

MINUTES BOARD OF DIRECTORS WOODRIDGE LAKE SEWER DISTRICT & WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY, MONDAY MARCH 28, 2011, 7:00 P.M. CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Raymond Turri President & Chairman of both boards respectively called the meeting to order at 7:00 P.M.

PRESENT: Raymond Turri, Joan Lang, James Hiltz and Jim Mersfelder by Conference Phone. Also present, Richard Reis Chairman of the Finance Committee and Charlie Ekstrom WLSLSD Plant Supt.

APPROVAL OF MINUTES: The minutes of the February 21, 2011 Meeting were presented for approval. **A MOTION WAS MADE BY** Raymond Turri, seconded by Jim Mersfelder to approve said minutes as presented. There was no discussion on the minutes, **SO VOTED**.

REPORT FROM PLANT SUPERINTENDENT: Plant Supt. Charles Ekstrom reported on the following: **Personnel**- Employee Lyle Sommers continues to be absent due to extended illness. Further clarification is needed from the Doctor relative to Lyle being well enough to return to work. Lyle is currently scheduled for a complete physical Tues. or Wed. of this week. The misuse of the District's cell phone remains an issue and will be documented and placed in Lyle's personnel. Jason Patrick in the last four months has completed three Sacramento courses making him academically eligible to take the DEP Class II Certification exam scheduled for July 2011. He will be able to receive full certification upon completion of two years of service which will be in November 2011. Mark Theriault has been signed up for the 2nd Sacramento Course which when completed will make him eligible for the Class II Certification Testing.

Projects: Tertiary System- Any upgrade work required to be done by Plant personnel has been completed. With the wiring, the computer system and 8 of the 9 anodes having been installed, Weston & Sampson has completed 90% of their work. Remaining to be completed is the installation of the last anode, landscaping, the installation of one valve control unit and the programming which is scheduled for April 11th. Training of the staff will be done and the Tertiary system should be ready for service April 18, 2011. Ray Turri noted that he has instructed the Plant Superintendent. that once the system is up and running to write a letter to the DEP informing them that the system is in operation.

Somat Platform/Scaffolding – The on-site work on the building of the platform has started. once completed it will be sent out for galvanizing. The expected completion of the project is two weeks. **Operator II Position**-Job posting of the position produced no qualified applicants. One applicant does have DEP Class I Certification and has completed the required courses for Class II Certification but does not have the required practical experience. Charlie Ekstrom noted that if circumstances necessitate and no other qualified applicants come forward that he would consider calling him in for another interview. **Time Clock** – The Time Clock is now being used by all staff, with hand

written time sheets still being used for verification. At this time employees are not required to sign out for their lunch time unless they leave the premises. **Plant Pump** – Replacement seal received, pump pulled by Weston-Sampson to rebuild and expected to be back by April 1. **Plant Bypass Report to DEP** – The heavy rain and snow melt on March 7th produced flows at the plant in excess of 400,000 gal. resulting in an overflow of effluent from the equalization tank. Per DEP requirements, they were notified in writing of the overflow (a copy of which is attached with the minutes of this meeting). To date there has been no response to the filed report. **Plant and Station Flows** – Flows for month of February, 2.645 MG with an average daily flow of 94,000 gpd. The max daily flow was 213,000 gpd. Total precipitation was 4.54” for the month. The first 27 days of March showed an average daily flow of 205,000 gal with a max daily flow of 402,000. The total melted precipitation through March 27th was 6.90”.

Not included in the report but brought to the attention of the Board by Charlie Ekstrom were the problems with the control valves on the clarifiers, the aeration bases and re-aeration tanks. The stainless steel shafts needed to open and close the valves are broken and need to be replaced. The current valves are over 30 years old and are no longer available. A Company can fabricate a new shaft, but it will require the purchase of the complete riser unit at a cost of \$1,600.00 per unit. Four shaft/riser units are needed one of which would also require replacement of the valve the cost of which is estimated to be approximately \$5,000.00. After some discussion on the matter, **A MOTION WAS MADE BY** Raymond Turri seconded by Jim Mersfelder to except the \$5,000.00 quote presented by Plant Supt. Charlie Ekstrom for the purchase of three riser units only at this time. There was no further discussion, **SO VOTED**.

Also reported by Charlie Ekstrom was the receipt of two quotations for the Phase I Study. No response has been forthcoming from the third company and has not responded to follow up contact. It was agreed to accept the first two quotes and time would be given to review. Ray Turri would make copies of the quotes available for review. There were no further items for discussion under the Plant Operation Report. Charles Ekstrom left the meeting at 7:20 P.M.

OPEN END ISSUES: Any open end items were placed at the end of the Agenda.

