



Stamford Water Pollution Control Authority Board Meeting
Monday, November 10, 2014 – 6:00PM
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 (absent)	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
James Fountain	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Ed Kelly	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
Crystal Blair	Admin Account Clerk, WPCA
Lynda Roca	CompUtil
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 6:07 PM with the pledge of allegiance followed by roll call. A quorum was present (5 Board Members).

Public Participation

No member of the public wished to speak at the meeting.

Minutes Approval

E. Kelly motioned to approve October 27, 2014 full board meeting minutes; seconded by J. Fountain. **Vote 4-0-1**
M. Handler abstained.

Billing, Finance & Collection Update

a. CompUtil Report

L. Roca reported that the October cycle bill went out on the 14th. She reported collection was over \$900,000 on Friday and it's close to \$1 million today. She told the Board reminder bills will go out on December 2nd and that those bills will include interest occurred on the 1st. The Board had no questions of Ms. Roca.

b. Receivables & Arrears

M. Turndahl presented an October 2014 receivables handout which compared the October 2013 receivables. He reported the following:

- This year's receivables are ~\$285,000 higher than the previous year; however, ~\$500,000 more was billed than the previous year.
- \$17,000 in old receivables paid down
- Total YTD sewer usage payment is at 28.61% of budgeted amount and Assessment & Collection payments are at 37.97% of budgeted amount.
- He stated \$20,691 paid out in August 2014.

c. Update: October 2014 Billing Collection to date

The receivable collection rates are going up.

- All collection rates since April 2011 to April 2014 are over 95%
- April cycle collection rate to date: 95.15% and Oct '14 (just billed): 38.87%

d. September Collections

Cash collections broken down between FY '14 and '15

- \$1,134 million collected to date; 17.5% of budgeted revenues and sewer assessments/ connections.

e. A&W Collections Report & Update

T. Banas reported:

- No new accounts taken in October to avoid billing issues; will resume in November; normally work on 10 15 files per month
- Collected over \$71,000 this month to date; per report, \$3.7 million collected ytd
- Foreclosure actions:
 - ❖ 78 Virgil Street—Obtained a judgment for foreclosure; sale conducted on 11/1/14, \$30,000 bid submitted on behalf of SWPCA; highest bid \$465,000. Upon approval of sale, SWPCA will be paid in full for the amount due, probably. The Board will be updated accordingly.
 - ❖ 39 Lillian Street—Bal is now \$53,921.47 Atty Banas recommends commencing with foreclosure action; the Board had no objections.
 - ❖ 73 Kenilworth Drive—owner failed to keep payment agreement; Debt incurred exceeds \$10,000. Bank has recommended foreclosure action and will proceed to judgment on 11/24/14.

Safety Report

M. Sabo presented the safety report. She briefly discussed the following:

- November Site Safety Team Meeting scheduled for November 20th
- FY 14/15 there has been 3 injuries through the end of October vs. 8 injuries for same period FY 13/14
- Safety training on WPCA gas detectors, both portable and fixed, held on for October 30th
- Selection Committee for RFQ soliciting exp professional engineers to develop ARC Flash Safety Program will meet November 12th.

Administrative / Budget Report

R. Bull presented a handout and reported, under SWPCA Staffing, on Vacancies, Employee Issues and other Adm Issues. She reported on the SWPCA budget stating that at 41.7% thru the fiscal year, 10 of the 106 lines items are beyond this percentage mark. She explained the reasons to the Board's satisfaction.

She explained how the outstanding purchase orders are being handled; explained that due to night cleaning being introduced, a new line item for differentials will be required. R. Bull closed reporting that Darien is making monthly payments; shared the amount and mentioned that the annual invoice is in progress.

