



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

Attendees

Ernie Orgera (absent)	Chairman, WPCA Board
Tim Abbazia (absent)	WPCA Board Member
Cristina Andreana	WPCA Board Member
Daniel Capano	WPCA Board Member
Michael Handler	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
Marie Sabo	Laboratory Director, WPCA
Mark Turndahl	Accountant, WPCA
Lynda Roca	CompUtil
Daniel McCabe	WPCA Legal Counsel

Call to Order, Pledge and Roll Call

Vice- Chairman, M. Handler, called the meeting to order at 5:32PM with Roll Call and the Pledge of Allegiance. A quorum was present (5 Board Members).

Public Participation

There were no speakers for Public Participation.

Minutes Approval

D. Capano made a motion to approve the May 8, 2013 Voting Meeting Minutes; seconded by D. Huppert. There was no discussion. **Vote:** 5-0-0.

M. Handler mentioned he had some revisions for the May 29, 2013 Special Meeting Minutes saying that the minutes should read *“the amount of the reduction is as follows: \$50k from Process Control Salary and that “pool cash” should be revised to name of the account listed in the budget “Transfer to General Fund ”* . C. Andreana stated *“she”* in the next sentence should reflect the person’s name. C. Andreana made a motion to approve the May 29, 2013 Full Meeting Minutes with changes; seconded by D. Huppert. There was no further discussion. **Vote:** 5-0-0.

Auditor’s Presentation: SWPCA Audit Plan

O’Conner, Davies, LLP unable to make the meeting. No presentation made.

Safety Update

M. Sabo updated the Board regarding Plant safety to date saying that the 3rd of the new monthly safety training sessions was held May 22nd and that OSHA required annual Hazard Communication and hot weather safety topics were addressed. She informed the Board of a Site Safety Team meeting scheduled for June 13th and of the next monthly safety training session—June 27th. She concluded with year to date incident statistics and reported that there were no injuries during the month of May.

Sub-Committee Reports

Finance—C. Andreana reported that there were two meetings in May, which covered Planning & Timing of the upcoming audit; having the SWPCA staff involved from beginning to end with bi-weekly conference calls; A/R dashboard to report accts receivable outstanding; management working to accept credit card payments; Special Assessment & Connection—having the Tax Dept send out reminder bills; the SWPCA Accountant ensuring reconciliation, staying on top of collection, outstanding assessment & connection collections along with outstanding user charges collections. She concluded reporting the date of the next Finance Committee meeting—June 19th and that the committee will begin to set up priorities for the remainder of the year—hitting its top agenda items.

Technical—D. Capano reported that there was not a meeting in May however, he along with B. Brink, T. Buzelle, and P. Scorziello from Synagro met this past Monday to follow-up on odor control. He stated that chemicals are being used and the misting issue has been resolved but that the system is still being tweaked—throttling down the pumps, moving probes to obtain better reads, reviewing plumbing, as the chemical lines were swapped during installation. B. Brink reported that the piping repair was completed but at a different scrubber; that the piping has to be replaced but the good news is that that is not a real odorous area. There are plans to replace sometime in July. M. Handler inquired how long does it takes to replace, to which B. Brink responded that the replacement piping has to go through the bid process. D. Capano mentioned that the committee talked about performing the work in-house as well. He went on to say the other issue discussed was the RTO by-pass scrubber. He reported that the carbon has not arrived; it was supposed to arrive this week but P. Scorziello stated the carbon vessel would be operational by next Monday. He concluded stating the next meeting is June 12th and these two issues will be agenda items.

Billing / Financial Update

L. Roca handed out the May monthly status report and said that a new “Payover” report is on the back; that this report is clearer and hopefully easier to understand. She said it breaks down the cash received by residential, commercial, industrial, bad check fee, lien fees, etc. She reported almost \$6.8 million was collected and that for June interest is being billed and reminder letters will be sent. She reported the collection rates: April '11—96.94%, Oct '11—96.25%, Apr '12—95.77%, Oct '12—94.77% and Apr '13—78.62% stating that we billed late in April this year.

M. Turndahl handed out the Accounts Receivables and the WPCA Financial Overview Reports stating that the old receivables went down by \$104,000; that for the year, \$16,905,376 in user fees have been collected. M. Handler questioned the 99% collection rate attributable to this number and M. Turndahl replied the \$16.9 million is 99% of the budgeted amount. He stated that 63% has been collected towards Assessment & Collections budget and looking at the Financial Overview Report, it shows that the SWPCA is above budget.

Discussion & Vote

Hardship Case: 538 Fairfield Avenue

R. Bull explained the hardship issues leading to the outstanding balance on this property. She provided the total amount due, including principle, interest and fees and stated that the request before the Board is an approval for permit sign-off in order for an assisting agency to begin roof repair work for the dwelling. R. Bull explained that the owner is willing to enter into a payment plan that the WPCA will track to ensure compliance. After a brief discussion, C. Andreana made a motion to allow \$25 monthly principle repayment and after 23 months reassess for compliance to decide if interest and fees should be waived; seconded by D. Huppert. During the discussion, L. Roca stated that Ackerly & Wards payment plans include the outstanding and current bills. C.

