



Stamford Water Pollution Control Authority Board Meeting

Monday, April 20, 2020

5:30 p.m.

Meeting held via teleconference

[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	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 and the pledge of allegiance. 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 March 18, 2020

R. Barocas made a motion to approve the March 18, 2020 minutes; seconded by M. McGrath. There was no discussion. **Vote: 7-0-0.**

Election SWPCA Board Vice-Chairman

E. Kelly stated that the vice chairman position was vacant and needed to be filled. He asked for volunteers to fill the vacancy. The Board members nominated M. Nesin to fill the position. D. Mannis made a motion to elect M. Nesin as Vice-Chairman; seconded by M. DiCostanzo. There was no discussion. **Vote: 6-0-1.** M. Nesin abstained.

Safety Report

R. Pudelka briefly reported on safety saying that there were seven injuries as of March 2020 totaling \$370,000 compared to 14 Injuries last year totaling \$62,000. The difference is due to several surgeries and the Plant explosion causing employee loss time.

Administrative/Budget Report

R. Bull reported the following:

- The July Operators certification testing cancelled
- Mechanic-In-Training position posted; applications received but there is no post date for the M-I-T exam
- Two Workers' Comp claims will be out longer than anticipated due to COVID-19 surgery scheduling issues
- Reported that the Regulatory Compliance OT account is in a deficit due to the increase in plan reviews
- Reported that the Darien meeting will either be postponed or teleconferenced
- Briefly explained the staffing schedule due to COVID-19

She reported on vacation use issues and M. McGrath explained that vacation may be able to be carried over to the end of September or may be paid out.

Sub-Committee Reports

Finance Committee

R. Barocas reported the following:

- The Finance Committee meeting was held prior to the Board meeting
- Discussed forecast for revenue, more information will be given in May/June
- Budget on par for last year
- Attorney Bill Ward was unavailable to discuss the option of interest rate and April cycle bill deferment
- The old business for the meeting is covered under section 7-101A
- Under new business, the committee will postponed Bylaws revision until after the pandemic

Technical Committee

M. Nesin reported that the monthly Tech Committee meeting was held on Wednesday, April 15th and that the committee primarily discussed the following:

- Compliment staff for no exceedances
- Projects are still in progress but are slowing down
- CR Nickerson continue to work

Workforce Development Committee

R. Bull reported that the Workforce Development Committee meeting was held on Wednesday, April 15th and the following was discussed:

- Current staffing schedule
- The continuation of teleconferencing

Financial Update

CompUtil Report

L. Roca provided an update to the Board stating that bills went out later this April –on the 5th, 6th & 7th–and therefore, the cash intake is behind. She stated that \$260K came in today; that she is hoping to receive more tomorrow and that the April 2020 billing is at 8.6% collected as of today. She reported that since the April 2011 cycle bill, fourteen (14) cycle bills are over 99% collected, two (2) are over 98% collected and two (2) are over 97% collected. She reported a higher phone volume; the closings have been rescheduled or cancelled and stated she is awaiting direction on sending the tax warrants. S. Dennies responded stating to off until after the Board of Reps meeting tomorrow night for instructions.

Receivables & Arrears

M. Turndahl reported for the month of March

- \$2.3 million received verses \$2.7 million last year this time
- Cash receipts ahead \$1.049 million through April verses 2.275 million last year this time
- oldest bills collected \$20K
- average collection rate 93.76%
- 8.6% of the April bill has been collected
- 63.87% of budgeted revenues collected for the budget year

March 2020 Financial Update

M. Turndahl reported the following:

- \$1.273 million income
- \$8.5 million in Capital Reserve Account
- Pool cash is at \$12.668 million
- March is typically the lowest month of the year but should pick up by the end of April

R. Barocas asked what actions we should be thinking about with respect to collection during COVID19; M. Turndahl responded that a drop in cash flow was expected due to the later than usual billing and that there is enough in reserves to pay bills for at least 1-2 years. S. Dennies stated she would like to follow up on financials with M. Turndahl after the meeting.

A&W Collections Report & Update

J. Mastracchio reported:

- 339 active files
- 82 accounts with balances above (\$5,000) Foreclosure Threshold
- Of the files, 55 are currently in Payment Plans, 8 stayed due to bankruptcy filings
- Ten (10) active Foreclosures of which seven (7) are foreclosure eligible
- Collected \$11,364.49 as of this month
- Total collected for 2020 \$101,056.22
- No referrals for the month of April

He stated that one (1) title search is ready to be ordered, but due to the current public health emergency they're awaiting further direction from SWPCA before ordering the title search.