Sub-Committee Reports

a. Finance Committee

- C. Andreana reported the Committee met prior to this board meeting and they reviewed AP and receivables. She stated all discussion items are later on the agenda and she would hold discussion these items are discussed.
- Reviewed FY13-FY16 Capital Budget and was unable to make recommendations to approve budget until additional calculations and information is given for review

- Discussed Audit and no material audit adjustments are needed at this time
- b. Technical Committee
 - D. Capano reported that the Committee met on November 5th
 - I&I presentation conducted by CDM Smith; their proposal and scope of work for the project was approved; P. Chakravarti mentioned the contract is with the Law Dept
 - Pete Scorziello from Synagro explained the details for the RTO & Dryer repairs; repairs will occur during a period of shutdown and that the
 - Order control: Wright-Pierce on site October 30; did walk thru to address some fugitive odors on Plant—chronic problem at the headworks & septic receiving station. The plan to combat problem is to use Carbon canisters. These canisters will capture odors from the main areas, as well as the sludge and rag & grit trucks. M. Handler questioned the use of canisters for the trailers. D. Capano explained how would work: using tarps with ductwork to draw the odors into the canisters. He concluded the odor discussion thanking the SWPCA staff, saying the staff has worked incredibly hard to arrive at a solution to Plant odors and mention that previously, there were odor complaints all the time but now there's only one here and there. M. Handler inquired about the timeline to which B. Brink responded, within the year.
 - UV Update: Reported issues are still being addressed; mentioned the spikes in flow and that the system is back in manual mode, as the maintenance mode w/two banks of light constantly running is costly.
 - Radio Communication for the remote pump station is on-going. 5 stations are problematic; meeting with SWPCA Electrician Walter M on Wednesday, 11/12 to troubleshoot
 - He reported the 5-year CIP Plan was reviewed, discussed and approved by the committee.

Executive Director's Top Ten

B. Brink briefly reviewed the items in his monthly report ([the report is attached to the end of these minutes](#)). The following discussion is not listed in B. Brink's handout but occurred during this portion of the meeting: M. Handler inquired where we are with Darien's participation in the I&I study. B. Brink replied he spoke to CT DEEP. As Darien does not have a treatment plant, no action would be taken against Darien regarding the study; the SWPCA would be the responsible entity.

Discussion—Capital Improvement Plan, Funding and Projected Debt Service

B. Brink explained this agenda item was discussed in detail at the Finance Committee meeting held prior to the Board meeting; Handouts were issued, discussed and explained. He discussed the Capital Improvement Plan, its funding and explained the impact on the projected debt service. B. Brink discussed the amount needed to cover the cost of the Plan's projects—\$14.5 million. The discussion ended after a lengthy interchange with B. Brink, M. Turndahl and the Finance Committee members to the Board. The conclusion: the CIP can occur without major impact on the sewer usage rate increase and the additional debt would not pose problems with the SWPCA Debt Covenants.

Discussion and Vote: SWPCA Capital Budget for FY 2015-2016

B. Brink explained a few projects and the related costs. A brief discussion occurred where M. Handler voiced his concerns as to if the City has sufficient funds in their Capital Plan to cover their share of sewer projects, i.e. responsibility for stormwater related cost, cost for sidewalks and other road / infrastructure cost unrelated to installing the sewer. P. Chakravarti replied that a meeting is in the works with the Engineering Dept to discuss. M. Handler asks to do the meeting sooner rather than later. The Chairman called for a vote for the total budgeted amount and asked B. Brink to read the proposal. Brink read the proposal but was unsure of the final budget as some of the amounts changed. While he figured the total the Chairman moved to the next agenda item.

Discussion and Vote: Davenport Ridge School – Easement for Connection to Sanitary Sewer

M. Handler stated this a request by private homeowner whose septic has failed and he wishes to tie into the Davenport School's lateral. All work would be done at the homeowner's expense w/the SWPCA supervision; there would be no disruption to the school and; a donation would be made to the City. He stated the City would

use the donation to bring the school up to the required FOG compliance and that the donation would be approx. \$40,000. M. Handler mentioned that P. Chakravarti expressed an initial hesitation. P. Chakravarti stated his initial issue was with the private lateral connecting to another lateral. Since the SWPCA does not get involve with private property sewer issues. He stated that after further review, this property is located in a difficult location and due to this location's differing height elevation, this may be the best possible solution for the homeowner. He stated he was not sure that the Board has to vote on private property issues. M. Handler stated he wanted this issue before the Board so any objections could be raised in this forum. The Board decided no vote was required but had no objections to the lateral being installed.

