Stamford Water Pollution Control Authority Board Meeting
Wednesday, September 4, 2013 – 5:30 PM
Stamford Government Center
4th Floor Board of Finance Conference Room
888 Washington Blvd, Stamford, CT
Full Meeting Minutes (REVISED)
(The meeting was videotaped.)

Attendees	
Ernie Orgera	Chairman, WPCA Board
Michael Handler	WPCA Board Member
Tim Abbazia (absent)	WPCA Board Member
Cristina Andreana	WPCA Board Member
Daniel Capano	WPCA Board Member
Donald Huppert	WPCA Board Member
Mitchell Kaufman (absent)	WPCA Board Member
Dan Schwartz	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
William Degnan	Plant Supervisor, WPCA
Marie Sabo	Laboratory Director, WPCA
Daniel McCabe	WPCA Legal Counsel

Call to Order, Pledge and Roll Call
Chairman, E. Orgera, called the meeting to order at 5:37 PM with Roll Call and the Pledge of Allegiance. A quorum was present (5 Board Members).

Public Participation
There were no speakers for Public Participation.

Minutes Approval
D. Huppert made a motion to approve the July 17, 2013 Full Board Meeting Minutes; seconded by D. Capano. There was no discussion. **Vote**: 5-0-0.
D. Capano made a motion to approve the August 5, 2013 Full Board Meeting Minutes; seconded by D. Huppert. There was no discussion. **Vote**: 5-0-0.
D. Capano made a motion to approve the August 21, 2013 Full Special Board Meeting Minutes; seconded by D. Huppert. There was no discussion. **Vote**: 5-0-0.

Safety Update
M. Sabo reported:

- the August Site Safety Team Meeting held August 13
- B. Brink discussed employee responsibility for safety-related communications, such as the use of signs, barricades, work-in-progress status, etc, during the WPCA Staff Meetings held on August 21

- the WPCA is continuing to work on improvements in arc flash safety for Electricians and Mechanics; M. Sabo is working with City Safety Officer M. Stuhlman to develop an arc flash program to comply with NFPA 70E Standards
- New Hire Safety Orientation was conducted on Sept 3rd for Clerk-of-the-Works Felix Lamone
- a new hardhat policy went into effect on Sept 1
- FY13/14 Incident Statistics: 2 incidents for this FY (July/August) vs 2 for previous FY/same period
- Next Site Safety Team Meeting to be held week of September 16th

Sub-Committee Reports

a. Finance Committee
This Committee did not meet during the month.

b. Technical Committee
D. Capano reported that there had been 2 odor complaints and that B. Degnan and T. Buzelle had walked the site perimeter with the Jerome meter and "found nothing". There was discussion about providing an odor complaint form on the WPCA website; M. Handler stated that the City was about to launch a 311 App to report issues around the City and that he would see if odor complaints could be included. D. Capano talked about T. Buzelle doing weekly odor surveys at the scrubbers; B. Brink explained that the Jerome meter measures H_2S only and would not be effective for assessing other odors such as low tide. D. Capano reported that John Braccio of Wright-Pierce gave a status of their assessment finding unbalanced internal air draws in the sludge building and filtrate wells and their plans to get an air balancing contractor, to possibly make duct changes, and to investigate the addition of carbon canisters for the filtrate wells.
B. Brink reported that the scrubber at the raw sewage pump station (RSPS) is operable but that it is short one chemical feed pump. D. Capano added that odors have not been an issue in that area but once the scrubber is on, it will make a difference. He said that incredible improvements have been made over the past year, that the Staff has done a tremendous job and that morale has improved. B. Degnan added that the sodium permanganate addition was implemented that week in sludge processing.
D. Capano related additional items from their meeting:
    - SCADA, that he has taken on himself, explaining that there are 5 pump stations not communicating effectively; he visited them with WPCA electrician, W. Michalsky, to take compass readings and found various issues with the antennae directions to the Plant; he recommended realigning the antennae and possibly installing a repeater at Sterling Farms
    - Vac Truck, would will be discussed later

