



**Stamford Water Pollution Control Authority Board Meeting
Monday, May 17, 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 (absent)	CompUtil

Call to Order, Pledge and Roll Call

E. Kelly, Chairman, called the meeting to order at 5:31pm with roll call; there was no pledge of allegiance. A quorum was present eight (8 Board Members).

Public Participation

Daniel Capano joined the meeting from the public; he did not speak at the meeting.

Minutes Approval of the Full Board Meeting of April 19, 2021

S. Dennies made a motion to approve the April 19, 2021 minutes; seconded by M. McGrath. M. Nesin stated the minutes required some technical wording edits to agenda item #8; R. Bull will make necessary changes upon receipt of edits from M. Nesin. The Board agreed to approve the minutes contingent upon the changes.

Vote: 8-0-0.

NOTE

After speaking to M. Nesin the following day, there were no technical edits required to the April 19, 2021 minutes.

Safety Report

R. Pudelka stated that there have been three (3) injuries of strains since last meeting; that there are ten (10) injuries at a cost of \$38,050 for FY21 to date compared to seven(7) during the same time period the previous year at a cost of \$458,000. He also stated that confined space training was held at the end of April—7 hours of training for the employees who had not received confined space training and 3 hours refresher training for those who had.

Administrative/Budget Report

R. Bull reported the following:

- Current staffing vacancies and challenges filling WPCA positions
- Operator certification exam extension requiring a Memorandum of Agreement (MOA) for only one employees who did not get to take their exam as a result of the pandemic
- WPCA plan to fill vacancies

- Covid-19 vaccine update
- Covid-19 case update
- Workers' Comp open claims for the WPCA
- Current grievances status
- No new workplace harassment claims
- Two vehicle accidents
- WPCA's current budget financial position
- Darien current payment status

Sub-Committee Reports

Finance Committee

R. Barocas stated that the Finance Committee was held before the Board meeting. He reported that there are no issues or concerns to report, that the receivables are ahead of budget and that B. Brink continues with his investigation on electronic payment options.

Technical Committee

M. Nesin reported the committee meeting was held on Wednesday, May 12, 2021, and the following was discussed:

- Force Main Repairs and Issuing RFP for Installing Cured-in-Place-Pipe Lining
- Discussion on Amendment to the agreement with Gannett Fleming for additional services during final design and several phases
- Update on UV Disinfection Treatment System
- There were no exceedances
- Dryer working well and hoping to have a start test soon

He stated that the Plant is running well even with all the minor issues.

Workforce Development Committee

E. Kelly reported there was no committee meeting this month.

Financial Update

CompUtil Report

L. Roca was not present for the meeting; R. Bull explained that monthly report information is included in the packet and question can be sent to her for a response.

Receivables & Arrears

M. Turndahl reported for the month of April

- \$7.257 million received verses \$8.742 million previous year sewer use fees
- Receivable balance over 120 days past due \$2.331 million versus \$2.292 million pervious year
- Average collection rate is at 98.32%
- Oldest receivables by year was paid down by \$26k
- Cash collection \$864k ahead of last year
- 91.67% budgeted revenues collected for the budget year

March 2021 Financial Update

M. Turndahl reported the following:

- Ahead of budget at 104.20%
- Sewer Assessment and Connections payment is at \$1.320 million
- \$13.678 million in Capital Reserve Account
- \$25.854 million in Construction Fund

B. Brink responded to A. Perlaky's question regarding the decrease in Nitrogen Credits this fiscal year saying that the cost per pound was low because other Plants did well and that the WPCA generated almost the same amount of credits that we usually do.

