



**Stamford Water Pollution Control Authority Board Meeting
Monday, May 16, 2022**

5:30 p.m.

Meeting held via teleconference

Full Meeting Minutes (REVISED)

Attendees

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

Call to Order, Pledge and Roll Call

E. Kelly, Chairman, called the meeting to order at 5:30 pm with roll call; there was no pledge of allegiance. A quorum was present—seven (7 Board Members).

Public Participation

No members of the public were present.

Minutes Approval of the Full Board Meeting of April 18, 2022

E. Kelly stated that he had a correction to the minutes to which R. Bull responded that she did not get to review the recording in order to corroborate the correction. The Chairman stated the minutes would be held over to the next Board meeting. There was no vote.

Safety Report

R. Pudelka reported that according to the City's Risk Management last year July 1 to May 1, there were eleven (11) injuries totaling \$110,000 and for this fiscal year July 1 to May 1, there were six (6) injuries totaling \$1,500. He reported that Confined Space training was held April 26th & April 28th.

Administrative/Budget Report

R. Bull reported the following:

- Update on current vacancies, including new vacancies since last meeting
- Workers' Comp update

- No new vehicle accidents to report
- Covid-19 update
- Percentage of employees vaccinated given the reduced staff
- Budget breakdown at 91.7% of fiscal year
- End of year budget projections
- Account deficits

Sub-Committee Reports

Finance Committee

R. Barocas stated that the Finance Committee was held before the Board meeting and the following occurred:

- Complete attendance
- Approval of March and April meeting minutes
- April Financial update
- Update WPCA payroll new system in place
- Discussed assignment of sub-committee members and also thanked members for their participation

Technical Committee

E. Kelly reported the committee meeting was held on Wednesday, May 11, 2022 and the following was discussed:

- Dryer explosion reimbursements amounts from Starr Specialty Lines Insurance agency; all amounts paid except for \$21,900
- Bid waiver approval for the purchase of an EBARA submersible flow pump
- The animal shelter project was approved at the Board levels during the budget approval period and is moving forward
- Vote on Gannett Fleming agreement
- Update on Plant operations

Workforce Development Committee

S. Bagwin reported that there was a committee meeting held on Wednesday, May 11, 2022. He stated that R. Bull had reported on what occurred in her report but did not mention the conditions of building 6A. He reported that Fuss & O'Neil performed an air quality test and the results were not as bad as predicted; that an architect will be hired to start the design phase for a 1,000 / 2,000 sq. ft. building to house the Regulatory Compliance and Collection System staff.

Financial Update

CompUtil Report

L. Roca reported that the customers like the new Kubra payment system; that it's user friendly. She stated that she is looking forward to Phase II, which will add more credit cards and online bill viewing. She reported that cash has slowed down but they are making collections calls to remind customers to pay. She went on to say that large accounts that have always paid on time got hit really hard due to Covid-19 and some are struggling to pay the sewer use bill. S. Dennies stated that the Economic Development office is going through the process of offering business loans to Stamford's small businesses that have run into trouble as a result of Covid-19. She stated that small businesses can get grants up to \$7,500. L. Roca asked where can she get the information for the small business loan, S. Dennies replied that as soon as the information becomes available she will get it to her.

Receivables & Arrears

M. Turndahl reported for the month of April

- \$7.8 million received verses \$7.257 million previous year sewer use fees
- Oldest receivables by year was paid down by \$14k
- Average collection rate 98.22% vs. 94.89% last month's
- Cash collection through April \$9.569 million mostly sewer use payments

April 2022 Financial Update

M. Turndahl reported the following:

- \$5.2 million net income for April
- \$6.8 million available in Pool Cash
- \$18.6 million in Capital Reserve Account
- \$17.7 million in Bond Proceeds

A&W Collections Report & Update

J. Mastracchio reported the following:

- 244 active files
- 57 accounts with balances above (\$5,000) Foreclosure Threshold
- 29 In Payment Plans, 2 stayed due to bankruptcy filings
- Sixteen (16) active foreclosures
- 154 with no payment plan below Foreclosure Threshold
- No referrals due to April 2022 billing
- 17 Files closed since last meeting
- Collected \$19,117.24 this month
- Total collected for 2022 \$137,250.92

