



**Stamford Water Pollution Control Authority Board Meeting
Monday, October 17, 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	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 (Absent)	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 (Absent)	Account Clerk II, WPCA
Robert Pudelka	Plant Supervisor
Steve Pietrzyk	Collections System Supervisor
David Yanik	City Comptroller
John Mastracchio	Collection Attorney (Ackerly & Ward)
Lynda Roca	CompUtil

Call to Order, Pledge and Roll Call

The Chairman called the meeting to order at 5:38 pm with roll call; there was no pledge of allegiance. A quorum was present seven (7 Board Members).

Public Participation

(1) One public participant was present

Minutes Approval of the Full Board Meeting of September 12, 2022

E. Kelly motion to approve the September 12, 2022 minutes; seconded by R. Barocas. There was no further discussion. **Vote 6-1-0.** A. Goldberg abstained.

Safety Report

R. Pudelka reported that there were four (4) claims from July 1st – September 3rd 2022 totaling \$1,500. He stated that the Site Safety meetings have resumed, and took place on September 27th. He reported that there are twelve (12) members and that Shift Foremen J. Boisfeuillet has been selected as the Site Safety Chair. He went on to say that a site safety tour was conducted; that there were observations regarding 3-5yr inspection for sprinkler system.

Administrative/Budget Report

R. Bull reported the following:

- Current vacancies
- Worker's Comp
- Covid update
- Budget breakdown
- Darien Invoice

Sub-Committee Reports

Finance Committee

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

- Financial health status
- Year-end audit update provided by D. Yanik
- Discussion on enforcing fees for not connecting to the sewer system

Technical Committee

M. Nesin reported the committee meeting was held on Wednesday, October 12, 2022, and the following was discussed:

- Toured Plant site
- S. Pietrzyk provided a report with an overview of the Collection System
- Discussed and approved recommendation to the full Board for Arcadis SCADA On-call services Bid Waiver
- Discussed Plant operations
- Update on construction projects

Workforce Development Committee

S. Bagwin reported there was a committee meeting held on Wednesday, October 12, 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 Computil recently billed almost \$11 million for almost 20 million accounts. She stated that payments are coming in through the Kubra system and that there have been reports of how user friendly the system is. She went on to say that Computil have been educating customers on how to read their water bills so they can better understand their billing.

Receivables & Arrears

M. Turndahl reported for the month of September

- \$2.361 received verses \$2.202 million previous year sewer use fees
- Oldest receivables by year was paid down by 9,801
- Average collection rate 95.00% vs.99.45% last month's
- Cash collection through September \$1.295 million --\$121k less vs. last year this time

September 2022 Financial Update

M. Turndahl reported the following:

- \$3.3 million net income loss for September
- \$4.3 million available in Pool Cash
- \$22.1 million in Capital Reserve Account
- \$14.4 million in Bond Proceeds

A&W Collections Report & Update

J. Mastracchio reported the following:

- 242 active files
- 66 accounts with balances above (\$5,000) Foreclosure Threshold
- 33 In Payment Plans, 1 stayed due to bankruptcy filings
- Fourteen (14) active foreclosures
- 149 with no payment plan below Foreclosure Threshold
- No referrals due to October billing
- 9 Files closed since last meeting
- Collected \$41,539.58 for October
- Total collected for 2022 \$276,065.48

S. Dennies inquired where does the WPCA stand with regards to receiving the delinquency during foreclosing proceeding, to which J. Mastracchio replied that the WPCA typically has 1st priority unless City taxes are also due.

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 of a Bid Waiver for Arcadis SCADA On-Call services for FY 2022-23 in the amount of \$45,000 for the Plant and \$32,000 for the Pump Stations

A. Brown explained that this is the annual contract for SCADA support, which is up for renewal. She explained that in FY 2021-22, the contract amounts were for \$45K/\$20K and that a total of \$49,000 was spent--\$38K for the Plant and \$11K for the Pump Station. She explained that the Collection System Supervisor is interested in trying a PILOT Study for communication with SCADA. After a brief discussion, E. Kelly made a motion to approve the bid waiver for Arcadis SCADA On-Call services for FY 2022-23 in the amount of \$45,000 for the Plant and \$32,000 for the Pump Stations; seconded by M. Nesin. There was no further discussion. **Vote 7-0-0.**

Old Business:

No old business discussed

New Business:

R. Barocas brought up the topic of E-voting or Electronic Voting for some votes for the WPCA Board. J.R. McMullen stated that since he is not aware of any City Boards that do e-voting, the Board would need to consult Amy LiVoisi in the Law Department, to which S. Dennies agreed. M. Quiñones stated that the Boards must notice the public and hold meeting in a forum where the public can attend.

At 6:21 pm, S. Dennies made a motion to adjourn the October meeting; seconded by R. Barocas. There was no further discussion. **Vote: 7-0-0.**

Stamford WPCA Top Issues (10/14/22)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	Four (4) positive COVID case since last Board meeting. All have returned to work. 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.	Received only two bids on March 17 th , both approx. \$10 million. Bids were much higher than capital budget of \$5.6 million or Engineer's estimate of \$6.4 million.	Project was rebid on September 1 st after including cost-saving measures in the design without sacrificing project quality. Bids will be opened on 10/19. Plan to start construction early in 2023.
3	Providing sanitary sewers to Perna Lane Area	Evaluate cost effective options for providing sanitary sewers to the Perna Lane Area.	Operations	Over 2/3 of property owners in Phase I are in favor of the project. Phase I is moving forward to design and construction.	Preliminary design report by Tighe & Bond is overdue. Plan is to finalize design in 2022 with gravity sewer in High Ridge Road and an additional pump station or low pressure sewers on Perna Lane. Bid project for start of construction in spring 2023.
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.	CDM-Smith has completed design of sewer rehabilitation in Phase II sewer subareas next on priority list for I/I removal. Need to get bid date from City Purchasing. 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	Hazen submitted its draft report on 6/16/22.	Technical Committee to visit Schenectady WPCF on 10/25 to see new sludge pyrolysis process (aka sludge gasification) which is being considered for possible use at Stamford. Also plan to visit Linden, NJ (a larger facility) when it becomes operational, as well as other sludge treatment technologies short listed in the Sludge Management Plan.
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 Raw Sewage Pump Station, Secondary Treatment and UV Disinfection Improvements are now complete with all new equipment in service.	Subcontractor reseeded areas disturbed by construction in September. Grass is growing.
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. Evaluating room layouts for the leased building.	Plan is to bid two (2) leased portable buildings by October. 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	Issued RFQ for Consulting Engineers to perform an initial evaluation and design. Received qualifications from 10 firms.	Have short listed 4 Consulting Engineers for interviews to be scheduled by City Purchasing in near future.