



**Stamford Water Pollution Control Authority Board Meeting
Monday, December 20, 2021**

5:30 p.m.

Meeting held via teleconference

Full Meeting Minutes

Attendees

Ed Kelly	Chairman, WPCA Board Member
Matthew Quiñones (Absent)	WPCA Board Member/ Director of Operations
Sandra Dennies	WPCA Board Member / Director of Administration
Amiel Goldberg	WPCA Board Member/Board of Reps
David Mannis	WPCA Board Member/Board of Finance
J. R. McMullen	WPCA Board Member/Board of Finance
Merritt Nesin	WPCA Board Member / Technical Committee Chair
Robert Barocas	WPCA Board Member / Finance Committee Chair
Adam Perlaky	WPCA Board Member
Steven Bagwin (Absent)	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Ann Brown	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Robert Pudelka	Plant Supervisor
Steve Pietrzyk	Collection System Supervisor
Crystal Blair	Administrative Account Assistant, WPCA
David Yanik	City Controller
John Mastracchio	Collection Attorney (Ackerly & Ward)
Lynda Roca	CompUtil

Call to Order, Pledge and Roll Call

E. Kelly, Chairman, called the meeting to order at 5:37pm with roll call; there was no pledge of allegiance. A quorum was present—seven (7) Board Members.

Public Participation

No members from the public were present.

Minutes Approval of the Full Board Meeting of November 15, 2021

E. Kelly made a motion to approve the November 20, 2021 minutes; seconded by M. Nesin. There was no further discussion. **Vote: 5-0-2.** Abstained: J.R. McMullen and A. Goldberg.

Note:

The Chairman took this time to introduce the new Board members as a result of the change of Administration: Matthew Quiñones, who was not present, J.R. McMullen and Amiel Goldberg.

J.R. McMullen provided a brief synopsis of his background, including the district he represents, and stated that he replaces David Mannis.

Amiel Goldberg also provided a brief synopsis of his background, including the district he represents, and stated he replaces Monica DiConstanzo.

David Mannis took a few minutes to state that he has enjoyed being on the SWPCA Board these last years. He stated that from his time on the Board he has seen that the WPCA is a well-run department and its management staff is dedicated and hard-working.

At 5:43, David Mannis left the meeting.

Safety Report

R. Pudelka reported that according to the City's Risk Management records, FY'21 had seven (7) injuries totaling \$49,000 –vs- four (4) injuries for FY'22 totaling \$1,500 and that the majority of those injuries were from slips, trips

and falls. The Board had no questions; the Chairman moved to the next agenda item.

Administrative/Budget Report

R. Bull reported the following:

- Staffing hiring
- Detailed staffing vacancies and upcoming vacancies
- Workers' Comp open claims for the WPCA
- Other Admin topics
- Vehicle accidents
- WPCA's current budget financial position
- Darien current payment status
- IUOE and City / WPCA negotiations

For the Covid-19 update, R. Bull reported on the number of WPCA employees who are vaccinated and that the City has a clinic for employees who want the booster vaccine. She stated the mandate for non-vaccinated employees remains in effect and those unvaccinated are being tested weekly.

Sub-Committee Reports

Finance Committee

R. Barocas stated that the meeting was held prior to the Board meeting. He reported the Committee nominated Sandy Dennies, Board member / Director of Administration, as its Vice-President and that the vote was unanimous. He stated the other topics discussed were the November financials; there are no concerns to report. He concluded saying that receivables are ahead of budget and the investigation is on-going regarding billing's electronic payment and that the committee should have something to recommend at next meeting.

Technical Committee

M. Nesin reported that the committee meeting was held on Tuesday, December 14, 2021, and that agenda items 11 and 12 were discussed and the committee will be recommending to the full Board for approval. He stated the year-end analysis for the Plant looks well and he explained some issues the Plant and staff have been dealing with for the last several months.

Workforce Development Committee

E. Kelly reported there was a committee meeting held Tuesday, December 14, 2021 before the Tech meeting and R. Bull had reported on the Workforce Development agenda items within her report; no further discussion needed.

Financial Update

CompUtil Report

L. Roca provided an update to the Board reporting that the WPCA is in good shape. She reported on the collection rates since CompUtil has been working with the WPCA. She stated that collections for the October bill is good; 835 liens are being placed next month; 715 accounts with liens and the City of Stamford is being back billed for a number of properties totaling \$26,000. She went on to say that Stamford is still being inundated with closings.

