



**Stamford Water Pollution Control Authority Board Meeting
Monday, January 24, 2022**

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
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	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. A quorum was present—eight (8) Board Members.

Public Participation

No members from the public were present.

Minutes Approval of the Full Board Meeting of December 20, 2021

E. Kelly made a motion to approve the December 20, 2021 minutes; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

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 he completed safety training for the new hire—Shift Foreman. The Board had no questions; the Chairman moved to the next agenda item.

Administrative/Budget Report

R. Bull reported the following:

- Staffing
- Employee resignation
- 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 that eight (8) employees have tested positive since the last meeting and that all are well and back to work. She stated staffing was difficult and the healthy staff worked many double shifts to keep the Plant running.

Sub-Committee Reports

Finance Committee

R. Barocas stated that the meeting was held prior to the Board meeting. He reported the December financials and receivables are healthy and that management presented the major line item changes for the FY22-23 Operating Expense budget. He said that the forecast is currently at 2.0%, as a result of rising energy costs and benefit and salary increases. He stated the committee approved the preliminary budget and recommended to the full Board.

Technical Committee

M. Nesin reported that the committee meeting was held on Wednesday, January 19, 2022. He reported the committee has received reports from the Plant Supervisor of issues throughout the year and that the Plant looks good but, the best news is the report of nitrogen removal. He stated the two big projects are the sludge dewatering and the sludge management plan.

Workforce Development Committee

E. Kelly reported there was no January meeting but that R. Bull had reported on what would have been discussed at the meeting in her Admin / Budget report.

Financial Update

CompUtil Report

L. Roca provided an update to the Board reporting that the collection rate is really good; that the Oct cycle bill is at 93%. She stated that there are currently 19,789 active accounts; that closings in Stamford have slowed down and; that 482 intent to lien letters will be sent out. The Board had no questions or concerns and the Chairman moved to the next agenda item.

Receivables & Arrears

M. Turndahl reported for the month of December

- \$3.118 million received versus \$3.135 million previous year sewer use fees
- Oldest receivables by year was paid down by \$26k
- Receivable balance over 120 days past due \$2.147 million versus \$2.125 million previous year
- Average collection rate is at 99.17%; up from 98.37%
- \$362,728K cash collection through December
- \$11.676 million sewer usage payments and \$1.813 million in assessments and collection payments

August 2021 Financial Update

B. Brink reported the following:

- \$2.9 million net income
- \$4.5 million in Pool Cash
- \$13.189million in Capital Reserve Account
- \$18.241 million in Construction Fund

A&W Collections Report & Update

- J. Mastracchio reported the following:
- 247 Active files
- 59 accounts with balances above (\$5,000) Foreclosure Threshold
- 33 In payment plans, 2 stayed due to bankruptcy filings
- Sixteen (16) active foreclosures
- 3 Judgement Lien foreclosures
- 13 with payment plans below Foreclosure Threshold
- 167 with no payment plan below Foreclosure Threshold
- Eighteen (18) files closed since last month
- Collected \$26,950.66 for January
- Total collected for 2021—\$26,950.66

i. Discussion & vote: Approval to Bid in the amount of \$20,000.00 for foreclosure sale for property located at 46 Grant Avenue

J. Mastracchio provided information to the Board on the above property stating that the request of \$20k is not so the WPCA can own the property but to protect any monies owed to the WPCA. After a brief discussion R. Barocas made a motion to approve the bid in the amount of \$20,000.00 for foreclosure sale for property located at 46 Grant Avenue; seconded by S. Bagwin. During discussion J. R. McMullen inquired if the City would get its money in this amount, to which J. Mastracchio replied city taxes are included. There was no further discussion.

Vote: 7-0-0.

Note:

At 6:27pm, it was noted that member A. Perlaky was no longer at the meeting. There was a quorum with seven (7) Board members.

Executive Director's Top Ten

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

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

R. Bull provided a detailed explanation for the appeal. She reported that an appeal 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 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.**

Note:

The Chairman made a motion to put off discussion of the FY22-23 Operating Expense and Revenue budget to discuss the line items requiring a vote; seconded by R. Barocas. There was no further discussion. **Vote: 7-0-0.**

Discussion and Vote: Appointment to SWPCA Committees

The Chairman stated that the Finance Committee members were intact; that he had looked at previous documents regarding this matter and requested that the members take a look at the By-Laws and the existing membership and; that the agenda item can be discussed up at the next meeting. The Board agreed. No vote was taken.

