AGENDA

DATE: Monday, July 21, 2014
TIME: 5:30 PM
PLACE: Public Works Center (Second Floor Conference Room), 15 South Smith Street

1. Call to Order

2. Election of Officers and Secretary

3. Executive Session to discuss ongoing litigation with Flowserve about main lift pumps' failure

4. Approve the minutes from WPCA Meeting held on June 16, 2014 (copy included)

5. Approve revisions to the Sewer Use Rates, Billing Information & Appeals Process (copy included)

6. Reports:
   a. Introduction of Lindsey Navagh as the GIS Intern
   b. FY13/14 Revenues/Expenditures MUNIS Report (copy included)
   c. Contract Operations Status – Annual Inspection Report (Draft to be sent out in August, final discussion at September meeting)
   d. Discussion on Wastewater Treatment Plant Performance (copy attached)
   e. Discussion on the Sammis Street Pump Station (report included)
   f. Discussion on the Ely Avenue Cleaning and CCTV Project
   g. Sewer Use Bill Appeals/Adjustments Update
      1) Discussion on accessory apartments – (8 Myrtle Street letter included)
      2) Appeal status
   h. Information Copies:
      1) OMI Monthly Operating Report – June 2014 (copy included)
      2) Contract Year 15 - CPI Adjustment (copy included)

7. Adjournment

Next WPCA Meeting: Monday, September 15, 2014 (No August 2014 Meeting)
5:30 PM
Second Floor Conference Room, Public Works Center
15 South Smith Street
CITY OF NORWALK
WATER POLLUTION CONTROL AUTHORITY
June 16, 2014

Attendance: Darren Oustafine, Chairman
Lewis Clark, Vice Chairman
James Clark
John Flynn
Frederika Bikakis-Hajian

Staff: Lisa Burns, DPW Operations Director
Ralph Kolb, DPW Senior Environmental Engineer

Others: John Ahern, CH2MHiIl, OMI, INC
Susan Sweitzer, Redevelopment Agency
Ela Lagasse, Redevelopment Agency

1. CALL TO ORDER

Chairman Oustafine called the meeting to order at 5:34PM

2. EXECUTIVE SESSION TO DISCUSS ONGOING LITIGATION WITH FLOWSERVE ABOUT MAIN LIFT PUMPS' FAILURE

Mr. Clark asked if anything has changed from last month. Ms. Burns said that the cross complaint has been filed.

** MR. JAMES CLARK MOVED TO SUSPEND THE RULES TO DISCUSS THE MAIN LIFT PUMPS
** MOTION PASSED UNANIMOUSLY

Ms. Burns said that the number one lift pump that had failed has failed again for the second time. She said on June 24, 2014, it will be taken apart with representatives present from Flowserve, CH2MHiIl, OMI, Inc., and the WPCA representative from CDM Smi11.

There was no executive session held and there was no action taken.

3. APPROVE THE MINUTES FROM WPCA MEETING HELD ON MAY 19, 2014 (COPY INCLUDED)

** MR. FLYNN MOVED TO APPROVE THE MINUTES
** MOTION PASSED
** ONE ABSTENSION- MS. BIAKIS-HAJIAN
4. AUTHORIZE THE CHAIRMAN OR VICE CHAIRMAN OF THE WATER POLLUTION CONTROL AUTHORITY TO EXECUTE AN AMENDMENT TO THE NOVEMBER 28, 2012 WITH AARON ASSOCIATES OF CONNECTICUT, INC. IN THE AMOUNT OF $21,590 TO PROVIDE ADDITIONAL SCADA FUNCTIONS FOR THE PUMP STATION SCADA TELEMETRY SYSTEM PROJECT IN ACCORDANCE WITH A LETTER PROPOSAL DATED MAY 16, 2014 (COPY INCLUDED).

Mr. Kolb said that staff had requested additional SCADA functions and he discussed the breakdown of the six tasks. He said that staff would also like to incorporate a WIN911 alarm system, which would call the operator on a cell phone to notify him that there is a pump station problem, or a problem at the Wastewater Treatment Plant. He said in addition to the operator it can also notify multiple persons via telephone or email. Mr. Flynn asked why it is so expensive. Mr. Kolb said that it is a detailed system. Ms. Burns said that it is also communicating with 22 pump stations.

** MR. LEWIS CLARK MOVED TO APPROVE THE ITEM
** MOTION PASSED
** ONE ABSTENION- MR. FLYNN

5. APPROVE THE REVISIONS TO THE SEPTAGE DISPOSAL RULES AND REGULATIONS (COPY INCLUDED)

Mr. Kolb discussed the proposed changes to the rules and regulations and said the main changes relate to personal protective equipment and will now require the hauliers to have specific personal protective equipment and that OMI, Inc. is very conscious about safety on-site. He said that all septage haulers will now also be required to implement odor reducing control measures. He also said that anytime the Wastewater Treatment Plant is above 30 MGD septage will not be taken for that period. Mr. James Clark asked if that has happened and if so how often. Mr. Kolt said "yes" that it has happened twice so far. Ms. Burns said that OMI, Inc. is working on a notification system that will let haulers know in advance.

