



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, August 21, 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	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
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 (Absent)	City Controller
Lynda Roca (Absent)	CompUtil
Matthew McGoldrick	Ackerly & Ward

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

M. Handler called the meeting to order at 5:40 pm with roll call and the pledge of allegiance. A quorum was present (7 Board Members).

**Public Participation**

No members of the public were present.

**Minutes Approval**

E. Kelly motioned to approve the July 17, 2017, Full Board Meeting minutes; seconded by M. Nesin. There was no discussion. **Vote: 7-0-0.**

M. Handler asked for any objection to taking Agenda Item #10 out-of-order; there was none. He clarified with R. Bull the required timing for publishing Public Notice of a propose user charge rate and the subsequent Public Hearing.

#### **Discussion & Vote on Preliminary User Charge for Publication: FY17/18 Proposed User Charge Rate**

M. Handler stated that although the WPCA has had a plan to build-up reserves and reduce the debt service, water consumption has dropped 8%. He has discussed this with others and the consensus is that this will likely not rebound. Our data is for winter usage and does not reflect summer watering restrictions. Aquarion attributes the decrease in consumption to their new monthly billing cycle and increased customer awareness of leaks and increases in consumption impacting their bills. He stated that we are going to reduce our reserves and increase debt service over the next few years and proposed 2 models for consideration:

- Model 1:
  - reduce reserve to \$550,000 for FY17/18, use collection rate of 96.5%
    - new user charge rate of \$4.88, a 3.28% increase
  - take reserve to 0 for FY18/19, use collection rate of 96.5%
    - assumes half the debt service
    - user charge rate will be \$4.99, a 2.32% increase
- Model 2:
  - reduce reserve by \$750,000 for FY17/18, use collection rate of 96.5%
    - new user charge rate of \$4.85, a 2.75% increase
  - take reserve to \$0 for FY18/19, use collection rate of 96.5%
    - user charge rate will be \$5.01, a 3.36% increase

B. Brink stated \$472 was the average annual cost for sewer service in Connecticut and \$401 was the median annual charge from the state wide survey by Tighe & Bond for 2016. The state wide annual average charge of \$472 is based on a water usage of 6,000 gallons per month according to the survey which corresponds to an equivalent user charge of \$4.90 per CCF. Our figures are in the same ballpark with Norwalk and New Haven. Even with a user charge increase, homes with reduced consumption may still see a lower bill.

M. Handler asked for comment from the Board. After some discussion during which Board Members favored the first, more conservative model, C. Andreana motioned to accept a FY 17/18 rate of \$4.88, using a collection rate of 96.5% and taking the reserve to \$550,000, a 3.28% increase, based upon consumption provided by Aquarion and the budget already approved by the Board; seconded by D. Capano. There was no discussion. **Vote: 6-0-1;** S. Michelson abstained, stating that she felt she had insufficient advance information and details on the models.

#### **Safety Report**

M. Sabo presented the August Safety report:

- FY17/18 statistics on First Reports of Injury: there were no injuries in the month of July
- First Aid/CPR/AED certification training was held for 9 WPCA volunteers on Wednesday, July 19<sup>th</sup>
- The July Monthly Site Safety Team Meeting was held on Tuesday the 25<sup>th</sup>
- 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 for all Plant and Pump Station overhead cranes, portable hoists, and vehicle cranes have been completed; corrective actions are in-progress
- Quarterly inspection of all water-safety equipment is in-progress
- WPCA Quarterly Staff Meetings to be held on Aug 31<sup>st</sup> - safety training topics: First Aid and AED

## **Administrative / Budget Report**

R. Bull reported and updated the Board on the following:

- Staffing
  - Two Shift Foreman vacancies - currently have 3 applicants for the position; will be scheduling interviews in the next few weeks
  - One Maintenance Mechanic vacancy - have 17 applications; test date is August 28<sup>th</sup>
  - Customer Service Specialist vacancy; position to be posted August 25<sup>th</sup>
  - 2 open Worker's Comp claims, one employee on "loss-time" through September 5<sup>th</sup>
  - Administration Manager to return to full duty on August 28<sup>th</sup>
- Other Administrative Topics
  - Quarterly Staff Meetings to be held on August 31<sup>st</sup>
  - Annual WPCA Employee Picnic to be held week of September 18<sup>th</sup>
- Budget
  - FY17 Salary information presented in report: overtime and Process Control account deficit amounts can be covered by other account surpluses; Board was asked to review information and allow Administration Manager to make appropriate salary transfers to reconcile the FY17 operating budget – the Board approved salary transfers for the FY17 Operating Budget.
  - Darien is making monthly payments; July & August payments have been received
  - CompUtil is paid up to date

