



**Stamford Water Pollution Control Authority Board Meeting
Monday, May 18, 2020**

5:30 p.m.

**Meeting held via teleconference and recorded
Full Meeting Minutes**

Attendees

Ed Kelly	Chairman, 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 (absent)	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
Robert Pudelka	Plant Supervisor
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, Chairman, called the meeting to order at 5:36 pm with roll call. A quorum was present six (6) Board Members.

Public Participation

No members of the public were present.

Minutes Approval of the Full Board Meeting of April 20, 2020

M. Nesin made a motion to approve the April 20, 2020 minutes; seconded by R. Barocas. There was no discussion. **Vote: 5-0-1.** S. Dennies abstained.

E. Kelly reminded the Board that there are two open Board positions and that in accordance with City Charter language one must be filled by a person with a Finance background.

Safety Report

R. Pudelka briefly reported on safety saying that the injuries and compensation for FY 19 thru May 1 were at seventeen (17) at a cost of \$165,800; for FY 20 thru May 1 the injuries were seven (7) at a projected cost of \$484,250. He reported that two employees remain out on injury leave; a new OIT was provided with his safety orientation; that there was a concern for obtaining PPE required for employees because the delivery of gloves have been delayed. He stated there has been a higher than normal amount of usage for gloves due to the pandemic. He said the WPCA is using almost double—between 800 – 1000 gloves per week, giving us about a month's supply on hand but that there are 11,000 gloves

on order from various suppliers. He reported that masks have been available to the staff and that employees have been offered half masks respirator types, KN-95, surgical and reusable cloth masks. He concluded stating that no staff has missed time this month due to the virus.

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 sewer use payment to date
- RFP for Billing Services
- Explained the WPCA staffing schedule due to COVID-19

Regarding employee vacation use, she reported that employees will use their vacation and that the operation will be scheduled around vacation use and with overtime.

Sub-Committee Reports

Finance Committee

R. Barocas reported the following:

- The Finance Committee meeting was held prior to the Board meeting
- FY2020 Operating projections through May was discussed
- The Yearend is looking very well and is below 2019 levels; the committee is confident the management team will end the year on par
- The Finance processes due to COVID-19 was discussed

R. Barocas concluded saying that the finances are strong and that coming in under budget while maintaining the Plant operations is due to the hard work of the management team

Technical Committee

M. Nesin reported that the monthly Technical Committee meeting was held on Wednesday, May 18th and that the committee primarily discussed the following:

- Voted to accept Bayberrie Drive sewer extension
- Discussed in length sending out a follow-up survey to Perna Lane residents that did not respond to first survey for the sewer project
- Reported on the operations of the Plant saying that the Plant is running well; that there have been no breakdowns and no exceedances since September 2019

Financial Update

CompUtil Report

L. Roca reported the following:

- 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.
- They have been referring customer to the City for deferment applications and are continuing to make reminder calls.
- The monthly interest have been billed on past due accounts prior to April billing
- The tax warrants are being held off until instructed to proceed due to COVID-19.

S. Dennies inquired if applications are coming in and R. Bull replied that only one application has been approved and sent to the WPCA to date.

Receivables & Arrears

M. Turndahl reported for the month of April

- \$8.7 million received verses \$8 million last year this time
- Cash receipts behind \$749K compared to last year; \$ 1.5 million is left to collect
- The average collection rate 93.78%

- The April bill is at 66.08% collected
- 92.69% of budget collected for the budget year and that to meet budgeted revenues \$1.5 million need to be collected
- The sewer assessment payments are at 124.42% collected

March 2020 Financial Update

M. Turndahl reported the following:

- Net income actuals is at \$12.6 million
- The Nitrogen Trading check at \$1,421,350 million has been booked
- Capital Reserve account is at \$8.6 million
- Pool cash is at \$15.4 million
- \$17.3 million available in construction loans

He stated that the April sewer use charges are fully billed; that \$2 million has been collected in insurance proceeds from the Dryer explosion and that he is watching cash very closely and will alert the Board of any issues.

A&W Collections Report & Update

J. Mastracchio reported:

- 326 active files
- 82 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 \$18,347.40 as of this month
- Total collected for 2020 \$236,889.82
- No referrals for the month of May

He stated that most files are on hold until July 1st; that the PURA meeting was held on May 13th and the settlement agreement was approved; that the terms of the settlement have already been incorporated into SWPCA's Collection Policy

Executive Director's Top Ten

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

Discussion: FY 2019-2020 Operating Budget Surplus / Deficit

R. Bull briefly explained the operating surplus /deficit spreadsheet. She reported on the accounts that have a large surplus and those with a large deficit providing an explanation for each. R. Bull ended her discussion stating that the WPCA Operating Budget for 2020 is expected to have a total surplus of \$296,807 in the Labor accounts and \$1,410,652 in the Non-Labor accounts, with an overall surplus of \$1,707,459.

B. Brink mentioned that with the higher than budgeted Nitrogen Trading Credits amount and the projected surplus, the WPCA Finances are coming in way under budget this fiscal year. He stated that the Nitrogen Trading Credits and any surplus amount will be used in the rate setting model, which would ensure a little to no increase in the user charge rates when it comes time to set the FY21 rate in August / September.

Discussion and vote: FY 2020-2021 Operating Budget reduction due to expected lower use charge collections

R. Bull explained the FY20/21 Operating Budget reduction spreadsheet, which shows the amounts from several vacancies if hiring were deferred until the end of the first quarter and until the end of the second quarter. She explained that with the vacant positions, deferment until the end of the first quarter would save \$102,718 and that deferment for the positions until the end of the second quarter, including the first quarter savings, would be \$236,697.