** MR. LEWIS CLARK MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

6. APPROVE SANITARY SEWER EXTENSION ALONG STRAWBERRY HILL AVENUE AND NORDEN PLACE FOR 8 NORDEN PLACE FOR INCLUSION INTO THE CITY'S SANITARY SEWER SYSTEM (LETTERS AND DRAWING INCLUDED)

Ms. Burns said that as part of the Avalon project that they needed to construct an extension to the sanitary sewer system to which the Board will need to approve. She said that they had hired Tighe and Bond to perform the inspection and that they have certified that the sewer was built in accordance with the city's requirements. She said in addition to that WPCA staff has verified that the two on site pump stations will only operate one at a time. Mr. Oustfine asked if there is a bond. Ms. Burns said "no". Mr. Flynn asked who is
responsible for paying for the pump operation. Ms. Burns said that they will be and that the WPCA will only be responsible for the gravity.

** MR. JAMES CLARK MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY

7. ACT ON CONNECTION FEE WAIVER FOR THE WAYPOINTE (MID-BLOCK & NORTH BLOCK) PROJECT IN THE AMOUNT OF $176,040 (CONNECTION FEE PAYMENT INCLUDED)

** MR. JAMES CLARK MOVED TO OPEN THE ITEM FOR DISCUSSION
** MOTION PASSED UNANIMOUSLY

Ms. Sweitzer said that the connection fees were paid because they were an inhibitor of getting their certificate of occupancy which would have been in violation with the agreement with the investors, and would have most likely led to a lawsuit and it made sense to just pay the fee and leave the waiver request on the table. Mr. Oustafine asked if she is requesting a refund. Ms. Sweitzer said there are several options that she would like to put on the table for the boards consideration. Mr. Flynn asked if this is the full extent of the connections fees or if there will be additional connection fees. Ms. Burns said that there will be additional connection fees. Mr. James Clark said a: the last meeting he requested that if there was additional information that they would like to present that they present it at this meeting. Ms. Burns said that there was no additional information received and therefore there was nothing included in the board package. Mr. James Clark said to even consider approving waiving the fee he would need to see the incredible win for the city that Ms. Sweitzer has spoken about.

** MR. FLYNN MOVED TO APPROVE THE CONNECTION FEE WAIVER IN THE AMOUNT OF $176,040 FOR THE WAYPOINTE MID-BLOCK AND NORTH BLOCK PROJECT
** MOTION REJECTED UNANIMOUSLY

**MR. JAMES CLARK MOVED TO SUSPEND THE RULES
** MOTION PASSED UNANIMOUSLY

** MR. LEWIS CLARK MOVED TO AUTHORIZE THE CHAIRMAN TO AUTHORIZE STAFF AND OMI, INC. TO SUBMIT ELECTRONIC RECORDING TO THE DEEP
** MOTION PASSED UNANIMOUSLY

Mr. James Clark requested reports for infractions and achievements on a quarterly basis.

8. REPORTS

a. FY13/14 Revenues/Expenditures Report (MUNIS report included)  
Mr. Kolb said everything is tracking as expected with the exception of legal services account which is over budget. He said on the revenue side that the septic disposal fees are budgeted at $525,000 and are currently at $585,000.
b. Discussion on the Sammis Street Pump Station (report included)
Mr. Kolb presented the report and said that the control panel designs for the Ann Street siphon are being reviewed and once it is approved and assembled it should take approximately one to two weeks to complete.

Mr. Kolb reported on the status of Sammis Street Pump Station work and said that they are currently working on the walkway and began excavating. Mr. Flynn asked if there have been any complaints. Mr. Kolb said the only request that was made was to protect the trees during construction.

c. Discussion on the Ely Avenue Cleaning and CCTV Project
Mr. Kolb said that for a couple of years staff has been trying to find a qualified contractor to clean and TV the line from Bouton Street to Ely Avenue which runs under the Metro-North. He said that this is the fourth contractor and that the work will begin tomorrow. Mr. James Clark asked how long to work to take to complete. Mr. Kolb said a day to a day and a half. Mr. Kolb said once the work has been completed ARCADIS will advise if a new pump station is needed or if the pipe can be lined to maintain flow.

d. Sewer Use Bill Appeals/Adjustments Update
   1. Appeal Status
      Mr. Kolb said that the adjustments to date are $40,370.

   2. Sewer Use Fee Billing (FY 14-15)
      Mr. Kolb said that the billing has been finalized and are now being mailed. He said that the Tax Collectors office has gotten a new billing system and that there have been changes in land use codes and that he anticipates there will be complaints.

e. Information Copies:
   1. OMI Monthly Report- May 2014 (copy included)
      Mr. Kolb reported on the collections system and said that repairs were made on Loundsbury Avenue and Jennie Jenks Road. He reported on the pump stations and said that ARCADIS has completed the pump station inspection. He said that nitrogen fell into band "D"

9. ADJOURNMENT

** MR. JAMES CLARK MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY

The meeting adjourned at 7:40PM

Respectfully Submitted,

Dilene Byrd
WATER POLLUTION CONTROL AUTHORITY
FOR THE CITY OF NORWALK
FAIRFIELD COUNTY, CONNECTICUT

SEWER USE RATES, BILLING
INFORMATION & APPEALS PROCESS

Adopted February 14, 2005
Amended July 21, 2014
# WATER POLLUTION CONTROL AUTHORITY
FOR THE CITY OF NORWALK

## SANITARY SEWER USE RATES

*July 1, 2014 – June 30, 2015*

### USE CLASSIFICATION

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<td>- Two Family</td>
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<td>- Three Family</td>
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<td>- Four Family</td>
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<td>- Apartment Unit/Condominium Unit</td>
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<th>Commercial and Mixed Use Properties (up to 110,000 gallons)</th>
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## BILLING INFORMATION

Residential customers are charged a flat rate for sewer use annually. **Residential,** Commercial and mixed use customers that use less than 110,000 gallons per year are charged the commercial flat rate for sewer use annually. Commercial and mixed use customers that use over 110,000 gallons per year are charged the commercial flat rate plus a flow rate $7.75 per 1,000 gallons used over the initial 110,000 gallon allotment. 

