

MINUTES REGULAR MONTHLY MEETING OF THE WOODRIDGE LAKE
SEWER DISTRICT SEWER AUTHORITY & BOARD OF DIRECTORS OF THE
WOODRIDGE LAKE SEWER DISTRICT, MONDAY JANUARY 13, 2014
6:00 P.M. CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE
EAST HYERDALE DRIVE, GOSHEN, CT.

CALL TO ORDER: Raymond Turri, Chairman and President of both boards respectively called the meeting to order at 5.59 P.M.

ATTENDANCE: Board members present, Raymond Turri, Joan Lang, Jim Hiltz and by conference phone Jim Mersfelder and Bob Goldfeld. Also present Richard Reis chairman of the District Finance Committee and Frank Gomes WLPOA Board Liaison.

APPROVAL OF MINUTES: The minutes of the November 18, 2013 meeting were presented for approval. **A MOTION WAS MADE BY** Ray Turri, seconded by Jim Mersfelder to approve said minutes. There was no discussion on the minutes and they were **APPROVED** as presented. There was no December meeting.

MONTHLY REPORT FROM THE PLANT SUPERINTENDENT: Said report covered the period from November 18, 2013 to date and was presented by Plant Supt. Charlie Ekstrom.

Noted under said report: Plant Personnel – Jason Patrick had one vacation day and it is expected that he will soon be taking more vacation days as the due date for the birth of his second child is imminent. Mark Theriault has completed one Sacramento Course and has signed up for another and there is the possibility that Mark will be ready to take the July 2014 Class III Certification Test.

PROJECTS: Pump Station #2 – The work to repair and upgrade PS #2 was started by Eastern on November 19th and was completed by December 19th. In the removal of the pumps, a large number of rags were found clogging the pumps and check valves. A letter was sent to all homeowners connected to PS #2 along with an article in the “Breezes” informing the property owners that that type of material should not be discharged into the sewer system. After finding more rags in pump #2 on Dec. 16th a tool was fabricated and place in the manholes to catch the rags but to date no rags have shown up in the line. Monitoring of the line will continue and if the rags should start to appear in the line again, it was suggested that as a means of finding where the rags are coming from, that the trash bins of the home owners tied into the line be checked. Total cost for the repair and upgrade to Pump Station #2 was \$22,154.68.

Pump Station #6 Heater- The existing heater burned out on Dec. 5th. Integrity Electric was called in to replace the unit and rewire it on its’ own breaker. The cost, including parts and labor was \$1,588.86.

Vehicle Repair & Maintenance: The John Deere Tractor went in for its annual service and it was found necessary to replace the hydraulic steering piston. No bill has been received to date for that work. The Flat bed truck was sent to Litchfield Ford for service and brake Issues. The Rear brake pads and rotors were replaced at a total cost of

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\$1,455.15. The Ford pickup broke down on Nov. 27 and had to be towed. The problem was the starter and the cost of service and repair was \$428.01.

Plant Furnace – On December 16th, there were problems with the plant furnace and Goshen Oil was called to clean and service both the plant and garage furnaces. No bill has been received to date for that work.

Plant Flows- For the calendar year of 2013, the total flow was 41.554 million gallons with an average daily flow of 114,000 gallons with total precipitation for the year of 69.85”. To date for January, the average daily flow is 127,000 gal with a maximum daily flow of 178,000 with 2.81” of melted precipitation.

It was also reported by Charlie Ekstrom that he is in the process of doing an employee evaluation and would be coming back to the Board with the completed evaluations and recommendations for salary increases for Mike, Mark, Joan & Laurie. Jason had recently received his evaluation and an increase in salary at the time he received his Grade III plant operator certification.

Charlie Ekstrom also informed the Board that he would be taking Thursday, January 23rd off from work due to the fact his wife would be having knee replacement surgery on that day. There were no other items noted under the monthly operational report and Charlie left the meeting at 6: 20 P.M.

FINANCIAL REPORTS: Treasurer Jim Mersfelder presented the financial reports for the period ending 12/31/2013. Noted under the report were the following – Gains are being made on the collection of significant delinquent taxes by the Marshal. The number of significant delinquents being handled by the Marshal has dropped from eleven in November down to four in December. Jim Mersfelder reported that he had reviewed and compared the pay down list of delinquent taxes due the Town, the Woodridge Lake Sewer District and the Woodridge Lake Property Owners Association and it showed that the Town and WLPOA had received pay down of taxes and dues, but not the District. Discussed was what action if any, the District should take in going after the collection of the significant taxes due the District. It was agreed that for the February meeting that the delinquent taxpayers be identified and that the Board give consideration to having a letter sent by Legal Counsel.

The Full Year Operating Forecast as of 12/31/2013 shows that we continue to operate under budget with the Collection System Repair & Maintenance line item continuing to be over budget. It was noted that the cost of upgrade to PS #2 was placed under capital expense. Under Capital Expenditures, Jim Mersfelder noted that the \$54,891.77 for Ground Water Expense noted under the December forecast was incorrect and the February report would be revised to show the correct figure. There were no further items noted under the Financial Reports.

