

**WATER POLLUTION CONTROL AUTHORITY MINUTES**

For minutes prior to January 2004, please contact Judy Archer of Public Works  
at 203-854-7791 or jarcher@norwalkct.org

CITY OF NORWALK  
WATER POLLUTION CONTROL AUTHORITY  
February 11, 2008

Attendance: Mayor Moccia  
John Atkin, Chairman  
Jim McInerney, Vice Chairman  
Fred Wilms  
Darren Oustafine  
Frederika Bikakis-Hajian  
Lewis Clark  
Bill Krummel

Staff: Hal Alvord, DPW Public Works Director  
Lisa Bardon, DPW Operations Manager  
Tom Hamilton, Finance Director

Others: Kevin Dahl, CH2M Hill OMI  
Gregg Higgins, CH2M Hill OMI

1. CALL TO ORDER

Chairman Atkin called the meeting to order at 5:30 PM

2. APPROVE THE MINUTES FROM WPCA MEETING HELD ON JANUARY 14,  
2008 (COPY INCLUDED)

Chairman Atkin said on Page 6, Item 5, Line 20, to delete "and allegations"

Ms. Bardon said on Page 5, Item 4, to change "Contact" to "Contract"

\*\* VICE CHAIRMAN MCINERNEY MOVED TO APPROVE THE ITEM WITH  
CORRECTIONS

\*\* MOTION PASSED

\*\* ONE ABSTENSION- MR. KRUMMEL

3. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN TO ENTER INTO  
AGREEMENT WITH OMI, INC. TO PROVIDE ADMINISTRATIVE SUPPORT FOR  
SPECIAL COMMERCIAL AND MIXED USE BILLINGS FOR AFFECTED FIRST  
TAXING DISTRICT SEWER USERS IN ACCORDANCE WITH SCOPE OF WORK  
DATED FEBRUARY 8, 2008 FOR A SUM NOT TO EXCEED \$20,000 (SCOPE  
LETTER AND BACKUP MATERIALS INCLUDED)

Ms. Bardon said this item goes along with Item 5 b2, which is the letter that had gone out last Friday to all commercial and mixed use property owners in the First District who we do not currently have current water consumption data for. She said it is estimated that there is \$600,000 plus in revenues that are owed to the WPCA due to the lack of data and that 600 bills would be going out at the beginning of April and would be sent out by the Tax Office and that the Tax Office anticipates the calls, appeals, and all the data would be handled by another department. She said not having the capacity to handle all the calls that would be received she had asked OMI, Inc. if they would be able to provide administrative services for approximately three months. She said that person would be responsible for maintaining the database of accounts, adjusting the fees accordingly, answering billing questions, and maintaining the accounts payable and receivable records. She said for the customers who don't provide water consumption data that they would be receiving an estimated bill and they may then appeal that bill at some later date based on the billing and appeals process. She said that she has received a scope from OMI, Inc. to assist in providing some administrative support on a temporary basis and that Mr. Dahl has forwarded some resumes of candidates that would be available. Mayor Moccia said that he is in support of this and that the Tax Office is currently dealing with property liens, and possible auctions of homes that are in arrears of back taxes. Mayor Moccia asked how much anticipated income this would be bringing in. Ms. Bardon said that she took a conservative estimate of \$150,000. Chairman Atkin asked if this position is just for this initial phase. Mr. Alvord said "yes" and that he has already received ten calls today and the two property owners have already sent in their certified consumption bills and said this position is short term and that if approved the full time position would not start until July 1, 2008.

\*\* MAYOR MOCCIA MOVED TO APPROVE THE ITEM

\*\* MOTION PASSED UNANIMOUSLY

#### 4. CLEAN WATER FUND FINAL FY08 & 09 PRIORITY LIST (COPY INCLUDED-SEE PAGE 10)

Ms. Bardon said that on the draft list Norwalk had been slated to receive just under \$37,000,000 and that Windham was not originally on the draft list but had made it on the final list and to pay for that project they had taken a couple of million dollars from everyone else. She said that Norwalk is now on the list for \$34,800,000. Chairman Atkin asked what the impact is on this. Ms. Bardon said in the order of magnitude cost estimate the first phase of the project was \$42,000,000 which she anticipates will be trimmed back based on some of the meetings she has had with CDM but that it is too soon to say but would probably be short on the first phase. She said that Norwalk has committed to being ready for construction and going out to bid next spring. Mr. Hamilton asked if additional Clean Water Funds would be available a year from now. Ms. Bardon said "yes" for the second phase of the project. She said that in the letters that had be written to the DEP it stated that Norwalk would not be moving forward if Clean Water Funds are not available. Mr. McInerney asked if any obstacles are foreseen for bidding the job or whatever triggers the funding application. Ms. Bardon said that the funding application has been submitted but will need to be amended for the next phase of design. She said that the construction documents need to be signed by June 30, 2009. Mr. McInerney asked if