NOTE:

E. Kelly made a motion to take the agenda out of order; seconded by J.R. McMullen. There no discussion.

Vote: 7-0-0

Discussion & Vote: Final 2021 WPCA Audited Financial Statement

D. Yanik highlighted some of the 2020 and 2021 audited financial statements. He stated that the Auditors' opinion was a clean opinion with no issues and that M. Turndahl worked hard to ensure that there were no issues or problems with this audit. He stated that the Management's Discussion and Analysis (MD&A) required much work gathering information about the WPCA and pointed out some of the 2021 financial highlights as compared to fiscal year 2020. He briefly touched on the balance sheet and reported that on the A/R side, collections are going well. He went on to report on the WPCA Revenues, mentioning the Nitrogen Trading Credits; he pointed out some of the pertinent notes on page 15 of the report; pension funding as it relates to the WPCA; budget verses actuals and ended with the statistical perspective. He mentioned that the overall consumption went down and said it was customary for the Board to vote to accept the FY 2021 Financial Statement. After a brief discussion during which B. Brink provided an explanation for the decreased consumption, E. Kelly made a vote to approve the final 2021 audited financial statement as presented; seconded by J. R. McMullen. During discussion, D. Dennies thanked D. Yanik and M. Turndahl for their hard work. **Vote: 7-0-0**

NOTE:

At 6:17 D. Yanik exited the meeting.

Discussion & Vote: Contingencies Transfers

- a. Transfer \$100,000 from WPCA / Utility Rate Contingency #334-2400-8402 to Process Control / Electric #334-2411-6204**

R. Bull explained that all the funds are required to make up the #170k projected deficit in the Process Control electric account. She provided a brief summary of the YTD expenses and afterwards, S. Dennies made a motion to approve the transfer of \$100,000 from WPCA / Utility Rate Contingency #334-2400-8402 to Process Control / Electric #334-2411-6204; seconded by S. Bagwin. There was no further discussion.

Vote: 6-0-0

- b. Transfer \$160,000 from WPCA / Miscellaneous Contingency #334-2400-8400**
\$72,000 to Process Control / Electric #334-2411-6204
\$70,000 to Sludge Processing / Natural Gas #334-2413/6205
\$15,000 to Building Maintenance / Natural Gas #334-2421-6205
\$3,000 to Hurricane Barrier / Natural Gas #334-2425-6205

R. Bull explained that \$160k is needed to make up the projected deficit in the above listed accounts. She provided a brief summary of the YTD expenses and afterwards, S. Bagwin made a motion to approve the transfer \$160,000 from WPCA / Miscellaneous Contingency #334-2400-8400 to the following accounts: \$72,000 to Process Control / Electric #334-2411-6204, \$70,000 to Sludge Processing / Natural Gas #334-2413/6205, \$15,000 to Building Maintenance / Natural Gas #334-2421-6205 and \$3,000 to Hurricane Barrier / Natural Gas #334-2425-6205; seconded by S. Dennies. There was no further discussion.

Vote: 6-0-0

NOTE:

At 6:20 R. Barocas exited the meeting.

Discussion & Vote: Approval of Bid Waiver for the Purchase of an EBARA Submersible Axial Flow Pump for an amount Not to Exceed \$90,502.00

A. Brown explained that a new Ebara pump is needed for the plant and that currently, the plant has positions for 8 pumps. She explained that the Ebara pumps are for nitrate recycle and that the same pump is required to be able to easily replace one with a spare when it is out of service. She provided information for previously purchased pumps and after a brief discussion, E. Kelly made the motion to approve the bid waiver for the purchase of an EBARA submersible axial flow pump for an amount not to exceed \$90,502.00; seconded by S. Bagwin. There was no further discussion. **Vote: 6-0-0**

Discussion & Vote: Approval of the Agreement with Gannett Fleming for the Study and Report Phase of the Design of the Plant Water System and the RAS/WAS Pumping Systems for an Amount not to Exceed \$49,000.00