FY 2013-2014 WPCA User Charge & Vote

a. Update of August User Charge Presentation
B. Brink provided an update by reviewing the Rate Setting handout from the prior month.

b. Vote to Adjourn for the 6:00 PM Public Hearings
At 6:03 PM, the Chairman called for a motion to adjourn the meeting for the Public Hearing. D. Capano made the motion; seconded by D. Huppert. There was no discussion. **Vote**: 5-0-0.
NOTE: C. Andreana arrived to the meeting at 6:07 PM

c. Vote to Reconvene after Public Hearing
There were no attendees at the Public Hearing. At 6:10 PM, D. Huppert made a motion to reconvene the regular meeting; seconded by M. Handler. In discussion, C. Andreana asked if the Public Hearing had to be for a set amount of time. R. Bull replied that the notice in the Advocate stated the meeting was scheduled to begin at 6:00 PM; no ending time was noticed. C. Andreana stated that the meeting should be re-opened if someone showed up; the Board agreed. **Vote**: 6-0-0.

d. Approval of FY 2013-2014 User Charge Rate
M. Handler suggested holding this agenda item until 6:30 PM in case someone showed up late and wanted to speak and move the meeting on to item #7. He made a motion to take the agenda out of order; seconded by C. Andreana. There was no discussion. **Vote**: 6-0-0.

Billing Update

a. Receivables & Arrears
M. Turndahl discussed the accounts receivable status report which included the sewer use fee accounts receivable balance as of 8/31/13, the principle only balance, balance over 120 days past due and balance by fiscal yearend.

b. August 2013 Cycle Billing Collection To Date
M. Turndahl reported on the collection to date-$1,041,072, as well as on the collection rates beginning with the April 2011 billing thru current; reported the April 2013 collection is at 93.17%.

c. Preliminary June/July Financials
M. Turndahl discussed the account analysis report thru June 30, 2013 as well as the monthly sewer use fee and assessment and connection collection thru June 30, 2013. He reported that the on-going issues regarding getting a better handle on the assessments was and continues to be discussed at the Finance Committee meetings.

d. FY 20313 Audit Update
M. Turndahl stated that the auditors were at the Plant starting on July 22nd for a few days and then again on August 26th for 4 days; he has a list of items they have requested and there are no issues thus far. C. Andreana added that she has also been in touch with Bruce Blasnik and has not heard of any issues.

After agenda item #7d, M. Handler suggested they move to Item #8 and made a motion to go out of order; seconded by C. Andreana. There was no discussion. **Vote**: 6-0-0.

Discussion: RFP No. 620 – Professional Auditing Services for the SWPCA
M. Handler provided background on this item stating that there was a push from the BOR to the BOF to complete the audit and that the Audit Committee, T. Abbazia and K. Murphy, developed a broad scope for the RFP. He reported that the RFP crafted went out to bid but there were no credible bidders; that a new RFP, No. 620, highlighting the wording "for" the WPCA, went out recently and the SWPCA will try to accommodate the auditors if/when necessary. He mentioned that in his opinion, there will be no pot of gold at the end of the rainbow and that there is no recourse now to recoup for something Ms. Brown did 12 years ago; that money that may have been lost is in the past and that we [Board] should not have to pay for this audit. D. Capano stated that he agreed and posed the question of whether the Board should have a resolution on this. D. Huppert agreed. D. Capano made a proposal to make it known that the SWPCA will not pay for an audit generated by the BOF for the BOR. B. Brink mentioned that this type audit would be time-consuming for the staff and added that the Plant upgrade documents fill about 4 filing cabinets. M. Handler stated that as public servants, Staff would have to cooperate and fit the audit into their day as best as possible. D. Huppert stated that he honestly felt that the Board should have a resolution for the next Board and to cover their backsides, to make it known that they disagree with the WPCA paying for this audit. After some additional discussion on possible wording, C. Andreana questioned whether this had to be concluded at the time and M. Handler suggested that the Finance Committee work on wording along with the assistance of D. McCabe.

