



**Stamford Water Pollution Control Authority Board Meeting**

**Monday, August 15, 2016**

**Stamford Government Center**

**5<sup>th</sup> Floor Board of Education Conference 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	WPCA Board Member
Shelly Michelson	WPCA Board Member/Board of Finance
Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
Monica DiCostanzo (absent)	WPCA Board Member/Board of Reps
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Bill Degnan	Plant Supervisor, WPCA
Marie Sabo	Laboratory Director, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller

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

M. Handler called the meeting to order at 6:01 pm with roll call and pledge of allegiance. A quorum was present (7 Board Members).

**Public Participation**

No public participation.

**Minutes Approval**

E. Orgera motioned to approve the July 18, 2016 full Board Meeting minutes; seconded by E. Kelly. There was no discussion. **Vote 7-0-0.**

**Safety Report**

M. Sabo presented the August Safety report stating the following:

- FY16/17 injury at 3 vs 4 for FY15/16
- Monthly inspections of all WPCA on-site fire extinguishers, safety shower and eyewashes, hearing protection, first aid kits, AED, sprinkler heads (unobstructed) and other safety items are in progress for this month
- Monthly Site Safety Team meeting was held July 26
- Confined Space Training makeup training held in July and additional harnesses and other equipment added to the program, along with improvements to the equipment, inspection and storage procedures
- Training for Back & Lifting Safety scheduled for all employees for later in the month

## **Administrative / Budget Report**

R. Bull reported on the following:

- Assistant Plant Supervisor position
- Status of job description to replace Seasonal position
- Meeting with Local 30 Rep & Shop Steward
- WPCA individual employees meetings, addition to Admin Staff schedule and Worker's Comp injuries
- Quarterly staff meeting scheduled August 25<sup>th</sup>
- The budget breakdown. She stated transfers for salary accounts deficits are completed
- Updated Board on Operating accounts deficits, FY16 POs closure (surpassed percentage goal to close out FY16 outstanding PO) and Darien's invoice payment to date

## **Sub-Committee Reports**

### **a. Finance Committee**

C. Andreana reported the Committee met just before this meeting at 5:15pm and stated the committed discussed agenda item #12; more detail to be provided later during the meeting

### **b. Technical Committee**

D. Capano reported the Technical Committee met before the Finance Committee and discussed the following:

- Agenda items #s 9, 10 and 11; B. Brink will discuss agenda item #9; #s 10 & 11 are amendments that were discussed and will be recommended for Board approval

### **c. Operational Policy and Procedure Committee**

D. Capano stated the committee met informally last Tuesday

- Reported the Staff is working to consolidate its current Policy Book into a more organized outline for the Committee's review
- Discussions were held regarding creating an IT Policy

## **Financial Update**

### **a. Computil Report**

- Computil not present

### **b. Receivables & Arrears**

- M. Turndahl reported the sewer use fees receivable balance as of July 31<sup>st</sup> is \$3.147million compared to \$3.311 million in 2016
- Collection rate: April 2011 is at 99.55%, April 2015 is at 97.74%; April 2016 is at 94.18%
- Cash collected in July is \$555,440

### **c. April Financial Update**

- Updated the Board on the following: Revenues, Expenses (operating and non-operating), Cash-on-hand (including Reserve Fund), current and non-current accounts receivable, the amount due from the City and Bond proceeds available for Capital Projects

### **d. A&W Collections Report & Update**

William (Bill) Ward from Ackerly & Ward was not present. His monthly report was handed out for review; he requested questions be sent to him via e-mail for reply.

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

B. Brink's report is attached and made a part of these minutes.

## **Discussion: Proposed contract amendment and cost by Synagro for Operating the Sludge Dryer 24 hours per day, 5 day a week**

B. Brink explained the proposed Synagro contract modification, including detailed information regarding current costs for running a third shift. He reported on the improved production by Synagro and stated the base cost for the modification would increase by an additional \$247,000. E. Orgera inquired about the current budgeted amount; B. Brink replied and stated some of the cost would be offset by the

\$1,000 monthly payment to rent the old telehandler. He stated he will present to the Technical Committee at the next meeting and present the contract amendment at the September meeting for approval.

