



Stamford Water Pollution Control Authority Board Meeting

Monday, March 16, 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	Chairman, WPCA Board
Daniel Capano	Vice Chair /WPCA Board Member
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana (absent)	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Ed Kelly (absent)	WPCA Board Member
James Fountain	WPCA Board Member
Merritt Nesin	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Mark Turndahl	Accountant, WPCA
Marie Sabo	Laboratory Director, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Lynda Roca	Computil
Thomas Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:32PM with the pledge of allegiance followed by roll call. A quorum was present (5 Board Members).

Public Participation

No public participation.

Minutes Approval

- a. D. Capano motioned to approve February 23, 2015 full board meeting minutes; seconded by E. Orgera. There was no discussion. **Vote 4-0-1**. Merritt Nesin abstained.
- b. E. Orgera motioned to approve March 2, 2015 full board Special meeting minutes; seconded by D. Capano. There was no discussion. **Vote 4-0-1**. Merritt Nesin abstained.

Billing, Finance & Collection Update

a. Computil Report

- L. Roca from Computil was present;
- R. Bull provided handouts / reports in the packets
- April cycle bill is ready for mailing after R. Bull reviews; inserts are ready to be included
- Interest to be billed on the April 1st; the cycle bills going out on the 2nd
- Letters for the Well acct to provide meter reading have been sent

b. January Financials

- M. Turndahl reported a Net Income of \$1.091million
- Revenue under budget as April billing not yet mailed
- Discussed amount due to City \$1.717 million and operating expense and \$2.590 million for capital expenses
- Reported financials are in good standing; very positive
- E. Orgera to sit down with City Engineer on Carriage Drive to discuss monies due SWPCA; E Orgera suggests thorough planning beforehand of any future project btw SWPCA & City

c. Receivables & Arrears

- M. Turndahl reported accounts receivable bal of \$3.4 million
- Accounts receivable bal over 120 days is \$3.317 million most of which is at Ackerly and Ward for collections
- For the Oct 2014 cycle bill \$10.147 million billed; \$512,836 remains outstanding; collection rate at 94.95%

d. Update: Peoples United Bank Agreement

- Reported the agreement has been signed and returned to the Law Dept to continue with the RFP process.

e. A&W Collections report

- T. Banas reported of the 649 total files, 23 were closed as of Friday; accts paid in full and are no longer in collections; 5 additional files were received today. 811 files remain open
- 170 of the 811 are in payment plans
- 12 accts previously in payment agreement are in breach of their agreement
- 46 active foreclosures
 - i. Address unknown obtained judgment for foreclosure by sale on 1/12/15; Recommended bid: \$32,000; WPCA will not need to appear at the sale however, a bid must be submitted; R. Bull to place on the April agenda
 - ii. 39 Lilian Street: family dispute involving property settlement for a 5 year period; claim filed w. Probate Court 1/20/15 and status conference occurred 2/16/15; amount due SWPCA: \$55,000; Debt is secured; A&W recommends to leave on calendar and revisit monthly for process reports

Safety Report

M. Sabo briefly presented the safety report reporting that:

- FY 14/15 Incident Statistics: 7 injuries through end-Feb (Vs. 13 for same period FY13/14)
- January Safety Team Meeting scheduled for March 18th
- Plant & Pump Station crane repairs identified during annual inspection in Dec 2014
- Arc Flash Safety Program pending

Administrative/Budget Report

R. Bull presented a handout

- updated the Board on SWPCA Staffing & Vacancies
- Discussed employee Issues
- Updated Board on Budget and report presentation meeting dates
- Reported on overtime accounts issues and presented a plan of action
- Reported on Open PO and closed PO for 2014

Sub-Committee Reports

a. **Finance Committee**

There was no report as C. Andreana was not present

b. **Technical Committee**

D. Capano reported the following:

- ✓ Odor control update
- ✓ UV Disinfection System update
- ✓ 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.

Update: FY2016 Operating and Revenue Budget

R. Bull stated there were no new items to report.

Old Business

M. Turndahl discussed payments via credit card. M.T to set up a meeting as soon as possible with Peoples United Bank to discuss credit card payment processing.

New Business

There was no topic for discussion.

D. Capano motioned to adjourn meeting at 6:18pm; seconded by E. Orgera. There was no discussion.

Vote: 5-0-0.

Stamford WPCA Top Issues (3-16-15)

No.	Issue Status	Action Description Schedule	Regulatory and Operations	Impact	
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. Received agreement from CT DEEP for planning grant of 55% of I/I Study cost.	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.
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 (signal spikes). Replacing UV transmittance monitor with different manufacturer after poor	Will conduct performance testing of programming changes, will add a UPS for the UV system controls (PLC), and install wiring from flow sensors in separate conduit as recommended by Siemens when weather permits.

				performance of the latest supplied unit	
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers are on line. Installation of carbon canisters at raw sewage PS and sludge trailer has been delayed due to cold weather.	Only one bid for the odor control ductwork modifications inside sludge dewatering building was received for \$116k, almost double Engineer's estimate. Exploring doing the work with WPCA staff at much less cost.
4	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	Met with Ernie Orgera and Lou Casolo, City Engineer, to review City's share of the Carriage Drive Project costs on 1/22/15. City needs to determine how it will fund its share of project costs.	
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 by April 1
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 by June 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.	Letter to property owners not connected to an existing sanitary sewer under review by City. 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	Board approved agreement with Tighe & Bond to provide arc flash analyses and training. Waiting on execution of agreement.	Tighe & Bond to complete initial evaluation and training by June 2015.
9	GIS Mapping of Sanitary and Storm Sewer System	Mapping of Sanitary and Storm Sewer System in GIS required by WPCA's CMOM Program and City's MS4 Permit	Regulatory and Operations	Sanitary sewer GIS mapping is 90% complete and storm sewer is 35% complete	Revised CDM Smith's tasks and budget to provide additional field verification to allow completion of GIS mapping of sanitary sewer by 5/1/15 and storm sewer by 8/1/15
10	Legal Services	Retain outside legal counsel for SWPCA	Legal	Selection Committee chose Halloran & Sage LLP to provide legal services. Draft agreement has been prepared by City legal department.	Execute agreement with Halloran & Sage by May 1 st .