

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY, MONDAY,  
OCTOBER 18, 2010, 7:00 P.M WOODRIDGE LAKE CLUB HOUSE  
EAST HYERDALE DRIVE

CALL TO ORDER: Chairman Raymond Turri called the meeting to order at 7:05 P.M.

PRESENT: Board Members Raymond Turri, Charles Karnolt and Joan Lang. Excused absence Board Member Edward Stempel. Also present, Richard Reis Chairman of the Finance Committee and Woodridge Lake Property Owner James Hiltz.

APPROVAL OF MINUTES: **A MOTION WAS MADE BY** Joan Lang, seconded by Charles Karnolt to approve the minutes of the September 20, 2010. There was no discussion on the minutes, **SO VOTED.**

PLANT MANAGER REPORT: Plant Manager Charles Ekstrom presented the monthly report dated 10/18/2010 and is on file with the minutes of this meeting. Items noted under said report. **Personnel** – Reported were employee sick, personal and vacation days taken.

Jason Patrick has completed the third Sacramento Course, is now on the rotating on call schedule and did well on his first weekend of on call duties. The Rotating schedule runs from Tuesday through Monday and the schedule will be shared with Lyle and Jason until such time as Mark becomes certified Class I plant operator. Mark Theriault has expressed intent to seek the State Class I Certification. The applications for signing up for the test has been received from the State and Mark will be signing up for the January testing date. **Projects**-The underground conduits for the Tertiary System has been laid. The concrete pad for the control cabinet will be poured this week. Expected date of being service ready is during the first week of November. **Plant Pump**- Three RFQ's for upgrade of the access road to Plant Pump and installation of a generator pad had gone out. Of the three, two came back. Colby bid came in just under \$27,000 and included the clearing of any brush or trees. Fragale the low bidder came in at \$16,740.00 but did not include the clearing of any brush or trees. Charles Ekstrom accepted the Fragale bid and got a \$2,500.00 quote from North Goshen Tree Service to do the clearing of brush, for a projected cost of approximately \$19,000.00. Noted was the continued problem with the oil seals on all three pumps at Plant Pump. Pump #1 has been repaired and back in service. Pump #2 has been removed for seal replacement. The seal is leaking on Pump #1 and the seal will be replaced as soon as Pump #2 is repaired. Noted was the Board approval for the purchase of a spare pump controller unit to have on hand and Charles Ekstrom reported that he is in the process of getting a solid quotation for just the card the card, not the whole unit. **Pump Station #3**- Internal Oil seal failure resulted in having to pull pump #2 for rebuilding and reconditioning. It was noted that the Pumps in PS #3 were relatively new low efficiency pumps and had been purchased and installed with the intention of using those pumps as a bench mark for reduced energy use and felt than any failure with the pumps should be reviewed by ABS Pumps to determine the cause of the breakdown. **Manhole Inspections**-The work of inspection of the manholes has started up again with 20 manholes inspected to date for October. It is estimated that approximately 250 manholes have been inspected to date. Remaining to be done are manholes in a small section around the south end of the lake and the manholes in the Right of Ways. Due to heavy growth of brush and trees access to some of the manholes in the rights of ways could be quite difficult and the use of a Tree Service will be needed to clear the 10' right of ways. **Plant**

**Security Fence Upgrade-**As of 9/27 Winchester Fence has completed the repairs to the fence and gates and for security, the Plant Staff has been instructed to lock the gates at night. Ray Turri requested that Charlie Ekstrom get a set of keys for the gate, plant buildings and trailer for Board Members and a key to the gate for Jim Mersfelder, Chairman of the Operations Committee. **Mowing of Beds-** Fall mowing of the ridge & furrow beds is being done is expected to be ongoing through mid November.