Sewer usage is calculated using the previous calendar year’s water consumption data provided by the First and Second Water Districts. If water consumption data is not available, water consumption is estimated by using an average consumption for the parcel’s classifying Land Use Code (per the Tax Assessor’s records) and/or the parcel’s previous consumption records.

Sewer use charges are billed semi-annually and, in most cases, included on your real estate tax bill. Sewer use charges are billed July 1st and January 1st each year and due by August 1st and February 1st respectively. If you have a mortgage and an escrow agent pays your real estate taxes, your escrow agent will most likely also pay your sewer use charges to the City on your behalf since they appear on the real estate tax bill.

Sewer use charges are billed for the current fiscal year, July 1st to June 30th. Residential, commercial, and mixed use flat rate bills shall not be prorated for mid-cycle occupancy or user classification changes. The use classification (whether a property is determined to be residential or commercial or mixed use or single family or multi family, etc.) is determined using information from the most recent Grand List provided by the Tax.
WATER POLLUTION CONTROL AUTHORITY
FOR THE CITY OF NORWALK

Assessor’s Office. Although the information used to prepare the bill is based on the most recent Grand List (i.e., October 1st), your flat rate sewer use fee is for the current fiscal year. Sewer use fees are payable to the Tax Collector’s Office. The status of connection to the sewer system (connected or not connected) is determined by the WPCA.

BILLING INQUIRIES

It is always your right as a customer to question a bill. Any customer who has a question or complaint or who disputes all or part of a sewer bill should contact the City of Norwalk’s Public Works Customer Service Call Center by:

Telephone: 203/854-3200

Person or Mail: Customer Service Call Center
Department of Public Works
City of Norwalk
125 East Avenue, 2nd Floor
Norwalk, CT 06856-5125

E-mail: customerservice@norwalkct.org

OTHER INQUIRIES

If a customer has any questions or concerns related to any aspect of their sewer use services other than billing issues, they should contact a customer service representative at the address and phone number listed above.

Each customer has the right to request a copy of the WPCA’s current schedule of rates and charges. In addition, information regarding water use and the calculation of the appropriate sewer use billing amount is also available by contacting the above listed Customer Service Call Center.

BILLING ADJUSTMENTS

For commercial or mixed use customers that are charged based on water consumption, the following adjustments are made upon request and when appropriate documentation is provided:

Laundromats: Water consumption reduced by 10%

Carwashes: Water consumption reduced by 10%

Other commercial and mixed use customers that are billed based on water consumption may request adjustments to their billing information based on the following requirements:
WATER POLLUTION CONTROL AUTHORITY
FOR THE CITY OF NORWALK

Manufacturing Processes/Irrigation/Otherwise Not Discharged to the Sanitary Sewer: For commercial or mixed use customers that use water in their manufacturing process, irrigation operations or that is not otherwise returned to the sewer, the sewer use billing information can be modified by (1) the customer providing a written report certified by a registered professional engineer to the WPCA outlining the technical basis for the water consumption adjustment; (2) installation of a second certified and sealed water meter that measures the amount of water consumed by the process and not returned to the sewer system; or (3) installation of a certified and sealed sewer meter that measures the amount of flow discharged into the City’s sewer system. If water or sewer meters are used as a basis for billing adjustment, the WPCA has the right to access the meter for testing and inspection at any time. It is the responsibility of the customer to supply the WPCA with the meter data for the previous calendar year no later than April 1st of each following year to be considered for an adjustment. Meter data can be sent to the WPCA by regular mail or fax:

Mail:
Water Pollution Control Authority for the City of Norwalk
C/o Sewer Use Adjustment
15 South Smith Street
Norwalk, CT 06855

Fax: 203/854-3224

SEWER USE BILLING APPEALS

Chapter 113, Water Pollution Control Authority (WPCA), of the Code of the City of Norwalk approved by the Common Council on March 26, 2002 states the following about sewer use billing appeals:

§ 113-15. Appeals

A. Pursuant to Chapter 103, Section 7-255 of the Connecticut General Statutes, users shall be notified of proposed revisions to or establishment of sewer use charges by publication in a newspaper having general circulation in the community. Any user shall have the opportunity to be heard concerning the proposed changes at a public hearing held before the WPCA. After the WPCA has established or revised such charges, it shall cause the same to be published in a newspaper having general circulation in the community not later than five days after filing such charges with the Office of the City Clerk. Any user aggrieved by such charges may submit an appeal to the WPCA within 21 days after such filing.

B. Any user wishing to appeal their sewer use bill based on water consumption or use classification shall do so in writing within 45 days from the installment due date. The Director of Public Works or his designee shall review the appeal and inform the user in writing of the decision within 15 days of receipt of the written appeal. If the problem remains unresolved after a written decision from the Director, the user has 10 days from receipt of the Director’s decision to request in writing a further review by the WPCA. The WPCA will investigate the appeal and send its decision to the user in writing within 5 days after its next regular monthly meeting following receipt of the request.
C. Any user wishing to appeal their sewer use bill because they believe a clerical omission or mistake was made shall do so no later than three years following the installment due date.