B. Brink stated that the WPCA is not requesting to change the FY21 budget but given all of the concessions that are being made on the City side, this spreadsheet shows the vacancies the WPCA can operate without, if necessary, up to the end of the second quarter and the resulting savings. E. Kelly inquired if a vote is needed, to which B. Brink replied a vote is not needed.

Discussion and vote: Second Amendment to Agreement with Arcadis to update its 2019 Engineer's Report in support of the 2020 Revenue Bond issue for a lump sum of \$40,000

B. Brink explained this agenda item to the Board saying that the WPCA is happy with their services. R. Barocas made a motion to approve the second amendment to the agreement with Arcadis to update its 2019 Engineer's Report in support of the 2020 Revenue Bond issue for a lump sum of \$40,000; seconded by M. McGrath. There was no further discussion. **Vote: 6-0-0**

Discussion and vote: Agreement with Computil in response to RFP No. 788 for Billing, Collections, Consumption Data Analysis, Payment Processing & Customer Services for a lump sum of \$443,850 each year plus the actual cost for meter readings and postage

B. Brink explained this agenda item saying that two firms responded to RFP #788. He further explained why the selection committee, who consisted of M. Turndahl, R. Bull, E. Lawson, Purchasing Agent, V. DeCausey, City Jr. Account and himself unanimously voted to stay with CompUtil. He provided the cost each firm submitted and their scope of services and said that Ken Slater from Halloran and Sage had reviewed the contract. M. Nesin made a motion to approve the agreement with Computil in response to RFP No. 788 for Billing, Collections, Consumption Data Analysis, Payment Processing & Customer Services for a lump sum of \$443,850 each year plus the actual cost for meter readings and postage; seconded by E. Kelly. There was no further discussion. **Vote: 6-0-0**

Discussion and vote: Agreement with Franklin Miller Inc. in response to RFP No. 795 for Grinder Units for Scum and Sludge Transfer Pumps for a lump sum of \$89,875

B. Brink briefly explained this agenda item stating that proposals were received from three (3) firms for the sludge grinder units –JWC in the amount of \$113,497, Franklin Miller in the amount of \$89,875 and Vogelsang USA in the amount of \$37,000. The selection panel held interviews and discussed with each firm the maintenance of the units, construction of the units, cost of replacement parts and existing installations. He stated Franklin Miller was selected and that Ken Slater from Halloran and Sage did the agreement. M. Nesin made a motion to approve the agreement with Franklin Miller Inc. in response to RFP No. 795 for grinder units for the scum and sludge transfer pumps for a lump sum of \$89,875; seconded by E. Kelly. There was no further discussion. **Vote: 6-0-0**

Discussion and vote: Sewer extension for Bayberrie Drive in Westover Park Home Owners Association

A. Brown explained this agenda item saying that the property owner at 61 Bayberrie Drive wants to install an eight inch line to service his home along with three others on the street. She stated that the President of the Home Owner's Association is in agreement with this installation plan provided the WPCA maintain the sewer and that the HOA is planning on paving the road after the sewers are installed. She went on to state that the HOA has agreed that once the sewers are in place the homeowners would have 180 days to connect and that an attorney is drafting an agreement outlining the conditions of the sewer installation. After a brief discussion, R. Barocas made a motion to approve the sewer extension for Bayberrie Drive in Westover Park Home Owners Association; second by M. Nesin. There was no further discussion. **Vote: 6-0-0**

Discussion and vote: Send follow-up customer survey for Perna Lane Area Sewer Project

A. Brown began the discussion for this agenda item stating that this item was discussed at the Technical Committee meeting that included North Stamford Representative, S. Nabel, who felt cancelling the project was premature. She mentioned that S. Nabel stated that owners were afraid to answer the previously mailed survey questionnaire and that the residents felt that if they indicated their system was

old or failing, they would be forced to make costly repairs. After a lengthy discussion, in which M. Nesin stated the follow-up survey should include all costs to the homeowner up front and if the homeowner does not want to pay the cost then nothing else in the survey should matter. After the discussion, E. Kelly made a motion to send a follow-up survey—the same wording as the survey previously sent—to the homeowner who did not respond to the initial survey; seconded by R. Barocas. There was no further discussion. **Vote: 5-0-1.** M. Nesin abstained.

Discussion: Award of Contract to A. Secondino & Son in the amount of \$1,365,121.00 for the Sludge Drying Facilities Repair project via previous vote by email

B. Brink stated that the Board voted in the affirmative through email for this item a few weeks prior to tonight's meeting and that the vote was unanimous. He stated this item was placed on the agenda for the record.

M. Nesin stated that he looked at projects this company has done and stated that, in his opinion, A. Secondino and & Sons is a good company. There was no further discussion.

Old Business

There was no old business.

New Business

There was no new business.

At 6:37 pm, M. McGrath made a motion to adjourn the April meeting; seconded by S. Dennies. There was no further discussion. **Vote: 6-0-0**

Stamford WPCA Top Issues (5-18-20)

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 are returning to normal work schedule starting May 26 th . Admin staff working from home and coming to site only 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 ready for shipment. Issued PO for other equipment and repairs by Andritz totaling \$2.3 million.	Secondino & Sons to start work on dryer repairs this week. 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 Pilot Area Sewer Rehabilitation have been completed. Met with CTDEEP on 1/21 to review I/I Removal Program and Phase II SSES Report.	CDM Smith has completing the design of sewer and MH rehabilitation identified by Phase I SSES. Phase 1A sewer rehabilitation work begun in March is currently suspended by contractor due to COVID-19 concern.
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 spring.

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 prepared for Board approval.
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.	Two (2) new UV channels to be completed by June 2020. Work on aeration tanks to begin June 1 st . 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.	Board to consider sending survey for 2 nd time to those that did not respond.