



Stamford Water Pollution Control Authority Board Meeting
Monday, March 21, 2016
Stamford Government Center
5th 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 (absent)	WPCA Board Member/Board of Finance
Ed Kelly (absent)	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
Marie Sabo	Laboratory Director, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
Lynda Roca	CompUtil
Tom Banas	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 6:00 pm with roll call and pledge of allegiance. A quorum was present (5 Board Members).

Public Participation

No public participation.

Minutes Approval

C. Andreana motioned to approve the February 16, 2016 full Board Meeting minutes; seconded by E. Orgera. There was no discussion. **Vote 5-0-0**

Note:

Board member Monica DiCostanzo arrives at 6:07 pm.

Safety Report

M. Sabo briefly reported:

- FY15/16 January - July Injury Stats: 13 injuries vs 8 at this time FY14/15 same period

- Quarterly Site Safety Training held February 24th
- 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
- Upgrades in hearing protection PPE acquired and made available to those working in noisy environments
- Annual inspection on Plant and Pump Station overhead crane scheduled for early April
- WPCA Site Safety Team scheduled for this coming Wednesday; Site Safety Team members to conduct tours of various Plant locations with report/findings due at the meeting.

Administrative / Budget Report

R. Bull reported on the following:

- Operator-In-Training interviews held week of March 7th and 14th. Position offered and accepted; planned start date: April 18th
- Documentation submitted to HR for Personnel Commission meeting later this month to create the classification and one position of Assistant Plant Supervisor; Maintenance Worker –WPCA to go to PC in April
- EAP intervention planned for later in the month with Plant Staff
- Meeting planned with IUOE Representatives to discuss Local 30 staff issues
- HR hasn't given the approval to submit PAF for vacation accrual beyond the 45-day limit by June 30th
- The next quarterly staff meeting is planned for May 2016 with topics to be determined.
- The budget breakdown. She stated with 75% of the year gone that nine of the one hundred and ten line items are over budget, with the Process Control overtime line item being the most deficient and problematic.

Sub-Committee Reports

a. Finance Committee

- C. Andreana reported the Committee met just before this meeting at 5:00 to discuss the following:
- Charter Oaks Communities requests to transfer connection unit credits from the Mill River site to a new site
 - The SWPCA Financial Policies, whereby additions were added and is being submitted later for final approval by the Board
 - The February financials and accounts receivables
 - Update on the status of the credit card set-up for the April billing

b. Technical Committee

- D. Capano reported the Technical Committee met on March 16, 2016 and discussed the following:
- The permit exceedance, which was due to a power bump that resulted in equipment tripping out and had to be restarted; it is still being investigated. He reported there was a problem with the effluent gate closing; the delay in the gate's reset time has been reduced from ten minutes to two minutes
 - The existing telehandler on site requires frequent repairs and is not steady when the boom needed for roof work is extended. He said the committee is recommending purchasing a used machine that is on the agenda for further discussion
 - C. Andreana inquired about overflows in the Shippan area. S. Pietrzyk responded saying there was a force main coming off of Saddle Rock pump station that was contained and repaired

Financial Update

a. Computil Report

- L. Roca provided a brief report; she stated that the October collection rate is at 94.42%;

the consumption for the April bill has been loaded and rechecked. The plan is to send the bills out April 4th, 5th and 6th—over a three night period. Billing has released approx. 200 liens since the liens were placed. Collections called are being made.

b. A&W Collections Report & Update

T. Banas was moved up on the agenda. He reported another 25 accounts were closed out this month and \$62,833 in funds turned over to CompUtil for the month; \$305,332.87 collected for the year. He reported on the payment plans and foreclosures and said that letters were sent to over 50 accts this month.

i. Brown Avenue East

T. Banas explained the issue regarding Brown Avenue East condominium saying there will be more of this type problem in the future. After a brief discussion the Board directed A&W to contact the mortgage holder by sending a second demand letter. M. Handler requested the Financial Committee take up this issue and develop a policy regarding condominium association delinquencies when there is a single account for multiple units and their sewer use payment is paid through the common charges.

c. Receivables & Arrears

- M. Turndahl reported the receivable as of January 31st is \$3.027 million compared to \$3.410 million in 2015
- Activity from A&W has brought in \$2.716 million
- April 2011 collection rate is at 99.39%
- Cash collected in February is \$339,626; Connection and Assessment collected is \$168,977

d. January Financial Update

- Currently behind budget; actual is \$11.042 million
- Reported \$10.89 million collected in Sewer Use Fees and \$1.200 million collected in Sewer Assessment/Connection Fees thru February 16th

Executive Director's Top Ten

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

Discussion & Vote: SWPCA Financial Policies

M. Handler stated this issue was discussed at the Finance Committee meeting held right before the regular meeting and asked C. Andreana to discuss the handout and the additions that were added to the policy. C. Andreana pointed out the additions and requested that the Board approve the policies with additions/changes. M. Handler mentioned that, on behalf of the Board, the Finance Committee's efforts are much appreciated and stated that this monumental effort to memorialize these policies will ensure the financial success the WPCA now has survives. E. Orgera made the motion to accept the SWPCA Financial Policies with additions; seconded by C. Andreana. There was no discussion. **Vote 6-0-0**

