



**Stamford Water Pollution Control Authority Board Meeting (REVISED)**

**Monday, July 20, 2015**

**Stamford Government Center**

**5th Floor Board of Education Board Room**

**888 Washington Blvd, Stamford, CT**

**Full Meeting Minutes**

**(The meeting was videotaped.)**

Attendees

Michael Handler (partially via phone)	Chairman, WPCA Board
Daniel Capano	Vice Chair /WPCA Board Member
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Ed Kelly	WPCA Board Member
James Fountain	WPCA Board Member
Merritt Nesin	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
Lynda Roca	CompUtil
William Ward	Ackerly & Ward

**Call to Order, Pledge and Roll Call**

D. Capano, vice-chair called the meeting to order at 5:30 PM with the pledge of allegiance followed by roll call. A quorum was present (6 Board Members). M. Handler not present due to a family emergency.

**Public Participation**

No public participation.

**New Money Issuance and Use of Bond Premium**

M. Handler via speaker phone reported that the refunding analysis has gotten worse; down to 5.2% now, which amounts to \$900K vs \$1 million the SWPCA was to receive prior. He stated that the current environment still presents an effective transaction. Handler said the SWPCA would receive this premium upfront but that there are different views on how to handle the funds. One option is to set up a Capital Recurring Account that would be separate from the City and the rest of the SWPCA's monies. Another option is create a Debt Service Surplus Fund (Rate Stabilization) over the life for the next five to ten years. When rates are high, the SWPCA can use the funds to offset rate increases. Handler stated his personal view, since the SWPCA is in incredible financial shape, is to create the Debt Service Surplus Fund over a period of five years and not be able to withdraw more than twenty (20) percent at any given year. After additional discussions and questions E. Orgera attempted to make a motion, however the motion was rescinded and J. Fountain made a motion that the amount of the premium received from the Revenue Bond to be sold be set aside in a Debt Service Surplus Fund to be use for rate stabilization and other needs as the Board so sees and that no more than 20% of the

amount can be used in any one year; seconded by E. Kelly. C. Andreana asked a question that that already been included in the motion; there were no further discussion. **Vote 5-0-1**. M. Nesin abstained.

Note: At 5:42 pm, M. Handler exit conference call.

### **Minutes Approval**

J. Fountain motioned to approve June 15, 2015 full board meeting minutes; seconded by E. Kelly. There was no discussion. **Vote 5-0-0**.

E. Orgera motioned to approve June 29, 2015 full Special board meeting minutes; seconded by J. Fountain. There was no discussion. **Vote 4-0-1**. E. Kelly abstained.

### **Sell of Dried Sludge Pellets to Nutrico for Blending, Bagging and Marketing as a Fertilizer in CT and Elsewhere**

B. Brink reported that this is a new issue and it's the first time pellets can be sold in CT. M. Sabo mentioned that this is occurring as there are no regulations that forbid it according to the CTDEEP. She stated pellets can now be massed marketed. B. Brink mentioned that Halloran and Sage have been asked to look at the Synagro contract to protect the SWPCA and its interests. The vote was postponed but J. Fountain made a motion to proceed investigating the matter; seconded by C. Andreana. There was no discussion. **Vote 5-0-0**.

### **Amendment 1 and 2 to Cardinal Engineering Contract for Design of Wedgemere Road Area Sewers**

P. Chakravarti explained both amendments. Amendment 1 totals \$12,000 for Wedgemere road modification and amendment 2, a change order to cut down trees on Emerald Lane, for \$8,500. The total cost amounts to \$20,500. J. Fountain made the motion to approve the \$20,500 change orders; seconded by E. Orgera. There was no discussion. **Vote 4-0-1**. E. Kelly abstained.

### **Gannett Fleming's Contract for Study Phase to Evaluate and Recommend Improvement to the De-gritting System**

B. Brink explained that Gannett Fleming was selected in response to a RFQ for engineering services for the evaluation of the Plant's sludge de-gritting system. The contract for the study is not to exceed \$50,000 with an additional \$500 for expenses. C. Andreana made the motion to approve the \$50,500; seconded by E. Kelly. During discussions, C. Andreana inquired if the Technical Committee had reviewed the request. D. Capano stated the committee had and sanctioned the request. **Vote 5-0-0**.

