



**Stamford Water Pollution Control Authority Board Meeting  
Monday, November 15, 2021**

**5:30 p.m.**

**Meeting held via teleconference**

**Full Meeting Minutes**

**Attendees**

Ed Kelly	Chairman, WPCA Board Member
Mark McGrath	WPCA Board Member/ Director of Operations
Sandra Dennies	WPCA Board Member / Director of Administration
Monica DiConstanzo (Absent)	WPCA Board Member/Board of Reps
David Mannis	WPCA Board Member/Board of Finance
Merritt Nesin	WPCA Board Member / Tech Committee Chair
Robert Barocas (Absent)	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 (Absent)	Accountant, WPCA
Robert Pudelka	Plant Supervisor
Steve Pietrzyk	Collection System Supervisor
Crystal Blair	Administrative Account Assistant, WPCA
John Mastracchio	Collection Attorney (Ackerly & Ward)
Lynda Roca (Absent)	CompUtil

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

E. Kelly, Chairman, called the meeting to order at 5:32pm 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 of October 18, 2021**

E. Kelly made a motion to approve the October 18, 2021 minutes; seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-0.**

**Safety Report**

R. Pudelka reported that three (3) OIT's started and received safety, PPE and Fleet training. He stated that according to the City's Risk Management records. FY'21 had six (6) injuries totaling \$50,000 vs two (2) injuries for FY'22 totaling \$1,500. The Board had no questions; the Chairman moved to the next agenda item.

**Administrative/Budget Report**

R. Bull reported the following:

- Staffing hiring
- Detailed staffing vacancies and upcoming vacancies
- Workers' Comp open claims for the WPCA
- Other Admin topics
- Vehicle accidents
- On site safety inspections
- WPCA's current budget financial position
- Darien current payment status

For the Covid-19 update, R. Bull reported on the number of WPCA employees who are vaccinated and that the City has a clinic for employees who want the booster vaccine. She stated the mandate for non-vaccinated employees remains in effect and those unvaccinated are being tested weekly.

## **Sub-Committee Reports**

### **Finance Committee**

E. Kelly stated that the meeting was held prior to the Board meeting. The topics discussed during the Finance Committee were Financials & Capital Project improvement authorizations which will be further discussed and voted on later in the meeting.

### **Technical Committee**

M. Nesin reported that the committee meeting was held on Wednesday, November 10, 2021, and that the Plant was running well. He stated that the committee discussed the Plant, as well as the on-going Capital Projects needed to maintain the equipment. He explained that some Plants let the equipment run down completely before addressing issues but consistently maintaining and upgrading the equipment with little projects will allow the Plant to run more efficiently overtime.

### **Workforce Development Committee**

E. Kelly reported there was a committee meeting held Wednesday, November 10, 2021 and R. Bull had reported on the Workforce Development agenda items within her report; no further discussion needed.

## **Financial Update**

### **CompUtil Report**

R. Bull stated that L. Roca would not be present and that the monthly report is included in the packet for the Board's review. She stated that any questions or concerns should be emailed to her for follow up.

### **Receivables & Arrears**

B. Brink reported for the month of November

- \$7.685 million received verses \$7.441 million previous year sewer use fees
- Oldest receivables by year was paid down by \$14.611k
- Receivable balance over 120 days past due \$2.264 million versus \$2.243 million pervious year
- Average collection rate is at 98.37%
- \$327,474K cash collection through October
- \$9.762 million sewer usage payments and \$536,929k assessments and collection payments

### **August 2021 Financial Update**

B. Brink reported the following:

- \$5.6 million net income
- \$9.738 million in Pool Cash
- \$13.644 million in Capital Reserve Account
- \$22.648 million in Construction Fund

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

- J. Mastracchio reported the following:
- 260 Active files
- 61 accounts with balances above (\$5,000) Foreclosure Threshold
- 34 In payment plans, 2 stayed due to bankruptcy filings
- Ten (10) active foreclosures
- 3 Judgement Lien foreclosures
- 13 with payment plans below Foreclosure Threshold
- 171 with no payment plan below Foreclosure Threshold
- Sixteen (16) referrals from CompUtil in November
- Collected \$40,944.04 for November
- Total collected for 2021—\$690,488.55
- 14 Files closed since last meeting

### **Executive Director's Top Ten**

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

**Discussion: Capital Improvement Plan Update**

B. Brink explained that updating the Capital Improvement Plan is generally moving projects from the last fiscal year into the new fiscal year where the funds would be spent. He talked about the repair of the Belt Filter Press #2 as an example explaining that the request for funding was authorized in February and the equipment was ordered but the parts were delivered in July and therefore, the funds will be spent in this fiscal year as opposed to the year they were authorized. B. Brink explained that the WPCA has used more cash than anticipated because of the force main repairs but said that there is enough cash to cover the cost. B. Brink indicated that he has been trying to replace different pieces of aging equipment annually to maintain and ensure reliability of the plant.

