

MINUTES REGULAR MONTHLY MEETING OF THE WOODRIDGE LAKE
SEWER DISTRICT SEWER AUTHORITY & BOARD OF DIRECTORS OF THE
WOODRIDGE LAKE SEWER DISTRICT, MONDAY, FEBRUARY 17, 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 6:00 P.M.

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

APPROVAL OF MINUTES: The minutes of the January 13, 2014 meeting of the District were presented for approval. The minutes of said meeting had been made available to the Board members for their review prior to the meeting. **A MOTION WAS MADE BY** Ray Turri, seconded by Joan Lang to accept said minutes as written. There was no discussion on the minutes and the **MOTION CARRIED**.

MONTHLY REPORT FROM PLANT SUPERINTENDENT: Said report which covered the period of January 13 to February 17, 2014 was presented by Plant Supt. Charlie Ekstrom.

Noted under said report: Plant Personnel – Jason Patrick used four vacation days at the time of the birth of his daughter Ruth, who was born of January 27th. Mark Theriault has completed the last of the Sacramento Courses, which gives him 92 Credits making him eligible to sign up for the Class III State Certification Test in July of 2014. Mark has been signed up to take a four day class to help him prepare for the Certification test. Mike Migaldi has stated that at this time, based on what is going on in his life right now that he does not have the time for to pursue further schooling.

PROJECTS: Pump Station #2 ragging problem: With the use of the fabricated hooks they feel they were able, with near certainty, to isolate the property which was the source of the rags. Over the past three weeks, no rags have appeared in the line. Due to weather conditions that make it difficult to pull the manhole covers the hooks have been removed but will be used periodically to make sure that rags are not being discharged into the line. In the coming weeks, when weather permits, Eastern will be scheduled to pull the pumps to make sure they are clear.

Snow Removal: Snow and ice removal has kept the Plant Personnel quite busy over the past several weeks as well as the general contractor doing the plowing.

Emergency Generators – On Feb. 3, Tower Generator performed their semi-annual service inspection. New batteries were needed for PS #6 and main plant generators. The results of the service inspection of the portable generator showed several items that needed to be replaced or repaired. One of the items is the need to replace the water pump. Due to the age of the generator, the water pump is no longer available and it would take approximately two weeks to rebuild. It was felt that that length of downtime of the portable generator would be risky and Charlie highly recommended going with a new

water pump. A quote for the parts and labor in the amount of \$2,552.58 was received from Tower Generator and Charlie sought Board approval to proceed with the needed repairs. After a brief discussion regarding plant personnel possibly being able to do some of the work, **the Board gave Charlie the go ahead** to have Tower Generator precede with the repairs to the potable generator. Also found under the maintenance inspection done by Tower Generator was a leaking fuel injector on the main plant generator and Charlie noted that he is waiting for a quote from Tower for either a new or rebuilt replacement.

Plant Flows: The average daily flow for January 2014 was 121,000 gallons with a max daily flow of 178,000 gal and total precipitation was 4.96". To date for February, the average daily flow is 89,000 gal, with a maximum daily flow of 102,000 gal and 2.50" of melted precipitation.

Not part of the Monthly report but needing to be noted was the motor control went down on #2 return pump. Integrity Electricity was called in and is the motor control is totally down and parts are no longer available to repair it. Integrity Electricity has been asked to provide a quote for a new motor control panel. Ray Turri recommended to Charlie that he do a web search to see if one is available out there.

Ray Turri reported that on Thursday, February 20th that he and Charlie have a meeting with Dave Prickett of Woodard & Curran to review the Bid specification packets for the Scada and I & I projects as required by USDA.

Plant Personnel Pay Increases: Charlie Ekstrom had completed employee evaluations for the Plant Personnel and had provided said evaluations to the Board for their review. Based on their job performance evaluation, Charlie recommends that the Board give consideration to a pay increase of 3% for Mark Theriault and Mike Migaldi. Under discussion on the matter, Ray Turri noted that based on the performance reports, Mark Theriault across the board, exceeds Mike in his enthusiasm and work ethics based on merit should get more. The Board was in agreement and a **MOTION WAS MADE BY** Ray Turri seconded by Bob Goldfeld that the Board approve a 4% pay increase for Mark Theriault and a 3% increase for Mike Migaldi with said increases to take effect on February 1, 2014. There was no further discussion, **SO VOTED**.

