



Stamford Water Pollution Control Authority Board Meeting (REVISED)

Monday, December 18, 2017

Stamford Government Center

5th 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
Ed Kelly	WPCA Board Member
Merritt Nesin	WPCA Board Member
Monica DiConstanzo (Absent)	WPCA Board Member/Board of Reps
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Bill Degan	Plant Supervisor, WPCA
Robert Pudelka	Assistant Plant Supervisor, WPCA
Prakash Chakravarti	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Stephen Pietrzyk	Collections System Supervisor, WPCA
Crystal Blair	Admin Account Clerk, WPCA
Lynda Roca	CompUtil
Matthew McGoldrick	Ackerly & Ward

Call to Order, Pledge and Roll Call

M. Handler called the meeting to order at 5:32 pm with roll call and the pledge of allegiance. A quorum was present (5 Board Members).

Public Participation

No public participation for the Board meeting.

Minutes Approval

C. Andreana motioned to approve the November 13, 2017; seconded by D. Capano. There was no discussion. **Vote: 5-0-0.**

Safety Report

M. Sabo presented the December Safety report:

- FY17/18 statistics on First Reports of Injury for July-November: there were two injuries vs 10 for same period in FY 16/17
- 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
- Monthly Site Safety Team Meetings for December will occur in January

- All on-site and the Cove Island Pump Station fixed gas monitors were inspected and calibrated by New England Controls; WPCA Staff members were trained performing calibrations so they can be done more frequently
- New hire orientation and safety training was provided to Mechanic-in-Training A. Stephens during the weeks of November 20th and 27th

Administrative / Budget Report

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

- Staffing
 - Shift Foreman vacancies; one candidate scheduled to begin January 2, 2018
 - Customer Service Specialist position to be filled from Certified List; no change from last month; HR has not promulgated list to date; the seasonal intern continues to assist
- Staffing/Employee Issues
 - 3 active Worker's Comp claims; two are for the same individual; one claim involved a pre-existing condition and 1 claimant has reached MMI; the City Legal Department and the ADA coordinator have meet; WPCA awaiting instructions on actions to take regarding this matter
 - FMLA: 1 employee out until January 16, 2017
- Other Administrative Issues
 - Briefly reported on the Unmatched Report; review of Septic Hauler prices and Dry Ton price to AWC billing; revision of the SWPCA Operations Policy for billing.
 - Mandatory Diversity Training held Wednesday and Thursday December 13 and 14. Discussion included workplace respect, discrimination, harassment and sexual harassment
 - Annual SWPCA Holiday Party scheduled for December 21st at 12:30
- Budget
 - Reported on FY18, 17 outstanding encumbrances, FY18 current budget standing and FY17 non-labor and labor accounts reconciliation
 - Darien monthly payments to date and FY18 invoice; CompUtil is paid to date

Sub-Committee Reports

Finance Committee

C. Andreana reported there was discussion regarding the Collections and Policy manual; that it will be reviewed next month. She stated the Unmatched Report is to be looked at and a copy of an approved letter is to be sent to individuals on the list. She mentioned the final audit report is to be reviewed as well as the Synagro contract first through the Tech Committee the Finance Committee.

Technical Committee

D. Capano reported the Synagro negotiations are underway; Synagro made a presentation to the committee; the committee discussed the Tighe and Bond contract amendments, which are not ready to present to the full Board.

Policies & Procedures Committee

B. Brink reported that the *SWPCA Operational Policies* manual is complete and what is being presented for full Board approval. He stated that the manual includes all City Policies. There were few copies. The Board will all receive a separate copy.

Financial Update

CompUtil Report

- L. Roca reported that over 87 percent has been collected for the October cycle. CompUtil sent out reminder bills December 4th and staff continues to make collection calls. Customers are paying with credit cards but more are paying through bill-pay; completed the report stating all is going well.

Receivables & Arrears

M. Turndahl reported the following:

- November receivables balance is \$8.383 million , more than last year's \$7.087 million
- Cash receipts for November were higher than last year at \$4.3 million versus \$4.2
- Cash collected is \$2.9 million ahead of last year due to sewer assessment and connection was almost \$1 million
- There is \$3.6 million set asides in reserves; opened savings account for access cash
- Collection rates are exceptional: the oldest seven billings are at >99%, the next six are > than 96.96% up to 99.55% and the latest October bill is at 87.36% collection

November Financial Update

M. Turndahl reported the following:

- Through today, cash received total \$11.7 million, which is 49% of budget
- The auditor's report is not yet ready for discussion; will be discussed at next month's financial committee meeting and the report will be presented to the full Board.

