



Stamford Water Pollution Control Authority Board Meeting

Monday, June 15, 2020

5:30 p.m.

Meeting held via teleconference and recorded

[Full Meeting Minutes](#)

Attendees

Ed Kelly	Chairperson, WPCA Board Member
Merritt Nesin	Vice-Chair, WPCA Board Member
Mark McGrath	WPCA Board Member/ Director of Operations
Sandy Dennies	WPCA Board Member/ Interim Dir of Admin
Monica DiCostanzo	WPCA Board Member/ Board of Reps
David Mannis	WPCA Board Member/ Board of Finance
Robert Barocas	WPCA Board Member
William Brink	Executive Director, WPCA
Rhudean Bull	Administration Manager, WPCA
Crystal Blair	Administrative Account Assistant, WPCA
Ann Brown	Supervising Engineer, WPCA
Mark Turndahl	Accountant, WPCA
Steve Pietrzyk	Collections System Supervisor
David Yanik	City Comptroller
Lynda Roca	CompUtil
John Mastracchio	Attorney / Ackerly and Ward

Call to Order, Pledge and Roll Call

E. Kelly, Chairperson, called the meeting to order at 5:31 pm with the pledge of allegiance and roll call. A quorum was present seven (7) Board Members.

Public Participation

No members of the public were present.

Minutes Approval of the Full Board Meeting of May 18, 2020

M. Nesin made a motion to approve the May 18, 2020 minutes with revisions; seconded by R. Barocas. M. McGrath stated he was late signing onto the video for the meeting and that it was not reflected in the May minutes. R. Barocas stated the spelling of his name should be corrected, but later retracted this statement immediately after the voting. **Vote: 7-0-0.**

Safety Report

R. Pudelka was absent and will provide a written report to the Board at a later date.

Administrative/Budget Report

R. Bull reported the following:

- WPCA staffing for the upcoming budget year
- Return to work timeframe for the two Workers' Comp claimants
- The Town of Darien invoice meeting
- Thermometer Screening and the protocol for implementation
- WPCA FY20 operating account deficits

Sub-Committee Reports

Finance Committee

R. Barocas reported the following:

- The Finance Committee meeting was held prior to the Board meeting
- Prior minutes approved
- FY2020 Operating projections through June was discussed
- The yearend financials
- Preparation for upcoming audit
- City consolidation plan that includes the SWPCA Customer Service Specialist

Technical Committee

M. Nesin reported that the monthly Technical Committee meeting was held on Wednesday, June 10th and that the committee's discussions and actions are as follows:

- Update: UV system; plan is to be operational by the end of the month
- Update: Sludge Dryer; plan is to be operational by September
- Reported on the operations of the Plant saying that the Plant is running well with minimal troubles / problems
- Plant Supervisor is assigning small projects to Shift Foremen and mechanics to reduce outsourcing
- B. Brink to report on sludge dryer updates by Synagro

Workforce Development Committee

R. Bull reported the committee met on Wednesday, June 10th and the following occurred:

- Discussions regarding the current staffing schedule and the Administration schedule through the first week in July
- B. Barocas inquired when /if the WPCA Administration office will be back to its regular schedule to which B. Brink replied that the WPCA is following the Government Center's lead but that there is someone at the WPCA Administration office every day. M. McGrath stated that the City's return to work policy has not been implemented but there are employees /representatives in the departments to meet the public as needed. He stated that employees should continue to work from home when possible.

Financial Update

CompUtil Report

L. Roca reported the following:

- Collection is slower than last year this time and that reminder bills were sent upon receipt of WPCA authorization. She stated it was not an aggressive tax warrant letter; only a reminder to pay the April cycle bill.
- More deferral application are being received
- Since the April 2011 cycle bill, fourteen (14) cycle bills are over 99% collected, two (2) are over 98% collected, two (2) are over 97% collected and the April cycle bill is at 81.78 percent collected
- Seven large account totaling \$273k that cannot pay due to COVID19 and that Hotels are unable to pay since they have been empty since the pandemic.

S. Dennies mentioned that the Hotels will begin to open at 50% capacity. D. Mannis inquired about the annual percentage charge to which L. Roca replied the annual percentage charge is per State Statute at 18 percent annually or 1.5 percent monthly on delinquencies. R. Barocas inquired about further payment delays and what the WPCA and / or City's plan to address the delays. S. Dennies replied stating that the deferral program is in place and that the City might look at further delaying payment for larger hotels.

Receivables & Arrears

M. Turndahl reported for the month of May

- Receivable is at \$4.5 million versus \$3.986 million last year this time
- Report by year oldest receivable is 16K
- Cash collected at \$20.772 million; 101 percent of budgeted amount
- The average collection rate 93.81%
- The April bill is at 81.78% collected
- The sewer assessment payments are at 127.23% collected

May 2020 Financial Update

M. Turndahl reported the following:

- At \$9.98 million over budget
- The Nitrogen Trading check at \$1,421,350 million has been booked
- Capital Reserve account is at \$8.6 million; 601 days cash on hand
- Pool cash is at \$18.465 million
- \$14.580 million available in construction loans

A&W Collections Report & Update

J. Mastracchio reported:

- 320 active files
- 80 accounts with balances above (\$5,000) Foreclosure Threshold
- Of the files, 53 are currently in Payment Plans, 8 are Stayed due to bankruptcy filings
- Nine (9) active Foreclosures of which six (6) are foreclosure eligible
- Collected \$8,018.83 as of this month
- Total collected for 2020 \$236,889.82
- No referrals for the month of May, June

He stated that most files are on hold until July 1st

- i. Discussion and vote: Approval to bid in the amount of \$27,474 for foreclosure sale scheduled July 25, 2020—161 Weed Avenue

J. Mastracchio explained the foreclosure at 161 Weed Avenue. After a brief discussion M. Nesin made a motion to approve WPCA's bid in the amount of \$27,474 for the foreclosure sale scheduled July 25, 2020 for 161 Weed Avenue; seconded by R. Barocas. There was no further discussion. **Vote: 6-0-1.** S. Dennies abstained.

