



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, May 15, 2017**  
**Stamford Government Center**  
**5<sup>th</sup> Floor BOE 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	WPCA Board Member
Shelley Michelson (Absent)	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 (Absent)	Administration Manager, WPCA
Bill Degnan	Plant Supervisor, WPCA
Robert Pudelka	Assistant Plant Supervisor, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Marie Sabo	Laboratory Director, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Lynda Roca	CompUtil
Matthew McGoldrick	Ackerly & Ward

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

M. Handler called the meeting to order at 5:27 pm with roll call and the pledge of allegiance. A quorum was present (5 Board Members).

**Public Participation**

No members of the public were present.

**Executive Session**

M. Handler asked for a motion to take Agenda Item 12 out of order. Motion made by D. Capano, seconded by C. Andreana. There was no discussion. **Vote 5-0-0.** The meeting went off-record at 5:28 pm.

At 5:47, M. Handler stated that the meeting was back on-record and that the Board discussed, in Executive Session, litigation strategy regarding Harbor Point v. the SWPCA. He called for a motion and a vote on a settlement between Harbor Point and the WPCA as laid-out by counsel. Motion made by M. Nesin, seconded by D. Capano. There was no discussion. **Vote 5-0-0.**

## **Minutes Approval**

E. Kelly motioned to approve the April 17, 2017, Full Board Meeting minutes; seconded by D. Capano. There was no discussion. **Vote 4-0-1**; C. Andreana abstained.

## **Safety Report**

M. Sabo presented the May Safety report:

- FY16/17 July-April First Reports of Injury: 17 @ cost \$168,500 (vs 16 for same period FY15/16 @ cost \$15,800)
- Monthly inspections of all on-site WPCA fire extinguishers, safety showers & eyewashes, hearing protection, first aid kits, AED, fire blanket and sprinkler heads (unobstructed) are in-progress
- Monthly inspections of all Pump Station safety equipment are also in-progress
- Annual inspections of the Plant & Pump Station, fixed & portable, cranes & hoists are being scheduled
- The April Monthly Site Safety Team Meeting was held on Wednesday April 26<sup>th</sup>; representatives from C. H. Nickerson have joined the WPCA SST while working as long term contractors on-site
- Confined Space Training for Operations, Mechanics, and Electrician Staff is scheduled for May 24<sup>th</sup> and June 8<sup>th</sup>
- Quarterly Staff Meetings will be held on Thursday May 25<sup>th</sup> at which AED/First Aid and Hot Weather Safety Training will be given

## **Administrative / Budget Report**

B. Brink reported and updated the Board on the following:

- Two vacancies (2 Shift Foreman)
  - did a salary survey and determined that ours for this position is below market rate compared to other WPCF's in the area;
  - having on-going discussions concerning this with the IUOE (International Union of Operating Engineers) union representatives
- 2 Staff members out on medical leave (Admin Manager and 1 mechanic)
- 83.3% of budget year has transpired
  - Operating Expenses (total budget less principal, interest and depreciation) are below budget at 76.3%
  - Salaries are below budget a 79.2% (\$142,000 below budget)
  - OT Wages are over budget at 103.5% (\$54,000 over budget)

## **Sub-Committee Reports**

### **Finance Committee**

C. Andreana reported that they met at 5:16 pm, just before the Board Meeting

- Motioned to cover financials and receivables at the Board meeting
- Set meeting date of June 14 at 7:00 pm to review and finalize the SWPCA Collection Policy; a final copy of the Collection Policy will be brought to the Board at the June meeting

### **Technical Committee**

D. Capano reported that the Technical Committee met on Wednesday, May 10<sup>th</sup>

- The Authority is considering up to three 460 kW Doosan fuel cells to provide electricity and emergency power to the Plant; they do involve a 20-year commitment; discussions are still in-progress
- The WPCA has a primary clarifier installed in the 1970s which is in bad shape; we are considering our options for replacement of the aged equipment.

