



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, July 18, 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
Jay Fountain	OPM Director
William Ward	Ackerly & Ward Law Firm
Lynda Roca	CompUtil

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

M. Handler called the meeting to order at 5:30 pm with roll call and pledge of allegiance. A quorum was present (7 Board Members).

**Public Participation**

No public participation.

**Minutes Approval**

E. Kelly motioned to approve the June 28, 2016 revised full Board Meeting minutes; seconded by C. Andreana. There was no discussion. **Vote 5-0-2.** E. Orgera and S. Michelson abstained.

**Safety Report**

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

- FY15/16 final injury at 17 vs 13 for FY14/15

- 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 scheduled for Tuesday, July 26
- Confined Space makeup training scheduled for Wednesday, July 20
- New/Replacement UV basin overhead crane installation complete
- A flat bottom boat purchased for the WPCA “working around water” employee safety resources

### **Administrative / Budget Report**

R. Bull reported on the following:

- Update on Assistant Plant Supervisor position
- Job description for Board approval to replace the Seasonal position
- WPCA employees discipline issues and Worker’s Comp injuries
- August quarterly staff meeting discussion topic yet to be determined
- The budget breakdown. She stated awaiting City to post to all WPCA salary accounts to complete transfers for salary accounts deficits; noted that Board approval has been given to make transfers to and from Salary accounts and WPCA Contingency account for deficits; process to be completed by next meeting
- Updated Board on Operating accounts deficits, FY16 POs closure (40 to 50 percent to be closed by next Board meeting) and Darien’s invoice payment to date

### **Sub-Committee Reports**

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

C. Andreana reported the Committee met just before this meeting at 5:00 pm and discussed the following:

- Accounts receivables; preliminary June financials; use of cash reserves; WPCA Accountant further reviewing debt reserves for any necessary adjustments; the use of the \$4.5 million cash reserve to fund operating expenses and the liquidation of investments held at Morgan Stanley
- Audit update

#### **b. Technical Committee**

D. Capano reported the Technical Committee met on July 13, 2016 and discussed the following:

- Maintenance reserve for capital improvements of the Sludge Dryer with Pete Scorziello from Synagro Inc.
- Granting a sewer easement at 223 Eden Road for the Wedgemere Road area sewer project
- Replacement of submersible pumps in the pumping stations
- Construction costs for the Flow Distribution project

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

- D. Capano stated the committee is working on SWPCA operational policies and procedures that will be presented to the Board for approval
- There was a brief discussion regarding the status of private lateral repairs

### **Financial Update**

#### **a. Computil Report**

- L. Roca reported 91% of the April billing is collected
- Intent to Lien notices sent out on July 17
- CompUtil continues to scrub raw data for WPCA to use in its rate setting
- Staff is working on a no consumption report to see why previous accounts now have zero consumption

- Reported there are 749 active liens and 4,860 open liens

**b. Receivables & Arrears**

- M. Turndahl reported the sewer use fees receivable balance as of June 30<sup>th</sup> is \$3.644 million compared to \$3.704 million in 2015
- 100.31% of sewer use payments collected which equates to \$20.235 million; 122% of sewer assessments / connections payments collected which equates to 1.477 million
- April 2011 collection rate is at 99.51%, April 2015 collection rate is at 97.58%
- Cash collected in June is \$3.64 million

**c. April Financial Update**

- Currently ahead of budget
- Updated the Board on the following: 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 updated the Board on the following:

- 22 new files received in July from CompUtil; initial demand letters sent July 13<sup>th</sup> with the payment deadline scheduled for August 15<sup>th</sup>
- Collected under \$55,000 to paid to the WPCA; \$741,341 collected for the year
- 204 of the 681 active accounts are in payment plans
- Updated Board on Seaboard Properties

**Executive Director's Top Ten**

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

**Old Business**

P. Chakravarti updated the Board on the estimate for the Connection charges for the property at 200 Strawberry Hill. There was a brief discussion and P. Chakravarti reported there will be no charges for the property included in the 2016 Connection Charge Program.

**New Business**

No new business to discuss.

At 6:05 pm, E. Orgera made a motion to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote: 7-0-0.**

### Stamford WPCA Top Issues (7-18-16)

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	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 July 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 July 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.	
5	WPCF evaluations and improvements	Engineering evaluations required in response to USEPA Admin Order. Study, design, and construct WPCF	Regulatory and Operations	Meet with CTDEEP on 6/29/16 to review the design of flow	Installation of new SCADA system to be completed by December 2016.

		improvements to replace aged equipment and increase operations and energy efficiency.		distribution improvements to secondary clarifiers.	Construction of flow distribution improvements to be advertised for bids this summer after CTDEEP approval of design.
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.	Electrical preventive maintenance for Dyke Lane PS has been cancelled since electrical equipment will be replaced as part of construction contract now out to bid.
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	Board approved policy on maintenance and repair of sewer laterals.	Proposed City ordinance describing responsibility for sewer lateral maintenance and repair referred to City legal department and BOR.
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