Discussion and Vote: Approval of agreement with KUBRA for on line bill payment services

B. Brink explained the services the WPCA is currently using and the issues surrounding why separation is imminent. He reported on the services KUBRA is offering with this agreement and that the City's Legal Department reviewed the agreement with suggested changes. After a brief discussion, S. Dennies made a motion to approve the agreement with KUBRA for on line bill payment services but with the understanding that KUBRA does not accept VISA; seconded by R. Barocas. During the discussion, B. Brink explained that VISA requires that all fees / charges be the same as theirs, which would increase the ACH fee from .25 cents to some higher fee / charge. **Vote: 7-0-0.**

Discussion and Vote: Increase the limit of RFP #816 for on call millwright services awarded to Northeast Water Services from \$100,000 to \$150,000, including rebuild of belt filter press No. 2 for \$58,820

A. Brown explained that RFP #816 for on call millwright services was awarded to Northeast Water Services for an amount NTE \$100,000 and that Northeast Water repaired primary clarifier No. 1 for approximately \$4,500; that the WPCA has have authorized them to replace the scum trough on Final Clarifier No. 3 for approximately \$40,000. She stated this request is for approval for Northeast Water to rebuild belt filter press No. 2 for \$58,820. After a brief discussion, E. Kelly made a motion to increase the limit of RFP #816 for on call millwright services awarded to Northeast Water Services from \$100,000 to \$150,000, including rebuild of belt filter press No. 2 for \$58,820; seconded by M. Negin. There was no further discussion. **Vote: 7-0-0.**

Discussion and Update: SWPCA's Response to the BOR Resolution No. 4113 re: Upgrading of Drainage and Related Infrastructure

B. Brink briefly discussed and updated the Board on the SWPCA's Response to the BOR Resolution No. 4113 re: Upgrading of Drainage and Related Infrastructure stating that resolution is due to recent City flooding and that it looks at short and long term drainage to better deal with storm events.

Note:

At 7:01pm, A. Goldberg exited the Board meeting to attend the BOR Fiscal Committee meeting.

Discussion and Review: Preliminary FY23 Operating Expense and Revenue Budget

R. Bull presented the SWPCA Fiscal Year 2023 SWPCA Operating budget. She explained that the budget lines highlighted in orange are benefit costs that are determined by the City and are not finalized.

B. Brink began the discussion providing detail on lines items with large dollar variances compared to FY 2022 budget. He explained that salaries are up due to contractual obligations, which is a result of the MAA and UAW salary increase settlement and position adjustments. He went through several other line items and concluded the presentation stating that the salary and utility costs are the largest increase to the budget, which show at 2% increase without the final benefit numbers. S. Dennies stated that she recommends the WPCA work to keep the budget close to this percentage increase.

Old Business:

No old business for discussion.

New Business:

No new business for discussion.

At 7:21 pm, S. Dennies made a motion to adjourn the January meeting; seconded by R. Barocas. There was no further discussion. **Vote: 7-0-0.**

Stamford WPCA Top Issues (1/24/22)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	Eight (8) positive COVID cases since last Board meeting. All have returned to work. 94% of staff is fully vaccinated.	Unvaccinated staff are 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.	Adding replacement of equipment in Primary Clarifier No. 1 to design drawings and technical specifications. .	Advertised for bids for construction. Had pre bid walk through on 1/21/22. 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	Had two (2) UV dose exceedances since last Board meeting believed to be related to cold weather Effluent gate on one UV channel malfunctioned and the level sensor in another channel failed.	New UV system is substantially complete. 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	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	Met with Dir of Operations and City Engineer on 1/20/22 to begin discussion on developing an action plan.	Will attend meeting of BOR Operations Committee on 1/31/22 to discuss SWPCA's response to BOR Resolution No. 4113.
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 Seimens 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 screening of the world of options for sludge treatment and disposal.. Met on December 6 th to review the mass balance and energy use of the seven (7) short listed alternatives	Hazen working on developing the life cycle costs for selected alternatives (Task 4). Expect to complete the study by this summer.
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 and septage receiving station have been placed in service.	Upgrade of Raw Sewage Pump Station to be substantially complete by mid-February. Work remaining to be done includes painting of interior walls and coating of the first floor.
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.