A&W Collections Report & Update

Matthew McGoldrick reported the following:

- 466 active files have been referred to Ackerly & Ward
- Since the new policy of July, 53 files have been referred back to the SWPCA for collection, about 10 accounts per month
- There are 14 accounts in active foreclosure; 139 accounts with payment plans; 10 stayed due to bankruptcy
- \$890,127.46 is the total YTD amount collected for and disbursed to the WPCA in 2017

Executive Director's Top Ten

W. Brink report was discussed and is made part of these minutes.

Discussion & Vote: Approval to Reclassify one Position of Plant Operator I to Plant Operator II, as a

result of employee obtaining Class II Operator's Certification: R. Bull explained the WPCA wishes to reclassify a position of Plant Operator to Plant Operator II, as there are no vacant Plant Operator II positions. Since one of the operators has received his Class II certification, the WPCA would like to promote the individual. After a lengthy discussion, M. Handler made a motion to approve moving ahead to reclassify the position to that of Plant Operator II; second by D. Capano. **Vote: 5-0-0.**

Discussion and Vote: Revised SWPCA Operational Policies: M. Handler asked if the Board had reviewed the Operational Polices. Since all had not, D. Capano requested this item be tabled until the next meeting. The Chairman agreed but stated not to hold off on this item later than next month.

Discussion & Vote: 2018 SWPCA Board Meeting Schedule: R. Bull presented the 2018 Board meeting schedule. After a brief discussion the E. Kelly made a motion to adopt the 2018 Board Meeting schedule; seconded by M. Nesin. **Vote: 5-0-0.** The meetings will remain on Mondays at 5:30 pm.

Old Business

There was no old business to discuss.

New Business

There was no new business to discuss.

At 6:14 pm, the Chairman asked if all in favor to adjourn the December meeting. D. Capano motioned to adjourn the meeting; seconded by C. Andreana. There was no further discussion. **Vote: 5-0-0.**

Stamford WPCA Top Issues (12-18-17)

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	Kenyon Pipeline starting sewer rehabilitation in the pilot sewer sub area determined to have high I/I. CDM Smith has completed next phase of SSES including CCTV inspection and smoke testing of selected subareas.	Complete sewer rehab in pilot area and draft report on SSES of next sewer sub areas by spring 2018.
2	UV System Performance and Permit Exceedances	Improve reliability of UV disinfection system to avoid permit exceedances.	Regulatory and Operations	Hazen Engineers has completed the draft Basis of Design Report for the UV system upgrade and is currently working on the RFP for selection of the UV equipment.	Issue RFP for selection of UV equipment in January. Complete design by September 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.	
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 Engineers has completed the Preliminary Design Reports for the RSPS Upgrade and Secondary Treatment Improvements and has begun final design.	C H Nickerson is ahead of schedule on construction of the Flow Distribution Improvements Project, with construction to be completed by end of December 2017. Wright-Pierce to complete design by August 2018.
5	Reduce energy costs	Evaluate and implement energy conservation measures (ECM)	Operations and Financial	Received incentive of \$59,360 from Eversource for ECM's from the Flow Distribution Project.	Graybar has started replacement of exterior light fixtures to LED in December.
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Reuter Hanney has been awarded the contract for electrical preventive maintenance / arc flash protection.	Construction of the Dyke Lane PS electrical upgrade project to be completed by April 2018.

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	Clarifier equipment to delivered on December 18 th .	Primary clarifier No. 2 equipment scheduled to be installed in January - February.
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	SWPCA personnel policies have been edited into a single document which was reviewed by the Operational Policies Committee, and forwarded to the Board for review and approval.	
9	Information Technology Security	Provide security of SWPCA's computer based systems (SCADA System)	Operations	Firewall for upgraded SCADA system has been installed and the firewall programming configured. SCADA system has not yet been connected to the internet.	SCADA system security to be verified and tested prior to connection to the internet in January.
10	Sludge Dryer Operation	Current Agreement with Synagro for Sludge Dryer Operation and Sludge Transport and Disposal expires in March 2019	Operations and Financial	Investigating our sludge processing, drying, transportation and disposal options and costs	

