



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, June 9, 2014 – 5:30 PM**  
**Stamford Government Center**  
**10<sup>th</sup> Floor Operations Conference Room**  
**888 Washington Blvd, Stamford, CT**  
**Full Meeting Minutes**  
**(The meeting was videotaped.)**

Attendees

Michael Handler	Chair, WPCA Board/Director of Administration
Cristina Andreana	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Daniel Capano	Vice-Chair, WPCA Board
James Fountain	WPCA Board Member
Edward Kelly	WPCA Board Member
Ernie Orgera	WPCA Board Member/Director of Operations
Dan Schwartz (absent)	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
David Yanik	City Controller
Lynda Roca (absent)	CompUtil
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:30 PM with a Board Member roll call. A quorum was present (6 Board Members). M. Handler stated that a City Attorney was present. J. Fountain stated that he needed to leave the meeting at 6:00 PM. The Pledge of Allegiance was not made.

Public Participation

No members of the public were present.

Minutes Approval

D. Capano motioned to approve the May 12, 2014 SWPCA Full Board Meeting Minutes, seconded by J. Fountain. There was no discussion. **Vote: 5-0-1** (Abstention: E. Kelly)

J. Fountain motioned to approve the June 2, 2014 SWPCA Full Board Meeting Minutes, seconded by E. Orgera. (R. Bull clarified that the Agenda incorrectly listed the date as May 2.) There was no discussion. **Vote: 5-0-1** (Abstention: E. Kelly)

M. Handler called for a motion to take agenda item #13 out-of-order; motion made by E. Orgera, seconded by J. Fountain. There was no discussion. **Vote: 6-0-0**

Executive Session: Update, Discussion & Vote on Pending Litigation Regarding Bull vs SWPCA Board, City of Stamford & MAA

At 5:34 PM, M. Handler called for a motion to enter into Executive Session for an update, discussion and vote on the pending litigation regarding *Bull vs SWPCA Board, City of Stamford & MAA*; motion made by J. Fountain, seconded by E. Orgera. There was no discussion. **Vote: 6-0-0**

At 5:47 PM, M. Handler reconvened the Board Meeting reporting that the motion to reconvene was made by J. Fountain, seconded by C. Andreana and the was **Vote: 6-0-0**

M. Handler called for a vote to approve a full and final settlement in the amount of \$40,000 resolving all claims in the matter of *Bull vs the SWPCA Board*. **Vote: 5-0-1** (Abstention: E. Kelly)

M. Handler called for a motion to take agenda item #8 out-of-order; motion made by D. Capano, seconded by J. Fountain. There was no discussion. **Vote: 6-0-0**

Discussion & Vote: FY14 Proposed Connection Charge Increase to \$4,250 per Sewer Unit

B. Brink briefly summarized the topic and key points presented at previous Board Meetings. C. Andreana motioned to raise the Connection Charge to \$4,250, seconded by J. Fountain. There was no further discussion. **Vote: 6-0-0**

P. Chakravarti requested clarification on the effective date of the change. Following a discussion on the options, C. Andreana motioned to have the new Connection Charge effective date as March 1, 2015; seconded by E. Orgera. There was no further discussion. **Vote: 6-0-0**

M. Handler called for a motion to take agenda items #s 8,9 and 10 out-of-order; motion made by J. Fountain, seconded by C. Andreana. There was no discussion. **Vote: 6-0-0**

Discussion & Vote: Refunds for Property Owners Located on Sewered Streets but Remain on Septic in Light of Flat Rate Charge Policy

M. Handler stated that he has brought this item to the Mayor and the Board of Reps attentions and asked for it to be put on the agenda for their next month's agenda as it impacts over 900 homes. The proposed letter to be sent would inform property owners of a charge of \$224.40/billing cycle to be applied with forgiveness of the April billing charge but all fees would be due from the October billing. R. Bull added that it was decided at the February WPCA Board Meeting that this would be the policy; since then we have been receiving requests for refunds from customers on sewered streets who are not connected but have been paying sewer charges and refunds have been completed as per State Statute. C. Andreana agreed that the incorrectly paid user charges should be refunded since they were not connected and pointed out that this flat rate \$224.40/billing cycle charge is a penalty for not connecting as required. M. Handler called for a vote to present the letter to the Operations Committee of the Board of Reps and to explain the reason sending these to the `900 homes. J. Fountain made the motion, seconded by E. Orgera. There was no further discussion. **Vote: 6-0-0**

Transfers from Salary Accounts to Cover Deficits in Seasonal, Standby and Overtime Accounts

R. Bull explained the salary account deficits and requested that the Board approve transfers of the salary, seasonal, overtime and differential accounts that are in deficit.

