

MINUTES JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT
SEWER AUTHORITY & THE BOARD OF DIRECTORS OF WOODRIDGE LAKE
SEWER DISTRICT, MONDAY, DECEMBER 10, 2012, 6:00 P.M. CONFERENCE
ROOM WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Raymond A. Turri, Chairman and President of both boards respectively called the meeting to order at 6:00 P.M.

ATTENDANCE: Raymond A. Turri, Joan M. Lang, and by conference phone, Jim Mersfelder and Robert Goldfeld. Excused absence James Hiltz. Also present, Plant Manager Charles Ekstrom, Chairman of the Finance Committee Richard Reis and Auditor Joseph Rodgers, CPA.

APPROVAL OF MINUTES: The minutes of the October 15, 2012 meeting were presented for approval. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Bob Goldfeld to approve said minutes as presented. No discussion, **SO VOTED**. There was no meeting held in November.

REPORT FROM PLANT MANAGER: Plant Manager Charles Ekstrom presented his report for the period covering October 15, 2012 through December 10, 2012. Noted under said report:

Personnel – Mark Theriault has completed a Sacramento Course and now has enough education credits to allow him to be eligible for the DEEP class II Certification. A letter has been sent to DEEP requesting his certification. With a doctor's note clearing him, Michael Migaldi returned back to work after being out sick for eight (8) days with a heart infection.

Pump Station #1 – Eastern has completed the rehab work on Pump Station #1. Pump #1 was rebuilt prior to the rehab work. Pump #2 which showed cracks in the cable and wear to the pump base plate has been taken to ABS Pump for a quote on rebuilding. The quote from ABS to rebuild the pump came in at \$6,646.84. The cost of a new pump would well exceed that amount. Based on the recommendation of Charlie Ekstrom to have the pump rebuilt, **A MOTION WAS MADE BY** Ray Turri seconded by Jim Mersfelder to accept the \$6,646.94 quotation from ABS Pump and give Charlie Ekstrom authorization to enter into contract with ABS Pump to rebuild pump #2. No discussion, **SO VOTED**.

Pump Station #6 Soft Start Pump #1 – The cost to rebuild the soft start on Pump #1 was \$4,000 plus the old unit versus \$4,879 for a new one. Charlie Ekstrom discussed the matter with Ray Turri and the decision was made to get a new unit which was purchased and installed by Integrity Electric on Dec. 3, 2012.

Clarifier Tank Drive – Overload relays on the main breaker of the east clarifier had failed and the motor had also burned out. A new motor was purchased from Graingers and was installed by Integrity Electric. Failure of the tank motor reducer was the cause of the problem and needed to be repaired or replaced. The manufacture does not repair these items. The quote for a new one came in at \$9,650. plus shipping and a 6 week delay after ordering. The decision to try in-house repair was made. The bearings and one seal had failed. They were purchased from NAPA at a cost of \$214.96. Repairs were made by

Plant personnel and the unit was back in service on Nov. 9th.

Hurricane “Sandy” – High winds and rain caused a number of power fluctuations and high flows with minor pump issues at Pump Stations #6 and #8. Charlie Ekstrom elected to keep Mark and Jason on duty with him at the Plant from Monday morning through Tuesday afternoon. Flows from the storm reached 165,000 gallons on the 30th. With the exception of having to replace several Auto-dialers, there was no other damage caused by the storm.

Update on other minor projects- Mowing of beds for the season was completed by mid-November. Plant Pump electric heater failed and required replacement. Rebuild work was needed on the front end of the pickup and was done in-house. The cost to replace one of the effluent pumps that failed was approximately \$400.00.

Plant and station flows – Total flows for the month of October were 3.209 MG with an average daily flow of 104,000 gpd and a max daily flow of 165,000. Total precipitation for the month was 9.27”. Flows for November were 3.162MG, with an average daily flow of 105,000 gpd. The rainfall for November was 0.77”. To date for December the average daily flow is 85,000 gal, with a maximum flow of 97,000 and rainfall 1.01”.

Other Items- Charlie Ekstrom reported on an informal visit he had received from Roland Denny of DEEP who was traveling through the area. When talking with Mr. Denny about the per day flow limitations, Mr. Denney noted that it was his belief that when the municipal branch of the DEEP writes permits which say the maximum daily flow is 100,000 gpd that it is based on the annual flow. At this time it is considered an opinion and not fact and could relate to ground water versus surface discharge. Also discussed with Mr. Denny was what the future might hold relative to DEEP requirements for nutrient removal. On review of the testing of the streams and quarterly bed monitoring as far as Mr. Denny was concerned, the beds were working beautifully. Mr. Denny stated that DEEP was pleased with the work the District is doing.

