



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, May 16, 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 (absent)	WPCA Board Member/Director of Operations
Cristina Andreana (absent)	WPCA Board Member
Shelly Michelson	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

**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 (5 Board Members).

**Public Participation**

No public participation.

**Minutes Approval**

D. Capano motioned to approve the March 21, 2016 full Board Meeting minutes; seconded by M. Nesin. There was no discussion. **Vote 3-0-2.** S. Michelson and E. Kelly abstained.

**Note:**

Board member Monica DiCostanzo arrives at 5:36 pm.

**Safety Report**

R. Bull gave the safety report in M. Sabo's absence. She reported the following:

- FY15/16 July-April Injury Stats: 15 injuries vs 11 at this time FY14/15 same period
- April Safety Team meeting held May 4<sup>th</sup>

- Quarterly Site Safety Training to be held May 25<sup>th</sup> ; topics: annual OSHA HazCom refresher and First Aid/AED Training
- 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
- Safety training for new hires conducted
- Annual inspection on Plant and Pump Station overhead crane were completed with 2 major safety-related findings; repairs are in process
- WPCA Site Safety Team is conducting safety tours of various Plant locations with report/findings due at the June SST meeting.

### **Administrative / Budget Report**

R. Bull reported on the following:

- Operator-In-Training hired April 18<sup>th</sup>
- Personnel Commission approved the creation of the classification and one position of Assistant Plant Supervisor
- EAP intervention planned for May 23 with PC Plant Staff
- Investigation complete of site vehicle accident that occurred of March 28<sup>th</sup>
- HR approved and processed the payout for vacation accrual beyond the 45-day limit by June 30<sup>th</sup>
- The next quarterly staff meeting is planned for May 25, 2016 with the following topics: City Vehicle /Fleet Policy, KRONOS Policy and other WPCA Policies reminders.
- The budget breakdown. She stated with 91.9% of the year gone that four 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**

D. Capano reported the Committee met just before this meeting at 5:00 and no action was taken.

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

D. Capano reported the Technical Committee met on May 11, 2016 and discussed the following:

- An amendment to the Gannett Fleming's agreement which involves the additional cost of \$6,500 for their services of evaluating the Eutek Slurry Cup alternative for the Plant's primary sludge de-gritting.
- The SCADA System upgrade is in progress
- The flow distribution to the secondary clarifiers and effluent pumps design plans, prepared by Hazen and Sawyer, is 95% complete. Awaiting insurance requirements for the construction contract from Risk Management.
- He mentioned there is a report on the WPCA Operational Policies and Procedures meeting however, M. Handler stated he must report happenings under New Business.

### **Financial Update**

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

Written report placed in packets for review

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

- M. Turndahl reported the receivable as of April 30<sup>th</sup> is \$3.027 million compared to \$3.252 million in 2015
- Activity from A&W has brought in \$2.957 million
- April 2011 collection rate is at 99.45%, April 2015 collection rate is at 76.14%
- Cash collected in April is \$4.98 million; Connection and Assessment collected is \$12,214

**c. April Financial Update**

- Currently \$1.4 million ahead of budget
- YTD actual is \$16.135 million collected in Sewer Use Fees
- YTD \$1.477 million collected in Sewer Assessment/Connection Fees thru April 2016
- S. Michelson inquired regarding the credit cards. M Turndahl explained customers were able to use the card beginning with the April cycle bill; \$185k collected to date via credit cards and on line payments. He mentioned 6,200 out of 20,000 accounts have signed up to pay bill on line.

**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: Second Amendment to agreement with Gannett Fleming for the Sludge Degritting Study for additional services to evaluate the Eutec SlurryCup™ alternative**

B. Brink explained the need for additional services stating the SlurryCup system will be evaluated to see if it fits with the current Plant system. He said this replacement will include the primary sludge pumps, hydro cyclone and clarifiers; this is the second amendment to the original agreement and although he is not totally pleased having to present the request, this is the best option. He reminded the Board that Gannett Fleming's initial proposal was considerably higher but after discussions regarding the scope of services, the cost was reduced.

D. Capano stated he also is not happy the company is charging for this study but the Committee feels there aren't any good alternatives at this point. He stated the company initially did a study for a Coanda grit washing system and found they could not recommend it, as it was not applicable to the system used at the Plant. He reported there will be options going forward in the design phase and reluctantly recommends the additional cost of \$6,500 for the Eutek Slurry Cup study.

D. Capano made the motion approved the second amendment to the Gannett Fleming agreement not to exceed \$6,500; seconded by E. Kelly. There was no discussion. **Vote 5-0-0**

**Discussion & Vote: WPCA Ordinance Amendment—Draft Sewer Lateral Policy**

D. Capano stated this issue was discussed at the May 11<sup>th</sup> Operational Policies and Procedures Committee meeting, as well as two other meetings and the best compromise is to limit the amount of compensation to not exceed \$5,000. There was a lengthy discussion which included survey results that noted 70% of Towns/Cities has the same policy as Stamford, 10% of Towns/Cities pays a partial amount and only a handful took total responsibility for the cost to repair a lateral; a legal opinion from the City's Law Department since the language regarding this matter is silent but had definitive language previously regarding homeowner responsibility for laterals. The Law Department's opinion is that it could be inferred the City would bear some responsibility because of the lack of language in the current Ordinance. After more discussion, the Board agreed this Policy is not ready for a vote and will be discussed under old business next month.

**Training Session: FOIA**

This item was tabled.

**New Business**

D. Capano briefly talked about the discussions at the Operational Policies and Procedures Committee meeting. The committee is working on taking the current WPCA and City Policies and codifying into an actual policy framework. He stated this topic would be discussed at the next committee meeting and presented to the Board at the June meeting. M. Handler requested the Operational Policies and Procedures meeting be added to the monthly sub-committee agenda.

M. Handler stated there is a request for an estimate for the Connection charges for a property on Strawberry Hill; PC to provide the plans to M. Handler.

M. Handler updated the Board on the S&P (Standard and Poor's) ratings conference call last week and explained the WPCA currently has a AA+ with a negative outlook rating but he was optimistic that the rating would increase to AA+ with a positive outlook or AA+ stable. He commended Mark and Bill on the great job they did.

### **Old Business**

There was no discussion regarding old business.

At 7:45 pm, D. Capano made a motion to adjourn the meeting; seconded by M. DiCostanzo. There was no discussion. **Vote: 5-0-0.**

### Stamford WPCA Top Issues (5-16-16)

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	Raw sewage spill (200 gallons) from cracked force main at Ocean Drive West on 3/27. Raw sewage spill (<3,000 gal) from cracked buried primary sludge pipeline at WPCF on 5/7. UV system in Channel 1 shut down during normal maintenance for 6 minutes and released 49,000 gal of fully treated but not disinfected effluent on 5/12.	Will issue a RFQ by June 1 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. 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 June to design/build the storage 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 are now filled.	New Assistant Plant Supervisor (Class 4) position to be posted ton 6/1

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 in June 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 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	Financial Policies adopted on 3/21. Subcommittee on Operational Policies met on 5/11 and proposed new City ordinance to describe sewer lateral maint. and repair policy.	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 BOF and BOR have approved funding for City share (\$1,069,000) of project costs.	City to provide reimbursement by 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