Receivables & Arrears

B. Brink reported for the month of December

- \$4.2 million received versus \$3.4 million previous year sewer use fees
- Oldest receivables by year was paid down by \$26k
- Receivable balance over 120 days past due \$2.264 million versus \$2.243 million previous year
- Average collection rate is at 98.99%
- \$327,474K cash collection through November
- \$9.762 million sewer usage payments and \$536,929k assessments and collection payments

August 2021 Financial Update

B. Brink reported the following:

- \$4.2 million net income
- \$7.420 million in Pool Cash
- \$13.644 million in Capital Reserve Account
- \$22.648 million in Construction Fund

A&W Collections Report & Update

- J. Mastracchio reported the following:
- 257 Active files
- 56 accounts with balances above (\$5,000) Foreclosure Threshold
- 34 In payment plans, 2 stayed due to bankruptcy filings
- Fourteen (14) active foreclosures
- 3 Judgement Lien foreclosures
- 14 with payment plans below Foreclosure Threshold
- 172 with no payment plan below Foreclosure Threshold
- Thirteen (13) files closed since last month
- Collected \$44,762.07 for December
- Total collected for 2021—\$735,250.62

Executive Director's Top Ten

B. Brink briefly went over his monthly report; the report will be made a part of these minutes.

Discussion and vote: Appeal for excessive consumption at 54 West North Street

R. Bull provided a detailed report for the appeal. She reported that an appeals hearing was held on December 14th at 10:30am and that the hearing was recorded. After explaining to the Board that the excess water used to fill the boiler was either used by residents in the apartments, which went to the sanitary sewer system, or drained out of the boiler into a drainage pipe next to it, which is tied directly into the sanitary sewer system and therefore, all excess consumption in this matter was ultimately processed at the WPCA. She concluded saying that as a result, no adjustment should be made in this matter. After a brief discussion, S. Dennies made a motion to deny the appeal for excessive consumption at 54 West North Street; seconded by J. R. McMullen. There was no further discussion. **Vote: 7-0-0.**

Discussion and vote: Transfer \$5 million from SWPCA's Pooled Cash to SWPCA's Cash Reserves managed by Morgan Stanley

B. Brink stated that when reviewing the current pooled cash balance to determine future operating and capital cash needs, it was determined that additional monies can be transferred to the cash reserves. After a brief discussion, S. Dennies stated that she agreed with the transfer and made a motion to transfer \$5 million from SWPCA's pooled cash to SWPCA's cash reserves managed by Morgan Stanley; seconded by J.R. McMullen. There was no further discussion. **Vote: 7-0-0.**

Discussion and Vote: Approve Amendment No. 5 to the Agreement with CDM Smith for Task 5 – Rehabilitation Design Services – Phase II Rehabilitation Design for an amount of \$55,000

A. Brown stated that as B. Brink explained in his presentation, CDM Smith prepared a Sewer System Evaluation Survey (SSES) and Infiltration/ Inflow (I/I) Report for WPCA that recommended field investigation programs that identify sources of extraneous flow into the sanitary sewer system and corrective actions for the removal of extraneous flow. She stated that the field investigations have been completed and WPCA has been addressing the areas having the most infiltration in a Phased approach. She stated this amendment is for CDM Smith to prepare the design and bid documents for the next Phase of work. After brief discussion, M. Nesin motioned to approve amendment No. 5 to the Agreement with CDM Smith for Task 5 – Rehabilitation Design Services – Phase II Rehabilitation Design for an amount of \$55,000; seconded by E. Kelly. There was no further discussion. **Vote: 7-0-0**

Discussion and Vote: Approve Amendment No. 2 to the Agreement with Gannett Fleming for Additional Design Services for the Sludge Degritting System Improvements Project for an amount of \$25,000

A. Brown explained that the skimmer arm of the clarifier collapsed and the equipment needs to be replaced due to age and corrosion. She stated that the WPCA looked at this repair as a stand-alone project and found that the cost of the equipment was high. She explained that since the design and bid documents for the degritting system were complete, the WPCA asked that replacement of the equipment in Primary Clarifier No.1 be added to this contract, which would require additional engineering services. S. Dennies made a motion to approve Amendment No. 2 to the Agreement with Gannett Fleming for additional design services for the sludge degritting system improvements project for an amount of \$25,000; seconded by E. Kelly. After a brief discussion, S. Dennies stated that she would like to modify the motion stating that this would be worthwhile to address with the Mayor to possibly include in the City's water studies. B. Brink explained in

detail that this matter is of utmost importance to the WPCA process and why. After his explanation, the motion remained as stated earlier. There was no further discussion. **Vote: 7-0-0**

Discussion and vote: 2022 Board Meeting Schedule

R. Bull presented the calendar year 2022 meeting schedule. S. Dennies motion to keep the meetings on the 3ed Monday of the month. The members agreed. The motion was seconded by E. Kelly. There was no further discussion. **Vote: 7-0-0**

Old Business:

No old business for discussion.

