Stamford Water Pollution Control Authority Board Meeting
Monday, June 28, 2016 (REVISED)
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 (via phone)	Vice Chair /WPCA Board Member
Ernie Orgera (absent)	WPCA Board Member/Director of Operations
Cristina Andreana	WPCA Board Member
Shelly Michelson (absent)	WPCA Board Member/Board of Finance
Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
Monica DiCostanzo	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
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Jay Fountain	OPM Director
Lynda Roca	CompUtil

Call to Order, Pledge and Roll Call
M. Handler called the meeting to order at 6:09 pm with roll call but no pledge of allegiance; a flag was not available. A quorum was present (5 Board Members).

Public Participation
No public participation.

Minutes Approval
E. Kelly motioned to approve the May 16, 2016 full Board Meeting minutes; seconded by M. DiCostanzo. There was no discussion. **Vote 4-0-1.** C. Andreana abstained.

Safety Report
M. Sabo was absent; her Safety report was submitted for the Board's review.

Administrative / Budget Report
R. Bull reported on the following:

- Recruitment efforts for the Assistant Plant Supervisor position, stating 271 letters sent to Class IIIs and IVs Certification holders throughout the State; advertisement placed in newspapers in CT as well as Westchester, NY and all applicable wastewater sites
- EAP intervention planned with PC Plant Staff cancelled for May 23rd
- WPCA employee absentees
- May quarterly staff meeting discussion topics: City Vehicle /Fleet Policy, WPCA Policies reminders, Budget and Capital and Plant projects.
- The budget breakdown. She stated with 100% of the year gone that five of the one hundred and ten line items are over budget, with the Process Control overtime line item being the most deficient and problematic.
- Darien meeting of June 1st and final changes to the FY15 Darien invoice

Note:
Board member D. Capano called in at 6:21 pm.

Sub-Committee Reports

a. Finance Committee

C. Andreana reported the Committee met just before this meeting at 5:15pm and discussed the following:

- Accounts receivables; May financials; updated 5 year Capital Improvement Plan and a Capital supplemental request of $2.5 million; status of credit card and on line bill pay; Capital investments; loan due to the City, which is being closely watched; Carriage Drive bill owed by the City, which should be cleared up by tomorrow; rating agency upgraded the WPCA to AA+ Stable; use of WPCA Reserves to fund Operating costs instead of reliance on the City
- M. Handler stated the end of year cash reserve is at $6 million with $1.5 million budgeted for FY17. He suggested the WPCA can use the reserves as its own working capital and not have to rely on the City. All members agreed. He stated for FY17 $4.5 of the $6 million is to be used as working capital and that M. Turndahl and D. Yanik have a considerable amount of work ahead in order to get the proper procedures in place.

b. Technical Committee

D. Capano reported the Technical Committee met on June 15, 2016 and discussed the following:

- Capital Improvement Plan that the committee recommends the Board adopting
- Recommendation to approve the Cardinal Engineering amendment to the current contract

c. Subcommittee Report

- R. Bull explained this agenda item should be entitled *Operational Policy and Procedure Committee.*
- D. Capano stated the committee is working on an employee policy; a draft will be ready in two months; discussed Lateral Policy which will be discussed later in the meeting

Financial Update

a. Computil Report

- L. Roca reported 88% of the April billing is collected
- CompUtil is scrubbing the 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 813 actives liens and 5,116 open liens
- R. Bull mentioned a meeting is planned with A&W, CompUtil and WPCA regarding longstanding accounts with no activity; C. Andreana requested to be present at the meeting if possible

b. Receivables & Arrears

- M. Turndahl reported the receivable as of May 31th is $40.464 million compared to $40.597 million in 2015
- 100.14% of budget is collected which equated to $20.263 million
- April 2011 collection rate is at 99.45%, April 2015 collection rate is at 88.0%
- Cash collected in May is $4.5 million

c. April Financial Update

- Currently ahead of budget
- YTD $1.794 million collected in Sewer Assessment/Connection Fees thru May 2016
- He mentioned $282,000 collected via internet (on-line billing and credit card payments) out of $9.802 million billed for the April '16 cycle.

