



**Stamford Water Pollution Control Authority Board Meeting**

**Monday, January 30, 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	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	Account Clerk II, WPCA
Robert Pudelka (Absent)	Plant Supervisor
Steve Pietrzyk	Collections System Supervisor
David Yanik	City Comptroller
William Ward	Attorney (Ackerly & Ward)
Lynda Roca	CompUtil

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

E. Kelly, Chairman, called the meeting to order at 5:32 pm with roll call; there was no pledge of allegiance. A quorum was present eight (8 Board Members).

**Public Participation**

One (1) member of the public was present

**Minutes Approval of the Full Board Meeting of December 19, 2022**

R. Barocas motion to approve the December 19, 2022 minutes; seconded by S. Bagwin. There was no further discussion. **Vote 8-0-0**

**Safety Report**

R. Pudelka was not present, no information provided.

**Administrative/Budget Report**

R. Bull reported the following:

- Staffing vacancies – Master Mechanic classifications
- Procurement Coordinator position filled
- Finance Manager position posted
- No Injuries to report
- Covid update
- FY 2023-2024 Budget

## **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 gave an update on the audit
- M. Turndahl reported on the December Financials
- Deferred reviewing the Operating budget due to time restraints
- Discussed charging fees to property owners who are on sewer streets, not connected to the sanitary sewers.
- Discussed possible Board member replacement

### **Technical Committee**

M. Nesin reported the committee meeting was held on Monday, January 16, 2023, and the following was discussed:

- Toured Plant site
- Construction is scheduled to begin on the RAZ pumps soon
- An exceedance occurred due to a gate failure
- R. Pudelka provided a report highlighting electrical cost savings due to Plant upgrades

M. Nesin requested to speak about his frustration with the Perna Lane project, R. Kelly advised him to wait to discuss during the Top Ten agenda item coming up.

### **Workforce Development Committee**

S. Bagwin reported there was no committee meeting held this month. He stated that whatever would have been discussed at the meeting, R. Bull reported on in her Admin report.

## **Financial Update**

### **CompUtil Report**

L. Roca reported that just over 1,600 intent to lien letters went out and liens will be placed in February. She said that they have been very busy assisting customers over the phone with online payments; that payments are still coming in through the lockbox. She also stated that closings have definitely slowed down, and that of the 24 times they've billed, 20 of the bills are over 99% and; that the October bill is almost at 93%. She went on to say that she feels like the billing is in good shape, and that she is hoping that Kubra is ready with E billing and auto pay for the April billing.

### **Receivables & Arrears**

M. Turndahl reported for the month of December

- \$3.343 million received verses \$3.118 million previous year sewer use fees
- Oldest receivables by year was paid down by \$13,687
- Average collection rate 99.14% vs 98.90% last month's
- Cash collection through December \$72K
- Sewer connection payments totaled \$1.645 million
- 103% collected on sewer assessments
- 55% collected on sewer use

### **December 2022 Financial Update**

M. Turndahl reported the following:

- \$574k net income December
- \$7.270 million available in Pool Cash
- \$24.227 million in Capital Reserve Account
- \$14.266 million in Bond Proceeds

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

W. Ward reported the following:

- 218 active files
- 56 accounts with balances above (\$5,000) Foreclosure Threshold
- 28 In Payment Plans, 1 stayed due to bankruptcy filings
- Seventeen (17) active foreclosures
- 154 with no payment plan below Foreclosure Threshold

- 10 files referred
- 25 Files closed since last meeting
- Collected \$43,999.50 for December
- Total collected for January \$26,497.20

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

B. Brink briefly went over his monthly report; the report will be made a part of these minutes. M. Nesin spoke about the Perna Lane project, he provided several suggestions as a remedy to the septic system issues, and said he would be happy to provide further information.

#### **Discussion Audit Update**

D. Yanik was unable to attend the meeting. R. Barocas explained that the audit update was discussed at the Finance Committee meeting and the minutes will be documented. B. Brink went on to say that the audit has been very difficult because it is being conducted remotely, and the auditors are requesting much more information than usual. There was no further discussion.

#### **Discussion 2022 Year In Review of Treatment Plant Operations**

E. Kelly explained that R. Pudelka was unable to attend the meeting, but that he submitted a document that reviews the year 2022 remarkable achievements. He stated these achievements were the result of all the new construction, and that allowed savings in terms of energy usage. He went on in detail about the many upgrades and effort put in to achieve these remarkable results. He thanked the staff for their contributions to the engineering and success of the Plant improvements. E. Kelly encouraged everyone to review the document to see all the accomplishments of the WPCA.

#### **Discussion and Review: Preliminary FY23 Operating Expense and Revenue Budget**

1. B. Brink presented the SWPCA Fiscal Year 2024 Operating budget. He explained that R. Bull compiled, analyzed, and implemented the budget numbers. He stated that the benefit numbers are provided by OPM and that she is still waiting on some salary numbers. He stated that she is trying to provide the best estimate possible for increases while under contract negotiations with the IUOE, which makes up a big portion of the budget. He stated that hopefully the Union will approve the tentative agreement, and we will be able to provide firm numbers. R. Bull explained that the line item highlighted in orange came from OPM, and are fixed cost that the WPCA cannot increase or decrease. B. Brink continued to review and explain other line items with significant increases / decreases. He concluded that the budget, without OPM final numbers had a 3.8% increase, which he is pleased with given the inflationary environment we are currently in. S. Dennies added that if the WPCA can stay with a 3.8% increase she would be happy.

#### **Old Business:**

No old business discussed

#### **New Business:**

No new business discussed

At 6:44 pm, S. Dennies made a motion to adjourn the January meeting; seconded by R. Barocas. There was no further discussion. **Vote: 8-0-0.**

**Stamford WPCA Top Issues (1/27/23)**

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	8 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 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. Attended project kick-off meeting with Gannett Fleming and C H Nickerson on 1/13/23	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.	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.	Received 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 on February 10.  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	Leasing two (2) temporary portable building like those used for portable classrooms fitted for office space to house Collection System staff. Received bids for the portable buildings on 11/19/22.	Coordinating with low bidder for trailer fit out, delivery and connection of water and sanitary waste holding/pump out. 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> .	Met with selected consulting firm to develop scope of work on January 10 <sup>th</sup> .