



Stamford Water Pollution Control Authority Board Meeting

Monday, March 20, 2023

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 (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
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	Administrative Account Assistant, WPCA
Robert Pudelka	Plant Supervisor
Steve Pietrzyk	Collections System Supervisor
David Yanik	City Comptroller
William Ward	Collection Attorney (Pilicy Ryan & Ward, P.C.)
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 of the public were present.

Minutes Approval of the Full Board Meeting of February 27, 2023

E. Kelly motion to approve the February 27, 2023 minutes; seconded by J.R. McMullen. There was no further discussion. **Vote 7-0-0**

Administrative/Budget Report

R. Bull reported the following:

- Staffing vacancies
- IUOE positions
- Finance Manager position vacancy
- No Injuries to report
- No union grievances to report
- No vehicle accidents
- No positive Covid cases
- Electrical budget review

Sub-Committee Reports

Finance Committee

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

- Reviewed partial financial report due to the City's system upgrade
- Audit report closure
- Discussed considering new potential policies

Technical Committee

M. Nesin reported the committee meeting was held on Wednesday, March 15, 2023, and the following was discussed:

- Plant running well; manager's reports show normal progress
- The committee approved the Tighe and Bond's scope of work agreement, which is item 11 on the agenda

Workforce Development Committee

S. Bagwin reported there was a committee meeting held on Wednesday, March 15, 2023. But that R. Bull had reported on what would have been discussed at the meeting in her admin report.

E. Kelly motioned to take agenda item 8 out of order; seconded by S. Bagwin. There was no further discussion.
Vote 7-0-0

Update FY 2022 Comprehensive Annual Financial Report

D. Yanik explained that although an updated draft of the Annual report is expected next week, the actual filing will take a little bit longer. He stated that he is confident that the auditors are committed to making sure the filing set date is met. He went on to say that the City's financial draft need to be filed as well, but the focus is on making sure the WPCA's audit is complete; that the audited financials are issued and on file with the bank.

Financial Update

Receivables & Arrears

M. Turndahl reported for the month of February

- \$2.590 million received verses \$2.407 million previous year sewer use fees
- Oldest receivables by year was paid down by \$8,309
- Average collection rate 99.36% vs 99.29% last month's
- Cash collection through February finally went over last year's balance by \$42K

CompUtil Report

L. Roca reported that they're getting ready to bill almost 20,000 customers and that billing will take place on the third, fourth, and fifth of April. She stated that billings are broken up over a couple of days; that a lot of liens are being released and; that payments are coming in. She went on to say that out of the 19,809 accounts; 680 have liens on them. She reported her staff has been making collection calls, following up on open work orders and closings, also tracking accounts to see if they've connected to sewer or not. She said that the collection rate is still over 99%, but expect it to drop next month because they will be billing between 10 and 11 million dollars. She ended her report saying that until the payments start coming in, the collection rate is going to drop.

A&W Collections Report & Update

W. Ward reported the following:

- 225 active files
- 54 accounts with balances above (\$5,000) Foreclosure Threshold
- 28 In Payment Plans, 1 stayed due to bankruptcy filings
- 21 active foreclosures
- 157 with no payment plan below Foreclosure Threshold
- 37 files referred
- 50 File closed since last meeting
- Collected \$15,473.65 for March
- Total collected for 2023 \$53,811.44

Executive Director's Top Ten

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

Review: Proposed SWPCA IUOE bargaining unit agreement effective 7/1/2021 thru 6/30/2025

W. Brink stated that he was happy to report that the IUOE negotiations were completed. He stated that their agreement had expired June 30, 2021 and he discussed some of the highlights of the negotiations. He explained that a 2.5 percent increase was agreed upon for each fiscal year, starting July 1, 2021, through July 1, 2024; that additional classifications for the Mechanics were added to incorporate a tiered system; that salaries were increased to be more competitive in comparison to Plants similar in size and; that stipends were rolled into their salary base for ease of payment and to be overall competitive earnings wise. He went on to say that language changes were added to the contract as well, but overall both parties were happy with the end result. He said that the contract has been approved by the Board of Finance and Board of Reps, and has been ratified by the Union