## **Sub-Committee Reports**

### **Finance Committee**

C. Andreana reported that they were unable to meet so far this month but will do shortly

### **Technical Committee**

D. Capano reported that the Technical Committee met on Wednesday, August 9<sup>th</sup>, with the major topic of discussion being the Stantec agreement to be discussed later as Agenda Item #9

### **Policies & Procedures Committee**

D. Capano reported that he *SWPCA Operational Policies* manual is done and ready for review; M. Handler instructed that it be sent out all Board Members

## **Financial Update**

### **CompUtil Report**

L. Roca was not present but her monthly status report was included in the Board Members' packet

### **Receivables & Arrears**

M. Turndahl reported

- July receivables balance was \$3.104 million , down from last year's \$3.147 million
- Collection rate for the oldest seven billings is at 99% and the April bill is at 95.6% collection
- Cash receipts for July were below last year at \$330 thousand vs. \$542 thousand, however, BLT paid their outstanding connection loan balance of \$3.76 million
- Collected 217% of 2018 sewer connection and assessment budget balance

### **July Financial Update**

M. Turndahl reported

- Net income of \$6.4 million which is \$5.4 million ahead of budget

- The analysis of fixed assets is the largest open audit item and is expected to be completed shortly
- Net income includes an estimated \$2.65 million of new connection charges
- M. Handler noted the new item on the report: Days cash on hand was 287 days at June 2017 vs. 171 days last year

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

Matthew McGoldrick reported:

- There are 497 active accounts with Ackerly & Ward, 164 of them are in monthly payment plans
- 36 files have been referred back to the SWPCA
- There are 130 accounts with balances >\$5000: 72 are in payment plans, 15 are stayed due to bankruptcy filings, 2 on permanent hold per RB, 33 in active foreclosures and 8 that are foreclosure-eligible
- Total collected and disbursed in 2017 YTD is \$654,543.38
- Total collected and disbursed since 2012 is \$7,342,627.76

#### **Discussion and Vote:**

##### **Resolutions to repurpose 2013 and 2015 Revenue Bond Proceeds**

W. Brink stated that, as discussed last month, we wish to take funds from completed projects that have money leftover and put them toward projects where they can be spent in the near term.

Resolutions prepared by the Bond Counsel were provided in the Board Members' packets.

- A motion was made by M. DiCostanzo to approve the Resolution to repurpose 2013 Revenue Bond Proceeds; seconded by C. Andreana. There was no discussion. **Vote: 7-0-0**
- A motion was made by D. Capano to approve the Resolution to repurpose 2015 Revenue Bond Proceeds; seconded by M. Nesin. There was no discussion. **Vote: 6-0-1**; E. Kelly abstained

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

W. Brink did not issue a report this month but provided updates/changes since the last report:

- Workshop on RSPS project held with WPCA Staff and Wright-Pierce consultants
- Had discussion with Graybar regarding changing site lighting to LED lights that will have a payback period of approximately 4 years after rebates from Eversource
- Dyke Lane Pump Station Upgrade project has now received the building permit and the work is back on-track
- An update for the Board on steps taken to assure security of the WPCA SCADA system will be made by our consultant during an Executive Session in the September Board Meeting

#### **Discussion and Vote on Second Amendment to Agreement with Stantec for Additional Engineering Services During Construction of the Dyke Lane Pump Station Upgrade for a Cost Not to Exceed \$45,000**

W. Brink stated that he is still awaiting a reply from Ken Slater on the legal review of this Second Amendment to Agreement with Stantec. M. Handler directed that this item be moved to next month's agenda.

#### **Old Business**

The item listed on the Agenda was already covered earlier in the meeting.

#### **New Business**

There was none.

At 6:24 pm, D. Capano made a motion to adjourn the meeting