REPORT FROM THE FINANCE COMMITTEE: Richard Reis, Chairman of the Finance Committee reported that he and Jim Mersfelder had met on Saturday March 26th to review the financial reports which were presented to the Board. Addressed under the reports – Total amount of delinquent taxes due as of March 24th is \$76,551.13, total number of significant delinquent taxpayers 29. To date 13 of those taxpayers have refused to accept the certified letter from the District and it is believed by the Board that in so doing, those taxpayers have shown no interest in working with the District to resolve their delinquent tax issue and the Board agrees with the recommendation of the Finance Committee to move to the next step which is the intent to file a lien and to turn

over to a Marshall for collection purposes. There are currently 16 delinquent Taxpayers on a scheduled payment plan. It was recommended that the taxpayers delinquent on the 2nd installment due Feb. 1st and those who have not responded to the letter should also be moved to the intent to lien and Marshall status. **A MOTION WAS MADE BY** Jim Mersfelder seconded by James Hiltz to go to the next step deemed necessary for the collection of delinquent Sewer taxes. No further discussion, **SO VOTED.** Before Mailing, Legal Counsel would review and make necessary changes if needed. The terms in the letter would be effective April 1st and the letter would be mailed out by both Certified and regular mail on or before April 1.

WLSD Financial Reports: Richard Reis noted that he was pleased with the work done by the firm of Newbury & O'Rourke in the generation of the financial reports. The actuals versus the planned budget, showed the income and expenditures to be in line through February 28th. There were no expenditures that appeared to be out of line. It was noted that the Finance Committee had been informed by Ken Green Chairman of the Planning Committee that the payments for consulting work by Woodward & Curran during the current fiscal year had been moved back. A Review and reworking of the projected Operating and Capital Budget expenditures showed additional funds that could be put into CD's. It was recommended by the Finance Committee that a \$45,000.00 / 30 Day roll over CD be opened with the Torrington Savings Bank and a \$50,000.00 rollover with the Litchfield Bancorp. Noted was the need to monitor the cash flow so that money will be available to cover a possible need for funds in late May or June. As per review of the Capital Budget Report and the recommendation of the Finance Committee, **A MOTION WAS MADE BY** James Hiltz seconded Raymond Turri to increase the WLSD investment in CD's by \$95,000.00. There was no discussion on the motion, **SO VOTED.**

Under the approved 2010/2011 full year budget, it had been planned to spend \$208,415.00 out of Capital Reserves. Based on the way the operating budget is working and the way the Woodward & Curran is moving, the District will be looking at an approximate surplus of \$24,430.23. Based on those figures, there is a possibility for a flat, no increase in the mil rate for 2011/2012. Jim Hiltz questioned the feasibility of a no mil rate increase based on the state of the economy and the major expenditures the District will be facing. Items which need to be addressed under a proposed 2011/2012 budget are health insurance coverage, employee staffing levels and the progress of the Woodward & Curran project. Money will need to be appropriated for an environmental law firm to serve the District and there is a search currently in progress to locate an appropriate firm and for bond council which will also be needed to work with the District on the Clean Water Fund and any Municipal Bonds the District may issue to cover the difference of what the District can get funded through different grants and what the total cost is going to be. There was no further discussion on the District Financials and Richard Reis left the meeting at 7:32 P.M.

6/30/2011 AUDIT OF WLSW FINANCIALS: The District would be going out to bid for the 6/30/2011 audit. Joan Lang informed the Board that under CT General States the District must notify the State Office of Policy & Management of the entity selected to perform the Audit.

OPERATIONS REPORT: Jim Mersfelder reported that work continues to go forward on the application for environmental site liability coverage. Tom McKiernan is putting together the bid package. Chubb Group which is licensed to write this type of insurance in Connecticut is expected to be one of the bidders and based on compliance to the rules and regulations, it is believed at this time it will be the best priced firm. Other bids will be solicited as well.

As a follow up to the employee meeting and the Section 125 presentation, Jim Mersfelder reported that the employees had been given a summary plan document so the employees can review the elements of Section 125 Plan. Two of the employees have already shown interest in the plan. An employee must be working at least 30 hours a week to qualify to participate in the Section 125 plan. Work has started on the review cycle for medical benefits insurance. The census for the District's employees has been completed and will be sent to medical insurance firms for quotes and proposals. A matrix of all the health benefit plans offered in the area has been generated. Conversations continue with the Town relative to what direction the Town will take. It appears at this time that the Town is giving serious consideration to implementing an employee cost sharing within their health insurance program. Noted was the current cost sharing plan being used for the Woodridge Lake Employees. The Operations Committee is suggesting that such a program be considered for the WLSW employees. Under further discussion on the matter, it was agreed that the first goal should be to keep good employees and further review and discussion was needed before any decisions were made.

Discussed was the current work being done by Tom McKiernan for the District and if it could cause any problems with his insurance firm being part of the bid process for insurance coverage. It was noted it is done through the competitive bid process and should not present any problems.

