



Stamford Water Pollution Control Authority Board Meeting
Monday, July 17, 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	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 (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 (Absent)	Collections System Supervisor, WPCA
Marie Sabo	Laboratory Director, WPCA
Crystal Blair	Admin Account Clerk, WPCA
David Yanik	City Controller
Lynda Roca (Absent)	CompUtil
Matthew McGoldrick	Ackerly & Ward
Kathryn Emmett	Corporation Counsel
Karen Karpie	Murphy & Karpie, LLC; Legal Counsel WPCA/City

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 (8 Board Members).

Public Participation

No members of the public were present.

Executive Session: Legal Strategy and Discussion of On-going Litigation – Thomas v. SWPCA

M. Handler asked for a motion to take Agenda Item 9 out of order. Motion made by E. Kelly, seconded by E. Orgera. There was no discussion. **Vote 8-0-0.** The meeting went off-record at 5:34 pm.

The motion to exit Executive Session was made by S. Michelson, seconded by E. Kelly. **Vote 8-0-0.**

At 5:54 pm, M. Handler asked for a motion to reconvene the Board Meeting. Motion made by C. Andreana, seconded by D. Capano. There was no discussion. **Vote 8-0-0.**

M. Handler stated that agenda Item 9 was taken first, *Executive Session: Legal Strategy and Discussion of On-going Litigation – Thomas v. SWPCA*. While in Executive Session the Board Members listened to a proposed settlement offer from attorneys Karen Karpie and Katherine Emmett. He asked for a motion to approve the legal settlement as proposed in the Executive Session. Motion made by E. Orgera, seconded by M. Nesin. There was no discussion. **Vote 6-0-2;** C. Andreana and M. DiCostanzo abstained. C. Andreana stated that she abstained because she was unable to make the prior Special Board Meeting Executive Session and so did not have enough details to vote. M. DiCostanzo stated her reason for abstaining was the same.

M. Handler stated that they have authorized the attorneys to pursue final settlement and reminded the Board Members that, since the proposed settlement is not yet final, there is to be no discussion on any of the information discussed in Executive Session.

Minutes Approval

E. Kelly motioned to approve the June 19, 2017, Full Board Meeting minutes; seconded by D. Capano. There was no discussion. **Vote 5-0-3;** M. DiCostanzo, S. Michelson, and E. Orgera abstained.

Safety Report

M. Sabo presented the July Safety report:

- FY16/17 year end statistics on First Reports of Injury: 20 @ cost \$52,000 (vs 17 for FY15/16 @ cost \$78,000); injury categories: back - 6, cuts/laceration - 4, contusion - 4, STF – 2, other - 4
- 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
- The June Monthly Site Safety Team Meeting was held on Tuesday the 20th
- All “fixed” (as opposed to portables) gas sensors at the Plant and Cove Island Pump Station were inspected by New England Controls on June 20th
- Annual inspections for all Plant and Pump Station overhead cranes, portable hoists, and vehicle cranes are scheduled for August
- The annual Terex lull safety inspection was completed on July 7th; the JCB lull will be done on July 18th
- First Aid/CPR/AED certification training will be held for WPCA volunteers on Wednesday, July 19th
- The July Monthly Site Safety Team Meeting is scheduled to be held on Tuesday the 25th

At 5:58 pm, M. Handler called for a brief recess to address issues with the room sound/recording system. The meeting reconvened at 6:01 pm.

Sub-Committee Reports

Finance Committee

- C. Andreana reported that they met just before the Board Meeting and they
- Reviewed accounts receivable and preliminary June 2017 financial data
 - Discussed the FY2017-18 revised budget
 - No votes were taken

Technical Committee

D. Capano reported that the Technical Committee met on Wednesday, July 12th, and

- Continued discussion on the proposed Doosan fuel cells to provide electricity and emergency power to the Plant
- Covered the other agenda items
- No votes were taken

Policies & Procedures Committee

D. Capano reported that

- The *SWPCA Operational Policies* manual is done and is being formatted
- Will be ready for review at the August Meeting

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

- paid down \$24,981 of oldest receivables
- Cash receiptsfor current year totaled \$161 thousand
- Collection rate for the most recent April 2017 billings is over 93% and over 99% for six of the oldest billings
- For fiscal year 2017 collected sewer use charges of \$21.259 million vs. a budget of \$19.962 million
- Sewer Connections and Assessments collections for FY 2017 over budget by almost \$100 thousand

Preliminary June 2017 Financial Update

M. Turndahl reported

- As of this day, earned \$5.7 million
- Reserve fund balance at over \$3.5 million and pooled cash at over \$7.1 million

Discussion and Vote: Resolution to repurpose 2013 and 2015 Revenue Bond Proceeds

B. Brink stated that the Resolution is not yet available from our bond counsel; M. Handler asked if the Board was in favor of having the discussion anyway. All agreed.