Cont'd : Approval of FY 2013-2014 User Charge Rate
At 6:37, C. Andreana made a motion to approve the FY2013-2014 User Charge rate of $**4.40**; seconded by D. Huppert. There was no discussion. **Vote**: 6-0-0.

Cont'd : Billing Update

e. A&W Update
T. Banas reported that activities of the past month were quite successful, adding that CompUtil had ~100 accounts to refer to Ackerly & Ward, 50 of them by the next week. He said that there are 12 overdue accounts >$7500 and 9 that are >$7000.

f. Reduction of Foreclosure Rate to $7,500 or $7,000.
Handler made a motion to reduce the foreclosure threshold from $8,500 to $7,000; seconded by D. Capano. There was no discussion. **Vote**: 6-0-0.

Executive Director's Top Issues Report
B. Brink presented a handout of the top issues discussed each briefly. The report is attached as part of these minutes.

Discussion: Nanos & Safavieh Legal Issues and Darien Agreement Update
D. Huppert stated that these topics have not been discussed recently and that he wanted to know the status. D. McCabe replied that both should be topics for the next monthly Board Meeting to be covered in Executive Session.

Discussion: Stamford Housing Authority Request Regarding Connection Fee Adjustment
D. McCabe stated that he would be meeting with the Housing Authority soon and requested that additional discussion on this item be moved to next month when more information would be available.

Update and Discussion: Capital Projects

a. Dyke Lane
P. Chakravarti provided information from the Stantec Engineering report regarding the pump station stating that because of the report findings, pumps have to be disassembled and inspected, and a number of worn parts need to be replaced. He presented a Bid Waiver before the Board for a pump manufacturer that is a sole source provider. There was some discussion regarding whether or not a waiver of this amount should go before the BOR and/or the BOF—R. Bull will research and report findings to the Board. D. Capano made a motion to approve the Bid Waiver to Sulzer Pumps pending any issues to the contrary in the amount of $160,095.00; seconded by D. Huppert. Discussion: C. Andreana asked if the reason for the Bid Waiver is because of sole source provider, to which P. Chakravarti replied it was. **Vote**: 6-0-0. R. Bull asked E. Orgera and M. Handler to speak with HR about the Clerk of the Works contract; M. Handler stated that the hang-up is with the Boards, not HR.

b. Sewer Projects: Carriage Drive, Perna Lane, Wedgemere, Sewer Evaluation Program
P. Chakravarti reported that Carriage Drive construction work started July 27, that they would be off of Westhill Road in the next couple of weeks before end of Sept, and that most of the work would be completed before winter. E. Orgera requested that he provide a map for the next meeting.
P. Chakravarti presented information in the form of a letter from Mrs. Lee of 478 Westhill Road in which the she claimed financial hardship with hooking-up because they have already had to pay for storm drain flooding of their property. After a brief discussion, M. Handler mentioned the possibility of making a note in the land records in the Tax Department. D. Huppert expressed concern that the City had told her they had no money to fix the storm damage to her property and that that repair had caused the hardship. B. Brink to respond to the resident.
P. Chakravarti stated that Perna Lane and Wedgemere projects were in planning phases.
With regards to the Sewer Evaluation Project, he stated that Wright-Pierce has done the preliminary evaluation of the trunk lines coming into the Plant and found them to be in good shape, likely for the next 10-15 years.

At 7:24 PM, D. Capano made a motion to enter into Executive Session to discuss negotiation and legal strategy for BLT appeals; seconded by C. Andreana. There was no discussion. **Vote**: 6-0-0.

At 7:30 PM, M. Handler made a motion to exit out of Executive Session, seconded by D. Huppert. **Vote**: 6-0-0. No action taken in Executive Session, other than to note in the minutes to have the same agenda item in Executive Session at the next Board meeting.

