



**Stamford Water Pollution Control Authority Board Meeting
Monday, October 18, 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 Chair
Adam Perlaky (Absent)	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
Robert Pudelka	Plant Supervisor
Steve Pietrzyk	Collection System Supervisor
Crystal Blair	Administrative Account Assistant, WPCA
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—seven (7) Board Members.

Public Participation

No members from the public were present.

Minutes Approval of the Full Board Meeting of August 23, 2021

E. Kelly made a motion to approve the September 20, 2021 minutes; seconded by M. Nesin. There was no further discussion. **Vote: 7-0-0.**

Safety Report

R. Pudelka reported that from July 1, 2021 thru October 1, 2021 the cost for injury claims is \$1,500 for one (1) claim and that during the same period the previous year, the cost was \$47,000 for five (5) claims. The Board had no questions; the Chairman moved to the next agenda item.

Administrative/Budget Report

R. Bull reported the following:

- Planned staffing hiring
- Detailed staffing vacancies
- Planned testing to fill vacancies
- Workers' Comp open claims for the WPCA
- Other Admin topics
- Vehicle accidents
- WPCA's current budget financial position
- Darien current payment status

For the Covid-19 update, R. Bull reported that there were no positive cases of COVID19 since last meeting and that the WPCA has a 93.33% employee vaccination rate.

Sub-Committee Reports

Finance Committee

R. Barocas provided the report for the Finance Committee. He stated that the Finance Committee was held before the Board meeting and that there was a full quorum. He reported that the minutes were approved; that the committee looked deeply at the receivables and assessment collection and that finances are trending in the right direction. He reported on the audit stating that the last adjustment has been made for last fiscal. He stated that D. Yank provided audit information and that WPCA is doing very well fiscally. He further reported that the committee is doing its due diligence with the investment portfolio and that further information will be provided once the committee makes a decision on this issue.

Technical Committee

M. Nesin reported the committee meeting was held on Wednesday, October 13, 2021, and touched on the following:

- The Force main repairs are complete
- The Head Works pumps and screens are working
- The conveyer will be fixed this month
- The air trains are working fantastic
- No issues with the UV System; the primary clarifier broken arm is scheduled for repair
- Dryer is working and there are no issues
- The Plant is clean and looks very good
- Two Bid Waivers were discussed and recommended to the full Board for approval

M. Nesin mentioned that there have been two recent exceedances—one was due to a clogged pipe on Summer Street and he asked R. Pudelka to explain the issues for the other exceedance. R. Pudelka provided a brief explanation stating that while was working on the new conveyer system Nickerson inadvertently turned it off. He stated that with the shut off, unknowingly the Bar Screens were shut off as well causing a backup of the system.

Workforce Development Committee

E. Kelly reported there was a committee meeting held Wednesday, October 13, 2021 and R. Bull had reported on the 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 approximately 20K bills were sent for the October cycle bill on October 4th, 5th and 6th and those payments are coming in fast. She stated that MCC sent out the bills and a large number of customers are paying using E-Check, which only costs customers .25 cents; she sent the report to the WPCA showing the number of E-Check payments. She went on to report that Stamford has a tremendous amount of Closings because they are getting several a day. She stated that they have started making collection calls for the accounts with outstanding arrears and that the collection rate is 15% already. R. Barocas stated that a great sustainability goal would be to have this trend of customers paying with E-Check continue. R. Bull to send the YTD payment report to the Board.

Receivables & Arrears

M. Turndahl reported for the month of September

- \$2.2 million received verses \$2.3 million this time the previous year sewer use fees
- Oldest receivables by year was paid down by \$11k
- Receivable balance over 120 days past due \$2.349 million versus \$2.404 million pervious year
- Average collection rate dropped to 94.82%
- \$1.947 million sewer usage payments and \$310K assessments and collection payments

September 2021 Financial Update

M. Turndahl reported the following:

- \$3.9 million net income loss
- \$7.176 million in Pool Cash but this number will increase
- \$13.684 million in Capital Reserve Account
- \$22.648 million in Construction Fund

A&W Collections Report & Update

- J. Mastracchio reported the following:
- 257 Active files
- 67 accounts with balances above (\$5,000) Foreclosure Threshold
- 38 In payment plans, 2 stayed due to bankruptcy filings
- Ten (10) active foreclosures
- 3 Judgement Lien foreclosures
- 14 with payment plans below Foreclosure Threshold
- 163 with no payment plan below Foreclosure Threshold
- No referrals from CompUtil for October
- 21 Files closed since last meeting
- Collected \$40,847.38 for October
- Total collected for 2021—\$649,544.51

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: Appeal for 631C Long Ridge Road; Pipers Three Club House