September Flow Data: For the Month of September, the total flow was 1.916 million gallons, with an average daily flow of 64 thousand gpd. The maximum daily flow was 108 thousand gallons on Sept. 30<sup>th</sup> at which time there was 4.2" of rain on that date, resulting in an approximate flow increased of 40 thousand gpd. The average daily flow for the first 19 days of October has been 99 thousand gpd with a maximum daily flow of 134,000 gpd. Questioned was the flow monitoring recording system that had been installed as a test sight at PS#6 and if the system was being utilized to monitor the flows. The system was installed to be used as a test site for the monitoring of flows and potential for a basic alarm management and reporting system. Said system needs to be evaluated to see if it meets its designed capabilities to provide the tools for recording and reporting. If the system does not meet the needs of the District, it should be removed and replaced with equipment that will work. Charles Ekstrom reported that the system is currently being used as an alarm agent.

Charles Ekstrom reported on the call out phone alarm agent and the fact that the phone line at Pump Station #1 has been dead for two weeks and now at PS #8. Getting a responsible AT&T employee to repair the line has proved difficult. Before putting pressure on AT&T to correct the problem, Charles Ekstrom would see if the running of a new line can be done through the help of a Turri Electric employee and Plant Personnel. There was no further report from the Plant Superintendent and Charles Ekstrom left the meeting at 7:25 P.M.

**Budget/Financial Reports:** It was reported that a meeting had been held with Richard Reis, Chairman of the Financial Committee, Treas. Charles Karnolt, Financial Consultant Darrin Newbury and Joan Lang. The purpose of the meeting was to look at the Peach Tree Accounting System being used by the District to see if the reporting capabilities of the system can be utilized to produce a monthly financial reports going to the Board. A reporting plan had been agreed upon and was expected to be available for Board Review at this meeting. However, due to job and time restraints of Darrin Newbury the format for monthly financial reporting was not available. Joan Lang noted that she would be working with Darrin Newbury in the next few weeks with the intention of being able to present the Board with a monthly financial report generated through the Peach Tree Accounting Software. It is expected that a system has been developed that will help in the tracking of the various budgeted items. Richard Reis also reported that he had been in contact with Laurie Mosley, Tax Collector for the District and had requested a report on the procedures currently being used by the Tax Collector for the collection of delinquent taxes. He had received said report, but was still seeking further information and a meeting would be held with Laurie to further discuss the procedures being used so that if questioned on the matter, he would be able to provide the correct information. Richard Reis would report back to the next meeting.

**Review of Open Items from previous meeting.** There were no items presented. For future agendas it was noted that the review of Open Items would be moved to appear on the agenda to be addressed before the Monthly Financial Report.

Planning Committee Meeting Update: Due the timing of scheduled meetings, Kenneth Green, Chairman of the Planning Committee was unable to be in attendance at this meeting. Ray Turri reported that as a result of the October 2<sup>nd</sup> Informational Meeting that was held with the Tax Payers that a Robert Goldfeld had volunteered to serve on the Planning Committee and as of this date would be part of the Planning Committee. Ray Turri presented WLSB Board Members present with a copy of the Sept. 27, 2010 meeting summary letter that had been sent on 10/13/2010 by Paul Dombrowski, PE, BCEE of Woodward & Curran to Paul Stacey, Director of the Bureau of Water Protection and Land Reuse. Said letter noted those in attendance at said meeting from the CT DEP, WLSB and W&C. It listed topics presented and noted areas of discussion. Said correspondence also included DEP responses to questions presented by WLSB & W&C to the DEP and items that needed clarification. A brief response to the 10/13/10 correspondence was received from Paul Stacey on October 15, 2010. Said response expressed thanks for the District's response letter, bringing together the meeting held in the DEP Office and providing the DEP with the District's perspectives relative to the long-term resolution of the wastewater treatment and disposal. Said correspondence also noted that he wished there were an easy solution to the problem. Ray Turri noted that the letter is basically looking for an opportunity to Grandfather in our current groundwater system as the DEP Grandfathered in Litchfield's surface water discharge. The opportunity to see renewal of the permit for ground water discharge by the District at this time seems remote but it is believed that it is a matter Engineers feel should be challenged. In pursuing what is best for the Tax Payer, the Planning Committee Meeting being held on this date in Torrington was for the purpose of discussing the current ground water discharge permit issue and to look at a future plan that will take place with conversation within the next month.