New Business:

No new business for discussion.

At 6:46 pm, E. Kelly made a motion to adjourn the December meeting; seconded by S. Dennies. There was no further discussion. **Vote: 7-0-0.**

Stamford WPCA Top Issues (12/20/21)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	One positive COVID cases since last Board meeting. 94% of staff is fully vaccinated. Unvaccinated staff to be tested weekly by City contractor.	All SWPCA staff have returned to working full time on site as of July 12, 2021.
2	Primary sludge pumping and degritting equipment is aged and in need of replacement. Equipment in primary clarifier No. 1 is severely corroded and needs to be replaced.	Upgrade the primary sludge pumping and degritting system with new equipment to improve primary sludge pumping and grit removal. Replace the equipment in Primary Clarifier No. 1	Increase system reliability and improve grit removal to protect downstream equipment.	Adding replacement of equipment in Primary Clarifier No. 1 to design drawings and technical specifications. .	Advertise for bids for construction in January 2022. Start construction in summer 2022
3	UV System Performance and Permit Exceedances	Upgrade UV System adding 2 new UV channels for system redundancy during peak flow and replacing aged Wedeco UV equipment with Trojan.	Regulatory and Operations	New UV system is substantially complete. Exceedances resulting from programming of UV channel rotation have been corrected. No exceedances for past 30 days.	Only a few items on punch list remain.
4	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14. Record rainfall on 7/9/21 and 9/1/21 caused plant flows that approached or exceeded plant capacity.	Perform an Infiltration and Inflow (I/I) Study to identify and remove extraneous flows caused by rainfall and high groundwater	Regulatory and Operations	Have completed rehabilitation of sewers in Pilot and Phase I sub areas. Have completed sewer system evaluation surveys (SSES) in Phase II subareas.	Phase II sewer subareas next on priority list have been selected for rehabilitated in FY 21-22 with CDM-Smith to provide design. Will re-examine past smoke and dye test results to determine that all inflow sources have been removed.
5	Reduce energy costs	Evaluate and implement energy conservation measures (ECM)	Operations and Financial	Received payment of Eversource cash incentive for LED lighting and UV system upgrade.	Eversource completed their inspection today and will provide \$469,695 cash incentive for energy efficiency measures used in Primary and Secondary Treatment Improvements

6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Siemens completed electrical preventive maintenance (EPM) on the electrical switchgear for the Operations Building, completing the EPM at the treatment plant.	Data collected by Siemens from the EPM will be used by Tighe & Bond to complete the arc flash analyses and MCC panel labeling.
7	Sludge dryer before explosion was operating close to its capacity and there are limited options for disposal of sludge cake due to incinerators operating at their capacity and landfills that are closing, or won't accept sludge cake.	SWPCA needs to evaluate its future options for sludge processing and disposal and develop a long term Sludge Management Plan.	Operations	Have completed end use market survey and prepared weighting criteria for evaluation of the world of options for sludge treatment and disposal. Hazen presented world of options on July 6 th . Met on December 6 th to review the mass balance and energy use of short listed alternatives	Tasks 1 and 2 of the study have been completed and awaiting draft technical memorandums for review. Task 3 and 4 to be done in FY22. Expect 16 months to complete the Sludge Management Plan (summer of 2022).
8	WPCF evaluations and improvements	Study, design, and construct WPCF improvements to replace aged equipment and increase operations and energy efficiency.	Regulatory and Operations	All three (3) new mechanical screens, five (5) new raw sewage pumps and three (3) new aeration blowers are now in service. Screenings grinder, washer and compactor have been placed in service.	Work is focused on completing the Raw Sewage Pump Station Upgrade including the new septage receiving station, heating and ventilation, and carbon scrubber for odor control. Septage receiving to be placed in service the week of December 20 th .
9	Perna Lane Area is in need of sanitary sewers due to failing septic systems.	Evaluate cost effective options for providing sanitary sewers to the Perna Lane Area that avoid deep sewers (in rock) in High Ridge Road.	Operations	Most cost effective option will include a combination of gravity and low pressure sewers.	Project is currently on hold pending receipt of petition signed by 2/3 of property owners in favor of the sewer project.