d. A&W Collections Report & Update

Written report placed in packets for review

Executive Director's Top Ten

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

Discussion & Vote: Transfer from Contingency to Salary Accounts

R. Bull presented a handout to the Board that shows the salary accounts year end deficit and those accounts that are under budget for various reasons. After a brief discussion, C. Andreana made a motion to move salary dollars from surplus salary accounts to deficit salary accounts and to transfer $57,689 from WPCA Contingency to cover deficits in applicable salary accounts; seconded by M. DiCostanzo. There was no discussion. **Vote 6-0-0**

Discussion and Vote: Approval of Bid Waiver for $76,997.00 for nine (9) Replacement Pumps at various WPCA Pump Stations

S. Pietrzyk explained the need for using flygt submersible pumps from Fleet Pumps instead of using pumps from other companies. He stated the WPCA has used these type pumps and due to the quality and reliability as well as the ease in which to get parts, he feels the Fleet pumps are a better option. D. Capano stated he wanted the record to state that this request was not made in accordance with WPCA protocol and that it should have been presented to the Technical Committee before presentation to the full Board. After a brief discussion, M. DiCostanzo made a motion to approve the bid waiver for nine flygt submersible pumps from Fleet Pumps in the amount of $76,977; seconded by M. Nesin. There was no discussion. **Vote 6-0-0**

Discussion and Vote: SWPCA Policy regarding Maintenance and Repair of Sewer Lateral within City Right of Way. B. Brink briefly explained the Technical Committee's stance regarding the maintenance and repair of sewer lateral within the City right of way. He presented a draft document outlining the change to the Ordinance language regarding laterals. After a brief discussion, C. Andreana made the motion to accept the language change to the WPCA Ordinance regarding laterals; seconded by M. DiCostanzo. M. DiCostanzo will see that document gets to the BOR's Steering Committee.
NOTE: M. Handler reminded Administration when setting rates in August/September to remember to factor in $50,000 not already budgeted for cost to fund future requests.
There was no further discussion. **Vote 6-0-0**

Discussion and Vote: Amendment to Agreement with Cardinal Engineering for Engineering Design services to reroute the proposed sewer serving White Oak Lane via Theresa Court for an additional fee not to exceed $58,500

B. Brink explained the need for an amendment. He mentioned the amendment was reviewed by Halloran and Sage and this is the third amendment to the original contract. After a brief discussion, C.

Andreana made a motion to approve the amendment not to exceed $58,500; seconded by E. Kelly. There was no discussion. **Vote 6-0-0**

Update: Five year Capital Improvement Plan

B. Brink updated the Board on the WPCA 5-year Capital Improvement Plan. He presented a handout that shows the projects, how funds will be spent and additional funds needed for the secondary clarifier flow distribution.

Discussion and Vote: Supplemental Capital Project Appropriation Request of $2,500,000 for CP6904 WPCA Major Replacement

B. Brink explained that Hazen and Sawyer, design engineer for the flow distribution project, estimated the construction cost at $4,100,000, which is much more than what was included in the CIP prepared a year ago, and included in the capital budget request for FY17; the additional cost is primarily due to the bypass pumping required during construction. The request is to approve a Supplemental Capital Project Appropriation of $2,500,000 for CP6905 WPCA Major Replacement for construction of the Flow Distribution Project as well as other projects described CIP. C. Andreana made the motion; seconded by M. Nesin. There was no discussion. **Vote 6-0-0**

Training Session: FOIA

This item was tabled.

New Business

M. Handler asked the Board and Staff for a moment of silence for Louis Casale, former SWPCA Board member, who passed away yesterday, June 27.

Old Business

There was no old business discussion.

At 7:30 pm, M. DiCostanzo made a motion to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote: 6-0-0.**

Stamford WPCA Top Issues (6-28-16)

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 of 41 flow meters has been extended to July 15, 2016 to capture major storm/high flow events.
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 improvements to replace aged equipment and increase operations and energy efficiency.	Regulatory and Operations	Meet with CTDEEP on 6/29/16 to review the design of flow distribution improvements to secondary clarifiers.	Installation of new SCADA system to be completed by December 2016. Construction of flow distribution improvements to be advertised for bids this summer.
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.	Perform electrical preventive maintenance for Dyke Lane PS by September 1, 2016.
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	Subcommittee on Operational Policies met on 6/15.	Board to consider new City ordinance to describe responsibility for sewer lateral maintenance and repair and reimbursement of repair costs.
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		City reimbursement of $1,069,000 is being processed and will be completed before end of this fiscal year.
10	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