USDA RD LOAN PROGRAM: Discussed was the recent acceptance of the USDA RD Loan application and the recent e-mail action taken by the Board to approve moving forward with the loan process for the SCADA, Pump Station and I & I repair projects. It was necessary however for the Board to take official action at a duly held meeting to ratify the e-mail approval. After a brief discussion on the moving forward with the projects **A MOTION WAS MADE BY** Ray Turri seconded by Bob Goldfeld to give official approval to move forward with the loan process for the funding of the SCADA project of \$454,000.00, the I&I project of \$529,000.00 and the Waste Water Collection System of \$264,000.00, for a total approval of \$1,247,000.00 There was no discussion on the motion, **MOTION CARRIED**.

Discussed was the current cash flow, how to pay for the funding, the start time of pay down of the loan and if tax payers approval was needed? It was noted the USDA loan does not go into effect until 90% of the construction is completed and that the District has enough reserve funds or consider using short term construction financing to cover the construction cost until the start of the Loan kicks in. The Board was in agreement that it was better to self fund until the grant kicks in. It was noted that the tax payers have already approved the spending for the SCADA, I&I and Collection System and it would not be necessary to get taxpayers approval of the use of reserves for the projects until the USDA loan kicks in. Discussed was the bid process and it was noted that USDA has specific bidding regulations and Woodard & Curran will need to develop documents that will conform to the USDA bidding process. If bids come in higher than the initial requested funds, more funds would be requested. Jim Mersfelder noted that he has requested a written document to explain the time line for the bidding, construction and loan pay down steps.

Loan Pay down method: Discussed was the pay down method to be used for the pay down of the loan. The pay down methods being considered are ad valorem and a unit charge method. Although no pay down method to be used by the District was needed under the loan application, Michael Rendulic of USDA felt that is was an acceptable methodology. It is expected at this time that both methods will be used and before presenting it to the taxpayers, it will be necessary to work out just what the mix will be and how the breakdown will work for all users concerned.

Status of USDA Loan: Under the USDA loan process, the WLSD is fundable and money is already allocated for the WLSD. The next step is for the District to take our bid package and conform it to the USDA rules. USDA prefers to have the engineering and construction work done by separate firms but Dave Prickett of W&C worked with an RD engineer for the District and convinced USDA that the project would be much more successful and cost efficient if W & C did the whole job. Which means W & C would get a green light on the project and it would save having to re due a lot of the paper work. USDA requires a formal bidding process which includes the unsealing of the bids and certifying the winner. Dave Prickett estimates that the bid preparation could be done in thirty days with the potential for the bid process being done in the next two months and are ready to go in the spring. It was noted that the USDA funding cycle ends in June and

the funding would then have to go through a reauthorization process so it would be beneficial for the District to move along with the projects to start a draw done as soon as possible. Discussed was the availability of Clean Water Funding and it was noted that the funding goes by a point system and at this time, the new list has not come out but the District has been told it is on the list. When the list comes out, if the District is on the list, the District will be able to lock into the 15%.

In a discussion as to what information to put into the next addition of the Breezes it was agreed that only information that we are sure of at this time should be put in the Breezes. It was noted that as confirmed information becomes available that public meetings will be held to bring the taxpayers up to date.

DEEP Response update: It was reported that Joe Wetteman had finished his review and had passed it along to Mike Hart and Ossie Inglese just before the holidays and Dave Prickett reported that he had contacted Ann Straut-Esden and Joe Wetteman but neither party had heard back from them. After discussing the matter relative to lack of response from the DEEP and the fact that Joe Wetteman has turned in his technical review it was agreed that it was time for John Wertam to do what needs to be done and make his call to DEEP to request a meeting with them so it can be determined if there will be a problem with the report before it gets published. It was noted that once the report is inked there will be no discussion and it was felt that it is important for John Wertam to make that call to DEEP as soon as possible and it was expected the John Wertam would be making his call to the DEEP next week. Jim Mersfelder noted that he would contact John Wertam.

2014 District Meeting Schedule: It was agreed that the date for the Annual Meeting of the District should be held on April 26th, the same date as the WLPOA meeting. The Board would be provided with a corrected meeting schedule for 2014.

OTHER BUSINESS: Sewer tax refund: Received from Tax Collector Laurie Mosley was a request for a refund of over paid sewer taxes by Vita Muir in the amount of \$17.33. A MOTION WAS MADE BY Ray Turri seconded by Joan Lang to approve the tax refund of \$17.33 to tax payer Vita Muir.

There was no other business to come before the meeting. A MOTION TO ADJOURN WAS MADE BY Bob Goldfeld seconded by Jim Hiltz. The meeting adjourned at 7:00 P.M.

Respectively submitted,

WLSDSA/WLSD

Joan M. Lang, Secretary & Clerk respectively