A&W Collections Report & Update

J. Mastracchio reported the following:

- 288 active files

- 75 accounts with balances above (\$5,000) Foreclosure Threshold
- 49 In payment plans, 2 stayed due to bankruptcy filings
- Seven (7) active foreclosures
- 178 with no payment plan below Foreclosure Threshold
- No referrals to date due to the April billing
- Collected \$66,814 for May
- Total collected for 2021 \$292,164.14

Executive Director's Top Ten

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

Discussion: Update on the Force Main Repairs

a. Discussion and vote: Create and Approve Capital Project for Force Main Repair for \$2,530,000

A. Brown explained the Purchasing guidelines regarding the creation of a new capital project for the force main repair. After a brief discussion that included B. Brink outlining the cost since February 2021, S. Dennies made the motion to create and approve the capital project for the force main repair for \$2,530,000; seconded by M. Nesin. There was no further discussion. **Vote: 8-0-0.**

b. Discussion and vote: Approval of Bid Waiver to Insituform Technology, LLC for CIPP lining of sewer force main for \$1,033,750.00

A. Brown explained that there were three bids but that only two were eligible to bid because they attended the mandatory pre-bid meeting. She reported that the two bids were reviewed and the bid was awarded to Insituform Technology, LLC. B. Brink explained that the bid committee was made up of the Technical Committee members and WPCA staff. After a brief discussion, S. Dennies made a motion to approve the bid waiver to Insituform Technology, LLC for CIPP lining of sewer force main for \$1,033,750; seconded by S. Bagwin. There was no further discussion. **Vote: 8-0-0.**

Discussion and vote: Amendment to Agreement with Gannett Fleming for Additional Engineering Services during Design Phase and Engineering Services during Bidding, Construction and Post Construction Phases of the Sludge Degritting Project for a cost not to exceed \$631,620

W. Brink explained that in 2016 a contract was signed with Gannett Fleming to design the project, which included a study and a preliminary design report. He stated that in 2018, Gannett Fleming signed a contract for final design that was completed a year ago but, due to the ongoing construction in the plant, WPCA held off on bidding this project. He stated that this year Gannett Fleming was asked to submit a proposal for construction services including out of scope services already performed and services to be performed during bidding and construction. After a brief discussion, the M. Nesin made a motion to approved the amendment to agreement with Gannett Fleming for additional engineering services during design phase and engineering services during bidding, construction and post construction phases of the Sludge Degritting Project for a cost not to exceed \$631,620; seconded by S. Bagwin. There was no further discussion. **Vote: 8-0-0.**

Old Business:

No Old business discussed.

New Business:

S. Dennies requested that the WPCA put together what the staffing will need when returning to work full time. M. McGrath stated that we will continue to stick to the process and take what has been done thus far and expound upon it if required.

B. Brink briefly discussed the most recent Plant exceedance saying that the Plan lost power causing the UV to shut down. Because it was longer than the set timing, the UV needed to be restarted. He stated the whole time totaled 30 seconds.

At 6:33 pm, S. Dennies made a motion to adjourn the May meeting; seconded by R. Barocas. There was no further discussion. **Vote: 8-0-0.**

Stamford WPCA Top Issues (5/17/21)

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. 39 staff have received at least one vaccine shot	Operators, mechanics and lab staff are all following normal work schedule. Admin staff working on site and home in staggered schedule.
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	Received cost proposals for lining the force main from two lining contractors. Bid waiver for award of lining contract on the Board meeting agenda.	Excavate and remove 45 degree bends on force main to allow lining contractor to measure the force main this week. Install liner the first week of July.
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	Will test use of radar level sensor in one UV channel.	C H Nickerson is completing work on the 3 rd UV channel with performance testing the first week of June.
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.	Resumption of work on Phase I (A) sewer rehabilitation by Kenyon Pipeline to begin shortly.
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.

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	Hazen's sub consultant Materials Matters, presented the findings of their sludge end use market survey to the Technical Committee on May 4 th .	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 is now focused on new aeration blowers, and installing new mechanical screen and raw sewage pumps in Raw Sewage Pump Station (RSPS).	Two (2) new raw sewage pumps and two (2) new aeration blowers scheduled for start-up this week. Project to be substantially complete in October
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.