Operations Committee Report: Chairman James Mersfelder had provided Ray Turri with a report on all of the issues the committee has been working on relative to upgrade of Plant and Equipment upgrades that have been completed and items that need to be completed. Discussed was the need to do away with the use of the dump truck to dispose of the sludge. The purchase of a sealed trailer to be used for that purpose was discussed and Charles Karnolt would work to provide purchase information. The Planning Committee continues to work on OSHA, Municipal Sewer District State Statutes, and Employee Personnel issues as they relate to personnel files, Job descriptions, employee benefits and Salary levels. Work continues on the audit of Insurance coverage and the issue of getting coverage for off site spillage. It is expected that a policy to cover offsite spillage will be available for review by the Board at the November WLSDSA meeting.

Proposed by the Planning Committee and presented to the Board for consideration was a host server on the WLSB website through a Company Enterprise Cloud Server. So doing would make for much easier access to information and lessen the amount of paperwork involved. The monthly fee is \$100.00 a month with a setup cost of less than \$2,000.00. **A MOTION WAS MADE BY** Raymond Turri seconded by Charles Karnolt to accept the recommendation of the Operational Committee to enter into a website hosted server agreement. Noted under discussion on the motion was that the current WLSB hardware vendor would remain the same, the server would provide the District with a software vendor and the District website would not change with the exception of adding on designated e-mail addresses. There was no further discussion on the Motion, **SO VOTED**.

In reviewing the list of engineering projects listed under the operational report, Chairman of the Finance Committee recommended that within the next month, a meeting be held within the next month for the purpose of revisiting the budget vs our spending. For the record, Joan Lang reported that the

minutes of the August 16, 2010 WLSDSA Meeting reflect the receipt of the Woodward & Curran Contract for the Scope of Services for the WLSD Facilities Plan Update Assistance but no action had been taken by the Board at that meeting to approve said contract. Charles Karnolt also noted that item (h) listed under the engineering project for instrument calibration as they relate to current flows should be of top priority.

Ray Turri gave to Joan Lang for record keeping the approved site plan for the Plant Pump access driveway. Also given to Joan Lang was the emergency phone number for G.E. ModSpace.

New Business: **New Board Member-** Ray Turri introduced Jim Hiltz, a long time Woodridge Lake Resident who after the Oct. 2<sup>nd</sup> informational meeting and subsequent conversations has offered to serve as a Board member. Raymond Turri **MADE A MOTION TO ACCEPT** James Hiltz to fill the fifth vacant seat on the WLSDSA Board. Joan Lang seconded the motion. Under discussion on the motion Jim Hiltz noted that although he had served on the Board in the past he would have some catch up work to do but would serve the District the best he can. There was no further discussion, **SO VOTED**. Ray Turri reported that he is also talking with another WL Property Owner who he hopes will be stepping forward to fill one of the vacant alternate positions on the Board. It was also noted that within the next two months it was expected that James Mersfelder would be coming onto the Board.

Clerk Joan Lang brought to the attention of the Board the need to make a decision relative to the Employee Health Care Coverage Issue for Employees and any inclusion for spouse or family members. The Board was in agreement at this time to go with the previously suggested recommendation to offer the WLSD Employees the same Health Care Benefits Plan that the Town of Goshen offers to its full time employees. The Town Employee Health Benefit Plan included Family coverage with no Employee Co-pay. To start the process moving, Joan Lang was instructed to contact our Health Insurance Agent to get the necessary paperwork and what the increase in budget expense will be for health benefits.

There was no other business proper come before said meeting. A MOTION TO ADJOURN WAS MADE BY Charles Karnolt, seconded by Joan Lang. The meeting adjourned at 8:15 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY

Joan J. Lang, Board Clerk