



**Stamford Water Pollution Control Authority Board Meeting**

**Monday, February 22, 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	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 5:33pm with roll call; there was no pledge of allegiance. A quorum was present eight (8 Board Members).

**Public Participation**

Two members from the public were present on the call: Dan Capano and Tom Pursel.

**Minutes Approval of the Full Board Meeting of January 25, 2021**

M. Nesin made a motion to approve the January 25, 2021 minutes; seconded by S. Bagwin. There was no discussion. **Vote: 8-0-0.**

**Safety Report**

R. Pudelka stated that there were no new injury to report and no new COVID cases since last month's report. He reported that between July 1, 2020 thru February 1, 2021 there have been

seven (7) injury claims at a cost of \$10,099 and that for the same period the prior year, there were six (6) claims at a cost of \$380,000.

### **Administrative/Budget Report**

R. Bull reported the following:

- Update on current vacancies
- WPCA plan to fill vacancies
- Covid-19 vaccine update
- Workers' Comp open claims for the WPCA that included a claim Risk Management will follow
- No change in the grievances status
- No new workplace harassment claims
- No vehicle accidents
- Upcoming staff meeting
- WPCA's Expense Budget deficit and projections

**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:

- Brief overview of the Special Finance Committee meeting held on February 17, 2021
- Budget update
- Audit update
- Revised financial update
- Discussion on Collection Policy change pending PURA response
- Update on WPCA payment changes pending surrounding towns

R. Barocas went on to say that he is very pleased with the good work done by the WPCA staff

#### **Technical Committee**

M. Nesin reported the committee meeting was held on Wednesday, February 17, 2021 and the following was discussed:

- Sludge Dryer working properly
- Belt filter press #1 has been refurbished, looking to refurbish belt filter press #2
- He reported that an exceedance has taken place; A. Brown and R. Pudelka has plans to solve the issue pending approval from the manufacture
- Blowers are not working
- Stated the Plant is running well with major and minor issues; employees are doing a great job throughout the construction phase

#### **Workforce Development Committee**

E. Kelly reported there was a committee meeting held before the Board Meeting and R. Bull had reported Workforce Development agenda items within her report; no further discussion needed.

### **Financial Update**

#### **CompUtil Report**

L. Roca provided an update to the Board reporting that there were currently 720 out of 120,000 accounts with liens and will be placing liens on between 800/825 accounts during for the October bill. She stated that despite the pandemic, money is coming in and that CompUtil is working closely with Ackerly & Ward on accounts. and making collection and reminder calls. Stamford closings still remain high with 193 closings in a month.

#### **Receivables & Arrears**

M. Turndahl reported for the month of January

- \$2.616 million received verses \$2.659 million previous year sewer use fees
- Oldest receivables by year was paid down by \$15.797k

- Average collection rate >99.23%; 14 cycle bills > 99% and 4 cycle bills > 98%
- October bill 95.52% collected
- \$13.6 million budgeted revenues collected for the budget year; up \$627 million from last year

#### **January 2021 Financial Update**

M. Turndahl reported the following:

- \$2.557 million net income for January, \$5.6 million above budget
- \$21.076 million available in Pool Cash
- \$8.7million in Capital Reserve Account
- \$32.698 million for Capital Projects

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

J. Mastracchio reported the following:

- 290 active files
- 68 accounts with balances above (\$5,000) Foreclosure Threshold
- 46 In Payment Plans, 2 stayed due to bankruptcy filings
- Twelve (12) active foreclosures
- 184 with no payment plan below Foreclosure Threshold
- 2 referrals for the month of December
- 8 Files closed since last meeting
- Collected \$60,348.84 this month
- Total collected for 2021 is \$99,729.49

#### **SWPCA v. Pachwicewicz, 23 Marian Street Foreclosure Sale scheduled March 27, 2021 – request approval to bid in the amount of \$19,711.00**

J. Mastracchio explained to the Board that the judgement was granted for the Foreclosure Sale of 23 Marian Street scheduled to take place on March 27, 2021. To ensure that the WPCA secure its debt he requested the Board to approve the calculated bid. After a brief discussion, D. Mannis made a motion to approve the bid request for 23 Marian Street in the amount of \$19,711.00; seconded by S. Bagwin. There was no further discussion. **Vote: 8-0-0.**

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

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

#### **Review & discussion: Final 2020 WPCA Audited Financial Statement**

D. Yanik provided a detailed summary of the 2020 CAFR. He reported that the 2020 audit went well; that the audit resulted in an unqualified opinion and that no deficiencies in internal control were noted. He provided an overview of the financial results stating that the net position increased by \$7.6 million, which was mainly due to an increase in net investment in fixed assets of \$7.4 million. He pointed out several other matters of particular interest and concluded his summary providing a schedule for when the various new GASB standards will be implemented at the WPCA. D. Yanik reported that an April 2021 planning meeting is scheduled with the Auditors to discuss the 2021 audit of the City and will include discussions on the impact the new standards may have on the WPCA. After discussing some of the items mentioned, the Board thanked D. Yanik for the thorough report and moved on to the next agenda item.