New Business

D. Capano explained that he was going to recuse himself from the selection of wastewater engineering firms under the current RFQ since he has had a long standing relationship with some of the firms that have expressed an interest in responding to the RFQ. He wants to avoid a conflict of interest, or even an appearance of a conflict, and he noted the firms want to avoid a conflict of interest as well. One firm advised him that he was not being considered for an assignment with the firm because they wanted to avoid the potential for a conflict of interest. This a problem for him as he could work for a number of engineering firms who could also do work for the WPCA. D. Capano advised that if he takes an assignment with a firm and they end up doing work for the WPCA, he will recuse himself from any discussion or vote on a matter brought before the Board that directly involves the firm. But he also was deferring to the Board, and looked to their direction on how best to handle this, including whether he should resign from the Board.

M. Handler stated that D. Capano's experience in wastewater has been very valuable to the Board, and resigning from the Board sends the wrong message to those who have experience or expertise in a particular field, that it could make them shy away from serving on a City Board where that experience and expertise would also be valuable. D. Huppert noted that members of other Boards face similar situations. They recuse themselves when appropriate, but they continue to serve. D. McCabe advised that there was no conflict if D. Capano recuses himself as described. D. Capano said if it becomes an issue he will bring it before the Board, and resign if necessary for the good of the WPCA.

Adjournment

At 7:40 PM, D. Huppert motioned to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote**: 6-0-0.

Stamford WPCA Top Issues (9-4-13)

No.	Issue	Action Description	Schedule	Impact	Status
1	Odor Control	Place odor control scrubbers on line. Retain odor control consultant to evaluate odor control and provide guidance in optimizing operation of odor control scrubbers.	Minimize odors	Chemical odor control scrubbers for dryer building., dewatering building and primary clarifiers and thickeners on line and working. Carbon scrubber for dryer RTO bypass on line with temporary piping.	Piping for odor control scrubber for raw sewage pump building has been repaired, but need a chemical feed pump (1 out for repair, 2 on order). Will perform air balance in Sludge Processing Building to optimize building ventilation and identify odor control for sludge blend tank and filtrate wet well.
2	Sludge Drying and disposal	New service contract for Sludge Dryer Operation and Beneficial Use of Dried Sludge	Operations	Finalizing 6 month contract extension to allow for negotiation of new 5 year contract with selected vendor (Synagro).	Meeting with Synagro on 9/5 to begin negotiation of new contract.
3	Internal Controls Over Financial	Address Auditor's comments on internal	Financial	Ongoing. Established	Filled 1 Administrative Account Clerk position

	Reporting	control deficiencies.		procedures and schedule for financial reporting by M. Turndahl and internal controls at WPCA.	(provisionally) to assist M. Turndahl in journal entries and financial reporting. Reviewing collection procedures for delinquent Sewer Assessment and Connection Charges.
4	SWPCA User Charge	Review user charge	Financial	User rate adjustment for October billing cycle recommended for public hearing	Public hearing on rate adjustment on 9/4
5	Darien Agreement	Agreement expired 11/30/10. Execute new agreement	Financial	Presented revised draft agreement to Darien per Board's comments at its 7/17 meeting	Meeting with Darien on 9/6.
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	RFQ for Wastewater Engineering Services advertised on 8/27.	Qualifications for Wastewater Engineering Services due 9/26.
7	Separate storm water and flood protection from SWPCA budget	Charge city for SWPCA costs related to Stormwater Pump Stations and Hurricane Barrier	Financial and Regulatory	Will track road and storm sewer related costs in Carriage Drive for reimbursement by City. Tracking labor costs for storm water pumping stations and hurricane barrier.	Implementing CMMS to track labor costs for maintaining storm water pumping stations and hurricane barrier.
8	Personnel Safety	Implemented new hard hat policy. Wearing of hard hats required at all times except when in office areas, control rooms, plant laboratory, arriving and leaving plant site.	Operations	New policy effective 9/1.	
9					
10					