level of 0.15 ppm and went on to explain that the human odor perception threshold for H<sub>2</sub>S is 0.13 ppm and the average person's perception occurs at 0.75 ppm. M. Handler asked if this ended the efforts on odor control, to which D. Capano answered no, that there are still the filtrate wells and sludge blending to address and that Wright-Peirce is looking into those areas. B. Brink added that there are piping issues there that need to be tweaked. M. Handler inquired on how much money has been spent so far on these efforts. B. Brink answered ~\$35,000 on pumps (capital costs) and ~\$20,000 for Wright-Pierce fees. D. Capano added that there have been no odor complaints, even in the middle of the hottest season. D. Capano announced that the next Technical Committee Meeting will be held on Wednesday, July 31<sup>st</sup>, at the Plant.

Billing Update: CompUtil

Receivables & Arrears: L. Roca handed out the June monthly status report and made several comments: the October '12 collection rate is at 95.20%; almost \$1 million was collected in the last month; "intent to lien" notices are ready to send out and liens will be placed in August; work is on-going with Ackerly & Ward and; the contract has been signed for *Official Payments* (credit card payments).

June 2013 Cycle Billing Collection to date: Reported that the collection rate for the April '13 cycle billing is 89.45%.

Ackerly & Ward Collections Update: W. Ward reported **receipt of** ~ 250 new files for collection, \$123,000 was collected in June, \$110,000 in July thus far, \$944,000 in 2013, and \$1,657,000 since June 2012. He said that of the 60 approved accts in foreclosures, 30 were paid in full, 12 are in payment plans, 3 in bankruptcy and 15 are active foreclosures. He added that there are 21 accounts delinquent >\$7000 and suggested that the Board consider lowering the threshold again at the next Board Meeting to address these next. He reported that check for Rose Park was received in June and all fees were paid.

Appeal: 15 Denice Place—R. Bull presented an appeal for this property stating that the owners were unaware of having a septic system. She stated as a part of the appeal, the owners presented a copy of the Tax Dept's card from the *Vision* system, which lists *Utilities*: Public Sewer. However, R. Bull explained that when it states on the Assessor's card the word "sewered", this does not mean that property is sewered but that City sewers are available/in the streets for this property address. There was some discussion regarding changing the card to indicate such. B. Brink will take the lead to follow up.

Note that Chairman Orgera exited the meeting at 6:27 pm.

Continuing with the discussion, D. Huppert motioned to refund the charges for 3 years according to State Statute; seconded by D. Capano. Discussion: M. Handler stated that he sympathized with the property owner but that the WPCA is not at fault. He said that he would take-up this issue with the Tax Office card indicating that the property was sewered. D. Schwartz asked if the property owner is **told they must connect to which D. Huppert stated property owners are** given 180 days to connect; P. Chakravarti answered that we do not allow the sale to proceed and R. Bull stated that the owner will be getting a letter telling them that they have 180 days to connect. **Vote:** 5-0-0.

C. Andreaana announced that the Finance Committee would take on the task of sending letters to homeowners in just-sewered areas for whom permits for connection have not been issued to inform them of the requirement to connect within 180 days.

Financials: Transfer of Funds for FY13 Yearend: R. Bull requested approval to transfer funds from Salary accounts that have a balance to those that are in deficit, as year-end clean-up. She explained that the SWPCA Board must approve the transfer for all SWPCA Salary accounts. D. Huppert made a motion to approve the request; seconded by D. Capano. **Vote:** 5-0-0.

Discussion: FY 2013-2014 User Charge Rate Review

W. Brink stated that he was waiting for the refunding to create the model and that when M. Turndahl returns on Monday, he will run the rate model. M. Handler added that the information would be sent out to the Board.

## Executive Director's Top Issues Report

B. Brink provided a table of the top issues (7-17-13), and discussed each briefly. The report is attached and is part of these minutes (**see table at the end of the minutes document**).

