



Stamford Water Pollution Control Authority Board Meeting
Monday, June 15, 2015
Stamford Government Center
10th Floor Board Office of Operations Conference Room
888 Washington Blvd, Stamford, CT
Full Meeting Minutes
(The meeting was videotaped.)

Attendees

Michael Handler	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
William Degnan	Plant Supervisor, WPCA
Mark Turndahl	Accountant, WPCA
Marie Sabo	Laboratory Director, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:30 PM with the roll call but no pledge of allegiance. A quorum was present (7 Board Members).

M. Handler stated three members of the Board have to attend a previously scheduled meeting and would not be able to be present for the entire Board meeting.

Public Participation

No public participation.

Minutes Approval

E. Orgera motioned to approve May 18, 2015 full board meeting minutes; seconded by J. Fountain. There was no discussion. **Vote 7-0-0.**

Revenue Bond Refunding and New Issuance

M. Handler reported that nothing has changed from prior report. He stated a discussion was held earlier with B. Brink and staff and the amount of AUI remains at \$14.7 million. He stated he ran the numbers on Friday past and the amount of initial savings from the refunding has decreased from 10% to 7%, which is still a significant savings of \$1.1 million instead of the original \$1.5 million. He reported the study is complete as well as the rating and it appears that all is on track for July.

Discussion & Vote: PMA Claim Regarding Sewer Back-up at 21 Island Heights Circle

M. Handler reported PMA was used for the first time to handle this type of claim. He stated the estimated claim amount from the customer was \$39,935.94. However, PMA recommends a settlement of \$31,771.64. S. Pietrzyk arrived and M. Handle asked for a quick update of the issue. After a brief update, M. Handler recommended that the Board accepts the recommended settlement amount. E. Orgera

made a motion to accept the recommended settlement of \$31,771.64; seconded by J. Fountain. C. Andreana asked if the code issue with respect to the basement would be a determining factor with the settlement amount, to which the Board determined it would not be. E. Orgera stated it would be a Zoning matter. There was no further discussion. Vote: **Vote 7-0-0.**

Old Business

a. Discussion & Vote: Sewer Lateral Repair for 65 Arden Lane

B. Brink briefly discussed the issue that was before the Board at the last meeting. The customer is requesting reimbursement of \$8,000 for his cost since the lateral was part of the sewer installation project, which has settled over time causing the lateral to misalign. After a lengthy discussion, where there were differing opinions on who is responsible for the repair, B. Brink presented supporting document from prior minutes where the Board refused a similar reimbursement. He stated the document provides precedent and that awarding any reimbursement would be a change from current practice. M. Handler stated that this issue would be tabled and added to next month's agenda after further research by SWPCA staff. E. Orgera recommended having a written Policy that clearly defines which party is responsible for laterals.

M. Handler requested a motion to take agenda item 8-D-i & ii out of order. C. Andreana made the motion; seconded by D. Capano. There was no discussion. **Vote 7-0-0.**

Ackerly & Ward Collections Report and Update: Item # 8-D

i. 87 Pine Hill Avenue

T. Banas reported that a formal offer was made by a third party to sell off the liens associated with this property. He stated approx. \$16,000 is due and owing, plus legal fees and expenses. The sale would require an assignment of the liens to a third party, who could foreclose on the property at any time. He advised the Board that this is not a good precedent, as the new liens holder could, at some point, take legal actions against the City. After a discussion, M. Handler stated there would be no vote on the 87 Pine Hill Ave property but the vote would be on the selling of current and / or future liens. J. Fountain made the motion; seconded by E. Orgera. There was no further discussion. **Vote 4-0-3.** C. Andreana, M. Nesin, E. Kelly were the abstaining votes.