**Discussion and Vote: Authorization of the following Capital Projects Appropriation Requests**

**a. CP6904 WPCA Major Replacement (additional \$900,000)**

A. Brown explained that the account is used for major repairs of process tanks and equipment associated with the treatment of wastewater including pumps, clarifiers, solids handling and equipment. After brief discussion, S. Dennies motioned to approve CP6904 WPCA Major Replacement for \$900,000; seconded by M. Nesin. There was no further discussion. **Vote: 7-0-0**

**b. CP4242 Sanitary Sewer Rehabilitation (additional \$700,000)**

A. Brown explained that this account is used to rehabilitate sanitary sewers and manholes to extend their useful life and replace sewer sections that are beyond repair. After a brief discussion, S. Dennies motioned to approve CP4242 Sanitary Sewer Rehabilitation for \$700,000; seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-0**

**c. CP9270 Sanitary Pumping Station Upgrades (additional \$500,000)**

A. Brown explained that the funds are needed to upgrade pumping stations, replace aged equipment, improve operation and maintenance and ensure reliability. After a brief discussion, S. Dennies motioned to approve CP9270 Sanitary Pumping Station Upgrades for \$500,000; seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-0**

**d. C71282 Vehicle Replacement and Repair (additional \$50,000)**

A. Brown explained that the funds are needed to replace aging vehicles. After a brief discussion, S. Dennies motioned to approve C71282 Vehicle Replacement and Repair for \$50,000, seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-0**

**e. CP1455 Primary Sludge Degritting System (additional \$1,200,000)**

A. Brown explained that the existing de-gritting system has to be replaced with a more efficient system for separating the grit from the primary sludge. She explained that the additional request is due to inclusion of primary clarifier arm and drive unit replacement and inflation costs. After a brief discussion, M. Nesin motioned to approve CP1455 Primary Sludge Degritting System for \$1,200,000; seconded by S. Bagwin. There was no further discussion. **Vote: 7-0-0**

**NOTE:**

At 6:13pm Board Member D. Mannis left the virtual meeting. There were six (6) Board Members remaining.

**f. CP2730 WPCF Force Main Repair (additional \$640,000)**

A. Brown briefly explained the repair of the 42" Force Main break at WPCF saying that following an investigation by engineers, it was determined that the pipeline needed to be lined and could not be used until the lining is completed. She went on to say that the force main is required for plant operations and that time is of the essence to put back in service. She explained that there were unforeseen utility conflicts when preparing the site for the lining, which were performed on a time and material basis and that the additional spending request should cover the cost for the work performed.

E. Kelly motioned to approve CP2730 WPCF Force Main Repair for \$640,000; seconded by S. Bagwin. There was no further discussion. **Vote: 6-0-0**

**Old Business:**

No old business for discussion.

**New Business:**

No new business for discussion.

At 6:15 pm, E. Kelly made a motion to adjourn the November meeting; seconded by A. Perlaky. There was no further discussion. **Vote: 6-0-0.**

### Stamford WPCA Top Issues (11/15/21)

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. 90% of staff is fully vaccinated. Unvaccinated staff to be tested weekly by City contractor.	All SWPCA staff have returned to working full time on site as of July 12, 2021.
2	42" Diameter Force Main from Raw Sewage Pumps Station to Primary Clarifiers developed a longitudinal crack and required repair.	Investigate force main condition to determine need for lining or replacement. Complete force main lining or replacement as soon as practicable.	Operations and Financial	The force main has been lined and the pipe header connecting the force main at the Raw Sewage Pump Station was completed on September 1 <sup>st</sup> . The force main was put in service at 3:00 pm just before the storm on September 1 <sup>st</sup> .	The pipe lining access pits have been backfilled and paving began on November 10th. Paving will be completed this week.
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	Work on UV system upgrade is substantially complete and the final programming changes by Trojan were completed the week of November 8 <sup>th</sup> .	Complete punch list by early December.
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	Perform an Infiltration and Inflow (I/I) Study to identify and remove extraneous flows caused by rainfall and high groundwater	Regulatory and Operations	Remnants from Hurricane Ida dropped 2.51" of rain in 1 hr and 3.39" within 2 hrs on night of Sept 1 flooding City streets and sending record sewage flows (greater than 77 mgd) to the treatment plant that exceeded the hydraulic	Next sewer subareas on priority list have been selected for rehabilitated in FY 21-22 with CDM-Smith to provide design. Will evaluate I/I Removal Program to focus on possible inflow sources.

	capacity.			capacity of the plant.	
5	Reduce energy costs	Evaluate and implement energy conservation measures (ECM)	Operations and Financial	Received payment of Eversource cash incentive for LED lighting and UV system upgrade.	Eversource completed their inspection today and will provide \$469,695 cash incentive for energy efficiency measures used in Primary and Secondary Treatment Improvements
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Siemens completed electrical preventive maintenance (EPM) on the electrical switchgear for the Operations Building, completing the EPM 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 prepared weighting criteria for evaluation of the world of options for sludge treatment and disposal. Hazen presented world of options on July 6 <sup>th</sup> .	Task 1 and 2 of study have been completed and awaiting draft technical memorandums for review. Task 3 and 4 to be done in FY22. Next workshop scheduled for December 6 <sup>th</sup> . Expect 16 months to complete the Sludge Management Plan (summer of 2022).
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.	Work is focused on completing the Raw Sewage Pump Station Upgrade including the new septage receiving station, heating and ventilation, carbon scrubber for odor control, and installing the screenings grinder, washer, and compactor. Site restoration is ongoing with final paving to be completed this week.

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.
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