there is anything outside of our control that could affect us. Mr. Alvord said “yes” and that is the DEP but they also want this project to go because it has a great impact on them meeting their 2014 goals and the direct impact on the sound. Ms. Bardon said through the Clean Water Fund financing process that value engineering is required and not only do we receive what has been designed but would also revisit the necessity of the project. Mayor Moccia asked who would be performing that. Ms. Bardon said an engineering firm other than CDM. Mr. Wilms asked if during the last WWTP upgrade if mistakes had been made that are trying to be corrected now and can they be avoided this time. Ms. Bardon said that during the last upgrade in the 1990’s that the technology was not as advanced as it is today and because the project was getting expensive it had gotten cut numerous times so the original project that was designed was not actually done. Mr. McInerney asked if the membrane technology was one of the three options that had been presented. Ms. Bardon said following a meeting with the DEP they have narrowed it down to two viable options that would get the water quality. Ms. Bardon said they are not in the position at this point to say we are going with membrane technology although the water quality results using the membrane technology is far superior than the other options and said she is waiting for the O&M costs and would then be making a decision on which of the two technologies to use. Mr. McInerney asked if there would be a real estate problem with Phase I. Mr. Alvord said “yes” and that the new headworks facility is going where the fire training area currently is now and if it is not put in that area that the DEP has stated they would help in carrying the costs which is approximately \$11,000,000.

## 5. REPORTS

### a. FY 07-08 Revenues/Expenditures Report (report included)

Ms. Bardon said that the revenues and expenditures continue to be on track.

### b. Draft FY 08-09 Operating & Capital Budgets (copies included)

Ms. Bardon said that the capital budget is the same as what was previewed by the Board at last month’s meeting. Mr. Hamilton said that the capital budget is now a the Planning Commission and he said his recommendations were that the City limits its commitment to whatever Clean Water Fund financing that is available through the State and said that there are some small projects particularly the collections system work, SCADA work, and the pump station work that he does not expect to be funded from the Clean Water Funds so the WPCA would be paying for those out of the fund balance and if the fund balance are not available would be paid for with bonds that would be re-paid by the WPCA. Ms. Bardon said per the audit the fund balance as of June 30, 2007, was \$8,900,000 and said there are some restricted funds of approximately \$2,000,000 that there were projects either paid out of the fund balance or from obligations from previous years that are not reflected in this year’s budget. She said she is not projecting to spend the entire amount for the Westport Avenue project and would be coming in approximately \$ 350,000 under budget. She said she is also projecting a surplus this year of approximately \$1,500,000. She said she proposed funding the CIP that is not Clean Water Funding with \$1,200,000 of it paid out of the fund balance and the \$200,000 be

paid out of an account that was anticipated for work with the Third Taxing District for replacing a transformer in which the project had never moved forward and may now include the WWTP upgrade. She also said that the WPCA financial model projects a 6% sewer fee increase in the next five to six years and advised that all members of the WPCA, Common Council, and the BET be comfortable with that. Mayor Moccia said he thinks that the 6% increase is a fair and equitable way to help pay the debt service. Chairman Atkin asked Mr. Hamilton if he is comfortable with the value engineering that Mr. Alvord and Ms. Bardon described as the review process being run by the State rather than the City. Mr. Hamilton said he wants to ensure that it is performed by someone other than CDM. Ms. Bardon said that it would have to be. Mr. Hamilton said it would also need to be performed early in the process so that any recommendations that are made can be incorporated. Ms. Bardon said it would be done at the preliminary design stage. Mr. McInerney asked if there would be a few firms interviewed. Ms. Bardon said there would be.

