



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, October 27, 2014**  
**Stamford Government Center**  
**Operations Conference Room, 10th Floor**  
**888 Washington Blvd, Stamford, CT**  
**Full Meeting Minutes**  
**(The meeting was videotaped.)**

Attendees

Michael Handler (via phone)	Chairman, WPCA Board
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
Gerald Bosak (absent)	WPCA Board Member
Daniel Capano	WPCA Board Member
Ed Kelly	WPCA Board Member
James Fountain (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
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Lynda Roca	Computil
Tom Banas	Ackerly & Ward

**Call to Order, Pledge and Roll Call**

D. Capano called the meeting to order at 6:01PM, with Board Member roll call; there was no pledge of allegiance. A quorum was present (4 Board Members; 1 member via phone).

**Public Participation**

Mike G. Pappa was allowed to speak during Public Participation. He discussed several handout already submitted to the Board for review and expressed his concern regarding using natural resources in order for the Plant to run more efficiently.

**Minutes Approval**

E. Kelly motioned to approve September 15, 2014 full board meeting minutes; seconded by C. Andreana. **Vote 4-0-1**; M. Handler abstained.

Billing Update

**a. Computil Report**

L. Roca reported:

- October cycle billed just went out; has received many calls and a great amount of money has been collected since billing.
- April 2011 collection rate at 98.61%

- April 2014 collection rate is at 94.97% (does not include today's cash)
- phone calls are being made and the staff is following up on outstanding issues
- the staff is confirming closings
- reported collection calls have not been made since preparation for the October billing was being conducted
- reported CompUtil is very happy with the progress being made

**b. Receivables & Arrears**

M. Turndahl reported a comparison analysis from September 2013 vs. September 2014; reported the category balances are lower from last year --\$3.278million vs. 3.389 million last year  
He discussed the accounts receivables aging by year billed

- 49,671 paid out in September 2014 to Ackerly and Ward.
- Reported and reviewed the handout showing 2013 balances are currently lower than the current balances

**c. October 2014 Billing Collection to date**

Turndahl reported that the receivable collection rates have been going up; October billing broke \$10.147 million vs. \$9.322 million for April 14 billing as a result of usage and the recent rate increase

- October cycle collection rate to date: 5.4%

**d. September Collections**

- \$1,920 million collected to date or 9.64% of budgeted revenues; sewer assessments/connections total \$479,567collected which is higher than last year rate. This includes one BLT property and Stamford Housing Authority with \$5,000 currently outstanding. M. Handler reported he spoke to the BOE and they are making arrangements to pay their outstanding balance.

**e. A&W Collections report**

T. Banas reported:

- Year to date the budget is pretty steady
- Collected over \$1.2 million
- This month down \$104,000 due to October billing
- The first foreclosures sale is coming up, the two prior closures scheduled were cancelled due to payment. This property owner has not made contact for payment but spoken to the owner's attorney and the property is valued at a little over \$600,000 and an official bid has been put in for \$30,000. Anticipating the owner or bank will step in and pay otherwise the Judge will deny the bid and another sale will be conducted. Ideally this account will be paid off in a few weeks.
- Additional issues 30 Peak Street agreement would like an additional 6 months before we go to a sale date. They are in the process of closing a short sale and during this time the owner is in agreement to pay \$300 a month and paid just over \$2,000 up front for attorney fees. It's a court order settlement agreement; we will be getting paid over the next six months until the sale of the property.
- 73 Kenilworth Drive has breached all payment plan agreements. They have entered into a new stipulated agreement which requires all fees to be carried over to any future foreclosure actions. Because the bank has their own foreclosure action going to judgment next week he will be pushing for a sale within a month and WPCA will be paid out of the proceeds so this account should be rectified in the next two to three months.

**Safety Report**

M. Sabo briefly reviewed safety report.

- October Site Safety Team Meeting was held on Thursday, October 16th
- FY 14/15 1<sup>st</sup> Quarter Incident Statistics: 3 injuries through end-Sept (Vs. 6 for same period FY13/14)
- Monthly inspections of all WPCA safety equipment has been completed for this month; Pump Stations still in-progress

- Pump Station safety/hazard assessments were conducted at six of the stations on October 9<sup>th</sup>; all locations were in excellent condition and contained appropriate signage and PPE with a few minor exceptions
- Safety training on WPCA gas detectors, both portable and fixed, and calibration procedures will be held on October 30<sup>th</sup>
- Eight responses to the RFQ soliciting experienced professional engineers to develop an Arc Flash Safety Program were received; team being assembled to complete the interview and selection process by December 1

### **Sub-Committee Reports**

#### **a. Finance Committee**

C. Andreana reported the Committee met prior to this board meeting.

- 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 October 8<sup>th</sup>.

