



Stamford Water Pollution Control Authority Board Meeting
Tuesday, January, 19, 2016
Stamford Government Center
10th Floor Operations 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
Gerald Bosak (absent)	WPCA Board Member
Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
Monica DiCostanzo	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
Marie Sabo	Laboratory Director, WPCA
David Yanik	City Controller
Jay Fountain	OPM Director
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:30 pm with roll call and no pledge of allegiance; a flag was not available. A quorum was present (7 Board Members).

M. Handler introduced Monica DiCostanzo, a new member of the WPCA Board who sits on the Board of Representative. The Board of Finance has not yet appointed a new member to the Board.

Public Participation

No public participation.

Minutes Approval

C. Andreana motioned to approve the December 14, 2015 full Board Meeting minutes; seconded by D. Capano. There was no discussion. **Vote 6-0-1**. M. DiCostanzo abstained.

Safety Report

M. Sabo briefly reported:

- FY15/16 Injury Stats: 9injuries vs 5 at this time FY14/15
- Site Safety Team meeting will be held Wednesday, January 20th

- Monthly inspections of all WPCA on-site fire extinguishers, safety shower and eyewashes, hearing protection, first aid kits, AED, sprinkler heads and other safety items are in progress for this month
- Education /reminder materials concerning Cold Stress and working in winter chill weather have been supplied and made available to employees
- Kick-off meeting for the Arc Flash Project will be held January 21st
- A report with recommended improvements to the on-site fixed ladders has been received from Wright-Pierce and awaits formal review and discussion

Administrative / Budget Report

R. Bull introduced herself to the newest Board member and stated that as the Administration Manager, she is responsible for reporting staffing issues and budget to the Board.

- She reported on vacancies and the expectations of the Operator-In-Training Eligibility List.
- She reported where these vacancies were posted, including periodicals and WWTFs; she also stated that due to attrition concerns, the Shift Foreman position will continue to be posted.
- She discussed Senior Shift Foreman position and mentioned that next month the Administration plans to change the seasonal position to one of full time. She stated the head count will not change, as the plan is to reclassify one of the open operator-in-training vacancies to that of Plant Maintenance Worker of some other title that best fits the position; she gave the total full-time and perm part-time personnel head count.
- She reported the next quarterly staff meeting is planned for February with topics to be determined.
- R. Bull reported the budget breakdown with 58.3% of the year gone by stating that seven of the one hundred and ten line items are over budget with the Process Control line item being the most deficient and problematic. She explained that with the newly signed IUOE Agreement the contractual vacation days limit was reduced from 60 to 45. This leaves several employees with days to use or lose. The total amount of days that will need to be used for the Operations staff is 77.84; including the Mechanics staff, the total days is 123.16 as of today. M. Handler asked what the dollar amount equated to; R. Bull responded that she would provide that information.

Sub-Committee Reports

a. Finance Committee

C. Andreana reported the Committee met on January 12, 2016 and discussed the following:

- Reviewed presentation from auditors, they provided a draft of the audited financial statement
- Auditors stated that the audit went well
- Discussed two items:
 - Charter Oak Communities request for exemption from sewer connection charges for certain developments that were replacing formally enrolled state pilot programs properties. After much discussion the Finance committee suggests seeking legal counsel for some additional points before they brought the request to the Board for discussion and possible approval.
 - She explained that Metro Green III has a proposal to pay a discounted upfront payment on its entire connection fee. The Committee is seeking legal counsel for this item as well. When they hear back they will bring that information forward and will request both groups bring a representative to discuss their reasoning for their request. These issues will be placed on the agenda for full Board vote.
- Reviewed December financial
- Reviewed accounts receivables
- Reviewed the upcoming year operating budget; there is a rough draft in progress

b. Technical Committee

D. Capano reported that the Technical met on January 13, 2016 and discussed the following:

- Reviewed the presentation on the I/I study and the scope of work for additional flow metering
- Discussed update on sludge drying system
- Discussed update on engineering studies and designs

He stated all projects are going well, the brick wall is now being installed and HVAC system for the new SCADA server room has been completed and the electrical work is in progress

- There was a brief discussion regarding the shed project to hold the sludge trailer that P. Chakravarti is supervising. E. Orgera mentioned another City Dept is working with a company to provide a shed for the Dog Pound if they are moved to another location. However, the shed has an 80 by 100 footprint which could be changed but, is too big for what the SWPCA needs.

Financial Update

a. Computil Report

Written report placed in packets for review

b. Receivables & Arrears

- M. Turndahl reported the receivable through December is \$3.904 million compared to \$4.488 million in 2014
- October 2015 billing collection rate is almost 90%--89.97%; April 2015 is at 96.45% and April 2011 collection rate is at 99.28%
- Cash collections for October is \$10.300 million through December; Connection and Assessment collection is \$1.013 million

c. December Financial Update

- M. Turndahl reported the year to date actual is \$1.974 million; he restated the reports to reflect the current GASB Statement 68 display for which we had to adjust the financials
- \$1.721 million over budget due to salaries and benefits not being charged yet; when charges occur we will be on budget
- He reported Collection and Assessment are up 69% and that 50% of the budgeted Sewer Use has been collected
- SWPCA owe the City \$166,000 through December due to capital projects. He stated he has \$440,000 of capital he has to draw down from, October through December, and will be reflected in the January financials

i. Discussion and Vote: Mark Turndahl to serve on the Investment Advisory Committee representing the SWPCA

