



**Stamford Water Pollution Control Authority Board Meeting  
Monday, December 19, 2022**

**5:30 p.m.**

**Meeting held via teleconference**

**Full Meeting Minutes**

Attendees

Ed Kelly	Chairman, WPCA Board Member
Merritt Nesin	WPCA Board Member/Technical Committee Chair
Matthew Quinones	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
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
William Ward	Collection Attorney (Ackerly & Ward)
Lynda Roca	CompUtil

**Call to Order, Pledge and Roll Call**

E. Kelly, Chairman, called the meeting to order at 5:34 pm 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**

**a. October 17, 2022**

R. Barocas motioned to approve the October 17, 2022 minutes; seconded by Dennies. There was no further discussion. **Vote 7-0-0.**

**b. November 21, 2022** S. Dennies motioned to approve the November 21, 2022 minutes; seconded by S. Bagwin. There was no further discussion. **Vote 7-0-0.**

**Discussion and Vote: Legal Opinion Regarding of Accounts Receivable from Stamford Housing Authority**

J.R. McMullen motioned to take agenda item #11 out of order so Dana Lee, Assistant Corporation Counsel, could speak; seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-0.**

D. Lee explained that because the discussion could result in litigation, he recommended the Board enter Executive Session.

After a brief discussion, J. R. McMullen made the motion to enter into executive session for Assistant Corporation Counsel, D. Lee could discuss the legal opinion regarding the accounts receivable from the Stamford Housing Authority, seconded by E. Kelly. There was no further discussion. **Vote: 7-0-0.**

At 5:40 pm, the Board and Assistant Corporation Counsel D. Lee entered into Executive Session.

At 5:47 pm, the Board exited Executive Session.

The Chairman reported that the Board listened to advice from Assistant Corporation Counsel, and no votes were taken. S. Dennies made a motion to direct Assist. Corp. Counsel D. Lee to provide his opinion in writing to the housing authority and initiate discussions for resolution with the issue; seconded by J.R. McMullen. There was no further discussion. **Vote: 7-0-0.**

### **Safety Report**

R. Pudelka reported that there were eleven (11) injuries between July 1<sup>st</sup> – December 19<sup>th</sup>, at a cost of \$13,297. He reported that the expense accumulated is from three (3) of the eleven (11) injures; that one was a back injury, which had lost time and totals \$7,373 to date, a neck injury totaling \$5,500, and a splinter that totaled \$404. He concluded saying that Injuries are up from this time period last fiscal year; that there were four (4) injuries that totaled \$1,500.

### **Administrative/Budget Report**

R. Bull reported the following:

Staffing vacancies

Staffing issues

COVID19 update

IUOE negotiations

Holiday celebration

Extensive Budget & Expense report

### **Sub-Committee Reports**

#### **Finance Committee**

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

- D. Yanik, City Controller reviewed the audit reports
- M. Turndahl reported on the Financials
- Entered into Executive Session regarding item #10 on the agenda
- Discussed securing calendar dates for fundraising to fund upcoming projects such as Perna Lane, and also benefit from lower costs of funds.

#### **Technical Committee**

M. Nesin reported the committee meeting was held on Wednesday, December 14, 2022, and the following was discussed:

- Toured Plant site
- R. Pudelka provided a report highlighting electrical cost savings due to Plant upgrades
- A. Brown reported on 2023 upcoming projects
- Reviewed Capital Project Improvements Plan update
- Discussed Perna Lane concerns

#### **Workforce Development Committee**

S. Bagwin reported there was a committee meeting held on Wednesday, December 14, 2022. But that R. Bull had reported on what would have been discussed at the meeting in her admin report.

### **Financial Update**

#### **CompUtil Report**

L. Roca reported that money is coming in, and that of the twenty-four (24) times CompUtil has billed, twenty (20) bills are over 99%. The current October bill is just under 88%. She stated that closings have definitely slowed down due rate changes, currently their dealing with date changes and financing processing or falling through. Out of the 19,814 accounts only 534 have liens on them, and they continue to focus on collection calls.

#### **Receivables & Arrears**

M. Turndahl reported for the month of November

- \$4.009 million received verses \$3.806 million previous year sewer use fees
- Oldest receivables by year was paid down by \$13,687
- Average collection rate 98.90% vs 98.57% last month's

- Cash collection through November down by \$113,919K
- Sewer connection payments totaled \$1.242 million
- 95.62% collected on sewer assessments
- 51% collected on sewer use

### **November 2022 Financial Update**

M. Turndahl reported the following:

- \$2.7 million net income October
- \$10.8 million available in Pool Cash
- \$22.1 million in Capital Reserve Account
- \$14.4 million in Bond Proceeds

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

W. Ward reported the following:

- 233 active files
- 61 accounts with balances above (\$5,000) Foreclosure Threshold
- 30 In Payment Plans, 1 stayed due to bankruptcy filings
- Fifteen (15) active foreclosures
- 158 with no payment plan below Foreclosure Threshold
- 1 file referred
- 10 Files closed since last meeting
- Collected \$43,999.50 for December
- Total collected for 2022 \$353,275.69

W. Ward reported that as of January 1<sup>st</sup> his firm would be merging with another firm but his office will remain in Stamford and that he will be hiring an associate to replace J. Mastracchio soon.