D. Any person aggrieved by any final decision of the WPCA may appeal to the Superior Court and shall bring any such appeal to a return day of said court not less than 12 or more than 30 days after service thereof. The judgment of the Court shall be final.

APPEALS PROCESS

The WPCA has established the following procedures for consideration of appeals:

Use Rate Charges: Persons wishing to appeal a change in the use rates shall contact the WPCA in writing no more than 30 days after date of the publication of the rate and state the basis for the appeal. The Director of Public Works or his designee, at his discretion, shall present the appeal request to the WPCA Board of Directors for consideration.

Use Classification: Customers wishing to appeal a change in their use classification shall complete a Sewer Use Fee Appeal Form obtained by contacting the City of Norwalk’s Public Works Customer Service Call Center within 45 days after the installment due date. The Director of Public Works or his designee shall review the appeal and send the customer a decision within 15 days of receipt of the completed appeal form. If the problem remains unresolved after a written decision from the Director of Public Works, the customer has 10 days to request in writing a further review by the WPCA Board of Directors. The WPCA Board of Directors will investigate the appeal and send its decision to the customer in writing within 5 days after its next regular monthly meeting following receipt of the request.

Water Consumption Adjustments: For those customers who use more than 110,000 gallons and can show they discharge significantly less wastewater into the sanitary sewer system than water consumed, the WPCA – at its sole discretion – can make a one-time adjustment to the volume assessment portion of the sewer use bill. Customers who require on-going, yearly water consumption adjustments shall follow the procedure outlined in the Billing Adjustment section of this document. Customers wishing to appeal the volume assessment shall contact the City of Norwalk’s Public Works Customer Service Call Center within 45 days after the installment due date and complete a Sewer Use Fee Appeal Form. The appeal form shall be reviewed by the Department of Public Works and if necessary the customer will be contacted to provide additional information supporting why an adjustment in the volume assessment should be made. Additional information used in this determination may include certified engineering studies, copies of water bills, installation of a sewer flow meters, etc. The Director of Public Works or his designee shall review the appeal and supporting documentation and send the customer a decision within 15 days of receipt of the completed appeal form and receipt of additional documentation. If the problem remains unresolved after a written decision from the Director of Public Works, the customer has 10 days to request in writing a further review by the WPCA Board of Directors. The WPCA Board of Directors will investigate the appeal and send its decision to the customer in writing within 5 days after its next regular monthly meeting following receipt of the request.
Clerical Errors and Omissions: Customers wishing to appeal because they believe a clerical error or omission was made to their bill shall complete a Sewer Use Fee Appeal Form obtained by contacting the City of Norwalk’s Public Works Customer Service Call Center within 3 years after the installment due date. The Director of Public Works or his designee shall review the appeal and send the customer a decision within 15 days of receipt of the completed appeal form. If the problem remains unresolved after a written decision from the Director of Public Works, the customer may appeal to the WPCA Board of Directors at its next scheduled meeting. The WPCA Board of Directors will investigate the appeal and send its decision to the customer in writing within 5 days after its next regular monthly meeting following receipt of the request.

Upon approval of the Director of Public Works or the WPCA Board, the Department of Public Works will send the Tax Assessor’s Office and the Finance Department a Sewer Use Fee Adjustment Form to process a credit, adjust the bill and/or make billing changes.
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<td>0</td>
<td>15,942,446</td>
<td>14,603,552.42</td>
<td>107,310.03</td>
<td>1,231,583.55</td>
</tr>
<tr>
<td>** TOTAL EXPENSES **</td>
<td>15,942,446</td>
<td>0</td>
<td>15,942,446</td>
<td>14,603,552.42</td>
<td>107,310.03</td>
<td>1,231,583.55</td>
</tr>
<tr>
<td>** GRAND TOTAL **</td>
<td>15,942,446</td>
<td>0</td>
<td>15,942,446</td>
<td>14,603,552.42</td>
<td>107,310.03</td>
<td>1,231,583.55</td>
</tr>
</tbody>
</table>

** END OF REPORT - Generated by Dilene Byrd **
# City of Norwalk
## Wastewater Treatment Plant

### Plant Performance - Annual Average (2003-2014)

<table>
<thead>
<tr>
<th>Year</th>
<th>Flow (mgd)</th>
<th>BOD (mg/l)</th>
<th>TSS (mg/l)</th>
<th>Fecal Coliform (#/100 ml)</th>
<th>Total Nitrogen (mg/l)</th>
<th>Total Nitrogen (lbs/day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>14.0</td>
<td>5.5</td>
<td>8.3</td>
<td>5</td>
<td>7.6</td>
<td>881</td>
</tr>
<tr>
<td>2004</td>
<td>13.5</td>
<td>4.6</td>
<td>5.4</td>
<td>6</td>
<td>7.1</td>
<td>784</td>
</tr>
<tr>
<td>2005</td>
<td>13.1</td>
<td>5.6</td>
<td>6.1</td>
<td>3**</td>
<td>7.6</td>
<td>818</td>
</tr>
<tr>
<td>2006</td>
<td>14.9</td>
<td>5.5</td>
<td>6.6</td>
<td>4**</td>
<td>6.2</td>
<td>757</td>
</tr>
<tr>
<td>2007</td>
<td>14.1</td>
<td>10.4</td>
<td>10.4</td>
<td>2</td>
<td>9.0</td>
<td>1043</td>
</tr>
<tr>
<td>2008</td>
<td>14.3</td>
<td>7.3</td>
<td>6.9</td>
<td>8</td>
<td>6.6</td>
<td>766</td>
</tr>
<tr>
<td>2009</td>
<td>14.6</td>
<td>5.4</td>
<td>6.1</td>
<td>3</td>
<td>7.3</td>
<td>880</td>
</tr>
<tr>
<td>2010</td>
<td>13.5</td>
<td>5.2</td>
<td>6.7</td>
<td>14</td>
<td>5.4</td>
<td>600</td>
</tr>
<tr>
<td>2011</td>
<td>15.5</td>
<td>6.1</td>
<td>5.9</td>
<td>4</td>
<td>5.9</td>
<td>742</td>
</tr>
<tr>
<td>2012</td>
<td>12.9</td>
<td>5.4</td>
<td>6.1</td>
<td>5</td>
<td>6.1</td>
<td>640</td>
</tr>
<tr>
<td>2013</td>
<td>12.2</td>
<td>5.4</td>
<td>6.3</td>
<td>5</td>
<td>7.1</td>
<td>702</td>
</tr>
<tr>
<td>2014*</td>
<td>13.9</td>
<td>7.9</td>
<td>9.1</td>
<td>11</td>
<td>7.4</td>
<td>890</td>
</tr>
</tbody>
</table>

