



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

Attendees

Michael Handler	Chairman, WPCA Board
Ernie Orgera	WPCA Board Member/Dir. Of Operations
Cristina Andreana	WPCA Board Member
Gerald Bosak	WPCA Board Member
Daniel Capano	WPCA Board Member
James Fountain	WPCA Board Member
Donald Huppert	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
William Degnan	Plant Supervisor, WPCA
David Yanik	City Controller
Lynda Roca	CompUtil
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:32 PM with the Pledge of Allegiance and Roll Call. A quorum was present (6 Board Members).

Public Participation

There was no public participation.

Minutes Approval

J. Fountain motioned to approve the February 10th, 2014 SWPCA Full Board Meeting Minutes; seconded by D. Huppert. There was no discussion. **Vote: 5-0-0** (Note- E. Orgera was out of the room.)

Note: D. Schwartz arrived @ 5:37 PM

D. Huppert motioned to approve the February 26th Full Special Board Meeting Minutes; seconded by J. Fountain. There was no discussion. **Vote: 6-0-0**

Safety Report

M. Sabo reported:

- FY 13/14 Incident statistics
- Improvements to Lockout/Tagout program
- Preparation of an RFP to assist with Arc Flash Safety Program
- Inventories of confined space locations on and off site are being updated
- Next Site Safety Team Meeting to be held March 11th

Sub-Committee Reports

a. Finance Committee

C. Andreana gave a brief report of the committee meeting that occurred on Wednesday, March 5th.

Discussion topics were:

- Review of SWPCA Financials
- Discussion on the Central Services Cost Allocations Plan and
- A Brief discussion of the Housing Authority request for Connection Free relief

The minutes from the meeting will be on the SWPCA and City websites.

b. Technical Committee

D. Capano gave a brief report of the committee meeting that occurred on Wednesday, January 29th.

Discussion topics were:

- Soundview Avenue interceptor rehab
- Wright-Pierce gave a presentation on Raw Sewage Pump Station upgrade
- Discussions on Engineering Service Agreements
- Update on Odor Control as well as engineering studies for issues around the Plant site

The minutes from the meeting will be on the SWPCA and City websites.

D. Huppert motioned to take item #7 out of order; seconded by C. Andreana. **Vote: 7-0-0**

UV System and Permit Exceedances

B. Brink discussed the following corrective actions taken in response to the DEEP Notice of Violation:

- Replacement of the water level sensors
- Replacement of Channel 2 circuit breaker
- Replacement of Channel 1 effluent gate motor operator
- Modifications to chlorination of the Return Activated Sludge
- Modifications to the alarm system

System improvements: A purchase order has been issued for the following.

- Replacement of the UV sensors
- Modifications to system flow measurements and dosage
- Installation of upgraded UV percent transmittance monitor

Stantec Report and Recommendations:

- Supplemental 2 ton A/C “jockey” system for the electrical building
- Installation of a brush cleaning system for algae removal on final clarifiers
- Ability of the UV System to meet new Permit limits

D. Huppert motioned to take item #9 out of order; seconded by C. Andreana. **Vote: 7-0-0**

Change of SWPCA Legal Representation

M. Handler discussed:

- Termination of agreement with legal counsel for the past 3 years
- Draft RFP for legal services and which committee should review it

C. Andreana motioned to take item #10 out of order; seconded by D. Huppert. **Vote: 7-0-0**

Recording of SWPCA Minutes

R. Bull discussed SWPCA not being able to meet deadlines for submitting meeting minutes on time.

- Requested the Board agree to bulleted details instead of full details
- W. Brink added that at the Mayor's Managers meeting the Mayor made a point that the meetings are videotaped and recorded and in order to save staff time bullet points be used. If details are needed the recordings can be referred to.

C. Andreana motioned to do whatever is needed to make sure the minutes are posted on time no matter how summarized they are; seconded by D. Huppert.

Discussion- D. Capano asked if it would be left up to the discretion of W. Brink and R. Bull. M. Handler stated it would be the Board responsibility and urged the members to pay careful attention when approving minutes.

Vote: 7-0-0

Item #11 skipped since it does not require a vote.