Charlie Ekstrom informed the Board that he would not be in to work on December 17 and 18. There were no further operational matters presented, Charlie Ekstrom left the meeting at 6:20 P.M.

Review of June 30, 2012 Audit Report with Joseph Rodgers, CPA – Ray Turri introduced Joe Rodgers and turned the meeting over to Joe Rogers who presented his overview of the findings of the audit for Fiscal Year ending June 30, 2012. The following items under the audit were noted; overall, under general accounting procedures it was a clean audit. Financial transactions are being put into the system and reconciled on a regular basis. Having the oversight of our financial consultant Darrin Newbury helped to make the job of the auditor much easier. No control issues were found. There were several large adjusting entries to make; these were not unusual and were mainly related to the booking of State Grants and those related to the breakdown of capital improvements and

reclassification of DEEP mandate work. Two minor control issues were noted, one being lack of salary documentation in the personnel file of the Plant Superintendent and the other, failure to produce a purchase order for all purchases over \$250.00 as specified under the control procedures policy. The raising of the purchase dollar amount was discussed and based on the suggested recommendation of the Auditor, it was agreed by the Board that the control procedures policy should be change to read "a purchase order be required for all purchases over \$1,000 and action will be taken by the Board to make said change. There were no issues with the timing of working on the audit, no difficulties with working with any of the staff and there was no evidence of fraud. Discussed was the need to look at how the State Grant dollars are being booked and to set up new accounts to reclassify those dollars. Joe Rodgers would contact Darrin Newbury regarding the setting up of the accounts. Also noted were the adjusting entries in the payment of \$25,000 for the prepaid environmental insurance over its 3yr term. Overall, Joe Rodgers noted there were eleven journal entries which he found a reasonable number, over all it was a reasonably good audit. Discussed briefly was the use of Lock Box for payment of sewer taxes and the on line payment of taxes. Joe Rodges would provide the District with copies of the Final Audit and would also file a copy with the State Office of Policy & Management. There was no further discussion on the June 30, 2012 Fiscal Audit. Joe Rogers was thanked for attending the meeting and he left the meeting at 6:40 P.M.

FINANCIAL REPORTS: Delinquent Tax Report – Jim Mersfelder noted the real progress in the collection of delinquent taxes over the last several months. Delinquent taxes a year ago were \$61,744.30 versus the current total delinquent taxes for the month of \$13,672.89. The new Marshal being used has done a great job in going after delinquent taxpayers. There are several taxpayers that have small amounts of delinquent taxes remaining to be paid and cleanup work will be done by the Tax Collector to collect those taxes.

Full Year Operating Forecast as of 11/30/2012 – Line items noted: the Sewer Permit Fees/Connection Charge is below budget by -\$6,000.00 due to the slow building economy. The Line item for Plant Equipment Repair & Maintenance over budget by \$9,355.10 and Collection System Repair & Maintenance is over budget by \$10,019.57. Every effort is being made by the Plant Superintendent to use triage to keep expenses down, while trying to keep the equipment running. Lawn Mowing / Plowing is currently below budget by \$5,745.00 due to lack of snow to date. Expenses for our environmental lawyer are under budget by \$29,703.02. The report shows \$21,772.94 under budget year-to-date and \$46,999.00 under budget for the entire year. Noted was the upcoming spend out of money for budgeted expenses for DEEP Scope of Services.

Revised Approved Capital Budget: Jim Mersfelder explained the variance of the approved budget plan versus the Revised Plan as a result of the Taxpayer Meeting of Oct. 27th. Under said revised plan the Scope of Services was increased, the Scada System and Pump Station Construction, and money was also added to I / I Remediation. To keep updated on the spend out, a spread sheet will be provided that shows the monthly expenditures from December through June 2013. It was recommended by Paul

Dombrowski that the Loan drawdown of \$245,000 which is scheduled for May be moved out to June because the State does not pay any of the engineering charges out of the Clean Water Fund until the construction has started. Once construction starts, the money will be drawn and the District will start paying interest on it. Up to that time, the engineering work will be financed by the District out of the Reserves. The same process will be used for the I/I remediation work. It is expected at this time that the June budgeted amount for I/I remediation engineering work will not be paid out until July and would fall under the next fiscal year budget, giving a projected year end under expenditure of \$537,322.60.