B. Brink explained that the agreement was a full service agreement for the project and that the request is for approval for the first step, which is the study and report phase of the project. He stated that a meeting was held with Gannett Fleming to discuss the scope of the project and that approval is being requested to proceed with signing the agreement for the study and report phase for an amount not to exceed \$49,000. He mentioned that the form of agreement is the same we have used before and that once approved and fully executed, work can begin. E. Kelly made a motion to approve the agreement with Gannett Fleming for the study and report phase of the design of the plant water system and the RAS/WAS pumping systems for an amount not to exceed \$49,000; seconded by S. Bagwin. There was no further discussion. **Vote: 6-0-0**

Executive Director's Top Ten

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

Old Business:

E. Kelly stated that the approval of the Finance Committee members that were specified in the Finance Committee meeting should be made official at the Board level and that A. Perlaky was nominated and voted in as a member. S. Dennies made a motion to approve A. Perlaky as a member of the Finance Committee; seconded by S. Bagwin. There was no further discussion. **Vote: 6-0-0.**

The WPCA Finance Committee Board members are A. Goldberg, S. Dennies, J.R. McMullen, R. Barocas and A. Perlaky.

Executive Director's Top Ten

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

New Business:

No new business discussed.

At 6:34 pm, M. Nesein made a motion to adjourn the May meeting; seconded by S. Bagwin. There was no further discussion. **Vote: 6-0-0.**

Stamford WPCA Top Issues (5/16/22)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	Two (2) positive COVID cases since last Board meeting. All have returned to work. 91% of staff is fully vaccinated.	Unvaccinated staff no longer required to be tested weekly by City contractor.
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.	Received only two bids on March 17 th , both approx. \$10 million. Bids were much higher than capital budget of \$5.6 million or Engineer's estimate of \$6.4 million.	Will "value engineer" design to reduce construction costs without sacrificing quality and rebid project. Plan to start construction by fall 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 We deco UV equipment with Trojan.	Regulatory and Operations	No UV dose exceedances since last Board meeting.	Construction of new UV system is now completed.
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	BOR Resolution No. 4113 calls for planning for upgrading City drainage infrastructure and the WWTF to cope with extreme weather events.	Coordinate with City Engineering to evaluate impact of extreme weather events on the Hurricane Barrier and three (3) pump stations. Evaluate impact on SWPCA's pump stations and WWTF	Regulatory and Operations	Presented work completed and proposed short and long term measures to address high wastewater flows from extreme weather events to BOR Operations Committee on March 3 rd .	Will coordinate with Matt Quiñones, Director of Operations and City Engineering to develop a short and long term action plan for SWPCA.
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Siemens has completed electrical preventive maintenance (EPM) on the electrical switchgear 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. Siemens to return in June to get additional information from panels in Sludge Dryer Building.

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	Met with Hazen on March 10 th to further discuss the ranking of the seven (7) short listed alternatives.	Hazen to refine the life cycle costing and selection criteria for the most viable alternatives. Plan is to visit treatment plants having sludge processing facilities similar to those being evaluated.
8	WPCF evaluations and improvements	Study, design, and construct WPCF improvements to replace aged equipment and increase operations and energy efficiency.	Regulatory and Operations	The Raw Sewage Pump Station, Secondary Treatment and UV Disinfection Improvements are substantially complete with all equipment now in service.	Vibration testing of the raw sewage pumps identified that the pumps' shafts have experienced excessive vibration at various pump speeds. Steel beams will be added to stiffen the structural steel columns supporting the pump shafts.
9	Providing sanitary sewers to Perna Lane Area	Evaluate cost effective options for providing sanitary sewers to the Perna Lane Area.	Operations	Over 2/3 of property owners in Phase I are in favor of the project. Phase I will move forward.	Finalize design in 2022 with gravity sewer in High Ridge Road and an additional pump station or low pressure sewers on Perna Lane. Bid project for start of construction in spring 2023.
10	Facilities Building 6A which houses SWPCA Collection System, Electricians and Regulatory Compliance staff is deteriorated and has a leaking roof that cannot be fixed.	Evaluate options for relocating staff that currently work in Building 6A	Operations	The Facilities Buildings, including Building 6A, was tested for mold and other contaminants that could adversely affect the health of building occupants. Tests were negative.	Will issue a RFQ for an architect to develop a conceptual design for a new building to house SWPCA staff displaced from Building 6A plus provide needed vehicle and equipment storage.