**Discussion and Vote: First amendment to the contract with Stantec for additional Engineering Design Services for Dyke Lane Pump Station Improvements**

P. Chakravarti explained the amendment is for design services for access to the Dyke Lane pump station wet well and to keep the area dryer. Also, the front entrance requires an increase in ramp width for easier accessibility. The cost for the design services is \$11,822; D. Capano stated the Technical Committee has reviewed and is recommending for approval. E. Orgera made the motion to approve the amendment for design services with Stantec in the amount of \$11,822; seconded by D. Capano. There was no discussion. **Vote 7-0-0.**

**Discussion and Vote: The third amendment to the contract with ARCADIS Inc., for upgrading the SCADA system for six (6) pumping stations**

B. Brink explained the amendment to the contract. The upgrade to the electrical panel and controls at the six (6) remote pump stations will be incorporated into SCADA and as a part of the arc-flash hazard mitigation, will be safer. After a brief discussion, D. Capano stated the amendment was reviewed by the committee and is being recommended for Board approval. E. Orgera made the motion to approve the third amendment to the ARCADIS, Inc contract; seconded by D. Capano. There was no discussion. **Vote 7-0-0.**

**Discussion & Vote on Preliminary Charges for Publication FY16/17 Proposed User Charge Rate**

B. Brink explained that the same model used for the last three years was used in calculating the FY 2016-2017 proposed user rate. C. Andreana stated the Finance Committee discussed this topic at length, looked at the 2017 budget and discussed potentially changing the unbudgeted increase to cash flow reserves amount.

M. Handler explained the history of the WPCA Rate Model, discussed gains and losses to the Capital Reserves and concluded by saying he feels comfortable with the model but questions and/or have concerns about the collection rate. He states this area needs to be examined more closely. The Board concurred.

After a lengthy discussion, C. Andreana motion to set a proposed user rate in the amount of \$4.72, a 1.73% percent increase from prior fiscal year; \$8.16 annual increase; seconded by E. Orgera. There was no further discussion. **Vote 7-0-0.**

**FY16 Proposed Connection Charge Program**

C. Andreana stated the Finance Committee reviewed the list for the 2016 Connection Charge Program for COs before March 1, 2016.

P. Chakravarti mentioned the largest charge is to 66 Summer Street and Harbor Point S-3 and the total program charges amount to \$2,139,448.

After a brief discussion, C. Andreana motioned to accept the FY16 proposed Connection Program charges; seconded by E. Orgera. There was no further discussion. **Vote 7-0-0.**

**Old Business**

No old business to discuss.

**New Business**

No new business to discuss.

At 6:51 pm, E. Orgera made a motion to adjourn the meeting; seconded by D. Capano. There was no discussion. **Vote: 7-0-0.**

**Stamford WPCA Top Issues (8-15-16)**

<b>No.</b>	<b>Issue</b>	<b>Action Description</b>	<b>Impact</b>	<b>Status</b>	<b>Schedule</b>
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	Pilot study area having high I/I has been evaluated using CCTV and smoke testing. Very intense rainstorm on May 30, 2016 has provided very good flow data to identify sub areas with high I/I	Rental period for flow meters has ended and they will be removed.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations		Will issue a RFQ in August for consulting engineers to design a UV system upgrade with design to be completed in FY 17 and construction in FY 18 in accordance with 5 year CIP.
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canisters are on line. Adding sodium hydroxide for pH control to primary clarifiers scrubber. Will be adding sodium hydroxide to solids processing building and raw sewage pumping building scrubbers as well	Tech Committee has approved conceptual design of a storage building to house the sludge and screenings and grit trailers. Issue a RFP in September to design/build the storage building.
4	Only one Class 4 Operator for the treatment plant on staff.	Have two Class 4 Operators on staff	Operations	New Assistant Plant Supervisor (Class 4) position has been advertised in trade publications and newspapers and mailed to Class 4 operators throughout the state.	Five (5) applications have been received. Interview qualified candidates in September.
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	CTDEEP has approved the design of flow distribution improvements to secondary clarifiers, and the project is out to	Installation of new SCADA system to be completed by early 2017. Bids for construction of flow distribution improvements to be advertised for bids on August

				bid.	29 <sup>th</sup> .
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Technical specifications for electrical system preventive maintenance for WPCF and PS to be completed this summer.	Bid opening for electrical upgrade for Dyke Lane PS on August 23 <sup>rd</sup> .
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.	Ken Slater of Halloran & Sage presented legal opinion to Board at its February meeting on options to enforce City ordinance to get properties to connect	
8	Update and revise SWPCA's written policies and procedures	Update SWPCA policies and procedures to describe current practices and provide guidance to SWPCA Board, staff and customers.	Operations and Financial	Proposed City ordinance describing responsibility for sewer lateral maintenance and repair referred to City legal department and BOR.	Operational Policies Committee currently reviewing SWPCA personnel policies.
9	Wedgemere Road Sewer Project	Need to acquire necessary easements for construction	Operations	Have identified alternate sewer route to serve Emerald and White Oak Lanes.	Will survey residents on Wedgemere and Eden Roads to gauge their support for new sewers