



Stamford Water Pollution Control Authority Board Meeting
Monday, September 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	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 (Absent)	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 5:30 pm with roll call and the pledge of allegiance. A quorum was present (7 Board Members).

Public Participation

No public participation for the Board meeting.

Minutes Approval

D. Capano motioned to approve the July 10, 2017, Special Board Meeting minutes; seconded by E. Kelly. There was no discussion. **Vote: 7-0-0.**

E. Kelly motioned to approve the August 21, 2017, Full Board Meeting minutes; seconded by C. Andreana. There was no discussion. **Vote: 6-0-1; E. Orgera abstained.**

Safety Report

M. Sabo presented the September Safety report:

- FY17/18 statistics on First Reports of Injury for July-Aug: there were zero injuries vs 6 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
- Quarterly inspection of all water-safety equipment was completed
- WPCA Quarterly Staff Meetings were held on Aug 31st – safety training topics: Heart Attack Symptoms & AED-use; new hardhats were issued to all employees
- Two new MSA multi-gas meters have been received to replace retiring units
- The next Site Safety Team Meeting is scheduled for September 26th

Administrative / Budget Report

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

- Staffing
 - Two Shift Foreman vacancies - currently have 4 applications for the position; interviews will be scheduled for September 29th
 - One Maintenance Mechanic vacancy – HR has provided 12 candidates; Interviews scheduled for October 4th
 - Customer Service Specialist position to be filled in house
 - 1 active Worker’s Comp claim that totaled 14 days of employee “loss-time”; 1 claimant has reached MMI and the City and the WPCA are working toward a different position placement because of the injury
 - FMLA: 1 employee will be out indefinitely effective Oct 12th
- Other Administrative Topics
 - Briefly reported on the Unmatched Report, Quarterly Staff Meeting and informed the Board of the Annual WPCA Employee Picnic to be held on September 28th
- 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 CompUtil is paid up to date

Sub-Committee Reports

Finance Committee

C. Andreana reported that the Committee met right before this meeting and discussed the “unmatched report” and the audit (financials submitted to auditors, few open items).

Technical Committee

D. Capano reported that the Technical Committee met on Wednesday, September 13th, and reviewed several topics to be discussed later as Agenda Items.

Policies & Procedures Committee

D. Capano reported that he *SWPCA Operational Policies* manual is still under review; W. Brink stated that it has been distributed to all Board Members and clarified that there have been no changes to the WPCA Administration Policies, just replacement of names with positions; the Financial Policies are, however, new. After some discussion, R. Bull clarified that the final document will also include the City of Stamford Human Resources Policies, which applies to all WPCA employees.

Financial Update

CompUtil Report

- L. Roca reported on activities to prepare for billing at the beginning of October. She stated that the overall collection rate is at 97%, with the April 2017 bill collection just shy of 96%.

Receivables & Arrears

M. Turndahl reported the following:

- August receivables balance was \$2.908 million , similar to last year's \$2.926 million
- Cash receipts for August were lower than last year at \$281 thousand vs. \$309 thousand; Receipts from BLT totaled \$3.755 million
- Through today, \$675 thousand collected, which is 3% of budget, but should be higher based on last year's numbers at this time
- Collection rates are very good: the oldest seven billings is at >99% and the latest April bill is at 96% collection

June Financial Update

M. Turndahl reported the following:

- June financials were submitted to the auditors
- The budget has been adjusted to reflect the Board's decisions made at the August meeting; yearend adjustment made to OPEB and to the reserve accounts.

A&W Collections Report & Update

Matthew McGoldrick reported the following:

- 534 active files have been referred to Ackerly & Ward, including 44 for this month
- Since the new policy of July, 40 files have been referred back to the SWPCA for collection
- There are 32 accounts in active foreclosure, 19 of which are on-hold because payment plans are in-place
- \$657,333.63 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 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 explained this agenda item; it was discussed at the August Board meeting and moved to this month's meeting, as the agreement required final review and sign off by Halloran & Sage, LLP.

NOTE:

At 5:51 pm, M. DiConstanzo arrived to the meeting. There are 8 Board Members present.

Discussion and Vote on Second Amendment to Stantec Agreement con't

After a brief discussion, C. Andreana made a motion to approve the second amendment with Stantec for additional Engineering services during construction of the Dyke Lane pump station upgrade for a cost not to exceed \$45,000; second by E. Orgera. **Vote: 7-0-1; M. DiConstanzo abstained.**

Discussion & Vote: Bid Waiver for \$70,662 for Garybar's proposal to furnish and install LED site lighting using competitive bid pricing from US Communities

W. Brink explained that this bid waiver is for a proposal to replace all outdoor lighting at the Plant. He stated that after speaking to several vendors, the WPCA was impressed with Garybar's proposal but wrestled with how to comply with the City's Purchasing Ordinance. He described how a community bid process worked for a large group or several cities much like the State Vehicle contract and later explained what the \$70,662 total cost entailed; material, labor, rebate and energy savings.