### Discussion: Licensing Agreement between the City and BLT and its Impact to the SWPCA

D. Huppert asked Director Brink to think ~10-12 years into the future with regards to this topic. M. Handler explained to all that the topic involves a permit to build a boatyard at 205 Magee Avenue which abuts City property that contains a couple of dilapidated buildings but with important assets: the Sea Cadets. D. Huppert continued his question as to whether the future expansion of the Plant was considered to which M. Handler responded that yes, it was very much considered and pointed to the S&P's and Moody's evaluations of the Plant capacity. W. Brink added that he had also looked at this in May for the City's Master Plan and found that the Plant was on-target for the projected growth rate and that it is hard to imagine a population increase that would bring flows near to our design flow within 10 or even 25 years.

Note that E. Orgera returned to the Meeting at 6:53 pm.

D. Huppert stated that a title search showed an outstanding lien against 205 Magee Avenue; M. Handler stated that BLT owns 205 Magee. D. Huppert stated that he wants the WPCA to go on record about not waiving the connection charge; M. Handler said that that does not fall under this agenda item.

### Update & Discussion: Capital Projects

Update: Upgrade of Secondary Clarifiers & Thickeners - P. Chakravarti reported that the clarifier and thickener work is essentially complete and that final payment has been made except for a small retainage.

Pump Stations: Cummings and Dyke Lane - P. Chakravarti reported that at Cummings Pump Station the minor work of a fence installation to enclose the transformer is still outstanding.

He said that a kick-off meeting with Stantec to discuss the Dyke Lane Pump Station Facility Evaluation was held the previous Tuesday on July 9, 2013, and explained a minor issue with one smaller pump that will be sent out for evaluation and rebuild.

### Sewer Projects:

Sewer Repairs at Summer Street Ext. - P. Chakravarti reported that this project is essentially complete from the WPCA side and he has been informed by the Engineering Bureau that roadway restoration need not be done because of the Park Square West project.

Carriage Drive - P. Chakravarti stated that the contract was signed. D. Huppert commented that he had heard certain things about the contractor Mark IV; M. Handler explained that there have some accusations about that contractor by Trumbull, however, he had spoken to the Legal Department about it and found no reason to disqualify their bid. He added that we will protect ourselves with additional resources.

Perna Lane - P. Chakravarti stated that Tighe & Bond have been in touch with the CT DEEP and the DOT with no feedback from them.

Wedgemere - P. Chakravarti reported that the project is in design and estimated that it could go into construction next year or in 2015. M. Handler questioned how much else there is to do beyond these projects. P. Chakravarti explained about the Sewer Avoidance Area map and said that there may be another 4-5 projects and then all of Stamford would be sewerred.

### Executive Session

At 7:13 pm, D. Huppert made motion to enter into Executive Session to discuss on-going negotiations of the Darien Agreement and an update on the on-going legal negotiations between the SWPCA and BLT; seconded by D. Capano. During discussion, C. Andreana requested to take the 2 topics separately due to her concern that the first item may not comply with FOIA guidelines. Attorney McCabe stated that he saw no issue with the way the

motion was worded. E. Orgera amended the motion to state: enter into Executive Session to discuss on-going negotiation strategy for the Darien Agreement; seconded by D. Capano. There was no further discussion. **Vote:** 5-0-1; C. Andreana abstained.

At 8:01 pm, M. Handler made a motion to exit Executive Session; seconded by D. Huppert. **Vote:** 6-0-0. M. Handler stated that no action was taken during Executive Session. He reported that during Executive Session, Attorney Ward advised the Board that he expects to hear back from BLT by the next Board Meeting.

New Business

D. Huppert stated that he wished to bring up an item in the licensing agreement between BLT and the City: saying that there is nothing in the agreement about the connection charge and that there should be something in the agreement about waiving or not waiving those charges. M. Handler mentioned the ILA and that Ben Barnes said he purposely did not put it into the ILA so they [BLT] would have to pay the connection charge. D. Huppert stated that he wanted this discussion in the minutes with a sense of the Board’s position regarding it.