## **Financial Update**

### **Comptil Report**

L. Roca reported:

- Payments coming in regularly with a collection rate at 77% for the April bill, not including cash received that day
- Collection calls are being made and reminder bills to be sent out

### **Receivables & Arrears**

- M. Turndahl reported outstanding receivables of \$7.6 million as compared to \$7.7 million in 2016
- Collection rates for six of the oldest billings are over 99% and the most recent April 2017 bill is over 77%
- 106% of the 2017 Sewer assessments and connection charges budget has been collected
- Cash receipts through April 17, 2017 amounted to \$19.6 million for sewer use and \$1.74 million for sewer assessments and connections

### **April Financial Update**

- M. Turndahl reported that April 2017 income statement showed net income of \$7.6 million or \$4.9 million ahead of budget (vs \$1.4 million ahead last year)
- Reserve fund balance at \$3.5 million
- Pooled cash balance as of April 30 over \$5.6 million and over \$7.6 million as of May 15, 2017 and will not go negative by year end

### **A&W Collections Report & Update**

Matthew McGoldrick reported:

- that the 57 Orchard Street property sale did not occur; the owner entered into a payment plan with the WPCA
- \$25,000 in collections this month to date, bringing the total collected YTD to just under \$400,000
- A significant rise in the number of customers entering into payment plans after just one letter; this results in less legal action needed for collection

## **Executive Director's Top Ten**

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

M. Handler asked B. Brink to add an additional item to his list: "Information Technology Security", stating that it is not for public discussion and details could be discussed in Executive Session if necessary.

## **Update: FY2017-2018 Operating & Expense Budget**

M. Handler stated that there was not much to discuss at this time and that he anticipates no changes to be made to the budget.

## **Old Business**

### **Update: SWPCA Collection Policy**

M. Handler stated that this item will be on the Agenda for next month and asked C. Andreana, following the June 14<sup>th</sup> meeting, to send a copy of the policy out to members for the next Board meeting.

## **New Business**

M. Nesin inquired as to the resolution of the request from Mr. John Zelinsky for an \$18 refund made at a previous meeting. M. Handler answered that he was told by WPCA Staff that that request was beyond the scope of our policies. He added that he also personally spoke to Mr. Zelinsky as follow-up.

At 6:10 pm, D. Capano made a motion to adjourn the meeting; seconded by C. Andreana. There was no discussion. **Vote: 5-0-0.**

### Stamford WPCA Top Issues (5-15-17)

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	Flow monitoring and pilot SSES for sub area with high I/I have been completed. Pilot SSES identified sewer and manhole rehabilitation totaling \$264,000.	Technical specifications for sewer rehab in SSES pilot area are complete and will be bid in June 2017.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	UV system design project kick-off meeting held on May 10th	Complete design by July 2018
3	Odor Control	Minimize odors off site at treatment plant	Operations	All odor control scrubbers and carbon canisters are on line and working effectively. Synagro is investigating the addition of a mist venture scrubber to reduce solids buildup in the odor control scrubber for the dryer building.	Schedule for construction of storage building to house sludge trailers needs to be reviewed in light of other capital project needs.
4	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	Wright-Pierce has completed first workshops with SWPCA staff for design of Preliminary and Secondary Treatment Improvements.	New SCADA system is operational and going through punch list. C H Nickerson is ahead of schedule on construction of Flow Distribution Improvements.
5	Reduce energy costs	Evaluate and implement energy conservation measures (ECM)	Operations and Financial	Energy audit funded by Eversource being completed by JK Muir. Received incentive of \$59,360 from Eversource for ECM associated with Flow Distribution Project.	Prepare RFP for conversion to LED lighting at WPCF by July 2017. Currently evaluating possible use of fuel cells at WPCF.

6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Technical specifications for electrical system preventive maintenance for WPCF and PS have been completed.	Electrical preventive maintenance contract has been advertised for bid opening in June. Holzner Electric Co. to begin construction of Dyke Lane PS electrical upgrade in May 2017 pending CAM review.
7	Replace equipment in Primary Clarifier No.2	Replace equipment in Primary Clarifier No. 2 which is over 40 years old and in danger of a major failure.	Operations	Negotiating equipment replacement cost and schedule for delivery with equipment manufacturer.	Lead time for equipment delivery is 12 to 20 weeks after shop drawing approval depending on manufacturer.
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	Proposed City ordinance describing responsibility for building lateral maintenance and repair was revised and is being reviewed by BOR Operations Committee.	SWPCA personnel policies have been assembled into a draft employee handbook by SWPCA Admin Staff for Operational Policies Sub Committee review and approval in June 2017. Finance Committee, A&W and SWPCA Staff working on revising policies for collection of past due user charges and sewer assessment and connection charges.
9	Perna Lane Area Sewer Project	Construction of Perna Lane Area Sewer Project	Operations	Design plans and specifications are being reviewed by City Engineering and EPB.	Go to bid by July 2017.