Discussion and Vote: Governor Lamont's Executive Order No. 7S and 7W

J. Mastracchio explained that the WPCA must follow whatever direction the City takes and mentioned that the Board of Finance decision is to do deferment. D. Yanik explained that the Executive Order states either deferment or low interest can be used but the City has to choose one and/or both and that whichever method is used, the City will send notification to the Secretary of the State.

There was a brief discussion regarding how the WPCA would be notified if the application goes to the City and the deciding body of the application's approval. It was stated that the Tax Department will approve or deny any request and they would notify approval information to the WPCA.

Executive Director's Top Ten

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

Discussion: Impact of COVID-19 on SWPCA Staff and Operations

B. Brink stated that the staffing has been reduced at the Plant. R. Pudelka stated he is pleased with the working regarding preventative maintenance and that if larger jobs need completing, the staff is scheduled accordingly. B. Brink stated that since March 17th no major equipment repairs have been needed but that the UV is starting to become problematic. R. Bull staffing report as a result of COVID19 was sent to the Board with her Admin report.

Discussion: Update FY 2020-2021 Operating & Expense Budget

R. Bull reported that the FY20/21 Operating and Expense Budget is now final. She stated that OPM reported there would be a few changes in the benefits line items but after a final review with OPM, there are no changes in those line items. She stated that the total budget is at \$27,712,972, a difference of \$326,711 from last year's budget and that the percentage increase is 1.2%.

Discussion and vote: Update Perna Lane Sewer Project

A. Brown reported the results of the Perna Lane sewer project survey and stated that there was not a majority from the residents on any of the three phases of the project. She mentioned that there was a greater number of opposition for the grinder pump option. She reported that two Board Representatives from North Stamford have asked that no decision is made based on the survey and said that with COVID19, maybe some people were unable to respond. A. Brown stated that the Technical Committee discussed the survey results at its meeting and that based on the poor response rate, it appears that there is a lack of interest in the project from a majority of homeowners in this area. After further discussion, S. Dennies made a motion to pursue the matter with the North Stamford Board Representatives and hold off making a decision until after COVID19; R. Boracas seconded the motion. There was no further discussion. **Vote: 6-0-1.** M. Negin abstained.

Old Business

There was no old business.

New Business

There was no new business.

At 6:44 pm, M. McGrath made a motion to adjourn the April meeting; seconded by M. Negin. There was no further discussion. **Vote: 7-0-0**

Stamford WPCA Top Issues (4-17-20)

No.	Issue	Action Description	Impact	Status	Schedule
1	COVID-19 Outbreak	Take action to reduce impact on SWPCA Operations and Finances	Operations and Financial	Have reduced on-site staff to essential personnel needed to operate and maintain WPCF and Collection system. 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. Board to discuss compliance with Governor Lamont's Executive Orders regarding customer billing and interest charges.
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	Replacement of equipment damaged by explosion has been released for fabrication by Andritz . Issued PO for other equipment and repairs by Andritz totaling \$2.3 million.	Currently reviewing bids submitted by general contractors on April 14 th for installation of dryer equipment and construction of building repairs. 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	Eversource rebate for the LED Lighting, two (2) banana blade mixers, and UV System Upgrade will	Energy Resources to install interior LED lighting in Administration, Operations, Sludge Processing and Chemical Building this spring.

				total \$283,658.	
6	Personnel Safety	Comply with requirements for arc flash protection.	Operations	Dyke Lane PS electrical upgrade project has been completed.	Interviewed all three (3) firms who submitted proposals for performing the electrical preventive maintenance (EPM). Have requested additional information from one of the respondents to enable interview panel to make a selection.
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	Six (6) firms submitted qualifications in response to the RFQ to prepare a Sludge Management Plan.	Technical Committee has short listed four (4) firms for an interview on May 11 th .
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 is starting work on the new 2000 kW Generator. Work shut down for 2 weeks due to COVID-19 resumed on 4/13.	Two (2) new UV channels to be completed by June 2020. Work on RSPS to begin in spring. 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	Tighe & Bond has completed the evaluation of alternatives for sewerage the Perna Lane Area. Presented alternatives at public meeting on 12/11/19. Sent survey to property owners in March.	Received survey responses. Survey responses by area and street have been posted on SWPCA's web site.