Note: E. Orgera and J. Fountain exited the meeting at 5:53pm.

### **Billing, Finance & Collection Update**

#### **a. Computil Report**

L. Roca from Computil presented a brief report stating 2,181 "Intent to Lien" letters have been sent and as of last Friday, ~ 1,118 accounts are due to be liened around the beginning of August, less those customers who pay in the interim.

i. R. Bull explained the 25% rule to the Board requesting that the policy be reviewed as the SWPCA is adjusting many accounts when the rule's intent is not being realized. After a brief discussion, it was decided that the entire SWPCA Billing Operations Policy Book should be reviewed. This item will be placed on next month's agenda.

#### **b. June Financials**

- M. Turndahl reported a Net Income (Loss) for June of \$5.833 million, which is under budget because depreciation is not budgeted, bond principle is used for budgeting instead
- Cash on hand including reserve fund total \$4.480 million
- Discussed amount due to City \$3.9 million in operating expense and \$2.8 million for capital expenses

#### **c.**

#### **Receivables Report**

M. Turndahl reported:

- Accounts receivable bal of \$3.7 million compared to 4.2 million the previous year. The difference is billing April 1<sup>st</sup> this year compared to April 15<sup>th</sup> last year.
- For the April 2015 cycle billing the collection rate is at 92.21%; Oct 2014 cycle bill is at 96.49% and April 2011 collection rate is at 99.06%
- Reported cash coming in very well, collected almost 104.24% of the budget; \$19.070 million collected out of \$19.915 million budgeted
- Accounts receivable bal over 120 days is \$2.7 million most of which is at Ackerly and Ward for collections

**d. A&W Collections Report & Update**

W. Ward gave a brief report and stated the following:

- 39 Van-Buskirk Avenue: A&W recommended that the Board approve a bid for \$22,000 to cover costs and expenses; the property is valued at \$440,000; Sale date scheduled for August 22nd. Since there was no quorum the Board could consider allowing phone proxy for Atty Ward.

**Safety Report**

M. Sabo briefly reported:

The SWPCA has three (3) less injuries than last year and her handout report states that Bucket training is scheduled for next week.

**Administrative / Budget Report**

R. Bull provided a brief update on the Admin and Budget issues. She mentioned that the Board had already approved transferring salary dollars for cover deficits and that because of the timing there are additional deficits to reconcile. The Board agreed that R. Bull can make necessary transfers to cover outstanding salary deficits from other salary accounts.

- i. Senior Shift Foreman—R. Bull provided the procedure for creating new positions within the SWPCA. B. Brink briefly discussed the need for a Senior Shift Foreman. Since there is no quorum this item will be placed on next month's agenda.

**Sub-Committee Reports**

a. Finance Committee

C. Andreana reported the Committee met prior to this board meeting:

- Reviewed accounts receivable for June 2015 Financials
- Discussed the calculations of water usage but need additional information to determine usage
- Need to review all WPCA policies that are in place to bring them up to date
- Discussed the option of changing billing from semiannual to quarterly or monthly

b. Technical Committee

D. Capano reported the committee met on 7/15/15 and discussed the following:

- Odor Control update
- UV Disinfection System update
- No formal odor complaint, Kieran Ryan sent two e-mails
- Engineering study and projects are going well
- Next meeting on future on containing a building for rag & grit and sludge trailers

**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.

**Old Business**

P. Chakravarti reported on the continued research on the 65 Arden Lane's request for relief for the repairs to the damage to the homeowners chimney lateral. He explained the different policies in place

by other water treatment plants in Connecticut and throughout the country. E. Kelly asked if we are in contact with the family. P. Chakravarti stated yes and additional information was needed. S. Pietrzyk state he would reach out to the homeowners via e-mail for the second time to request the information needed to determine the findings.