To date there has not been any change in the proposed investment process. Shortly, Woodward & Curran will be submitting the required paper work to the DEEP so that forward commitment can be received from the DEEP to move forward on the work and DEEP funding under the Clean Water Fund. There was no further discussion under the financial reports.

PLANNING COMMITTEE UPDATE: The next planning Committee Meeting will be held on Monday, January 14, 2013 at 3:00 P.M. Due to the fact the office facilities of Turri Electric will no longer be available, the decision was made to hold the Planning Committee Meeting in the conference room of the trailer at the Treatment Plant. Use of that location will be subject to conformation that a telephone with a speaker system is available. To prevent falling in arrears with work being done by the engineers, Ken Green will be doing weekly phone meetings with Paul Dombrowski.

Discussed was recent required change in the phosphate levels, its impact on the hookup to Torrington issue and the economic bearing it would have on the cost of the project. It was also noted that Torrington is currently seeking REQ from engineering firms to do an I/I study for a new I/I program for 2013

OPERATIONAL REPORT: Staff employee evaluation and wage increase – Jim Mersfelder reported on the employee evaluation of Charlie Ekstrom noting that it was the first evaluation that had been given since his hire of September 14, 2009. It was the opinion of all the Board members that Charlie has done an excellent job in bringing up the overall operations and working conditions at the Plant and has accomplished the goals set before him as they appeared in his written evaluation. Through his efforts the District is now in compliance with the requirements under the CT State Statutes that apply to the license requirements for the plant operators and compliance reporting. Since Charlie has not received a salary adjustment since his hire, Jim Mersfelder proposed that his salary be adjusted as of July 1, 2012 increasing his rate by 10%. Based on his start date of 9/14/2009 this is equivalent to an annual increase of a 3.57% rate adjustment over a three year period. Said adjustment would bring his hourly rate up to \$55.00 per hour or an increase of \$8,500.89 per annum. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Ray Turri that effective July 1, 2012 Plant Superintendent Charlie Ekstrom's salary be increased to \$55.00 per hour or \$8,500.89 per annum. There was no discussion on the motion, **SO VOTED**.

Discussed by the Board was the current economic climate and what is going on in the Labor Market and their effect on the salary adjustments. It was noted, the employees would be informed that based on the raise scale under the current labor market, that the 3% raise is an exception and any future raises would be made based on job performance and the labor market.

Office Staff Salary Adjustments – The salary adjustment made July 1, 2011 for Clerk Joan Lang put her at the mid-point of the bench mark for her position. Noted were her recent evaluation and the years of experience she brings to the job. **A MOTION WAS MADE BY** Ray Turri seconded by Bob Goldfeld that effective July 1, 2012 Joan Lang be given a 3% pay raise. There was no discussion, **SO VOTED.**

The salary adjustment made as of July 1, 2011 for Tax Collector Laurie Mosley put her at the mid-point of the bench mark for her administrative position. In accordance with the number of hours worked, the adjustments made took Laurie from a salaried position to a part time hourly rate. Her evaluation shows that Laurie continues to do a very good job and her more assertive efforts as Tax Collector continue to show good collection results. **A MOTION WAS MADE BY** Jim Merfelder seconded by Bob Goldfeld to approve a 3% raise effective July 1, 2012 for Laurie Mosley. There was no further discussion, **SO VOTED.**

For the record, it was noted that the pay raises given are covered under the current 2011/2012 operating budget. Discussed briefly was what bearing that the proposed borrowing of funds would have on the tax increase under the next budget and what difference the pay raises would have on the percent of increase in taxes and it was determined the effect would be minimal. Noted was the efforts made to hold the tax rate for the past several years and based on the taxpayers approved borrowing necessary to move forward on the DEEP Scope of Facilities upgrade and the reduction in the Grand List based on October 1, 2012 revaluation, the District will no longer be able to hold the tax rate at the current level.

The 2013 meeting schedule of the WLSDSA and WLSD was provided to all District Board and Finance Committee Members via e-mail and when approved would be posted on the website.

There was no other business to come before the meeting **A MOTION TO ADJOURN WAS MADE BY** Ray Turri seconded by Bob Goldfeld. The meeting adjourned at 7:25 P.M.

Respectively submitted,

WLSDSA/WLSD

Joan M. Lang, Secretary & Clerk of both boards respectively