



Stamford Water Pollution Control Authority Board Meeting
Monday, October 19, 2015
Stamford Government Center
5th Floor Board of Education Board Room
888 Washington Blvd, Stamford, CT
Full Meeting Minutes (REVISED)
(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
James Fountain	WPCA Board Member
Merritt Nesin	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
David Yanik	City Controller
Lynda Roca	CompUtil
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 pledge of allegiance. A quorum was present (7 Board Members).

Public Participation

No public participation.

Minutes Approval

E. Kelly motioned to approve the September 21, 2015 full Board Meeting minutes; seconded by E. Orgera. There was no discussion. **Vote 6-0-1.** J. Fountain abstained.

Administrative / Budget Report

R. Bull provided a brief update on the following:

- Staffing issues and vacancies
- Regulatory Compliance Inspector interviews completed and candidate Jane Gibeault hired.
- Reported Shift Foreman posting has two viable candidates thus far; one candidate has a Class IV license
- Reported on meeting with the Union regarding creating the Senior Shift Foreman position and their concerns
- YTD budget breakdown and provided an explanation to the Board, including purchase orders to date and open PO's for FY15

Sub-Committee Reports

a. Finance Committee

C. Andreana reported the Committee met today at 4:30 pm; D. Capano, C. Andreana, J. Fountain D. Yanik and SWPCA Staff.

- Review of accounts receivables and June '15 and FY September financials
- Discussion regarding investment of restricted cash balances held in US Bank; the committee requested that this topic be added to next month's agenda for discussion and vote
- She reported Vice-Chairman Daniel Capano withdrew his resignation as committee vice-chair and J. Fountain would be leaving the Board as of the end of the year. M. Handler stated there is a vacancy on the Board so his leaving is not certain.
- She reported there would be a fiscal policy meeting next Tuesday @ 5:00 pm in the Administration Conference room.

b. Technical Committee

D. Capano reported the committee met on 10/7/15 and discussed the following:

- Commencement of UV services and testing next week
- Odor complaint on Soundview Ave; P. Chakravarti checked it out and discovered the odor was from a manhole; manhole sealed to prevent further odors
- No other odor complaints reported
- Reviewed proposed scope and fee by ARCADIS for SCADA upgrade implementation.
- Update on Engineering studies & designs

Financial Update

a. Computil Report

L. Roca reported that the bill went out but there are some issues due to the change in AWC billing monthly instead of quarterly. She reported that the April 15 collection rate is at 95.73% and April 2011's rate is at 99.17%. She said cash collection was meager last month but is expecting a million dollar collection day soon since bills are out. She concluded stating monies continuously arrive from A&W.

ii. Account #118750-1 19 Robert Court

L. Roca explained about a customer who is adamant about not paying legal fees saying that he never knew he was in collections, although it is documented that the last payment on this account was in 2011 and account sent to collections in 2013. Customer also stated he did not sign the certified mail card; a copy of the signed card is in the document section of the Billing system. After a lengthy discussion, R. Bull requested that the Fiscal Policy Committee create a policy that addresses appeals for legal fees, as the SWPCA currently does not have a mechanism by which a customer can appeal legal costs.

M. Handler asked the committee to review this issue and requested that L. Roca and T. Banas create a policy for review and discussion at the Tuesday, October 27th meeting.

b. June & September Financials

- M. Turndahl reported the receivable balance is now \$2.951 million compared to \$3.279 in 2014
- Cash collections for September is \$1.173 million so far; Connection and Assessment collection is \$163,000
- Amount billed for October billing is \$9.846 million; deficit is due to twice a year billing. The solution is not to include budget sewer use billing until the month of the billing. Also, over three months showing loss of \$3.513 million due to delayed October billing
- Regarding the Capital cash accounts, \$125,000 added monthly, which currently totals \$375,000
- August new bonds issued for fiscal year 2015 for \$14.734; there is \$3.5 million left on fiscal year 2013 bonds. Therefore, will need to drawdown monies on the Capital side.

c. A&W Collections Report & Update

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

- \$1.354 million collected through January 2015 and \$5.257 million collected to date.
- 309 accounts referred to collections w/balances over \$5k and there are 22 active foreclosure accounts.
- He reported on 15 Stanwick Place stating a judgment of foreclosure obtained on August 15th and the sale date set for October 17th. On October 6th, the SWPCA Board approved a bid of \$21,000; the property is valued at \$490,000. The bank holding the first mortgage was the successful bidder with a sale price of \$321,000. Currently awaiting the court's decision on the approval of the sale.