### **New Business**

R. Bull reported that currently there are 8 board members and 1 position remains unfilled. She stated that the By Laws state that a member from the BOF is required to serve as a member of the Board but that no one from the BOF, specifically, G. Bosak, attends meetings; Mr. Bosak relayed that he no longer sits on the Board. She requested that the WPCA Chairman contact the Chairman for the Board of Finance to assign another finance member to the WPCA Board or attend himself to satisfy the guidelines set in the By Laws.

At 6:54, the meeting ended. There was no vote as there was not a quorum.



**Stamford WPCA Top Issues (7-20-15)**

<b>No.</b>	<b>Issue</b>	<b>Action Description</b>	<b>Impact</b>	<b>Status</b>	<b>Schedule</b>
1	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Perform an Infiltration and Inflow (I/I) Study to identify and remove extraneous flows caused by rainfall and high groundwater	Regulatory and Operations	64 flow meters have been installed in collection system manholes to collect flow data for one year. Evaluate flows during a major storm/high flow events to identify areas experiencing excessive infiltration and inflow for further study.	Use flow data to identify those areas having high flows for Sewer System Evaluation Survey (SSES) using CCTV internal pipe inspection and smoke testing starting this fall.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	UV disinfection system has been performing satisfactorily with a few exceptions (occasional dosage spikes, and one channel shut down on 6/17 for 15 min. due to tripped circuit breaker). Testing of programing changes requires temporary shutdown of UV system.	Will drain a primary clarifier and refill it to avoid discharge of non disinfected effluent while testing programming changes to UV system.
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canisters are on line. SWPCA staff is evaluating a storage building to house the sludge and screenings and grit trailers.	Cleaning dryer scrubber this week while dryer is down. Install ductwork modifications inside Sludge Processing Building (for interior odor control) as Mechanics' work schedules permit.
4	2015 Revenue Bond Issue	Issue Revenue Bonds to refinance 2006 Revenue Bonds and fund planned capital improvements in FY16 and FY17.	Financial	BOF and BOR approved approx. \$30.3 million refunding and new money revenue bonds.	Revenue bonds scheduled for pricing on Wednesday, July 22 <sup>nd</sup> .

5	Fill open positions	Fill Regulatory Compliance Inspector position (for FOG inspections) and Shift Foreman position that are open.	Operations	Regulatory Compliance Inspector position has been posted. Need to fill (new) Senior Shift Foreman (Class IV) and Shift Foreman (Class III) positions.	Fill Regulatory Compliance Inspector position as quickly as City hiring practices will allow. Present position description for Senior Shift Foreman (Class IV) to Board at its July meeting.
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	Engineers have completed their studies of 1) Upgrade of the Raw Sewage PS, 2) Flow distribution to the Secondary Clarifiers, UV system replacement cost and effluent pumps, and 3) SCADA system upgrade.	Wright-Pierce to complete the study of the upgrade of the aeration blowers in July 2015. Arcadis to complete the design of the SCADA system upgrade by October 2015. Begin design of upgrade of flow distribution to final clarifiers in fall 2015.
7	Connect to Existing Sewer	Enforcement of City ordinance to connect to existing sanitary sewer within 180 days after notification	Protect public health and expand customer base.	Issue to be referred to Halloran & Sage for legal opinion. Need to determine next step(s) when someone does not connect after notification to connect.	
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Tighe & Bond provided staff safety training on arc flash awareness on 5/13.	Tighe & Bond submitted initial evaluation report on 6/22 which is under review by SWPCA staff.
9	Reimbursement by City of non-sanitary sewer related costs	Reimbursement by City of non-sanitary sewer related costs for the Carriage Drive Sewer Project	Financial	City needs to determine how it will fund its share (\$1,069,000) of project costs.	
10	\$1.265 million of Carriage Drive Project remains unfunded.	Transfer \$1.265 M of 2009 BAB's GO Bond proceeds used to fund Storm Water Pump Stations and Mill River Project to fund Carriage Drive Project	Financial		Will schedule meeting with City and members of Finance Committee to discuss.