- Balance of \$776,959.35 left from 2013 bonds with \$514,840.27 encumbered for various project.
 - Magee Ave wall repair and GIS projects are done and remaining funds for these projects need to be repurposed to other projects.
 - Want to use remaining funds over the next few months on those projects that are ongoing (UV System Upgrade design and WPCA Major Replacement)
 - Have extra funds available in Sanitary Pumping Upgrade that should be repurposed to other projects to spend within the next few months
- For the 2015 bonds: we want to spend most of the funds before our next revenue bond issue in spring/summer of 2018, repurposing funds from those projects that will not use the funds within the next 9 months to those that will. For example, Wedgemere Road Sewer Project will not be ready for construction until next summer, so we want to repurpose those funds to WPCA Major Replacement which needs the funds for the Flow Distribution Improvements and other work at the plant that is ongoing.
- S. Michelson stated she would like to see a review by Bond Counsel.
- B. Brink mentioned the repurpose had been reviewed by Dave Panico, our bond counsel with Robinson & Cole.

- M. Handler said this item will remain on the agenda for the next meeting

A&W Collections Report & Update

Matthew McGoldrick reported:

- There are active 555 accounts with Ackerly & Ward, 212 of them are in monthly payment plans
- There are 35 accounts on the foreclosure list; one full payment was received and file closed
- \$32,358.98 in collections this month, bringing the total collected YTD to just under \$479,356.74
- It is worth restating that there has been an uptick in collections due to the actions being taken with delinquent accounts

Executive Director's Top Ten

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

- It was also mentioned that the Dyke Lane Pump Station Upgrade project still awaits issuance of a building permit that is preventing the work from proceeding. The project is funded by a grant from the federal Economic Development Administration and has a schedule for completion that must be met.
- M. Handler directed that the August Meeting Agenda include an Executive Session update for the Board on steps taken to assure security of the WPCA SCADA system

Discussion & Vote: FY2017-2018 Operating & Expense Budget

M. Handler requested a motion to approve the FY17/18 Operating Budget of \$26,524,012, representing a decrease of \$5,737 from the prior approved budget. Motion made by C. Andreana, seconded by E. Orgera. There was no discussion. **Vote 8-0-0.**

Old Business

none

New Business

none

At 6:24 pm, E. Orgera made a motion to adjourn the meeting; seconded by M. DiCostanzo. There was no discussion. **Vote: 8-0-0.**

Stamford WPCA Top Issues (7-17-17)

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 July 2017. Next phase of SSES to start in summer 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	Preliminary Design Report for Secondary Treatment Improvements submitted on July 14.	C H Nickerson is ahead of schedule on construction of Flow Distribution Improvements. Preliminary design reports for Preliminary Treatment Improvements to be submitted by August 1.
5	Reduce energy costs	Evaluate and implement energy conservation measures (ECM)	Operations and Financial	Energy audit funded by Eversource has been completed by JK Muir. Received incentive of \$59,360 from Eversource for ECM associated with Flow Distribution Project.	Prepare RFP for installation of LED lighting (phase 1 – site lighting) at WPCF in August. Currently evaluating possible use of up to 3 – 440 kW fuel cells by Doosan at WPCF under a 20 year power purchase agreement.

6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Two (2) bids for electrical preventive maintenance contract received on 6/20 were determined to be non-responsive. Project to be re-bid.	Holzner Electric Co. to begin construction of Dyke Lane PS electrical upgrade upon receipt of building permit.
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	Have awarded work to Northeast Water. Awaiting receipt of performance bond and insurance certificate to issue notice to proceed.	
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 has been approved by BOR Operations Committee for public notice.	SWPCA personnel policies have been assembled into a draft employee handbook by SWPCA Admin Staff for review by Operational Policies Sub Committee.
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 summer 2017.