



**Stamford Water Pollution Control Authority Board Meeting  
Monday, February 28, 2022**

**5:30 p.m.**

**Meeting held via teleconference**

**Full Meeting Minutes**

**Attendees**

Ed Kelly	Chairman, WPCA Board Member
Matthew Quiñones	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 (Absent)	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 5:31pm with roll call. A quorum was present—eight (8) Board Members.

**Public Participation**

No members from the public were present.

**Minutes Approval**

**Full Board Meeting of January 24, 2022**

E. Kelly made a motion to approve the January 24, 2022 minutes; seconded by M. Nesin. There was no further discussion. **Vote: 8-0-0.**

**Special Board Meeting of February 17, 2022**

E. Kelly made a motion to approve the February 17, 2022 Special Board Meeting minutes; seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-1.** A. Goldberg abstained.

**Safety Report**

R. Pudelka reported that according to the City's Risk Management records, FY'21 had seven (7) injuries totaling \$50,000 –vs- four (4) injuries for FY'22 totaling \$1,500 and that the annual Confined Space training will be held in April. J. R. McMullen questioned what is Confined Space Training, to which R. Pudelka responded with an explanation to his satisfaction. The Board had no further 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
- Planned staffing hiring
- Testing to fill 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 the Mayor's mask mandate for City of Stamford employees is still in effect. She also reported on the number of WPCA vaccinated employees and stated that there had not been any new confirmed Covid-19 cases since the last meeting.

### **Sub-Committee Reports**

#### **Finance Committee**

R. Barocas stated that the meeting was held prior to the Board meeting. He reported that the January financials and receivables were discussed month over month and year over year; that the financials are healthy. He reported that D. Yanik discussed the reasons for the delay and the new completion date of the 2021 Financial Statement. He reported that the B. Brink updated the committee on the FY22-23 Revenue Budget and stated that the By-Laws will be discussed later during the full board meeting.

#### **Technical Committee**

M. Nesen stated that the committee meeting was held on Wednesday, February 23, 2022. He reported that Plant operations are running well and the site looked good. He reported that there is a vibration in the sewage pump but Wright Pierce will be looking into that issue. He reported that the Sludge Management Plan was discussed. He concluded saying that there was a report on the other capital projects and that new construction is underway.

#### **Workforce Development Committee**

E. Kelly stated that there was a committee meeting held Wednesday, February 23, 2022 but that R. Bull had reported on what would have been discussed at the meeting in her Admin / Budget report; no further discussion needed.

### **Financial Update**

#### **CompUtil Report**

L. Roca reported that liens are ready to be mailed out; that 1,400 accounts were scheduled to be lien but due to the payments made, liens will only be placed on 850 accounts. She stated that CompUtil is preparing for the new credit card company Kubra that is also used by Aquarion Water Company. She went on to say that the transition is going well; that their features are good and the system is very user friendly. She concluded her report stating that CompUtil is getting ready for April billing.

### **Receivables & Arrears**

M. Turndahl reported for the month of January

- \$2.672 million received verses \$2.616 million previous year sewer use fees
- Oldest receivables by year was paid down by \$9,827k
- Receivable balance over 120 days past due \$2.091 million versus \$2.075 million pervious year
- Average collection rate is at 99.28%
- \$204,680K cash collection through January
- \$11.989 million sewer usage payments and \$1.824 million in assessments and collection payments

### **January 2022 Financial Update**

M. Turndahl reported the following:

- \$1.6 million net income
- \$9.3 million in Pool Cash
- \$18.6 million in Capital Reserve Account
- \$17.762 million in Construction Fund

### **A&W Collections Report & Update**

- J. Mastracchio reported the following:
- 244 Active files

- 54 accounts with balances above (\$5,000) Foreclosure Threshold
- 30 In payment plans, 2 stayed due to bankruptcy filings
- Seventeen (17) active foreclosures
- 3 Judgement Lien foreclosures
- 17 with payment plans below Foreclosure Threshold
- 164 with no payment plan below Foreclosure Threshold
- Six (6) files closed since last month
- Collected \$29,416.90 for February
- Total collected for 2022—\$59,367.56

S. Dennies inquired about the total amount paid this year; J. Mastracchio responded satisfactory.

B. Brink stated this this was good time to report on proposed foreclosure legislature. He explained that the Proposed General Assembly Bill is concerning sewer assessment arrearages and foreclosure and that the proposal is for the general statutes to be amended to prohibit foreclosure upon owner-occupied dwellings as a result of sewer assessment arrearages of fewer than ten thousand dollars. He explained that he and others testified on last Friday requested to modify the Bill to make it more palatable for WPCAs and suggested that a time limit of four (4) years instead of a dollar limit.

Note: the Proposed Bill No. is 549.