### Permit Limits

<table>
<thead>
<tr>
<th>Category</th>
<th>Mo. Average</th>
<th>Max. Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow (mgd)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>BOD (mg/l)</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>TSS (mg/l)</td>
<td>20</td>
<td>40</td>
</tr>
<tr>
<td>Fecal Coliform</td>
<td>88 (1)</td>
<td>2,400 (2)</td>
</tr>
<tr>
<td>Total Nitrogen</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>(lbs/day)</td>
<td>1,105 (3)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Contract Limits

<table>
<thead>
<tr>
<th>Category</th>
<th>Mo. Average</th>
<th>Max. Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flow (mgd)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>BOD (mg/l)</td>
<td>10</td>
<td>N/A</td>
</tr>
<tr>
<td>TSS (mg/l)</td>
<td>10</td>
<td>N/A</td>
</tr>
<tr>
<td>Fecal Coliform</td>
<td>10 (1)</td>
<td>N/A</td>
</tr>
<tr>
<td>Total Nitrogen</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>(lbs/day)</td>
<td>Performance Table</td>
<td></td>
</tr>
</tbody>
</table>

---

(1) Geometric mean  
(2) No sample may contain more than 2,400 per 100 ml  
(3) 12-month rolling average  
N/A: Not Applicable  
* Data is through June of this year  
** Data is based on 11 months – results for 1 month was TN TC (too numerous to count)
OMI Contract Operations
Performance Guarantee Non-Compliance
Contract Year 14
(July 2013 – June 2014)

July 2013 - None
August 2013 - None
September 2013 - None
October 2013 - None
November 2013 - None
December 2013 - None
January 2014 - None

February 2014
- 2/10: BOD (75.1 mg/l)
- 2/10: TSS (104.0 mg/l)
- 2/24: BOD (45.3 mg/l)
- BOD Monthly Average (17.9 mg/l)
- TSS Monthly Average (18.0 mg/l)

March 2014
- 3/30: BOD (94.7 mg/l)
- 3/30: TSS (286.0 mg/l)
- 3/31: BOD (63.9 mg/l)
- 3/31: TSS (102.0 mg/l)
- BOD Monthly Average (12.3 mg/l)
- TSS Monthly Average (13.5 mg/l)

April 2014 - None
May 2014 - None
June 2014 - None
Norwalk WPCA

Sammis Street Pump Station
Ann Street Siphon Controls
Flood Damage Upgrade
Project WPCA 2013-1

EXECUTIVE SUMMARY
July 2014

PREPARED BY:
Nicholas E Berkun
Junior Engineer

Distribution:
Lisa Burns, PE
Ralph Kolb, PE
WPCA File
Flood Damage Upgrade Project WPCA 2013-1

EXECUTIVE SUMMARY
July 21, 2014

Construction Progress

- Ann Street Siphon
  - RTU and control panel location selected
  - Submittal and schedule from Delray under review
    - RTU and Control panel design review completed by Wright-Pierce
- Sammies Street Pump Station
  - Site maintenance
    - Path detour completed and path re-opened
    - Continued protection of crab apple and birch trees
  - Construction progress
    - Excavation across path and electrical conduit installation completed
    - Station walls and transformer pad foundation footings and walls completed
    - Transformer vault installed
    - Waiting for delivery of structural steel
  - Upcoming work
    - Yard hydrant
    - Structural steel and top of concrete foundation
    - Ann Street siphon controls and SCADA

Project Administration

- Sammies Street Pump Station
  - Submittals and RFIs – more notable changes to the original scope of work include:
    - Generator to be mounted to the top of the pump station slab, without additional equipment pad
    - Stone liners in forms
    - New drywell hatch to be cast in concrete
    - Bypass pumping to be installed inside pump station
      - Minimize disturbance to foot path
      - Cost savings of approximately $31,000.00
  - Potential Change Orders
    - Close up existing formed openings beneath former MCC locations
    - Clean wet well, spray epoxy liner to rehabilitate corroded concrete
    - Painting rehabilitated station – not included in original scope
    - Pave walking path
PHOTOGRAPH 1  
Concrete pumping into forms

PHOTOGRAPH 2  
Closeup of concrete pouting

PHOTOGRAPH 3  
View of progress inside forms

PHOTOGRAPH 4  
STL taking concrete core samples
PHOTOGRAPH 5  Temporary ladder to access station

PHOTOGRAPH 6  Transformer footing forms

PHOTOGRAPH 7  Transformer footing done

PHOTOGRAPH 8  Transformer foundation wall forms
PHOTOGRAPH 9  Transformer foundation walls done

PHOTOGRAPH 10  View of foundation done
June 27, 2014

Dear Mr. Oustafine,

I am writing to you at the suggestion of Mr. Ralph Kolb and Mr. Kyle Bader for the following reasons:

1. After being referred by them to the Assessors Office and back to WPCA by the Assessors Office I have decided to write to you.