D. Huppert motioned to take item #12, Executive Session, out of order; seconded by J. Fountain. Executive Session items were stated for the minutes. **Vote: 7-0-0**

Executive session commenced at 6:10 PM

6:16 PM – M. Handler stated motion to come out of Executive Session was made by. C. Andreana and seconded by D. Huppert. There was no action taken. **Vote: 7-0-0**

Billing Update

a. Receivables & Arrears

L. Roca reported:

- They are getting ready for the April billing. Goal is to bill starting Apr. 1, 2, 3 so there will be enough time for the reminders to go out within this fiscal year.
- Collected just over \$300,000 last month

b. October '13 Billing Cycle Collection to date

- Collection rate for October 2013 is 93.83%.
- 1370 people were just liened
- Official Payments is problematic- People can't pay liens using Official Payments and they are changing what they previously agreed on.
- M. Turndahl stated ~\$26,000 has been collected using Official Payments and it has taken a lot of time to reconcile payments. The past week was better.

Note: 6:28 PM- E. Orgera, M. Handler and J. Fountain left the meeting. M. Handler turned the meeting over to D. Capano. No longer a quorum present.

6:29 PM- Capano declared the meeting over. No quorum to vote on adjournment.

Note: The Executive Director's Top Issues and some other agenda items were not discussed due to time constraints.

Stamford WPCA Top Issues (3-10-14)

No.	Issue Schedule	Action Description	Impact	Status	
1	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	Replaced UV system water level sensors, wiring and connections and modified control programming to fix faulty water level readings in UV channels. Issued PO to Xylem to implement recommended UV system improvements.	Will replace UV light intensity sensors, add transmittance monitoring, change system controls to operate off flow measured in each UV channel, and modify system alarms to improve UV system operation. Awaiting confirmation on delivery date for needed parts. Tentatively scheduled for completion by April 15.
2	CTDEEP Notice of Violation Re UV system and permit exceedances	Respond to Notice of Violation and complete corrective actions	Regulatory	Awaiting schedule for delivery of equipment for the UV system improvements and installation of algae control brushes on final clarifiers to include in a schedule of corrective actions.	Will prepare and submit a response as soon as practicable. Submit a Compliance Statement no later than April 4, 2014.
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers are on line. Fan for dryer building on full speed due to failed VFD. Carbon scrubber for dryer RTO bypass on line with temporary ductwork.	Started design of modifications to odor control ductwork inside sludge dewatering building. VFD for fan for dryer building to be installed on March 18 th . Permanent ductwork to carbon scrubbers for RTO bypass to be installed by April 1st.
4	Deteriorated Interceptor in Soundview Avenue	Repair sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Design of sewer rehabilitation (lining) complete and ready for bid.	Advertise for bids for sewer lining on March 11 th . Complete sewer rehabilitation within 90 days of notice to proceed.
5	WPCF evaluations and improvements	Engineering evaluations required in response to USEPA Admin Order. Study, design, and construct WPCF improvements to replace aged equipment and	Regulatory and Operations	Technical Committee approved scope of work and fee for Consulting Engineers for Task	Engineering agreements to be reviewed by City legal and risk management for Upgrade of Plant Headworks (Task 1)

		increase operations and energy efficiency.		1 and Task 2.	and Improved Flow Split to Final Clarifiers (Task 2).
6	Sewer Connection Charge	Review Sewer Connection Charge per Sewer Unit	Financial	SWPCA Board has approved a proposed connection charge rate increase from \$3,600 to \$4,250.	Board to schedule a public hearing on proposed connection charge rate increase
7	Collection of Sewer Assessment and Connection Charges	Improve Collection of Sewer Assessment and Connection Charges	Financial	Proposed collection procedures for delinquent Sewer Assessment and Connection Charges reviewed by Finance Committee at its January meeting.	Incorporate comments by City Revenue Department and present collection procedures to Board at its April meeting.
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Perform arc flash assessments.	Prepare RFP to retain a consultant to develop a compliance program for arc flash protection by 3/31/14
9	Stamford Housing Authority	Collect outstanding connection charges.	Financial	Reviewed by Finance Committee	Board to discuss at March meeting
10	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 4/31/13