Bid Process- In a question raised by Bob Goldfeld, Jim Mersfelder explained the status of the bid process for the I & I and the SCADA projects. Noting that the bid packets prepared by W & C have been put together under the requirements set forth by USDA and they are in the process of being review by three parties, the USDA, Ray Turri and Charlie Ekstrom for the District. When approval is given by all parties concerned, they will be ready to go to our doe bid. No response time has been noted at this time and would be left up Dave Prickett of W & C. The requirement is to get three (3) bids and the time frame for submittal is usually 30 days. It was noted that USDA has given their OK to allow the SCADA project to be bid with W & C doing the software programming.

There were no further items discussed under the operational report and Charlie Ekstrom left the meeting at 6:22 P.M.

FINANCIAL REPORTS: The financial reports for the period ending January 31, 2014 were presented by Treasurer Jim Mersfelder who reported on the following: Noted under the Delinquent taxes report were the names of those delinquent tax payers who had the most outstanding and longest duration of taxes due the WLSD. As discussed at the January meeting relative to what further action, if any, the Board wished to take and the sending of a lawyers letter was suggested to let the those taxpayers not that the Board is considering foreclosure. A copy of a lawyers letter that had been sent to delinquent taxpayers back in 1983 was presented for Board review and after further discussion, the Board was in agreement that a lawyers should be sent and Jim Mersfelder would contact Chip Roraback requesting that he draft such a letter for the Board to consider and act upon at the March District meeting.

Full Year Operating Forecast: As of January 31, 2014, the Full Year Operating Forecast show the operating expenditures to be \$76,444.00 under spend year to date. Noted were the several line items that were under spent at this time which were expected to be spent before the end of the fiscal year.

Revised Cash Flow Forecast: USDA rules require 90% of construction being completed before there can be pay down of the loan. Based on those rules and the projected time frame for the start of work, the Cash flow forecast for the SCADA engineering and construction and the I & I engineering and Construction, which are covered under the loan, has been revised to show that there would be no USDA funding for the balance of the current fiscal year and would not be coming available until next fiscal year. As previously discussed, the District would be drawing down the District's current funds to finance the front end of the construction work. The amount of monthly payout of funds was based on a work project schedule prepared by Dave Prickett of W & C. It was noted that the projected monthly payout numbers are subject to change based on the contractors progress payments are under the bid documents. Noted was the current balance in the investment funds and what the expected balance would be as of June 30, 2014 after payout from those funds for the SCADA and I & I projects. It was again noted, that the approval for the use of those funds is covered under the approval given by the special meeting of the taxpayers held on May 26, 2012.

The Board was in agreement with the recommendation of Jim Mersfelder that Richard Reis, Chairman of the Finance Committee be authorized to start looking at intermediate funding.

Ray Turri reported to the Board that as of last Thursday, Feb. 13th, that the meeting John Wertman was to have with DEEP was cancelled due to the snow storm. The meeting is to be rescheduled and John is waiting for the rescheduled meeting date. It was noted that the John would be the only one representing the District at this meeting.

Other Business: Appointment of Auditor – After discussion regarding the appointing of an Auditor for the Audit of the Financial Records of the District, **A MOTION WAS MADE BY** Jim Mersfelder seconded by Ray Turri to appoint Joseph T. Rodgers, CPA of Carney, Roy and Gerrol, P.C. as auditor of the Financial Records of the Woodridge Lake Sewer District for fiscal year ending June 30, 2014. There was no further discussion on the matter, **SO VOTED**.

APPROVAL OF SEWER TAX REFUND: **A MOTION WAS MADE BY** Ray Turri, seconded by Joan Lang, that as requested from District Tax Collector Laurie Mosley that a refund in the amount of \$52.03 to Lahmer Lynds for overpayment of sewer taxes. There was no discussion on the Motion, **SO VOTED**

For the record, Jim Mersfelder reported that the State finally came through with the outstanding grant dollars and that Woodard and Curran would be paid the \$159,284.38 on invoices received to date for Facilities Plan work.

There was no other business to come before the meeting. Ray Turri called for a motion to adjourn and the meeting adjourned at 6:50 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT

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