R. Bull reported that E. Orgera and she met with representatives of the Housing Authority and explained what was discussed in the meeting. Attorney McCabe offered to take this on saying that he was on the Housing Authority in the 1970’s and is familiar with these agreements. He said that credits cannot be transferred, they stay with the property.

M. Handler reported that the City Controller’s Office/Purchasing Agent received a revised RFP for a forensic audit of the WPCA, drafted by T. Abbazia and John Louizos and revised by K. Murphy. No qualified proposals were received. He stated that the cost would be high, in the 6 figures, and he did not feel it is the responsibility of the WPCA to pay for it. He will forward the RFP to the Board.

M. Handler acknowledged to the Board that following P. Privitera’s departure from the City, Beverly Aveni has been named Interim Purchasing Agent and Jim Hricay has been named Interim OPM Director.

D. Huppert stated that he cannot make the scheduled August 7<sup>th</sup> Board Meeting and requested that the date be changed. Following a polling of the Board Members present, the meeting date was changed to Monday, August 5<sup>th</sup>.

At 8:17 pm, D. Capano motioned to adjourn the meeting; seconded by D. Huppert. There was no discussion. **Vote:** 6-0-0.

**Stamford WPCA Top Issues (7-17-13)**

No.	Issue Schedule	Action Description	Impact	Status	
1	Odor Control	Place odor control scrubbers on line. Retain odor control consultant to evaluate odor control provide guidance in optimizing operation of odor control scrubbers.	Minimize odors	Chemical odor control scrubbers for dryer building, dewatering building and primary clarifiers and thickeners on line and working. Carbon scrubber for dryer RTO bypass on line with	Scrubber for raw sewage pump building requires new PVC piping. Odor control consultant investigating odor control for dewatering filtrate wet well and sludge blend tank.

				temporary piping.	
2	Sludge Drying and disposal	Bid Sludge Dryer Operation and Beneficial Use of Dried Sludge Service Contract	Operations	RFP issued on 6/3 for 5 year operations contract.	Provided 2 week extension per respondent requests. Proposals due 7/25.
3	Internal Controls Over Financial Reporting	Address Auditor's comments on internal control deficiencies.	Financial	Ongoing. Established procedures and schedule for financial reporting by M. Turndahl and internal controls at WPCA.	Opened 2 Administrative Account Clerk positions to assist M. Turndahl in journal entries and financial reporting. Reviewing collection procedures for delinquent Sewer Assessment and Connection Charges.
4	SWPCA User Charge	Review user charge	Financial	Review user rate for October billing cycle	Review user rate adjustment with Finance Committee on 7/24
5	Darien Agreement	Agreement expired 11/30/10. Execute new agreement	Financial	Negotiations ongoing.	Presented draft agreement for Board review at 7/17 meeting
6	CMOM, FOG and WPCF evaluations	Implement actions required by response to USEPA Admin Order	Regulatory	Ongoing.	Submit Long Term Preventive Maintenance Plan by 8/1. Issue RFQ for required engineering studies in July.
7	Separate storm water and flood protection from SWPCA budget	Charge city for SWPCA costs related to Stormwater Pump Stations and Hurricane Barrier	Financial and Regulatory	Will track road and storm sewer related costs in Carriage Drive for reimbursement by City. Tracking labor costs for storm water pumping stations and hurricane barrier.	Began manual tracking of labor costs on 7/1. Implementing CMMS to track labor costs for maintaining storm water pumping stations and hurricane barrier.
8	Septage rates	Review current rates, recommend new rate (if necessary)	Financial	Review in July	Present proposed rate for Finance Committee review on 7/24
9	Revenue Bond Issue	Refinance 2003 Revenue Bond and Issue new revenue bond financing	Financial	Revenue Bond financing completed	Need to increase unrestricted cash reserves as planned to maintain favorable bond rating
10	5 Year CIP	Develop 5 year capital improvement plan	Financial	Provided updated CIP for Arcadis report	Presented Draft CIP for Tech Committee review on 6/12