M. Handler requested that an agenda item regarding the selling of liens be added for discussion at next month's meeting.

ii. 153 Fairfield Avenue

T. Banas reported a judgment obtained of foreclosure by sale on 5/18/15 on the above property and a sale date set for 7/25/15. He stated a payoff was sent out on 5/27/15 and bank's counsel has indicated that it would likely be paid. If payment is not received, the SWPCA must be prepared to submit a bid for the foreclosure sale. As of the date of judgment, \$10,309.08 is due and owing for sewer use charges and legal fees. He stated approximately \$5,000 is anticipate in Committee Fees and it is also recommend that the bid contain a buffer for unforeseen costs. A&W recommends the Board bid at \$22,000. The property is appraised at \$420,000. J. Fountain made the motion for the SWPCA to bid at \$22,000; seconded by E. Orgera. There was no further discussion. **Vote 7-0-0.**

NOTE: At 5:51 pm member s, M. Handler, E. Orgera and J. Fountain left the meeting to attend their previously scheduled meeting. Vice President, D. Capano chaired the meeting. There was not a quorum present.

Billing, Finance & Collection Update

a. Computil Report

Computil report was included in the packets for review; any questions to be accepted via e-mail and discussed at the next meeting.

b. February & March Financials

- M. Turndahl reported a Net Income for May of \$7.451million
- Cash on hand including reserve fund total \$4.355 million
- Discussed amount due to City \$2.970 million and operating totals \$649,000 and \$2.321 million for capital expenses

- Reported sewer use collection at 102% over budget and Connections & Assessment at 127% over budget.
- Briefly reported on statement of net assets

c. Receivables & Arrears

- M. Turndahl reported Sewer Uses Receivables at \$4.596 million for April billing at \$20.274 million to date; A&W collected \$3.170 million to date
- Accounts receivable bal over 120 days is \$2.837 million or 62% most of which is at Ackerly and Ward for collections
- For the April 2015 cycle billing the collection rate is at 87%; April 2011 collection rate is over 99%

Safety Report

- M. Sabo's report was included in the packet for review. She stated there were no significant issues to report.

Administrative / Budget Report

R. Bull's report was included in the handout packet.

- Updated the Board on SWPCA Staffing & Vacancies
- Discussed employee issues
- Updated the Board on contract status for IUOE-Local 30
- Reported on overtime accounts issues thanked the Board for the salary transfers approval
- Reported on Open 2015 POs and closed PO for 2014

Sub-Committee Reports

a. Finance Committee

C. Andreana reported that the Finance Committee meeting was held immediately before the regular Board meeting and the following was discussed:

- ✓ Accounts receivables
- ✓ May financials
- ✓ Hurricane Barrier projects and closed out old business

She stated the refunding discussion would be a part of the regular meeting and no additional updates were required.

b. Technical Committee

D. Capano reported the Technical Committee met earlier to tonight at 4:00 pm and discussed the following:

- ✓ Options for constructing a bldg to store sludge /rag & grit trailers
- ✓ Odor Control update
- ✓ Discussed Dyke Lane pump station upgrade
- ✓ Discussed outstanding Engineering design studies and construction projects

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.

New Business

C. Andreana requested an update on required Plant Classifications and progress of training programs for employees to become Class IV certified.

C. Andreana motioned to end the meeting at 6:10pm; seconded by E. Kelly. However, there was not a quorum; the meeting ended at 6:10pm.

Stamford WPCA Top Issues (6-15-15)

No.	Issue	Action Description	Impact	Status	Schedule
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	44 flow meters have been installed in collection system manholes. 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.	Will install 20 additional flow meters and move 8 existing flow meters to measure flows within those sub areas found to have the highest levels of I/I.
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 (dosage spikes). 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 at raw sewage PS and sludge and screenings/grit trailers are on line.	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	Financial	Arcadis provided a draft Engineering Report on 6/1 and WPCA provided review comments.	Arcadis' revised report due by 6/20. Refunding and new revenue bond issuance in July.
5	\$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.

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.
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 to complete initial evaluation by June 2015.
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	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. Developing position description for Senior Shift Foreman position that will require a Class 4 license in place of open Shift Foreman (Class 3) position.	Fill Regulatory Compliance Inspector position as quickly as City hiring practices will allow. Present position description for Senior Shift Foreman (Class 4) to Board at its July meeting.