



**Stamford Water Pollution Control Authority Board Meeting**  
**Monday, November 13, 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 (Absent)	Vice-Chair /WPCA Board Member
Ernie Orgera	WPCA Board Member/Director of Operations
Cristina Andreana (Absent)	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
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 5:01 pm with roll call and the pledge of allegiance. A quorum was present (6 Board Members).

**Public Participation**

No public participation for the Board meeting.

**Minutes Approval**

E. Kelly motioned to approve the September 18, 2017; seconded by E. Orgera. There was no discussion.

**Vote: 6-0-0.**

**Safety Report**

R. Bull presented the November Safety report:

- FY17/18 statistics on First Reports of Injury for July-October: there were two injuries vs 7 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 were held on September 26<sup>th</sup> and October 31<sup>st</sup>
- Safety Team Members conducted Plant Site Safety tours and reported findings for corrective actions
- The Fleet Safety Policy was the training topic at the WPCA Quarterly Staff Meeting held on Nov 9<sup>th</sup>

### **Administrative / Budget Report**

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

- Staffing
  - Shift Foreman vacancies
  - One Maintenance Mechanic vacancy filled; candidate started today, November 13<sup>th</sup>
  - Customer Service Specialist position to be filled from Certified List; HR has not promulgated list to date; the seasonal intern continues to assist
- Staffing/Employee Issues
  - 4 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 and the WPCA are in discussion to come to a final resolution on this matter
  - FMLA: 1 employee will be out indefinitely effective Oct 12<sup>th</sup> thru beginning of January 2018
- Other Administrative Issues
  - Briefly reported on the Unmatched Report; Explanation letter to customer is being formulated and will be reviewed by Finance Committee before final distribution.
  - Quarterly Staff Meeting held November 9<sup>th</sup>; discussed Capital Project Plan and Fleet Safety
  - Informed the Board of the Annual WPCA Employee Christmas Party scheduled for December 21<sup>st</sup>
- 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**

There was no Finance Committee meeting.

#### **Technical Committee**

B. Brink reported that the Technical Committee met on Wednesday, November 8<sup>th</sup>; committee reviewed and recommended for approval several WPCA requests to be discussed later as Agenda Items.

#### **Policies & Procedures Committee**

B. Brink reported that the *SWPCA Operational Policies* manual is complete and after final review by the committee, the manual was recommended for full Board approval. B. Brink stated that the manual was distributed electronically to all Board Members. M. Handler updated the Board on this item. E. Orgera made a motion to approve the SWPCA Operational Polices manual; seconded by M. DiConstanzo. During the discussion S. Michelson questioned why certain HR related topics were not included in the document. R. Bull explained that the entire City's polices, including those HR related, would subsequently be included in the manual, but that these administration policies before the Board pertains only to the WPCA. At the discussion's conclusion, the Board will table this agenda item until next month and R. Bull will send to each Board member a complete copy of the Policy Booklet.

## **Financial Update**

### **CompUtil Report**

- L. Roca reported that over \$10 million was billed in October and the cycle billing is now at 70.3%.
- CompUtil is making collection calls since it is almost time to place interest for the October bill.
- Customers are paying with credit cards but more are paying through bill-pay; minor problems up-loading bills with MCC—issue corrected; return mail has been looked up and resent
- There are 780 open liens which is less than 4% of the total accounts billed.
- There were no A&W referrals for this period and customers are signing up for paperless bills.
- L. Roca commended the seasonal intern stating he has an exceptional understanding of the process and is doing an outstanding job filling in.

### **Receivables & Arrears**

M. Turndahl reported the following:

- October / November receivables balance is \$8.383 million , more than last year's \$7.087 million
- Cash receipts for October were lower than last year at \$4.6 million vs. \$5.9 million due to the later billing date
- Through today, cash received total \$8.266 million, which is 41% of budget
- Collection rates are exceptional: the oldest seven billings are at >99%, the next six are > than 96.71% up to 98.98% and the latest October bill is at 70.36% collection

### **September /October Financial Update**

M. Turndahl reported the following:

- October's net income was at \$4.1 million which is \$1.9 million ahead 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.

**NOTE:** Agenda taken out of order as A&W not present.

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

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

### **Discussion and Vote: Five Year Capital Plan**

B. Brink presented a handout and explained the SWPCA Capital Improvement Plan for the next five years. He outlined the required major repairs for the WPCF and upgrade projects, which will total \$31.97 million and the pump station upgrades as well as the sewer rehabilitation and extension sewers, which will total \$5.99 million for an overall total of \$39.18 million. After a brief discussion, E. Orgera made a motion to approve the five year Capital Plan; second by M. Nesin. **Vote: 6-0-0.**

## **Financial Update cont.**

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

Matthew McGoldrick reported the following:

- 453 active files have been referred to Ackerly & Ward, none were sent this period
- Since the new policy of July, 53 files have been referred back to the SWPCA for collection, about 10 accounts per month
- There are 13 accounts in active foreclosure; 89 submitted payment plans; 10 stayed due to bankruptcy
- \$772,061.42 is the total YTD amount collected for and disbursed to the WPCA in 2017
  - **Discussion & Vote:** 45 Woodmere Road
    - M. McGoldrick explained this foreclosure sale is due in January and he is requesting a Bid of \$20,000 to secure the SWPCA's debt. The Board approved unanimously **6-0-0** to allow the Bid of \$20,000 to secure the SWPCA's debt.