- UV Update: Xylem has been in to assess the systems flow monitor problems, no solutions to the problem at this time but have not had any exceedances,
- Order control: One odor complaint last month, chronic problem at the corner of Magee. The Oder Control Expert from Wright Pierce will be in on Thursday to assess the situation
- Radio Communication for the remote pump station
- Knapp Engineering will come in to do a path study to confirm the signals have gotten better
- D. Capano have been working with Arcades for the upgrade of the Scada System
- He reported the committee reviewed and approved the 5-year CIP Plan.

### **Executive Director's Top Ten**

B. Brink briefly reviewed the items in his monthly report.

### **Discussion—SWPCA Capital Improvement Plan**

B. Brink gave a briefly updated the Board on the Capital Improvement Plan since this item was discussed in detail at the Finance Committee meeting held prior to the Board meeting. Handouts were reviewed and an overview of the FY16 total Revenue Bonds required--\$14.5 million and \$14.3 million at the next Bond issuance. A discussion occurred regarding the impact on the debt service. The Board stated they were not able to approve the Plan without knowing if the additional debt would pose problems with the SWPCA Debt Covenants. **Action Item: B. Brink to conduct an impact study on the debt service for the Board's next meeting.**

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

C. Andreana motioned to table the vote on this agenda item until the SWPCA Staff provides an impact study of the additional bond amounts on the debt service; seconded by E. Orgera. **Vote 5-0-0.**

### **Discussion and Vote: Contract with Wright-Pierce for Engineering Services RFQ #619, Task 3: Aeration Blower Replacement and Dissolved Oxygen Control System**

B. Brink provided an explanation and briefly discussed the scope of services which includes conducting an initial planning/kickoff meeting, review of available data relevant to the SWPCA aeration upgrade, conducting site visits with appropriate staff, develop a list of additional influent, secondary effluent, primary effluent and recycle stream samples, conducting analysis of three years of flows and load data along with some other duties. Based upon the knowledge received from data gathering, an analysis of the long-term options to upgrade the system will be conducted and a draft Study Phase Report will be prepared. He reported the Technical Committee has

reviewed the contract as well as the City's Law Dept and Risk Management. The total cost of the contract will amount to \$432,177 to be paid as cost plus fixed fee. E. Orgera made a motion to approve the contract with Wright-Pierce; seconded by E. Kelly. **Vote: 5-0-0**

**Old Business**

None

**New Business**

None

**Adjournment**

E. Orgera motioned to adjourn meeting at 6:52pm; seconded by C. Andreaana. **Vote 5-0-0**

**Stamford WPCA Top Issues (10-27-14)**

No.	Issue	Action Description	Impact	Status	
		<b>Schedule</b>			
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	Selected CDM-Smith to perform I/I Evaluation	Negotiating scope and fee for I/I Evaluation with CDM-Smith to present to CTDEEP on November 19, 2014.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances. Trouble shoot erroneous flow signals that could causing UV over dosing.	Regulatory and Operations	Completed planned UV system improvements and training of staff by Xylem	Schedule site visit by Seimen's technician to trouble shoot Seimen's UV system flow sensors and erroneous flow signals.
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
4	Deteriorated Interceptor in Soundview Avenue	Repair sewer interceptor in Soundview Avenue that is severely deteriorated	Operations	Bypass piping is complete and operational.	Begin installation of sewer liner the week of 10/27.
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 project kick-off meetings for the engineering evaluations and initial workshops.	Complete engineering evaluations for Headworks Upgrade (Task 1) and Flow Distribution (Task 2), including UV system feasibility study, by 12/15/14. Present recommendations to Technical Committee in November and December.
6	Capital Improvement Planning and Capital	Prepare Capital Improvement Plan through FY19 and Budget for Capital	Operations and Finance	Draft CIP presented to Technical	Draft CIP and Proposed Capital Budget for FY16 to be reviewed by

	Budget for FY 16	Projects in FY16		Committee on 10/8	Finance Committee and Board on 10/27
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.	Have begun developing templates for Equipment. Schedule training for the fall 2014.