S. Michelson expressed apprehension stating there are health concerns with LED lights. After further discussion, E. Orgera motioned to approve the Garybar proposal and bid waiver for \$70,662 to furnish and install LED site lighting subject to compliance with AMA recommendations; seconded by D. Capano.

Vote: 8-0-0

Discussion & Vote: Bid Waiver for Arcadis' proposals to provide on-call services in support of the SCADA system for the WPCF based on hourly charges for an annual cost not to exceed \$40,000, and provide on-call services in support of the SCADA system for the pump stations based on hourly charges for an annual cost not to exceed \$20,000

W. Brink stated that the SCADA system has been up and running since April and explained that the proposal—reviewed and approved by the Technical Committee—would provide on-call assistance and support outside of the warranty. After a brief discussion, M. Nesin stated that this on-call service is more cost effective than hiring a person to perform the duties. He went on to say recruiting for this type position would be difficult due to 1). the skill set requirement and the salary these positions demand and 2). the constant technology and industry changes.

S. Michelson inquired why Board approval for the bid waiver is needed, to which W. Brink replied, the total amount is over \$50,000 and therefore, requires Board approval and this purchase is not through the normal RFP process, as Arcadis is a sole source. E. Kelly motioned to approve the request before the Board; seconded by E. Orgera. **Vote: 8-0-0**

FY 2017-2018 WPCA User Charge

a. Vote to Adjourn for the 6:00 pm Public Hearing

At 6:03 pm, the Chairman motioned to adjourn the regular Board meeting and convene the Public Hearing for the FY2017-2018 WPCA User Charge. The Board agreed.

b. Vote to Reconvene after Public Hearing

There was no one present for the public hearing and after waiting to see if anyone would attend, at 6:11 pm, the Chairman adjourned the Public Hearing for the FY2017-2018 User Charge and reconvened the regular board meeting. Motion was made by M. DiConstanzo; seconded by E. Orgera. There was no further discussion. **Vote: 8-0-0.**

c. Discussion & Vote of FY 2017-2018 User Charge

At 6:12 pm the regular meeting reconvened. The Chairman updated the Board on the August Board meeting discussion and after there were no further questions, C. Andreana motioned to set the FY2017-2018 user charge at \$4.88 per one hundred cubic feet; seconded by D. Capano. There was no further discussion. **Vote: 7-0-1; S. Michelson abstained.**

Discussion & Vote; Fifth Amendment to the agreement with ARCADIS for additional construction administration services in coordinating and overseeing the additional work being performed by the Systems Integrator as requested by the WPCA. Fees are based on an hourly rate schedule, not to exceed \$15,000

W. Brink explained the fifth amendment to the Arcadis agreement stating that the WPCA requested additional administration services to coordinate and oversee the work performed by Systems Integrator. After a brief discussion, E. Kelly motioned to approve the amendment; seconded by E. Orgera. There was no further discussion. **Vote: 8-0-0.**

FY 2017 Connection Charge Program

a. Vote to Adjourn for the 6:15 pm Public Hearing

At 6:15 pm, the Chairman motioned to adjourn the regular Board meeting and convene the Public Hearing for the 2017 Connection Charge Program. The Board agreed.

The owners/representatives of/for the following properties came before the Board to be heard: 43 Wallachs Lane, 46 Liberty Street, 37 Old Well Road, 38 Bungalow Park, 223 Ocean Drive East and 175 West Avenue, Unit 6. The Board and P. Chakravarti provided answers, double checked the accuracy of the assessed amounts and listened to the owners' /representative's questions and/or concerns.

b. Vote to Reconvene after Public Hearing

At 6:43 pm, the Chairman motioned to adjourn the 2017 Connection Charge Program Public Hearing and reconvene the regular Board meeting. The Board agreed.

c. Discussion & Vote of FY 2017 Connection Charge Program

After a brief discussion, C. Andreana stated for the record that the Board will compose and send a letter in an attempt to assure future homeowners are aware and notified of the connection charge to realtors, mortgage attorneys, as well as to the City's Building Department. C. Andreana motioned to approve the 2017 Connection Charge Program totaling **\$2,578,824.49**; seconded by E. Orgera. There was no further discussion. **Vote: 8-0-0.**

Note:

At 6:46 pm M. Handler exited the Board meeting.

R. Bull read the Proposed Resolution for the 2017 Connection Charge Program.

Presentation: Cyber security for the SCADA System

D. Capano prepared and gave a brief PowerPoint presentation on keeping the WPCA's SCADA system secure. He informed the Board that he would email the presentation to them since he was only hitting the highlights of the presentation.

Old Business

There was no old business to discuss.

New Business

There was no new business to discuss.

At 7:48 pm, the Vice Chairman asked if all in favor to adjourn the September meeting. C. Andreana motioned to adjourn the meeting; seconded by E. Orgera. There was no further discussion. **Vote: 7-0-0.**