### **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 Review: Final FY23 Operating Expense and Revenue Budget**

R. Bull provided an update on the new benefit numbers from OPM for the FY23 Operating Expense budget. She explained that the line items highlighted in dark green were updated numbers received today from OPM. She explained that the Pension and OBEP numbers did not change because the numbers are not yet finalized. S. Dennies stated that the numbers would be finalized by this Friday. R. Bull provided the total budget amount with the changes and stated that the percentage decrease to 2.0%, but that it would probably increase once the final numbers are updated.

B. Brink reported on the Revenues saying that the Darien Capital Contribution line item is one of the biggest increases due to the force main and belt filter press repairs. He explained the decrease for Nitrogen Trading Credits and stated that the decrease in Nitrogen Trading will be offset by the increase in the Darien's capital contribution. He concluded saying that the net increase of \$559K would increase the user rate by 2.7%. He went on to say that the increase is dependent on the consumption numbers from Aquarion (AWC) received in July.

### **Discussion and Vote: Appointment to SWPCA Committees**

The Chairman stated that the By-Laws document issued to the Board has outdated information and that B. Brink provided the latest Sewer Ordinance that explains the makeup of the Board. E. Kelly explained that the committees should be voted on at the Board level and since the makeup of the Board has changed, a vote is required to select Board members for each committee. He started with the committees as follows:

#### **Finance Committee**

E. Kelly made a motion to nominate R. Barocas as Chairman of the committee; seconded by S. Bagwin. There was no further discussion. **Vote: 8-0-0.**

E. Kelly made a motion to nominate S. Dennies as Vice Chairman of the committee; seconded by S. Bagwin. There was no further discussion. **Vote: 8-0-0.**

S. Dennies made a motion to nominate A. Goldberg as a member of the committee; seconded by R. Barocas. There was no further discussion. **Vote: 8-0-0.**

S. Dennies made a motion to nominate J.R. McMullen as a member of the committee; seconded by R. Barocas. There was no further discussion. **Vote: 8-0-0.**

#### **Technical Committee**

E. Kelly made a motion to nominate M. Nesin as Chairman of the committee; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

S. Dennies made a motion to nominate E. Kelly as Vice Chairman of the committee; seconded by A. Goldberg. There was no further discussion. **Vote: 8-0-0.**

M. Nesin made a motion to nominate S. Bagwin as a member of the committee; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

R. Barocas made a motion to nominate M. Quinones as a member of the committee; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

**Workforce Development Committee**

M. Nesin made a motion to nominate S. Bagwin as Chairman of the committee; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

M. Nesin made a motion to nominate E. Kelly as Vice Chairman of the committee; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

E. Kelly made a motion to nominate M. Nesin as a member of the committee; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

R. Bull explained that WPCA Administration staff members are also members of the committees but are non-voting members. She stated the following:

**Finance Committee**

WPCA staff members are B. Brink, Executive Director, M. Turndahl, Accountant and R. Bull, Administration Manager.

**Technical Committee**

WPCA staff members are B. Brink, Executive Director, A. Brown, Supervising Engineer and R. Pudelka, Plant Supervisor.

**Workforce Development Committee**

WPCA staff members are B. Brink, Executive Director and R. Bull, Administration Manager.

**Discussion and update: FY 2021 Comprehensive Annual Financial Report**

S. Dennies explained that the auditors used by the City and WPCA for the last three years were bought out. She stated that because of the new firm's due diligence requirements and their lack of staffing, the Audit got pushed off to January. She explained that the Audit is typically due the end of December but that the firm requested an extension thru end of February and still there is no final Audit. She further explained some additional requirement needed and concluded saying that the hope is for the final Audit by end of March. She mentioned the City would probably put out a RFP for auditing services.

**Old Business:**

No old business for discussion.

**New Business:**

No new business for discussion.

At 6:26 pm, S. Bagwin made a motion to adjourn the February meeting; seconded by R. Barocas. There was no further discussion. **Vote: 8-0-0.**

### Stamford WPCA Top Issues (2/28/22)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	No 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. Bid date is March 10 <sup>th</sup> . 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	No UV dose exceedances since last Board meeting.	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	Coordinate with City Engineering to evaluate impact of extreme weather events on the Hurricane Barrier and	Regulatory and Operations	Prepared talking points for meeting with BOR Operations Committee on	Will coordinate with Matt Quinones, Director of Operations and City Engineering to develop a

	WWTF to cope with extreme weather events.	three (3) pump stations. Evaluate impact on SWPCA's pump stations and WWTF		March 3 <sup>rd</sup> .	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 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	Hazen has completed developing the mass balance, energy use and life cycle costs of the seven (7) short listed alternatives.	Hazen to conduct a workshop on March 10 <sup>th</sup> to refine the selection criteria and further discuss the most viable alternatives.
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 Secondary Treatment and UV Disinfection Improvements are substantially complete with all equipment now in service.	Upgrade of Raw Sewage Pump Station will soon be substantially complete. Raw sewage pumps and shafts have experienced vibration at various pump speeds. Vibration testing has been completed and the report on test results is being reviewed for corrective action.
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.	Will attend BOR Operations Committee meeting on March 3 <sup>rd</sup> to answer questions on the project raised by committee members.