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: Election of Board Officers

a. Board Chairperson

E. Kelly, current Board Chairperson, explained that in accordance with the WPCA ordinance, elections for officers are held in June and effective July 1. After a brief discussion M. Nesin made the motion to nominate Edward Kelly as SWPCA Board Chairperson; seconded by M. DiConstanzo.

There was no further discussion. **Vote: 7-0-0.**

b. Board Vice Chairperson

E. Kelly made a motion to nominate Merritt Nesin as Vice Chairperson; seconded by R. Barocas.

There was no further discussion. **Vote: 7-0-0.**

Discussion and vote: FY 2020-2021 Operating Budget of \$27,410,206 as approved by the Board of Representatives, representing a reduction of \$302,766 to the Board's previously approved budget of \$27,712,972

B. Brink explained that the Boards of Finance and Representatives made a \$302,766 reduction to the \$27,712,972 previously WPCA Board approved FY20/21 Operating Budget.

He went on to explain the budget process for the WPCA to the Board, which is different from the City's process. R. Bull presented a spreadsheet that showed the proposed line items reduction. She stated that the WPCA Administration reviewed its vacancies and determined that the hiring of the Assistant Plant Supervisor, the Shift Foreman and one (1) Maintenance Mechanic –In-Training positions can be delayed until January 1 and that due to the pandemic, it would more than likely take about six months to get a body in those positions after having to post / recruit, test and interview candidates. M. Nesen inquired if the Assistant Plant Supervisor was really needed since hiring at mid-year is an option. B. Brink responded stating that the person would hold a Class IV certification that is needed and assists with day-to-day plant operations. E. Kelly inquired whether the reduction to the Process Control Electric account is a viable option, to which R. Bull replied that the total electrical cost is based on inclement weather conditions in the winter months. She stated if we have weather like this last year, the reduction would not be problematic but that there is Utility Contingency of \$100k to cover any additional incurred cost. After a brief discussion, S. Dennies made a motion to accept the FY 2020-2021 Operating Budget of \$27,410,206 as approved by the Board of Representatives, representing a reduction of \$302,766 to the Board's previously approved budget of \$27, 712,972; seconded by R. Barocas. There was no further discussion. **Vote: 7-0-0.**

Update: Follow-up customer survey for Perna Lane Area Sewer Project

A. Brown stated that the draft letter has been prepared, which incorporates comments from the board meeting on May 18th. She stated that suggested changes from the Technical Committee—adding the basis of the sewer unit calculation for the assessment and the typical annual usage charge to the letter were included. She reported that the letter will go out only to those residents who did not submit a response to the first mailing.

Old Business

There was no old business.

New Business

R. Barocas stated that the Finance Committee should look at the impact of COVID19 on the WPCA's account receivables for the coming fiscal year. S. Dennies stated that the City may be looking at some sort of additional relief for large Hotels however, as of now the WPCA is following the State requirement of 90-day deferral starting from the date of the April invoice.

At 6:23 pm, S. Dennies made a motion to adjourn the June meeting; seconded by M. Nesen. There was no further discussion. **Vote: 7-0-0.**

Stamford WPCA Top Issues (6-15-20)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	Operators, mechanics, electricians and lab staff have returned to normal work schedule. Admin staff working from home and coming to site on staggered work days as necessary to conduct business.	Will adjust based on response to pandemic and direction by Governor and Mayor.
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	Equipment damaged by explosion is arriving on site daily for installation by AI Secondino & Sons.	Sludge dryer repairs expected to be completed by September.
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	No UV exceedances since September 2019.	Construction of two (2) new UV channels to be completed by June 2020 as part of the Preliminary, Secondary and Disinfection Treatment Improvements.
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 I SSES (CCTV, smoke testing) and design have been completed.	Phase 1A sewer rehabilitation work begun in March was suspended by contractor due to COVID-19 concern but is expected to begin in a few weeks.
5	Reduce energy costs	Evaluate and implement energy conservation measures (ECM)	Operations and Financial		Energy Resources to install interior LED lighting in Administration, Operations, Sludge Processing and Chemical Building this summer.
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Dyke Lane PS electrical upgrade project has been completed.	Selected Siemens to perform electrical preventive maintenance (EPM). Agreement has been sent to Siemens.

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	Technical Committee interviewed four consulting firms and made a selection. Staff will meet with the selected firm to negotiate the scope of work and fee.	Expect 12 to 18 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	C H Nickerson continuing work on the two (2) new UV channels and the new 2000 kW Generator. Work on aeration tanks has begun and will continue this summer.	Two (2) new UV channels to be completed by June 2020. Work on Raw Sewage Pump Station to begin this summer. Overall construction to be complete by June 2021.
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	Sent survey to property owners in March. Survey responses by area and street have been posted on SWPCA's web site.	Will send 2 nd survey to those who did not respond this week.