E. Orgera motioned to approve the transfers, seconded by C. Andreana. There was no further discussion. **Vote: 6-0-0**

**Note:** J. Fountain exited the meeting at 6:07 PM (5 Board Members present.)

### Safety Report

M. Sabo stated that the report to the Board was included in their packet; she would be happy to answer any questions. She highlighted the first item, safety training done last month and related how an employee who received new skills during that AED/CPR training session was able to use them to assist a family member choking on a bone the very next day.

### Sub-Committee Reports

#### a. Finance Committee

C. Andreana reported that no new Committee meeting had occurred since the last Board Meeting.

#### b. Technical Committee

D. Capano reported:

- Xylem Service Manager Doug Flanagan stated that Xylem has resources to support the WPCA UV system; he added that when asked about the lifetime of the system, Mr. Flanagan answered that with proper upkeep it should last ~20 years
- odor control is working properly with chemical additions, including the headworks location; he again reported that the rubber mats have been installed over the filtrate wells; he went on record saying that for the past 2 months the odor at the Plant has been good to excellent; B. Brink added that there have been no odor complaints
- the proposal for the I&I study has been reviewed
- all construction projects are going well
- firms for the blower upgrade were interviewed last Thursday
- firms for the sludge degritting project will be interviewed this Thursday
- the WIFI system is working great, the 1<sup>st</sup> 2 instruments were put on-line last week and additional ones would be added in the next day.

### Billing Update

#### • Receivables & Arrears

M. Turndahl reported the sewer fees receivable balance \$5.032 million, balance that is principal only \$3.8 million. He reported on the collection rate for the past five years and reported on the collections of assessments and connections through 6/9/14.

- October 2013 Billing Cycle Collection to date: M. Turndahl reported that the collection thru May 31<sup>st</sup> totals \$5.972 million. Mr. Kelly asked for clarification on the Connection Charge topic
- May Financials: M. Turndahl presented his report on the May financials and discussed the aged trail balance and the receipt and revenue for the month, as well as briefly touched on the preliminary draft and unaudited report.
- A&W Collections Report & Update

T. Banas reported updated the Board on the outstanding collections files and the collection status stating that \$3.1 million has been collected overall.

### Executive Director's Top Issues Report

B. Brink briefly reviewed the items in his monthly report (attached here).

### Old Business

B. Brink briefly discussed a spreadsheet provided to the Board in response to the electrical utility information request made by G. Bosak at last month's meeting.

### New Business

None

D. Capano motioned to adjourn the meeting at 6:33 PM, seconded by C. Andreana. There was no discussion.

**Vote: 5-0-0**

**Stamford WPCA Top Issues (6-9-14)**

No.	Issue Schedule	Action Description	Impact	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	RFQ for Engineering Services for I/I Study approved by Technical Committee on 6/4/14	Advertise RFQ for Engineering Services for I/I Study by 7/1/14. 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	Xylem has completed UV system improvements except for installation of new intensity sensors.	Xylem waiting for delivery of new UV intensity sensors. Modification to A/C in UV electrical building to be completed week of 6/9/14.
3	CTDEEP Notice of Violation Re UV system and permit exceedances	Respond to Notice of Violation and complete corrective actions	Regulatory	See above. Brush system for algae removal from weirs and effluent troughs on three final clarifiers has been installed.	See above.
4	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers are on line.	Design of modifications to odor control ductwork inside sludge dewatering building to be completed by 7/1/14.
5	Deteriorated Interceptor in Soundview Avenue	Repair sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Construction contract has been awarded to PIMI.	Preparing construction contract. Pre construction meeting on 6/13 with construction from June to July.
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	Sewer Connection Charge	Review Sewer Connection Charge per Sewer Unit	Financial	Held public hearing on proposed connection charge rate increase from	SWPCA Board to vote on increase from \$3,600 to \$4,250 on June 9 <sup>th</sup> .

				\$3,600 to \$4,250 on May 12 <sup>th</sup> .	
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Prepared RFQ 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