Discussion & Vote: Charter Oaks requests to transfer sewer units from the Mill River site to a new site

C. Andreana explained that Charter Oaks is requesting to credit sewer unit from the existing Czescik Homes that is in a flood zone and will be demolished to another new development site at 992 Summer Street. The Finance Committee is recommending the request be granted; stated there were concerns about setting a precedent but that specific details were considered and all points were noted. C. Andreana said 100% of the units are low income or seniors housing and while there were fifty units at Czescik, there will be only 48 units at Summer Place. In addition, the property at Czescik is being transferred to the City and no further development will be on the site. M. Handler mentioned that this is a unique situation and commended the committee for getting legal advice before making a recommendation. E. Orgera made the motion to credit sewer units from Czescik Homes to Summer Place contingent upon donation of the Czescik Homes property to the City; seconded by C. Andreana. There was no discussion. **Vote 6-0-0**

Discussion & Vote: Transfer from Contingency not to exceed \$90,000 for a used telehandler and approval of associated Bid Waiver

B. Degnan explained that the current piece of equipment (lull) has 12 years on it and in need of repair often. The broker being considered has used equipment that has less than 10-33 percent use and would be better than what is currently used at the Plant. He stated the Plant does not require a brand new lull but must upgrade for safety purposes. After a brief discussion, D. Capano made the motion for the transfer from the WPCA Contingency account not to exceed \$90,000 and approved the related Bid Waiver; seconded by E. Orgera. There was no discussion. **Vote 6-0-0**

Discussion & Vote: Bid Waiver for Meister, Seelig & Fein, LLC for legal bills not to exceed \$150,000

M. Turndahl explained that there is approximately \$110,000 in unpaid legal bills: \$92,000 for the Blade Millworks litigation and \$19,000 for the BLT litigation. M. Handler mentioned litigation for Blade Millworks is complete but BLT is on-going. D. Capano made the motion to approve the request for the Bid Waiver not to exceed \$150,000; seconded by E. Orgera. There was no discussion. **Vote 5-0-1.** M. DiCostanzo abstained.

Old Business

This item was taken out of order. D. Capano mentioned he met with the Appointments Committee on March 7th and wanted to pass on their expressed pleasure with how well the WPCA is working. P. Chakravarti mentioned the Brigadier General of the Army Corps of Engineers, William Graham was particularly pleased with how well the Hurricane Barrier is being maintained and said it was one of the best in the country.

New Business

This item was taken out of order. M. Handler informed the Board that at the WPCA Quarterly Staff Meeting he offered food from four (4) of the Board meetings; that the funds from the first four (4) meetings of the year will be used to purchase food for the quarterly meetings.

Training Session: FOIA

R. Bull stated Amy LiVolsi, Law Department, had a personal issue and therefore could not conduct the training session scheduled on the agenda. Also, she mentioned C. Andreana and D. Capano will not be able to attend the scheduled April 18th regular board meeting; M. Nelson said he would not be attending as well. M. Handler suggested changing the meeting date and will discuss an appropriate time later that will accommodate member's schedule.

At 6:57 pm, C. Andreana made a motion to adjourn the meeting; seconded by D. Capano. There was no discussion. **Vote: 6-0-0.**

Stamford WPCA Top Issues (3-21-16)

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. Pilot study area having high I/I has been smoke tested.	Rental of 41 flow meters has been extended to 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 system acted erratically for 10 minutes on 2/24 around the time of a power interruption to plant and as a result we reported an exceedance.	In contact with UV system manufacturer (Xylem) to change UV system programming to shorten the delay in UV channel effluent gate closure when dose falls below the minimum.
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 in May to design/build the storage building. In process of wiring pH and ORP probes in scrubber sumps for RSPS and Solids Building.
4	Only one Class 4 Operator for the treatment plant on staff.	Have another Class 4 Operator on staff	Operations	All 5 Shift Foremen (Class 3) positions have been filled to provide 24/7 coverage at WPCF	New Assistant Plant Supervisor (Class 4) position submitted to Personnel Commission for approval at its March meeting
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 95% complete.	Start construction of Flow distribution improvements this summer. Start installation of new SCADA system this spring, to be completed by December 2016.

6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Had kick-off meeting on 1/20/16 for the arc flash analyses.	Perform electrical preventive maintenance for Dyke Lane PS by June 30, 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	Finance Committee reviewed Subcommittee's proposed Financial Policies at its meeting on 2/8/16; Subcommittee on Operational Policies met on 12/16.	Finance Committee and Board to consider proposed Financial Policies at their March meeting. Subcommittee on Operational Policies to meet on 3/30..
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 to fund its share (\$1,069,000) of project costs.	City reallocating its GO bond proceeds to fund reimbursement to WPCA.
10	Wedgemere Road Sewer Project	Need to acquire necessary easements for construction	Operations	Evaluating alternate sewer route and easements to minimize impact on private properties.	