PROPOSED 2011/2012 BUDGET: Discussed was the 2011/2012 Budget process and the time frame involved in the drafting of and Board approval of a proposed budget prior to it being submitted to the voters at the May Annual District Budget Meeting. The date of the May Budget Meeting is usually set for the third Saturday of May and is set by the voters at the April Annual Meeting of the District. The Board approved budget needs to be ready for mailing to the property owners at least two weeks prior to the May meeting date. A budget needs to be approved and the mil rate set so that the sewer tax bills can be printed and ready for mailing in June.

ANNUAL MEETING: Noted was the Monday, April 4th date of the Annual Meeting of the District. Said meeting will be held at the Woodridge Lake club house at 7:30 P.M. A quorum of 15 eligible voters is needed to be able to transact business at the meeting. Discussed and explained were the requirements under State Statutes for the holding of District Meetings. If a quorum of 15 eligible voters is not present to transact business, the meeting can be adjourned, a new date set which will require Legal Notice to again be posted at least two weeks prior to the date of said meeting. Voting cannot be done by paper or absentee ballot, any eligible voter must be present to be able to vote. Questioned was the use of dial up phone service so that anyone who could not attend but wished to vote could dial in. Clerk Joan Lang did not believe such means was allowed but would seek Legal Council for clarification on the matter and report back to Ray Turri.

PLANNING COMMITTEE: Due to lack of items that required action, the Planning Committee meeting scheduled for Monday, March 28th was canceled. Ray Turri presented to the Board the correspondence received from the DEP relative to their approval of the cost of the Woodward & Curran Scope Work Project. The State DEP approved the cost at \$554,000.00 which is less than the \$562,000.00 estimated by Woodward & Curran. It would leave District with approximately \$46,000.00 unfunded. With the use of District personnel to do some of the work under the Scope of Work Project it is believed at this time that the cost will come in under the quoted contract price. Ray Turri noted the Planning Committee approved the contract as written. **A MOTION WAS MADE BY** Raymond Turri seconded by James Hiltz to accept the Planning Committee's decision of March 7th 2011 meeting to approve the DEP eligible cost of \$554,467.00 for the Scope of Work Project. There was no discussion on the motion, **SO VOTED.**

Paul Dombrowski is preparing an outline of requirements the Legal Search Committee should be looking for in their search for legal council knowledgeable in environmental issues.

PAYROLL CHECK SIGNING AUTHORIZATION: A MOTION WAS MADE BY Ray Turri seconded by Jim Mersfelder that any payroll check in the amount of up to \$2,000.00 requires only one authorized Board Members signature. There was no further discussion on the matter, **SO VOTED.** It was noted, with the exception of payroll, all other checks in the amount of \$500.00 or more require two signatures. Joan Lang was given authorization to purchase new checks with two signature lines and remove the two signature requirement wording from the check. The Internal Control Procedures for check signing authorization would be updated to reflect the approved change.

SEWER TAX REFUND: Presented for Board Approval was a request from Laurie Mosley Tax Collector for a refund of an overpayment of sewer taxes. **A MOTION WAS MADE BY** Ray Turri, seconded by Jim Mersfelder to approve the Sewer Tax refund in

the amount of \$64.00 to Joann Thoms. There was no discussion on the motion, **SO VOTED.**

Noted for the record was the approval for payment and the signing of the check in the amount of \$94,720.00 for work done by Weston & Sampson on the upgrade to the Tertiary System. Ray Turri noted that as a result of the meetings held with Weston & Sampson that they have been showing satisfactory work performance and recommended that the District pay them for the work done to date.

AMENDMENT TO NOVEMBER 29TH MINUTES: A MOTION WAS MADE BY Jim Mersfelder seconded by Ray Turri to amend the motion made at the November 29, 2011 meeting to include the appoint of James Hiltz as a member of the WLSD Board. No discussion, **SO VOTED.** It was noted that all future meetings of the WLSD & WLSDSA would be a jointly held meeting of both boards.

OTHER BUSINESS: Discussed was the WLSD Sewer Use Ordinance and the current regulations relative to the connection of sump pumps and water softeners into the sewer system. There is some concern relative to the type of water vs. the amount of water being discharged into the system from a water softener. Ray Turri noted that in conferring with two local communities that water softeners are allowed to be hooked into the sewer system. After further discussion, it was agreed the District has other major I & I issues that need to be addressed and based on the minimal amount of water generated by either the water softeners or dehumidifiers that both be removed from the list of restricted items.

There was no other business proper to come before said meeting. **A MOTION TO ADJOURN WAS MADE B** James Hiltz seconded by Joan Lang. The meeting adjourned at 8:20 P.M.

Respectfully submitted

WLSD & WLSDSA

Joan M. Lang, Clerk & Secretary respectfully