Andreana restated the motion to include compliance with current bill as well as allowing sign-off for roof repair permit; seconded by D. Huppert. **Vote:** 5-0-0.

Transfer from Admin Part-time to Admin Seasonal and Overtime

R. Bull explained that transfers from salary accounts must be approved by the Board and that to off-set a deficit in the Admin Seasonal and Overtime accounts, the request before the Board is to transfer the total—\$20,000 from Admin Part-time to cover the deficit. After a brief discussion, D. Capano made a motion to transfer \$20,000 from the Admin Part-time line item to the Admin Seasonal and Admin Overtime line items to offset deficits; seconded by D. Huppert. **Vote:** 5-0-0.

Executive Director's Top Issues Report

B. Brink provided a table of the top issues (6-5-13), and discussed each briefly. The report is attached and is part of these minutes.

Update & Discussion: Capital Projects

- a. Update: Upgrade of Secondary Clarifiers & Thickeners—P. Chakravarti reported that the clarifiers are almost complete but that a retainage of \$5,000 is being held for proof of payment to sub-contractors, part lists, O& M manuals, etc.
 - b. Pump Stations: He reported that the bids for Carriage Drive Project came in over budget and that P. Privitera requested a summary bid process to reduce some proposal items. The process reduced the project cost and it is now under budget however, there are zero funds available for change orders. He stated he would need to request a supplemental appropriation of \$250k for any change orders. He reported Clerk of the Works interviews were conducted for inspection of the project. For Dyke Lane, he reported that Stantec work has begun. For Hobson Street Pump station, he described the damages incurred by storm Sandy and the associated repairs that need to be completed; concluded saying the cost for the repairs would be reimbursed by FEMA. For Wedgemere Project, he reported the design is about 70% complete; project is expected to be in construction next summer. For Perna Lane he reported the project design is about 60% complete; project is expected to start-up in 2016.
- M. Handler recommended that projects for discussion be added to the agenda to ensure those concerned residents are aware of any meeting discussions.
- c. Summer Street Ext—He reported that the work is complete. M. Handler questioned if the road will be re-surfaced; P. Chakravarti replied that it would not.

Executive Session:

At 6:15 pm, D. Huppert made motion to enter into Executive Session to discuss current Darien negotiation status; seconded by D. Capano. During discussion, C. Andreana stated she wanted the motion stated in a way to ensure compliance with FOIA guidelines. D. Huppert amended the motion to state: enter into Executive Session to discuss negotiation strategy for potential pending legal actions for the Darien contract; seconded by D. Capano. **Vote:** 5-0-0

At 6:29 pm, D. Capano made a motion to exit Executive Session; seconded by M. Handler. **Vote:** 5-0-0. Vice-Chairman Handler stated that no action was taken during Executive Session.

At 6:30 pm, C. Andreana motioned to adjourn the meeting; seconded by D. Huppert. There was no discussion. **Vote:** 5-0-0.

Stamford WPCA Top Issues (6-5-13)

No.	Issue Schedule	Action Description	Impact	Impact	Status
1	Odor Control	Place odor control scrubbers on line. Retain odor control consultant to work with Synagro to evaluate odor control for sludge drying and provide guidance in optimizing operation of odor control scrubbers.	Minimize odors	Ongoing. New chemical feed pumps adding chemical to scrubbers for dryer building., dewatering building and primary clarifiers and thickeners.	Carbon system by Synagro online with temporary ductwork as early as 6/12, complete by mid July. Scrubber for raw sewage pump building requires new PVC piping. Complete by end of July.
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.	Pre bid meeting on 6/18. Bid opening on 7/11
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
4	SWPCA User Charge	Review user charge	Financial	April rate increase in effect	Will review user rate in July
5	Darien Agreement	Agreement expired 11/30/10. Execute new agreement	Financial	Negotiations ongoing.	Present draft agreement for Board review and approval at July meeting.
6	CMOM, FOG and WPCF evaluations	Implement actions required by response to USEPA Admin Order	Regulatory	Ongoing. Submitted Engineer's report on UV System and Effluent Pumps	Retain consultants for plant evaluations by 7/1. Submit Long Term Preventive Maintenance Plan by 8/1.
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.	Begin manual tracking of labor costs by 7/1. Goal is to use CMMS to track labor cost.
8	Septage rates	Review current rates, recommend new rate (if	Financial	Review in June	Present proposed rate for Board review at

		necessary)			June meeting
9	Revenue Bond Issue	Refinance 2003 Revenue Bond and Issue new revenue bond financing	Financial	Reviewing projects to be funded	Issue in July/August
10	5 Year CIP	Develop 5 year capital improvement plan	Financial	Provided updated CIP for Arcadis report	Draft CIP for Tech Committee review on 6/12