2. This concerns the change in the assessment for Sewer Use Fees by the Assessors Office at the request of WPCA.

3. As a resident who has always been charged a flat fee for a Single Family residence, I was completely surprised and not in a good way by the $600.00 fee imposed for the first time this year. We have a Legal Accessory Apartment existing since 1996.

4. A Two Family residence is strictly prohibited by Planning and Zoning at 8 Myrtle Street.
5. WPCA has put us into that category for sewer use fees even though restrictions legally placed on our apartment would make it impossible to generate water consumption any where near that of a Two Family House.

6. Our water consumption for the 2nd Quarter of 2014 was 21,000 gallons for 84 days or 250/Gallons/Day. If you project this over 365 days it would amount to 91,250 gallons annually. The results for the 1st Quarter were very similar as were the Quarters in 2013. This is well below the amount the double occupancy of a two family house would generate. (Source: First District Water Dept. Bill Enclosed).

7. I think the problem is with the categories. Mr. Kolb said we would have to have our category changed to a 101 at the Assessors office. However, we do have an Accessory Apartment so that would not be the right solution.

8. For purposes of this discussion the Assessors Office has three Categories.

101 for a Single Family Residence
102 for a Two Family Residence
107 for a Single Family Residence with an Accessory Apartment
Unfortunately WPCA has only two categories (Single Family and Two Family).
9. I think if WPCA were to create a third category for a Single Family Residence with an Accessory Apartment with a much lower fee than that of a Two Family it would accurately reflect the water consumption and the impact on sewer use this new category is generating. This would honor the legal agreement we entered into with the City of Norwalk in 1996. In other words, your categories at WPCA are not consistent with those of the Assessors Office and that is the problem.

10. I am also concerned that this change took place with no prior notification to the people affected by it. The public notice in the Norwalk Hour in April only mentioned the increase in the fees. (example;$285.00 to $300.00 for Single Family flat fee). Therefore, there was no opportunity to consider realistically the ramifications of such a change in category.

11. Are the sewer usage fees based on expected water consumption and it’s impact on sewer use? Paragraph 1 on page 1 in the booklet given to me by Mr. Kolb and Mr. Bader would certainly suggest that. Please clarify this.

I was told by Mr. Kolb that the Board Members would consider this letter at their Board Meeting on Monday, July 21, 2014. Mr. Kolb also told me that if a change were made for me it would have to be made for all the 107 category owners. Then this is what you need to do because this category impacts the sewer use as does a Single Family Residence by the very nature of the restrictions placed upon it. The $600.00 Fee for Category 107 needs to be changed back to $300.00. My E-Mail Address is MKO493@optonline.net. My phone Number is 203-853-2705. I would like confirmation that you have received this letter. I look forward to a just resolution of these concerns.

Sincerely,
1 Plant Activities

A Maintenance

Major Items Completed
replaced primary grease pit pump motor, Installed IMLRs #5 and #10. Wired influent pump #3. Cleaned North and South chlorine contact chambers. Replaced Rotork unite and D.O. systems on aeration basin. Cleaned Dechlor tank.

Work orders (MC)

<table>
<thead>
<tr>
<th>This Month</th>
<th>Last Month</th>
</tr>
</thead>
<tbody>
<tr>
<td># of WOs completed</td>
<td>110</td>
</tr>
<tr>
<td>Ending WO backlog</td>
<td>444</td>
</tr>
</tbody>
</table>

B Violations

Permit Monthly

Excursion - Reason
None

Performance Guarantee
None

C Training

Safety Tailgates

June Safety Month Word Search
Home Safety, Circle the Hazards Handout
June Safety Month Crossword Puzzle
Office Safety, Circle the Hazards Handout
Employee Emergency Contact Information Handout
OM Services 2014 H&S Stand-up, Heads up Bicycle Safety Challenge, Pedestrians in Crosswalk Handout

2 Collection Systems

A Pump Stations

MRR Repairs/Upgrades

Removed and replaced pump #1 at Marvin Beach PS

B Collection System

Spill / Overflow Reports

47 Wall St. Private lateral spill, 20 gallon Magnolia Private lateral spill 1000 gal.

A1 Penna replaced 22' of 8" pipe @ 8 West Rocks Road

Berkshire cleaned and TV 12" line #7 Bouton St. to Ely Ave.