### **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: Approval to Transfer \$2,000,000.00 from Pooled Cash to Capital Reserve**

M. Turndahl explained that with the pool cash being at its current amount and after watching the low months before the billing—September and March based on this observation, the WPCA has two million dollars available to place towards its Capital Reserve. He explained that the short-term rates are over four percent and advised that the cash be moved. He and R. Barocas said that the agenda item was discussed in the Finance Committee meeting and recommended the transfer. S. Dennies made a motion to approve the transfer of \$2,000,000.00 from Pooled Cash to Capital Reserve; seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-0**

### **Discussion and Vote: Approval of the Resolution to Authorize Edward Kelly, Chairman to sign agreement with M&T Bank**

B. Brink explained that the WPCA chose Peoples Bank from an RFP for lockbox services and that M&T has acquired Peoples Bank. He further said that M&T has more stringent requirements than Peoples Bank, and the bank is requesting a resolution to authorize the Chairman to sign the agreement with M&T. He went on to say that the bank also requires the Board secretary to sign, verifying the resolution was before the Board and was approved. B. Brink stated that since the Board has no secretary, M. Nesin has been chosen as the Board member to sign the resolution verifying the Chairman as the authorized signatory. S. Dennies motioned to approve the resolution to authorize Edward Kelly, Chairman, to sign an agreement with M&T Bank, seconded by R. Barocas. After a brief discussion during which J.R. McMullen voiced some concerns, the Board voted. **Vote: 7-0-0.**

### **Discussion and Vote: 2023 Board Meeting Schedule**

R. Bull presented the 2023 meeting scheduled and explained that the meeting will continue to occur on the third Monday of the month but for the few months when the holiday falls on the 3rd Monday. B. Brink asked that the January meeting be held on the fifth Monday since he will be away at a conference on the fourth Monday of that month. R. Bull stated that the change would work well since it would provide additional time to prepare the preliminary budget for FY'24. E. Kelly motioned to approve the schedule as amended, seconded by S. Dennies. M. Nesin inquired if the City would go back to meeting in person, to which S. Dennies responded that if one member requests the meeting be held via video conference, the meeting would need to be held in that fashion. There was no further discussion. **Vote: 7-0-0**

The amended schedule is attached to these minutes.

**Old Business:**

No old business discussed.

**New Business:**

No new business discussed.

At 6:31 pm, S. Dennies made a motion to adjourn the December meeting; seconded by M. Negin. There was no further discussion. **Vote: 7-0-0.**



## **WPCA Board 2023 Meeting Schedule**

*Meeting Day: Monday; Meeting Time: 5:30PM*

*Location: **Via Teleconference***

### **Meeting Dates:**

**January 30<sup>th</sup>**

**February 27<sup>th</sup>**

**March 20<sup>th</sup>**

**April 17<sup>th</sup>**

**May 15<sup>th</sup>**

**June 26<sup>th</sup>**

**July 17<sup>th</sup>**

**August 21<sup>st</sup>**

**September 18<sup>th</sup>**

**October 16<sup>th</sup>**

**November 20<sup>st</sup>**

**December 18<sup>th</sup>**

**January 22, 2024**

**Stamford WPCA Top Issues (12/16/22)**

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	No positive COVID case since last Board meeting. 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.	C H Nickerson given Notice to Proceed.	Construction expected to take up to 2 years.
3	Providing sanitary sewers to Perna Lane Area	Evaluate cost effective options for providing sanitary sewers to the Perna Lane Area.	Operations	Tighe & Bond has completed its evaluation of raising the sewer system to allow gravity sewer service to the first floor of most homes and providing a pump station for Perna Lane to reduce project cost. Project cost estimate for Phase I is \$8.1 million.	Tighe & Bond will redesign the Phase I sanitary sewers and the additional pump station on Perna Lane this winter and spring to bid the project for construction in summer 2023 assuming the necessary permits from CTDOT and City EPB can be attained by then.
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.	Will receive bids on 12/20 for sewer rehabilitation in Phase II sewer subareas next on priority list for I/I removal. Also investigating high flows entering Saddle Rock PS for possible large source of I/I in Shippan service area.
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	Hazen completed a hydraulic evaluation of WPCF. Maximum raw sewage flow before overtopping mixed liquor channel to FST's is 69 mgd..	Will coordinate with Matt Quinones, Director of Operations and City Engineering to develop short and long term action plans 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.
7	Sludge dryer is 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	Technical Committee visited Schenectady, NY WPCF to see new sludge pyrolysis process currently in development. W Brink, A Brown and R Pudelka visited the Mattabasset WPCF in Cromwell, CT to see a new sewage sludge incinerator that was installed in 2017.	Plan to see the anaerobic digesters at the Camden, NJ WPCF in January.  These sludge treatment and disposal technologies were short listed in the Sludge Management Plan.
8	WPCF evaluations and improvements	Study, design, and construct new plant water and return activated sludge (RAS) and waste activated sludge (WAS) pumps to replace aged equipment and increase operations and energy efficiency.	Regulatory and Operations	Selected Gannett Fleming Engineers to do the evaluation and design.	Gannett Fleming to complete the basis of design and final design by July 2023 to bid the project for construction in FY 23-24.
9	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 SWPCA staff that currently work in Building 6A	Operations	Immediate plan is to lease temporary portable building(s) like those used for portable classrooms fitted for office space to house staff.	Receive bids for two (2) leased portable buildings on 11/19 to be installed by end of year. Will issue a RFQ for an architect to develop a conceptual design for a new building to house SWPCA staff displaced from Building 6A.
10	Upgrade Alvord Lane and Saddle Rock Pump Stations	Pump Stations are aged and in need of upgrade or replacement	Operations	Interviewed 4 short listed Consulting Engineers on November 22 <sup>nd</sup> .	Meeting with selected consulting firm to develop scope of work on January 10 <sup>th</sup> .