Executive Director's Top Ten

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

Discussion & Vote: Amendment 2 to Agreement with ARCADIS for SCADA Update Implementation Phase

B. Brink stated that ARCADIS is moving from design to implementation phase. This upgrade implementation includes construction administration services programming, field deployment, startup and training services. B. Brink stated that the service is labor intensive; lots of hours at a high cost. He reported the cost breakdown saying that 600 hrs are for **construction administration** and 3,246 hrs are for programming. D. Capano spoke stating that ARCADIS was chosen because they are local-out of White Plains—highly experienced and mentioned they have done quite a few of these type systems. He reported the scope and fees were reviewed by the Technical Committee. After a brief discussion, E. Kelly made a motion to approve the amended agreement; C. Andreana seconded. There was no further discussion. **Vote: 7-0-0.**

Discussion & Vote: Agreement with Stantec for Design, Bidding and Construction Phase Services for the Dyke Lane Pump Station Upgrade

B. Brink stated that this item would be placed on hold until the next meeting because the contract comments have not been received and reviewed.

Discussion & Vote: Amendment 2 to Agreement with Hazen and Sawyer for Preliminary Design, Final Design and Bidding Phase Services for Flow Distribution Improvement to the Final Clarifier

B. Brink gave a brief report stating that the fees **are based on** hourly cost **plus on a fixed fee** not to exceed \$199,006. He stated that the amendment was reviewed by **Ken Slater of Halloran & Sage and the scope and fee by the** Technical Committee. J. Fountain made the motion to approve amendment 2 to the agreement; E. Orgera seconded. There was no further discussion. **Vote: 7-0-0.**

SWPCA Policy Revision / Update

a. Discussion—Sub-committees Findings

M. Handler stated there will be a Fiscal Committee meeting next Tuesday, October 27th at 5:00 pm

b. Revision: SWPCA Collection and Foreclosure Policy

R. Bull requested the Board examine the Collection and Foreclosure Policy since there has been some Board approved revisions that are not included. Also, the policy was never officially signed by the Board. R. Bull to write up the revisions and submit to the Board for the October 27th meeting.

At 6:12 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 (10-19-15)

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. Evaluate flows during a major storm/high flow events to identify areas experiencing excessive infiltration and inflow for further study.	Three sub areas having high I/I flows have been identified for a pilot Sewer System Evaluation Survey (SSES) using CCTV internal pipe inspection and smoke testing to be done this fall. The first sub area of approximately 6,000 feet has been smoke tested by SWPCA staff. Other sub areas have been smoke tested by sub- contractor.
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 with a few exceptions (occasional dosage spikes). Testing of programing changes requires temporary shutdown of UV system.	UV system manufacturer will be on site from 10/27 to 10/30 to do scheduled maintenance, assist in installation of an uninterruptable power source (UPS) for the UV system controls, and perform a test of the programming changes.
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canisters are on line. Tech Committee has approved conceptual design of a storage building to house the sludge and screenings and grit trailers.	Need to select an engineer to design a storage building for sludge and screenings and grit truck trailers this fall. Alternatively, exploring option of RFP for design/build.
4	Fill open positions	Fill Regulatory Compliance Inspector position (for FOG inspections) and Shift Foreman position that are open.	Operations	Need to fill (new) Senior Shift Foreman (Class IV) and Shift Foreman (Class III) positions.	Fill open Shift Foreman position by end of November. Having discussions with union on position description for new Senior Shift Foremen 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	Regulatory and Operations	Engineers have completed their studies of the Upgrade of the Raw Sewage PS and Flow distribution to the	Wright-Pierce submitted the draft report on the upgrade of the aeration blowers in July, start design before end of year. Hazen and Sawyer to begin

		energy efficiency.		Secondary Clarifiers. Design of SCADA system upgrade is complete.	design of upgrade of flow distribution to final clarifiers in fall 2015. Received qualifications from system integrators for installation the SCADA system upgrade and will schedule interviews.
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Have selected electrical equipment for arc flash evaluation, preventive maintenance, and (for some Pump Station electrical equipment) total replacement.	Develop RFP for preventive maintenance and begin arc flash analysis for selected equipment by end of year.
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.	
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 have been formed to address Financial Policies and Procedures and Operational Policies and Procedures.	
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 soon fund its share (\$1,069,000) of project costs.	
10	\$1.265 million of Carriage Drive Project remains unfunded.	Transfer \$1.265 M of 2009 BAB's GO Bond proceeds used to fund Storm Water Pump Stations and Mill River Project to fund Carriage Drive Project	Financial		Will schedule meeting with City and members of Finance Committee to discuss.