Executive Session

At 7:03 PM, J. Fountain made a motion to enter into Executive Session to discuss litigation update involving Garufi/Blade Millworks v. SWPCA and legal strategy update on notice of violations issued to Stright Sewage Disposal Company, Inc., seconded by D. Capano. There was a short discussion where C. Andreana expressed concerns about the Board entering into Executive Session to discuss litigation update. M. Handler stated legal strategy will be discussed as well. **Vote 5-0-0.**

At 7:09, the Board exited the Executive Session and reconvened the regular Board meeting. M. Handler stated no action was taken during Executive Session.

The Board took up agenda item 10: **Discussion and Vote: SWPCA Capital Budget for FY 2015-2016.** B. Brink stated the total Capital budget was \$3,370,000. E. Kelly made the motion to approve the FY2014-2015 Capital budget; seconded by C. Andreana. **Vote 5-0-0.**

Old Business

None

New Business

R. Bull briefly reported on MCC, a company for credit card billing. M. Handler offered Bill Napolitano's assistance from the Tax dept.

Adjournment

At 7:12 PM, J. Fountain motioned to adjourn meeting; seconded by M. Handler. Unanimously approved

Stamford WPCA Top Issues (11-10-14)

No.	Issue Schedule	Action Description	Impact	Status	
1	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Implement Infiltration and Inflow (I/I) Study and develop Standard Operating Procedures (SOP) for extreme high flow events	Regulatory and Operations	Selected CDM-Smith to perform I/I Evaluation and negotiated scope of work and fee.	Meeting with CTDEEP on 11/19/14 to review I/I Evaluation scope of work and cost.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	Completed UV system improvements and training of staff by Xylem. Troubleshooting erroneous flow	Waiting for recommendation from Seimens (manufacturer of flow sensor) to address erroneous flow signals causing over dosing of UV.

				readings.	
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers are on line.	Advertise and bid modifications of odor control ductwork modifications inside sludge dewatering building by 12/31/14. Install carbon canisters at raw sewage PS and sludge trailer storage area by 12/31/14.
4	Deteriorated Interceptor in Soundview Avenue	Repair sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Sewer lining approximately 70% complete.	Complete installation of sewer liner by 11/14/14.
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 increase operations and energy efficiency.	Regulatory and Operations	Completed preliminary evaluations and workshops with WPCA staff. WPCA staff toured headworks at Norwalk, Stratford and Mattabasset District to see equipment.	Engineers to present their evaluations and draft recommendations for the upgrade of the raw sewage pump station and flow distribution to the final clarifiers to the Technical Committee on 12/3/14.
6	Capital Improvement Planning and Capital Budget for FY 16	Prepare Capital Improvement Plan (CIP) through FY19 and Budget for Capital Projects in FY16	Operations and Finance	Draft CIP and Proposed Capital Budget presented to Technical Committee on 11/5/14	Draft CIP and Proposed Capital Budget for FY16 to be reviewed by Finance Committee and Board on 11/10/14
7	Connect to Existing Sewer	Enforcement of City ordinance to connect to sanitary sewer within 180 days	Protect public health and expand customer base.	Use City legal department to enforce City ordinance requiring connection.	Send letters advising of ordinance requiring connection by end of November.
8	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Received qualifications to develop Arc Flash compliance program.	Select consultant by 12/1/14
9	Computerized Maintenance Management System (CMMS)	Implement CMMS for SWPCA operations (WPCF, collection sewers and pumping stations).	Operations	Issued PO for procurement of Maintenance-Connect© CMMS software for WPCF.	Continue completing templates for plant equipment. Plan for staff training in January 2015.