R. Bull stated that an appeal was received September 1, 2021 regarding excessive charges based on consumption use. She explained that the appeal was heard at this time because the account was backed billed as a result of it being discovered this August from a review of the Unmatched Report; that the appeal was heard on Thursday, October 14th. She presented a handout that showed the consumption from fiscal years 2018 -2022. She explained how the WPCA does adjustments and stated that Mr. Lombardo's position is that the consumption did not enter the sewer system, as the high numbers were due to irrigation. After a brief discussion and questions from Board Members S. Dennies and D. Mannis, to which R. Bull answered to their satisfaction, S. Dennies made a motion to approve an adjustment for the FY'21 cycle bills of 846ccfs based on the document provided; seconded by R. Barocas. There was no further discussion. **Vote: 7-0-0.**

Discussion and vote: Bid Waiver for Siemens for Mechanical Systems Inspections and Maintenance in the amount of \$58,152.00

A. Brown explained that Siemens has an annual contract with WPCA for inspecting and maintaining its HVAC equipment. She stated that this request is for a renewal of that contract. She went on to say that the changes made this year are the removal of two units that are no longer needed since the plant improvements and the addition of Dyke Lane pump station to the contract. S. Dennies made a motion to approve the bid waiver for Siemens for Mechanical Systems Inspections and Maintenance in the amount of \$58,152.00; seconded by M. McGrath. There was no further discussion. **Vote: 7-0-0.**

Discussion and vote: Bid Waiver for Stantec to perform a condition assessment of three (3) storm water pump station to assist in the City's application for FEMA BRIC grant funding in the amount of \$54,560

A. Brown explained that qualifications were requested from three (3) engineering firms to help with a needs assessment, cost estimate and Benefit Cost Analysis (BCA) for three storm water pump stations. She stated that the WPCA would be assisting in the City's application for a FEMA grant funds. She stated that only one firm, Stantec, responded and provided a scope and fee schedule for this work, which is \$54,560. She went on to explain that the scope and fee is based on acquiring information on past flooding events and damage because currently, there is no data on past flooding events caused by a failure of the pump and that without historic information, our chances of receiving grant funds are low. D. Mannis questioned what would occur if the WPCA does not obtain the FEMA grant. A. Brown replied saying that these stations were built in the 1960's and need improvements with or without the FEMA grant and that this analysis would be performed to identify what should be done at each station. M. Nesin commented that this request was discussed at the Technical Committee that recommended approval. S. Dennies made the motion to approve the bid waiver for Stantec to perform a condition assessment of three (3) storm water pump station to assist in the City's application for FEMA BRIC grant funding in the amount of \$54,560. There was no further discussion. **Vote: 7-0-0.**

Old Business:

No old business for discussion.

New Business:

No new business for discussion

At 6:23 pm, S. Dennies made a motion to adjourn the regular October board meeting; seconded by R. Barocas. There was no further discussion. **Vote: 7-0-0.**

Stamford WPCA Top Issues (10/18/21)

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. 90% of staff is fully vaccinated. Unvaccinated staff to be tested weekly by City contractor.	All SWPCA staff have returned to working full time on site as of July 12, 2021.
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	The force main has been lined and the pipe header connecting the force main at the Raw Sewage Pump Station was completed on September 1 st . The force main was put in service at 3:00 pm just before the storm on September 1 st .	Piping disconnected in the five (5) access pits for the lining installation has been re-connected and the access pits have been backfilled, except for pit #5 which is awaiting the installation of a clean out on the primary scum line. Paving is scheduled for the first week of November.
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	Work on UV system upgrade is substantially complete and the final punch list has been submitted to Nickerson.	Complete punch list items and requested programming changes by Trojan and Aarons by mid-November.
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	Remnants from Hurricane Ida dropped 2.51" of rain in 1 hr and 3.39" within 2 hrs on night of Sept 1 flooding City streets and sending record sewage flows (greater than 77 mgd) to the treatment plant that exceeded the hydraulic capacity of the plant.	Next sewer subareas on priority list have been selected for rehabilitated in FY 21-22 with CDM-Smith to provide design. Will evaluate I/I Removal Program to focus on possible inflow sources.
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	Eversource to provide \$469,695 cash incentive for energy efficiency measures used in

				system upgrade.	Primary and Secondary Treatment Improvements
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Siemens completed electrical preventive maintenance (EPM) on the electrical switchgear for the Operations Building, completing the EPM at the treatment plant.	Data collected by Seimens from the EPM will be used by Tighe & Bond to complete the arc flash analyses and MCC panel labeling.
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	Have completed end use market survey and prepared weighting criteria for evaluation of the world of options for sludge treatment and disposal. Hazen presented world of options on July 6 th .	Task 1 and 2 of study have been completed and awaiting draft technical memorandums for review. 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	All three (3) new mechanical screens, five (5) new raw sewage pumps and three (3) new aeration blowers are now in service. Bypass pumps and piping have been removed.	Work is focused on completing the Raw Sewage Pump Station Upgrade including the new septage receiving station, heating and ventilation, carbon scrubber for odor control, and installing the screenings grinder, washer, and compactor. Site restoration is ongoing with final paving the first week of November.
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.