Discussion and Review: Final FY24 Operating Expense and Revenue Budget

W. Brink briefly reported on the FY24 Operating Expense and Revenue budget errors and adjustments stating that these errors occurred on the revenue side. He stated that the operating budget increase is still at 2.5%, but the revenue changed due to the impact on sewer use fees. The prior increase was roughly 5%, which seemed out of whack, but this was due to the Darien user charge being substantially understated because of an error in the spreadsheet. He said there was also an error in the special assessment delinquent interest lien; that it was estimated that \$20,000 to be on track for the year, but looking back historically, \$100,000 was a better estimate. He concluded saying that other errors were adjusted such as capital cost reimbursement and Aquarion user charge miscalculation but that overall the adjustments caused the user charge to go down to 2.7%, which is more aligned with the overall budget.

Discussion & vote: Approval of Agreement with Tighe and Bond for Evaluation and Basis of Design Report on the Upgrade of the Alvord Lane, Saddle Rock and Commerce Drive Pump Stations in an amount not to exceed \$163,700

A. Brown explained that the agreement with Tighe and Bond is to do evaluations at (3) three pump stations, Alvord Lane, Commerce Road, and Saddle Rock. She stated that the agreement is for them to go out to do an investigation at all 3 stations and then prepare a basis of the design report for upgrades, and the amount is not to exceed \$163,700. The investigation is projected to start next week. M.Nesin made a motion to approve the Agreement with Tighe and Bond for Evaluation and Basis of Design Report on the Upgrade of the Alvord Lane, Saddle Rock and Commerce Drive Pump Stations in an amount not to exceed \$163,700; seconded by E. Kelly. There was no further discussion. **Vote 7-0-0**

Old Business:

No old business discussed

New Business:

No new business discussed

At 6:13 pm, E. Kelly made a motion to adjourn the March meeting; seconded by J.R. McMullen. There was no further discussion. **Vote: 7-0-0.**

Stamford WPCA Top Issues (2/24/23)

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 COVID cases 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 dewatering 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 dewatering 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 in process of providing required submittals and planning to mobilize on-site in the spring.	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	Conducted a Public Information Meeting via Webinar on 1/19/23 to update the property owners on the status of the project and estimated project costs. Contacted property owner who is agreeable to an easement for the pump station on Perna Lane.	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	Completed sewer system evaluation surveys (SSES) in Phase II subareas and have awarded construction contract to National Water Main for sewer rehabilitation in Phase II subareas next on priority list for I/I removal.	Sewer rehabilitation expected to be completed in the spring and summer of 2023. SWPCA sewer crew using CCTV to locate large sources of I/I in sewers tributary to Saddle Rock Road and Carter Drive Pump Stations. Those sewers found to be contributing substantial I/I will be added to the contract for sewer rehabilitation.
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 Mattabassett WPCF in Cromwell, CT to see a new sewage sludge incinerator that was installed in 2017.	Cancelled plan to see the anaerobic digesters at the Camden, NJ WPCF on February 10. Will reschedule. 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 by the end of the month and final design by the end of summer 2023. Plan to bid the project for construction in the fall of 2023.
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	Leasing two (2) temporary portable buildings fitted with office space to house the Collection System staff.	Coordinating with the temporary trailers supplier for the trailers fit out and delivery by end of March. 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, Commerce Drive and Saddle Rock Pump Stations	Pump Stations are aged and in need of upgrade or replacement	Operations	Selected Tighe & Bond Engineers to perform the study, design and engineering during construction services for upgrading the three (3) pump stations.	Technical Committee approved Tighe & Bond's proposed scope of services and fee to develop the Basis of Design for the pump stations upgrade. Will prepare an agreement for engineering services to present to the Board at its March meeting.