<table>
<thead>
<tr>
<th>CCTV Miles</th>
<th>Cleaning Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.83</td>
<td>45.93</td>
</tr>
<tr>
<td>9.79</td>
<td>45.76</td>
</tr>
<tr>
<td>51.97</td>
<td>38.71</td>
</tr>
<tr>
<td>5.97</td>
<td>45.23</td>
</tr>
<tr>
<td>3.33</td>
<td>38.36</td>
</tr>
<tr>
<td>5.52</td>
<td>38.29</td>
</tr>
<tr>
<td>13.96</td>
<td>85.50</td>
</tr>
<tr>
<td>0.02</td>
<td>108.74</td>
</tr>
<tr>
<td>0.70</td>
<td>5.20</td>
</tr>
</tbody>
</table>

Last Month
This Month
3 Personnel

A Number of Associates / Wastewater Operator Certifications

<table>
<thead>
<tr>
<th>Total Personnel</th>
<th>23</th>
<th>Certifications</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>6</td>
<td>Class IV</td>
<td>3</td>
</tr>
<tr>
<td>Maintenance</td>
<td>9</td>
<td>Class III</td>
<td>3</td>
</tr>
<tr>
<td>Collection Systems</td>
<td>5</td>
<td>Class II</td>
<td>2</td>
</tr>
<tr>
<td>Administration</td>
<td>3</td>
<td>Class I</td>
<td>3</td>
</tr>
<tr>
<td>Turnover</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B Changes

None

4 Safety

OSHA Recordable Incidents
Lost Time Incidents

None
None

5 Total Nitrogen Performance

Avg. Influent Wastewater Temp. (°C) 19
Avg. BOD Loading (lbs/day) 19,177
Actual TN Performance (lbs/day) 803
Lookup Value (lbs/day) 947
Actual minus Lookup (lbs/day) -144
TN Performance Band EOR
Uncontrollable Circumstances

Operational Review Findings
SOP Status Summer Operation Mode
Summary of Findings Inventory at targets.

Description of Ranges/Bands

<table>
<thead>
<tr>
<th>Expected Operating Range</th>
<th>Actual TN (aTN), Lookup Value (LV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band A</td>
<td>aTN between 1 to 175 lbs/day less than LV</td>
</tr>
<tr>
<td>Band B</td>
<td>aTN between LV and up to 117 lbs/day in excess of LV</td>
</tr>
<tr>
<td>Band C</td>
<td>aTN between 118 and 234 lbs/day in excess of LV</td>
</tr>
<tr>
<td>Band D</td>
<td>aTN greater than 234 lbs/day in excess of LV</td>
</tr>
<tr>
<td></td>
<td>aTN 176 lbs/day less than LV</td>
</tr>
</tbody>
</table>

6 Miscellaneous

Regulatory Inspections None
Storm Flow Events None
Norwalk WPCA
Norwalk WPCF - Monthly Report
June-14

1. Plant Operations
   A. Major Parameters

   - Monthly average BOD (mg/l)
   - Monthly average TSS (mg/l)
   - Monthly average Fecal (#/100 ml)
   - Monthly average TN (lbs/day)
   - 12-month Rolling average TN (lbs/day)
   - Monthly average Flow MGD
June 27, 2014

Mr. John Ahern
CH2M HILL OMI
60 South Smith Street
Norwalk, CT 06855

Subject: Contract Year 15 (CY15) Consumer Price Index (CPI) Adjusted Administration Fee, Major Repair and Replacement Funds, and Forth Amendment

Dear Mr. Ahern:

We approve the CY15 adjustments for OMI’s Administration Fee, the Major Repair and Replacement Funds, and Fourth Amendment as stated in your two letters dated June 24, 2014, based on a CPI increase of 1.56 percent from April 2013 to April 2014.

I have included a copy of your two letters as reference.

Sincerely,

Ralph K. Kolb, P.E.
Wastewater Systems Manager

cc: WPCA Board Members
    Hal Alvord, P.E., Director of Public Works
    Lisa Burns, P.E., Operations Manager
June 24, 2014

Mr. Ralph Kolb, P.E.
Wastewater Systems Manager
City of Norwalk
15 South Smith St
Department of Public Works
Norwalk, CT 06855

Subject: Contract Year 2015 (CY15) Consumer Price Index (CPI) Adjusted Revenue and Major Repair and Replacement Funds (MRR)

Dear Mr. Kolb

CH2M HILL OMI has obtained the latest CPI report for the NY-NJ-CT-PA Area as shown on the attachment. The following breakdown shows the adjusted revenue for CY15 as per the Agreement and the CY15 adjusted MRR funds.