Ms. Bardon said that the rate increase for the sewer use fee is \$10.00 for residential and \$20.00 for commercial users and that the consumption would increase .030 cents per 1,000 gallons. She said that the sewer permit fees had come in higher this year than normal and that was due to an increased building activity and said that she foresees that will be tapering off next year and is proposing \$12,500. She said that the sewer connections fees are based on development and are at \$370,000 through January 2008 and said she has budgeted for \$300,000 but may consider bringing that number down. She said the industrial pre-treatment charge is a high strength surcharge for users that have a higher strength waste and that OMI, Inc. is setting up a program for that. She said that she anticipates that by January 1, 2009, that the Board will have implemented the industrial pre-treatment surcharge program and that the estimated revenue from that program is in the \$500,000 range and said that Mr. Dahl would be getting a better estimate based on sampling. Chairman Atkin asked if it is realistic to say that the program would be up and running half way into the next fiscal year. Mr. Dahl said that to date that every restaurant and industry have been inspected and have taken 120 samples. Ms. Bardon said that once the program is up and running that the Junior Engineer would be taking over the administration of the program from OMI, Inc, and would be going out and doing all the inspections and sampling from that point forward.

Ms. Bardon said that she also anticipates that people would not be maintaining their septage systems this year if there are financial issues. Mr. McInerney asked if there are any requirements by the State that septage systems need to be cleaned every so many years. Mr. Alvord said there is not. Ms. Bardon said that nitrogen credits would be paid this year and will be moving that line from the revenue side of the budget to the expenditure side next year. She said that the investment income is up because of the fund balance.

Ms. Bardon said she is proposing a WPCA Coordinator position be added in this year's budget at \$49,000 and there is a job description included in the Board package that outlines the responsibilities of this position. She said by adding this position would allow the WPCA to bill out revenues on the low end of \$800,000 next year and in fiscal year

2009-10 over \$1,000,000. She also said that in fiscal year 2009-10 that she anticipates bringing before the Board an illicit connection billing which are the properties that are connected to the sanitary sewer with stormwater and would be looking at those properties for billing based on usage of the system for stormwater. Mayor Moccia asked if this would be a Union position. Ms. Bardon said that it would be. Mr. Wilms asked if the 6% increase over the next few years includes the two positions that are already in the WPCA and the new position. Ms Bardon said the position was incorporated in the financial model along with the revenues associated with the position. Mr. McNerney asked when the temporary position that was approved would end and if approved when the new position would begin. Ms. Bardon said July 1, 2008.

Ms. Bardon said that the O&M fee for OMI, Inc. increases next year and said that she had overestimated on the CPI but is also anticipating entering into an additional amendment with OMI, Inc. to address some of the contract issues. She said that electricity would be increasing next year and that the request for professional services has been reduced next year from \$325,000 to \$225,000 and that legal services will increase next year but should be temporary because the Wilton Interlocal Agreement expires at the end of this calendar year and would be negotiating another 20- year agreement. Mr. McNerney asked if it would be retroactive to January 1, 2009. Ms. Bardon said she is hoping to have it settled before it expires which is December 31, 2008. Mayor Moccia suggested that any comments or questions regarding the budget be forwarded to Mr. Alvord or Ms. Bardon before the next months meeting.

#### c. Sewer Connection Fee & Sewer Use Bill Appeals/Adjustments

##### 1. Sewer Connection Fee- exempt parcels (list of applicants included)

Ms. Bardon said on March 1, 2007, that the Board had adopted the sewer connection fee and that there were some people that were granted exemptions to the fee because they had permits issued to them prior to the fee going into effect. She said that technically they are required to start work within thirty days of getting the permit. She said she is looking for the Board's approval to send a letter stating if they are not connected June 30, 2008 that they are no longer exempt. The Board agreed

##### 2. Estimate/Revised Sewer Use Fee Billing (letter included)

No discussion.

##### 3. Status Update

Ms. Bardon said that she believes they are still tracking in the \$100,000 range and would have a more refined number for next month's meeting.

#### d. Information Copies:

##### 1. Nitrogen Credit Exchange Program (letter included)

Ms. Bikakis-Hajian asked why the numbers change so radically. Ms. Bardon said because every year the permit limit drops down and the price of the credits increase. Ms. Bikakis-

Hajian asked how the numbers were calculated. Ms. Bardon said that Mr. Kolb had based the calculation on the average of 2003-2007.

2. 2007 Storm water Monitoring Results (copy included)  
No discussion.

3. 2007 GPLPE Annual Compliance Certification Form (copy included)  
Mr. Dahl said that “2006” needs to be changed to “2007” on the agenda.

