



Stamford Water Pollution Control Authority Board Meeting

Monday, January 25, 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	WPCA Board Member/Board of Reps
David Mannis	WPCA Board Member/Board of Finance
Merritt Nesin	WPCA Board Member / Tech Committee Chair
Robert Barocas	WPCA Board Member / Finance Committee Int. 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	Accountant, WPCA
Crystal Blair	Administrative Account Assistant, WPCA
Robert Pudelka	Plant Supervisor
David Yanik	City Comptroller
John Mastracchio	Collection Attorney (Ackerly & Ward)
Lynda Roca	CompUtil

Call to Order, Pledge and Roll Call

E. Kelly, Chairman, called the meeting to order at 5:35 pm with roll call; there was no pledge of allegiance. A quorum was present eight (8 Board Members).

Public Participation

A member from the public was present on the call.

Minutes Approval of the Full Board Meeting of December 21, 2020

M. Nesin made a motion to approve the November 16, 2020 minutes; seconded by M. McGrath. There was no discussion. **Vote: 8-0-0.**

Safety Report

R. Pudelka stated he was unable to obtain the monthly Workers' Comp statistics. He reported that there were three (3) COVID cases since the December meeting for a total of five (5) cases at the WPCA.

Administrative/Budget Report

R. Bull reported the following:

- Update on current vacancies, mentioned that three (3) Foremen may be retiring within the next 24 months
- Covid-19 vaccination update
M. McGrath stated during the report that there are three (3) classes, 1A, 1B and 65 & above and that the City received 7,000 vaccines and administered 2,900 this week; the WPCA is considered class 1B and is expected to receive vaccine sometime in March.
- Workers' Comp open claims and outstanding issues
- Updated outstanding grievances status
- Workplace harassment claims update; no new claims opened
- Outstanding discipline matters
- No vehicle accidents

Note: D. Mannis joined the meeting 5:41pm

Sub-Committee Reports

Finance Committee

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

- November & December minutes approved
- Collection Policy discussed & a proposal made regarding the timing of the demand letters
- Brief review of FY22 Operating Budget
- Discussion of the analysis on fees for customer payments via credit cards

Technical Committee

M. Nesin reported the committee meeting was held on Wednesday, January 20th and the following was discussed:

- UV System up and running
- Sludge Dryer working properly
- Hazen & Sawyer request for additional budget for professional engineering services
- Stated the Plant is working well and that construction is everywhere

Workforce Development Committee

E. Kelly reported there was a committee meeting held before the Board Meeting and that R. Bull has reported what occurred within her report, no further discussion needed.

Financial Update

CompUtil Report

L. Roca provided an update to the Board reporting that there were three (3) customers referred to collections this month compared to twenty-one (21) last month. The collection rate is almost at 94% for the October bill and at 97% overall. She reported that there were fifty-three (53) work orders closed since the last meeting and that the trend of higher than normal property sales appear to still be occurring in Stamford.

Receivables & Arrears

M. Turndahl reported for the month of December

- \$3.135 million received verses \$3.093 million previous year sewer use fees
- Oldest receivables by year was paid down by \$18k
- Average collection rate >99.08%; 14 cycle bills > 99% and 4 cycle bills > 98%
- October bill 93.34% collected
- Sewer use cash receipts 548k above last year budget
- 113% of budgeted revenues collected for the budget year

November 2020 Financial Update

M. Turndahl reported the following:

- \$5.681 million net income for December
- \$21.964 million available in Pool Cash

- \$8.6 million in Capital Reserve Account

A&W Collections Report & Update

J. Mastracchio reported the following:

- 298 active files
- 70 accounts with balances above (\$5,000) Foreclosure Threshold
- 46 In Payment Plans, 1 stayed due to bankruptcy filings
- Nine (9) active foreclosures
- 190 with no payment plan below Foreclosure Threshold
- 3 referrals for the month of December
- 12 Files closed since last meeting
- Collected \$39,380.65 this month
- Total collected for 2020 \$423,647.42

Executive Director's Top Ten

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

Discussion & vote: Hazen & Sawyer request for additional budget for professional engineering services during the construction of the UV System

- \$126,520 be added to the construction administration and inspection services phase**
- \$93,122 not used in the design phase be reallocated to the construction phase as part of the \$126,520**
- additional funds to be \$33,398 (\$93,122 + \$33,398 = \$126,520)**

B. Brink reported that the UV was delayed per the original contract; that work is being pushed through spring for construction completion and that the project is near the end of the contract amount. He stated that Hazen & Sawyer is requesting an amendment to the agreement for an additional \$126,520 to be added to the construction administration and inspection phase for professional engineering services for the ongoing UV System construction. He stated that the request includes reallocating the unused portion of \$93,122 in the design phase to the construction phase. He stated that this will be an offset and the additional funds needed will only amount to \$33,398. B. Brink stated that the Technical Committee reviewed and approved the request for changes to the agreement. M. Nesin made the motion to approve the Hazen and Sawyer request for additional budget for professional engineering services during the construction of the UV System; seconded by R. Barocas. There was no discussion. **Vote: 9-0-0**

Old Business:

No Old business discussed.

New Business:

No Old business discussed.

At 6:06 pm, S. Dennies made a motion to adjourn the January meeting; seconded by R. Barocas. There was no further discussion. **Vote: 9-0-0.**

Stamford WPCA Top Issues (1/25/21)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	3 SWPCA employees tested positive since last Board meeting and have since returned to work. Operators, mechanics and lab staff are all following normal work schedule. Admin staff working on site and home in staggered schedule.	Will adjust staffing on site based on response to pandemic and direction by Governor and Mayor. SWPCA staff to be vaccinated as essential workers in phase 1b.
2	Sludge dryer had an explosion on 8/1/19 that resulted in damage to the dryer equipment and building. Currently hauling sludge cake at additional cost until dryer can be repaired and put back in service.	Need to replace damaged dryer equipment and building window, doors, skylights and masonry damaged by explosion.	Operations and Financial	Dryer repairs have been completed and dryer has been in operation since the end of December. Dryer production of dry tons of solids per day equals or exceeds the production prior to the explosion.	.
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	Two (2) new UV channels have been in service since 8/1/20. Issues with level sensors have been resolved and system has been operating well since mid-November.	C H Nickerson has begun work on the 3 rd UV channel with completion expected by April.
4	Extreme wet weather - high flow discharge and permit exceedance on 5/1/14	Perform an Infiltration and Inflow (I/I) Study to identify and remove extraneous flows caused by rainfall and high groundwater	Regulatory and Operations	Phase II SSES (CCTV, manhole inspections and smoke testing) have been completed.	Phase I (A) sewer rehabilitation by Kenyon Pipeline is ongoing.
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 to 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 is continuing performing electrical preventive maintenance (EPM) on electrical switchgear at treatment plant and four (4) pump stations. Completed EPM of switchgear for sludge dryer.
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	Agreement with Hazen has been executed.	Hazen has scheduled the kick-off meeting to start the study on February 1 st . Expect 16 months to complete 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	Work inside aeration tanks is complete. Work is now focused on installing new electrical switchgear for the new aeration blowers, and work on the mechanical screen channel, new discharge header for new raw sewage pumps, and installing temporary bypass pumps at Raw Sewage Pump Station.	C H Nickerson has advised they will request an additional 3 to 4 month time extension to complete the project (originally by June 2021) due to equipment delays caused by COVID-19.
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 will proceed upon receipt of petition signed by 2/3 of property owners in favor of the project	Project is currently on hold pending receipt of petition signed by 2/3 of property owners in favor of the sewer project.