<table>
<thead>
<tr>
<th>Contract Year</th>
<th>April CPI</th>
<th>% Increase</th>
<th>Base Fee</th>
<th>Base Fee Increase</th>
<th>Collections / Plant MRR</th>
<th>Collections / Plant MRR Increase</th>
<th>Pump Station MRR</th>
<th>Pump Station MRR Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY01</td>
<td>181.4</td>
<td></td>
<td>$3,617,026</td>
<td></td>
<td>$200,000</td>
<td></td>
<td>$50,000</td>
<td></td>
</tr>
<tr>
<td>CY02</td>
<td>186.6</td>
<td>2.67%</td>
<td>$3,720,711</td>
<td>$103,885</td>
<td>$205,740</td>
<td>$5,740</td>
<td>$51,435</td>
<td>$1,435</td>
</tr>
<tr>
<td>CY03</td>
<td>191.8</td>
<td>2.79%</td>
<td>$3,824,397</td>
<td>$103,686</td>
<td>$211,460</td>
<td>$5,740</td>
<td>$52,670</td>
<td>$1,435</td>
</tr>
<tr>
<td>CY04</td>
<td>196.7</td>
<td>2.55%</td>
<td>$3,922,100</td>
<td>$97,703</td>
<td>$216,873</td>
<td>$5,393</td>
<td>$54,218</td>
<td>$1,348</td>
</tr>
<tr>
<td>CY05</td>
<td>204.0</td>
<td>3.71%</td>
<td>$4,067,659</td>
<td>$145,559</td>
<td>$224,919</td>
<td>$8,046</td>
<td>$56,230</td>
<td>$2,011</td>
</tr>
<tr>
<td>CY06</td>
<td>212.5</td>
<td>4.17%</td>
<td>$4,237,310</td>
<td>$169,651</td>
<td>$234,296</td>
<td>$9,379</td>
<td>$58,575</td>
<td>$2,345</td>
</tr>
<tr>
<td>CY07</td>
<td>220.2</td>
<td>3.62%</td>
<td>$4,390,701</td>
<td>$153,391</td>
<td>$242,780</td>
<td>$8,482</td>
<td>$60,695</td>
<td>$2,120</td>
</tr>
<tr>
<td>CY08</td>
<td>225.8</td>
<td>2.54%</td>
<td>$4,502,225</td>
<td>$111,524</td>
<td>$248,947</td>
<td>$6,167</td>
<td>$62,237</td>
<td>$1,542</td>
</tr>
<tr>
<td>CY09</td>
<td>233.8</td>
<td>3.54%</td>
<td>$4,661,804</td>
<td>$159,379</td>
<td>$257,759</td>
<td>$8,813</td>
<td>$64,440</td>
<td>$2,203</td>
</tr>
<tr>
<td>CY10</td>
<td>235.5</td>
<td>0.77%</td>
<td>$4,845,981</td>
<td>$37,029</td>
<td>$403,430</td>
<td>$3,080</td>
<td>$70,539</td>
<td>$359</td>
</tr>
<tr>
<td>CY 11</td>
<td>240.5</td>
<td>2.08%</td>
<td>$4,946,758</td>
<td>$100,786</td>
<td>$411,463</td>
<td>$8,383</td>
<td>$72,006</td>
<td>$1,467</td>
</tr>
<tr>
<td>CY 12</td>
<td>246.5</td>
<td>2.49%</td>
<td>$5,069,943</td>
<td>$123,175</td>
<td>$421,708</td>
<td>$10,245</td>
<td>$73,799</td>
<td>$1,793</td>
</tr>
<tr>
<td>CY 13</td>
<td>252.3</td>
<td>2.35%</td>
<td>$5,189,087</td>
<td>$119,144</td>
<td>$431,618</td>
<td>$9,910</td>
<td>$75,533</td>
<td>$1,734</td>
</tr>
<tr>
<td>CY14</td>
<td>255.9</td>
<td>1.43%</td>
<td>$5,263,291</td>
<td>$74,203</td>
<td>$437,790</td>
<td>$6,172</td>
<td>$76,613</td>
<td>$1,06C</td>
</tr>
<tr>
<td>CY15</td>
<td>259.9</td>
<td>1.56%</td>
<td>$5,345,398</td>
<td>$82,107</td>
<td>$444,620</td>
<td>$6,829</td>
<td>$77,808</td>
<td>1,195</td>
</tr>
</tbody>
</table>

Please provide written approval of the increase.

Sincerely,

John Ahern
CH2M HILL OMI Project Manager

Cc: Hal Alvord P.E., Norwalk Director of Public Works
    Lisa Burns P.E., Norwalk Operations Manager
    Kevin Dahl, CH2M HILL OMI
June 24, 2014

Mr. Ralph Kolb, P.E.
Wastewater Systems Manager
City of Norwalk
15 South Smith St
Department of Public Works
Norwalk, CT 06855

Subject: Contract Year 02 (CY02) Consumer Price Index (CPI) Annual Fee Adjustment
Collection System Program Manager Services

Dear Mr. Kolb:

OMI has received the latest CPI report for the NY-NJ-CT-PA Area as shown on Page 2. The following breakdown shows the adjusted CY02 annual fee as per the Fourth Amendment to Agreement for the provision of collection system program manager services ("Services").

CPI adjustment for Apr13/April14 = (259.985 - 255.967) / 255.967 = 1.56%.

<table>
<thead>
<tr>
<th></th>
<th>CPI</th>
<th>PRIOR CY ANNUAL FEE</th>
<th>ANNUAL FEE ADJUSTMENT</th>
<th>ANNUAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CY01a (12 Months)</td>
<td>N/A</td>
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<td>CY01b (5 Months)</td>
<td>N/A</td>
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<td>1.56%</td>
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The City of Norwalk's authorization for the provision of the Services and acceptance of the CY02 Annual Fee set forth above shall be evidenced by the signature below.

Sincerely,

[Signature]

John Anern
CH2M HILL OMI Project Manager

Cc: Hal Alvord P.E., Norwalk Director of Public Works
    Lisa Burns P.E., Norwalk Operations Manager
    Kevin Dahl, CH2M HILL OMI

The City of Norwalk hereby authorizes Operations Management International, Inc. to continue to provide the Services at the CY02 Annual Fee by its signature below.

Authorized by:
City of Norwalk

Name: Ralph Kolb
Title: Wastewater Systems Manager
### Consumer Price Index - All Urban Consumers

**Series Id:** CUUR413SA0  
**Not Seasonally Adjusted**  
**Area:** New York-Northern New Jersey-Long Island, NY-NJ-CT-PA  
**Item:** All items  
**Base Period:** 1982-84=100

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<th>Mar</th>
<th>Apr</th>
<th>May</th>
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<th>Jul</th>
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