#### **Discussion & vote: FY'22 Operating Expense and Revenue Budget**

B. Brink presented the FY22 Operating Expense and Revenue budget, which included the debt service. He began the presentation explaining the proposed operating budget line items with an increase or decrease of \$30,000 or higher compared to the prior year's adopted budget. Next, he presented the revenue request for FY22. He explained the differences of the Darien treatment and capital requests compared to the prior year and he gave an explanation for the sewer use fees total requested. B. Brink explained that as the subordinated general obligation debt is paid down and new revenue bond senior debt is issued, the net revenues available for debt service needs to increase. For 2022, the sewer use revenue budget was increased by \$616,500 to meet the senior debt service ratio coverage of 115%. He stated that the FY22 Operating Expense budget is \$27,491,587, which amounts to an increase \$81,381or .3% increase from last year.

B. Brink commended R. Bull for a great job putting the budget spreadsheet together and working with OPM to obtain the latest benefit numbers. He stated that he, along with R. Bull and M. Turndahl went through the budget line item by line item and made changes representative of prior years' actuals as well as known costs for FY22. He concluded the presentation stating that the benefits numbers are not yet completed; that OPM is working to provide final benefit information. S. Dennies commended the WPCA Administration for the thorough job of putting together a budget to operate the WPCA while keeping cost at a minimum and made a motion to approve the FY22 Operating Expense and Revenue budget at \$27,491,587 contingent upon new benefits updates from OPM; seconded by S. Bagwin. There was no further discussion. **Vote: 8-0-0.**

**Discussion & vote: Proposed Change to SWPCA Collection Policy.** S. Dennies provided the detail for the revision to the SWPCA Collection Policy under *BILLING AND COLLECTION PROCEDURE AFTER SENDING TO COLLECTIONS ATTORNEY*, letters a and b.

R. Bull explained that the purpose of the revision is to change the amount of days of the second legal correspondence from sixty (60) days to one hundred and eighty (180) days to further assist delinquent customers by reducing legal fees. R. Barocas made a motion to approve the proposed change to the SWPCA Collection Policy; seconded by S. Dennies. There was no further discussion. **Vote: 8-0-0.**

**Discussion & vote: Bid Waiver for Andritz Replacement Parts to rehabilitate Belt Filter Press #2 in the amount of \$272,649.39** A. Brown explained the need to order parts from Andritz in the amount of \$ 272,649.39. She stated that Belt Filter Press (BFP) #2 is the last unit that needs refurbishing; that last year BFP #1 was reconditioned and that BFP #3 was just refurbished with Northeast Water. She mentioned that the lead time for parts is approx. 16 weeks and the expected life span of a rehabilitated unit is about 10 years for major parts. After a brief discussion, S. Dennies made the motion to approve the Bid Waiver for Andritz Replacement Parts to rehabilitate Belt Filter Press #2 in the amount of \$272,649.39; seconded by M. Nesin. There was no further discussion. **Vote: 8-0-0.**

**Old Business:**

No Old business discussed.

**New Business:**

No Old business discussed.

At 7:01 pm, S. Dennies made a motion to adjourn the February meeting; seconded by M. McGrath. There was no further discussion. **Vote: 8-0-0.**

### Stamford WPCA Top Issues (2/22/21)

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 cases since last Board meeting. 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, likely in March or April.
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	Erratic readings by the channel level sensor in Channel 1 occurred on 1/29/21 causing an exceedance of low UV dose. Cause of erratic readings is still under investigation by Trojan.	C H Nickerson is continuing work on the 3 <sup>rd</sup> UV channel with completion expected by May..
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.	Completion of Phase I (A) sewer rehabilitation by Kenyon Pipeline is suspended until the weather improves.
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	Had kick-off meeting with Hazen's project team and Technical Committee on February 1 <sup>st</sup> .	Will complete Task 1 and 2 of study by this summer with Task 3 and 4 to be done in FY22. 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	Work inside aeration tanks is complete. Work is now focused on installing new electrical switchgear for the new aeration blowers, and work on the Raw Sewage Pump Station (RSPS). Bypass pumps and temporary piping are being used to pump from the influent sewer directly to the Primary Settling Tanks or Primary effluent channels to allow work to continue inside RSPS. .	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.  While doing startup of the bypass pumps, we sprung a leak in the existing 42" diameter force main from RSPS to the Primary Clarifiers. One pipe section in the force main was found to have a crack along the bottom of the pipe. The pipe section will be replaced and the broken pipe sent to a testing lab to determine the cause of the break.
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.