After discussing the A&W report, E. Kelly mentioned that this agenda item had been missed. M. Handler stated that this agenda item is placed on Hold

d. A&W Collections Report & Update

T. Banas gave a brief report and stated the following:

- This month was very successful, \$1.6 million collected for 2015; \$39,000 collected for the month of December
- From last report closed 38 more accounts in December
- He stated he is seeing a significant increase in payments, people are being more proactive due to the work of the Board and consistent collections action; the accounts are dwindling with more payoffs coming
- Reported extensive follow-up will occur with the payment plan program to ensure the October bill has been paid and the plans are being followed accordingly
- A&W's report for 2015 and January 2016 is in the packet for review

Executive Director's Top Ten

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

Transfer \$140,000 from Contingency to Legal Expense

M. Handler stated this item has been taken off agenda

Discussion & Vote: Using the Capital Reserve Account to Fund old Unfunded Capital Expenditures amounting to less than \$100,000

M. Handler stated this agenda item is on Hold

Discussion & Vote: Amendment of Agreement with CDM-Smith for Additional Flow Metering for Infiltration and Inflow Study

B. Brink explained that this amendment is for an extension of the I&I Study flow metering for five months; M. Handler mentioned that the cost is an initial \$145,000 and B. Brink concurred. He stated a breakdown of the cost is listed in the packet and that most of the cost is for their sub consultants to do the work: \$93,600 goes to the provider of the Flow Meters for the additional rental and service as needed, and then there is the engineering cost to do the analysis. He stated this has been reviewed by DEEP and they have signed off on it. He mentioned the amendment to the agreement was prepared by Ken Slater. After M. Handler confirmed the amendment was approved by DEEP, he asked for a motion. E. Kelly made the motion to approve the amendment in the amount of \$145,000; seconded by E. Orgera. **Discussion:** New member M. DiCostanzo questioned how is the collected data going towards improvements. B. Brink explained. **Vote: 7-0-0.**

Recognition of Mary Lee Santoro – Recipient of New England Water Environment Association’s (NEWEA) Year 2015 Public Educator Award at NEWEA’s Annual Meeting on January 27, 2016

B. Brink reported that Mary Lee have been selected as the recipient of the 2015 NEWEA Public Educator Award; he explained that NEWEA is the regional branch of WEF, the leading trade organization of wastewater. He mentioned WEF is a global organization and when annual conferences are held, 20 plus thousand attends. He reported Mary Lee will be Council Director of Treatment, System Operations and Management Council. It was noted that it take lots of time and effort to serve on these organizations and the SWPCA supports these efforts. Also, he reported we had 1,254 people come to the plant, mostly students. Visiting the Plant is part of the Town of Darien’s 7th grade’s curriculum, Columbia Environmental Law students attend and that Mary Lee is receiving this award as a Public Educator. He reported the award will be presented at the conference; D. Capano will be attending as well as himself and that D. Capano will be presenting two papers. The Board thanked Mary Lee for her efforts and congratulated her on winning the award.

Old Business

M. Nesin stated he did know where his request falls—under Old or New Business but that he would like a yearly report of where the money is coming in from and where the money is going out. He stated the financial sheet presented a list of eleven consultants employed by the SWPCA; that we are getting Bond issues, and asked that there be a simple report because he can’t understand all the lines of the presented report. M. Handler asked if he wanted to work with the Accountant to come up with a format that easily understandable. B. Brink mentioned that most of the consultants are working on Capital projects and asked if he want a breakdown of how the funds are being expended. He stated it should be a simple yearly report that tells what’s happening with this Board. M. Handler stated that he would be provided a copy of the annual report to see if that helps and if not we will supplement it with additional information. M. Nesin agreed.

New Business

There was no new business to discuss.

At 6:11 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 (1-19-16)

No.	Issue	Action Description	Impact	Status	Schedule
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	65 flow meters have been installed in collection system manholes to collect flow data for one year. Areas having high I/I have been smoke tested.	CDMSmith has submitted its initial I/I Study Report. SWPCA Board to consider amending the agreement with CDMSmith to extend the rental of the flow meters through July 15, 2016 to capture major storm/high flow events in the spring.
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.	
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canisters are on line. Have installed pH and ORP probe connections to odor control scrubbers' sump for better pH and ORP measurement.	Tech Committee has approved conceptual design of a storage building to house the sludge and screenings and grit trailers. Issue a RFP by May 1, 2016 to design/build the storage building
4	Fill open positions	Fill Regulatory Compliance Inspector position (for FOG inspections) and Shift Foreman position that are open.	Operations	Edward Abel will start as Shift Foreman on January 25, 2016.	Having discussions with union on position description for new Senior Shift Foremen (Grade 4) position.
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	Design of flow distribution improvements to secondary clarifiers is 50% complete with plan to start construction in summer 2016.	Received qualifications from system integrators for installing the SCADA system upgrade; will receive price proposals on 1/28/16. Start SCADA implementation in Spring 2016. Start design of RSPS and Blower Upgrade in Spring 2016 pending CTDEEP approval of design contract.

6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Have selected electrical equipment for arc flash analyses and electrical preventive maintenance (EPM).	Kick-off meeting to occur on 1/20/16 to begin the arc flash analyses.
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.	Issue has been referred to Halloran & Sage for legal opinion on options to enforce City ordinance to get properties to connect.	Ken Slater of Halloran & Sage to present options to Board at the February meeting
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	Subcommittees on Financial Policies met on 10/27; M Handler, J Fountain and D Yanik provided review comments on 1/6/16; Operational Policies met on 12/16.	Subcommittees to meet monthly.
9	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	M. Handler reports City will fund its share (\$1,069,000) of project costs.	Date SWPCA will receive reimbursement from City is uncertain.
10	Wedgemere Road Sewer Project	Need to acquire necessary easements for construction	Operations	Looking at alternate sewer route to minimize impact on private properties. Looking at cost to add water line to Project.	Will have public Informational session in mid-February.