### **Discussion and Vote: FY2018-2019 Capital Projects' Request**

B. Brink presented a handout and briefly explained the six (6) Capital Projects' requests and the amounts associated with the requests. The Board decided to vote on each request separately, as one member requested to be recused.

E. Orgera made a motion to approve the Aeration Blowers Upgrade at \$2,300,000; seconded by M. DiConstanzo. There was no further discussion. **Vote 6-0-0.**

E. Orgera made a motion to approve the Upgrade Plant Headworks at \$4,000,000; seconded by M. DiConstanzo. There was no further discussion. **Vote 6-0-0.**

E. Orgera made a motion to approve the Upgrade of UV Disinfection System at \$7,500,000; seconded by M. DiConstanzo. There was no further discussion. **Vote 6-0-0.**

E. Orgera made a motion to approve the Perna Lane at \$600,000; seconded by M. DiConstanzo. There was no further discussion. **Vote 6-0-0.**

E. Orgera made a motion to approve the Wedgemere Road at \$1,200,000; seconded by M. DiConstanzo. There was no further discussion. **Vote 5-0-1.** E. Kelly abstained.

E. Orgera made a motion to approve the Storm Water Pump Station at \$200,000; seconded by M. DiConstanzo. There was no further discussion. **Vote 6-0-0.**

### **Discussion & Vote: Supplemental \$1.6 Million Capital Project request for CP-6904; WPCA Major Replacements**

B. Brink explained that this request is needed to replenish the on-going capital expense account used for major repairs of tanks and equipment associated with the treatment of wastewater that includes pumps, clarifiers, solids handling equipment, etc. After a brief discussion, E. Kelly motioned to approve the supplemental request of \$1.6 million for CP-6904; WPCA Major Replacements; seconded by M. Nesin. **Vote: 6-0-0**

### **Discussion & Vote: Agreement with Gannett Fleming for Engineering Design of the Sludge Degritting System for a cost not to exceed \$377,009 and technical services for bidding, construction and post-construction phases of the project at the Stamford Water Pollution Control Facility**

B. Brink stated that the degritting equipment is not efficient and has not worked well since installation. He also stated that there is a lot of grit getting by the system and the primary sludge pumps date back to the 1970's. He stated the standard form of agreement is lengthy and therefore, the WPCA had Fredrick Hedberg, from Halloran & Sage review the document. He reported that the design cost plus fixed fee would not exceed \$377,009. E. Orgera motioned to approve the agreement with Gannett Fleming for Engineering design of the sludge degritting system for a cost not to exceed \$377,009 and technical services for bidding, construction and post-construction phases of the project at the WPCF; seconded by E. Kelly. There was no further discussion. **Vote: 5-0-1.** S. Michelson abstained.

### **Discussion & Vote: WPCA Board Chairman and Vice Chairman Elections**

M. Handler opened the discussion stating that he would take vote for the open seats. E. Orgera stated M. Handler and D. Capano have been doing a fine job as Chairman and Vice Chairman and he sees no need to change. After a brief discussion, E. Orgera motioned to elect M. Handler as Chairman; seconded by E. Kelly. There was no further discussion. **Vote: 5-0-1.** S. Michelson abstained.

E. Orgera motioned to elect D. Capano as Vice Chairman; seconded by M. DiConstanzo. There was no further discussion. **Vote: 5-0-1.** S. Michelson abstained.

### **Old Business**

There was no old business to discuss.

### **New Business**

There was no new business to discuss.

At 5:52 pm, the Chairman asked if all in favor to adjourn the November meeting. S. Michelson motioned to adjourn the meeting; seconded by E. Kelly. There was no further discussion. **Vote: 6-0-0.**

### Stamford WPCA Top Issues (11-13-17)

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 started next phase of SSES including CCTV inspection and smoke testing of selected subareas.	Complete sewer rehab in pilot area and 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 by mid-December. 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	Will be receiving incentive of \$59,360 from Eversource for ECM associated with the Flow	Graybar to start replacement of exterior light fixtures to LED in December.

				Distribution Project.	
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.	Holzner Electric Co. has begun 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	Work begun by contractor (Northeast Water). Awaiting fabrication and delivery of clarifier equipment.	Primary clarifier No. 2 equipment scheduled to be installed in December-January.
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 December 2017.