## 6. CONTRACT OPERATIONS REPORT

a. Public Works Director Report:

1. Contract Operations Status  
No discussion.

2. Odor Issues

Ms. Bardon said that on January 17, 2008 a complaint had been received from a resident on the train at 8:15AM and that same day also received an e-mail from a resident that she had also noticed odors of the Straffilino Bridge on January 16, 17, and 18, 2008. Ms. Biakkas-Hajian asked if there was a name associated with the complaint. Mr. Dahl said there was. Mr. Dahl said he could not attribute the odors to any plant process with the times that she had noted. He said that they had performed a sodium permanganate trial and it was very successful in reducing the hydrogen sulfide in the building and they would be continuing to use it until there is a permanent solution. He said it is a safety risk and is costly but is also very effective with odor control. He said that on February 20, 2008 he would be working with Wright Pierce to get the primary scrubber back on line. He said that the masking agent has not been as successful as he would have liked and that the vendor for the ionization system will be coming in to perform a redesign on their work sometime in the middle of March and are being delayed by the subcontractor.

3. WWTP Solids Loss Events (letters included)

Ms. Bardon said there were two items related to the solids loss that had occurred at the plant in January 2008. She said one was in the report from the Department of Agriculture Bureau of Aquaculture and are in agreement with what they have written and there was a meeting held with them on January 24, 2008 which included the DEP, and the Health Department. She said there were no permit violations for these instances and that the shellfish meats all tested below the limits. She said she is still unsure of what goes into the decision to close the beds and that is why she had written a letter to the DEP on January 31, 2008 because OMI, Inc. had to file a by-pass report which is the only reporting form that the State has available to report anything even if it's not a bypass and that causes a lot of confusion with the public. Mayor Moccia said he would like to have a meeting with the Chairman of the Shellfish Commission to discuss what their rights and responsibilities are. Chairman Atkin said at times there is probably over reaction but on the other hand the Shellfish Commission does have the right to express their concern and

it is up to this Commission to do what we can to in terms of capital expenditures or other means if not a mechanical problem to address these concerns. Mayor Moccia agreed and said it should be done in a professional manor.

Mr. Krummel left at 7:00PM

#### 4. Westport Avenue Area Inflow & Infiltration (I&I)- Sewer Moratorium (letters included)

Ms. Bardon said the completion of the Westport Avenue Inflow and Infiltration project is behind and Insituform (the contractor) schedule and has requested a time extension of approximately two months. She said that Dewberry has agreed to their request for an extension for two reasons one being that the cold weather makes it difficult to do some of the rehabilitation work and the other reason being that they are performing more television inspections to look at how they can reduce the overall costs of the project by eliminating some of the point repairs. She said that liquid damages could be assessed at the rate of \$500.00 per day.

#### b. OMI Report

##### 1. Monthly Operating Report- December 2007 (copy included)

Chairman Atkin said he was concerned that even though Mr. Dahl is technically giving the report a couple of months earlier than the actual meeting date that the Board was not made aware of events that had occurred that day or a few days before. He said he is aware that there have been internal discussions and Mr. Dahl will make every effort to do timely reporting to the Authority and suggested looking into pushing the monthly meetings back to the third Monday of the month so at the minimum will have the previous month's report.

Mr. Dahl said there was a solids loss that occurred on February 2, 2008, during the high flows of a rain event. He said there was also a chlorine violation for instantaneous as well as for the day because the flow had peaked so quickly the bisulfate system did not respond in time. He said there were no permit or performance guarantee violations. He said that some safety training was performed as noted and had one spill at the Fox Run pump station and that there was a broken forcemain during the remediation for the soil at that site for the underground storage tanks.

##### 2. Collection System and Pump Station MRR Accounts (copy included)

Mr. Dahl said for the MRR repairs for the collection systems that Dewberry is ongoing with Insituform and that Weston & Sampson is making headway on the siphon rehabilitation. He said that the data is in the Cityworks database for the cleaning and televising but that he needs to correct an error in the reporting. He said there are currently two positions opened one for an operator and the other for a maintenance clerk. He said there were no OSHA reportable instances and had a very favorable month for nitrogen removal and were 788 pounds below with the lookup table was. He said that the Interstate Environmental Commission came in on December 18, 2007, as part of their routine split sampling of checking on plant performance. Chairman Atkin asked if that was a planned and unannounced visit. Mr. Dahl said they came in unannounced and that they come twice a year.

7. ACTION ON ANY ITEM DISCUSSED HEREIN

No discussion.

8. ADJOURNMENT

\*\* MR. WILMS MOVED TO ADJOURN

\*\*MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:10 PM.

Respectfully submitted,

Dilene Byrd

