

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY MONDAY, JULY 19,
2010, WOODRIDGE LAKE CLUBHOUSE, E. HYERDALE DRIVE GOSHEN, CT. 4 BOARD
MEMBERS PRESENT

CALL TO ORDER: Chairman Raymond Turri called the meeting to order at 7:30 P.M.

BOARD MEMBERS PRESENT: Raymond Turri, Charles Karnolt, Joan M. Lang and Edward Stempel. Also present, WLSD Plant Supt. Charles Ekstrom and WL Property owners Richard Reis and Kenneth Green.

For the purpose of being able to highlight some of the items and points to be addressed Chairman Raymond Turri provided the Board and those present with a new formatted agenda for the meeting.

APPROVAL OF MINUTES: Presented for approval were the minutes of the June 21, 2010 regular meeting of the WLSDSA and the Minutes of the Special Meetings of June 28, and July 12, 2010. **A MOTION WAS MADE BY** Charles Karnolt, seconded by Edward Stempel to approve the minutes of the above listed meetings as presented.

There was no discussion on the minutes. The minutes were **APPROVED** as presented.

MONTHLY PLANT MANAGER REPORT DATED 7/19/2010: The Chair turned the meeting over to Plant Supt. Charles Ekstrom who presented the monthly operational report. (Said report is on file with the minutes of this meeting). **Personnel:** An update was given relative to the work schedule, vacation time etc. of the Plant Personnel. For the record it was noted that Jason Patrick has taken the DEP Operator Class I certification exam with good indications that he passed the test. His passing of the test will provide the WLSD with another Class I Plant Operator. The 90 day probationary period will be up for the new employee Mark Theriault on July 26th and the Plant Supt. requested to go on record as recommending to the Board that Mark Theriault be approved as a full time permanent Employee.

Projects: *Tertiary System- Weston & Sampson has started their work on the upgrade to the Tertiary System. The control system is in the design stage and expected to be submitted for approval within the week. Once approved, the fabrication will take approximately 4 weeks. The first week of Sept. is the estimated project completion date.

***Plant Pump Survey Work-**The land surveying has been completed and the design work for the upgrade to the access road and generator pad is in the process of being done by Bill Colby. Some revamping of the access road will be required to be able to accommodate large trucks. Plant Supt. Charles Ekstrom has requested of Bill Colby to provide the Board with design plans ASAP along with an expected cost. It was noted that \$15,000.00 has been appropriated under the 2010/2011 Budget. Raymond Turri stated that he would also make contact with Bill Colby. ***Pump Station #5** - As of June

25th, the rehab of Pump Station #5 was completed by Weston & Sampson. All pump systems work well. The electrical and pumping rate of the new high efficiency pump that was installed is proving to be far more efficient than the old pumps and cost \$1,000.00 less than the old pumps. To date there has not been any further contact with the Property owner relative to any minor damage to their property that might have occurred due to the heavy pump trucks needed for the upgrade.

WLS D Tax Collector Laurie Mosley arrived at 7:41 P.M.

Collection System: * **Manhole Inspection**- The Ground level inspection of the Manholes continues with 174 out of the 363 manhole inspection completed. Any minor repair will be done by Plant Personnel. To date, two have been found to need major repair which will require the use of a sub contractor. Charles Ekstrom explained the current hard copy process of full documentation of location, inspection condition and repair if necessary for each manhole. The target date of inspection and plotting all of the GPS coordinates is Sept. 1. ***Instrument calibration**- The calibration of the flow meters at the Plant, Plant Pump and PS #6 was done on July 8. The Plant meters are in good condition and properly calibrated. The Doppler meters at the pump stations are considered not reliable due to improper measurement and scale inside the pipe. Until replacement of the Doppler meters flow numbers will be derived from wet well volumes and pump cycles. As of July 12, all stations and recording cycle meters are checked on a daily basis, including weekends. ***Confined Space Training**- Said training for Plant Personnel was conducted by Weston & Sampson on July 15th. All Plant Personnel are now certified for Confined Space Entry. More OSHA Safety Training is required and will be scheduled. It was noted that some of the training programs are available through our Insurance carrier and Ray Turri would look into the scheduling of available programs. ***Plant & Station Flows**- Total reported flow for the month of June through the Plant was 1.786 million or an average of 60,000 gpd flow. The average gpd flow to date for July is 72,000. Weekend flows average 78,000 gpd. ***West Hyerdale Road Repair**- The required pressure testing of the Sewer Line prior to the excavation work will be done and Charles Ekstrom will be overseeing the complete project for the District. ***Stream Nutrient Testing**-Results of recent testing of the streams in the vicinity of the plant continue to show no nutrient problems with discharge from the WLS D showing zero impact on the Bantam River. There were no other items reported on by the Plant Supt. and Charles Ekstrom left the meeting at 7:55 P.M.

July 16, 2010 DEP Meeting Update- Ray Turri presented the Board and others present with an update of the Friday July 16, 2010 meeting with the DEP. (Said report dated 7/19/2010 includes a Memorandum from Paul Dombrowski and both are on file with the minutes of this meeting). Present at the meeting held with Ann Straut-Esden of the DEP were Raymond Turri, Atty. Chip Roraback and Paul Dombrowski of Woodard & Curran.

Results of the meeting - In lieu of the option of connecting to Torrington the DEP gave the District the opportunity to look at the available opportunities in areas of systems that have been approved for watershed areas in other states, as well as new treatment technologies and the reclassification of area watersheds. The DEP expects the WLS D to meet with the DEP by the end of August to present preliminary alternatives that could be implemented for Goshen/Woodridge Lake. The DEP will comment on the various opportunities and will be willing to collaborate on making the best decision for both the DEP and the WLS D. In the event the end decision is made to go to Torrington, the DEP suggested that the WLS D research the on-going Torrington operational costs associated with other Torrington contracted sewer districts. Ray Turri would look into the acquiring of a copy of the contract

between Torrington / Harwinton and also look to see if there is a Department within the State that monitors any cost control under such contracts. For the record, it was noted that written comments on the meeting from Atty. Chip Roraback were not available for this meeting. It is believed that the late August meeting scheduled with the DEP and the WLSD is a reasonable date.

Approval of Finance, Planning & Operations Committees – Presented to the Board were the rolls and responsibilities of each of the Committees. **Finance Committee-** Richard Reis reported that he had conferred with Dwight Kellogg and Lou Friedrich in the preparation of guidance the committee would provide to the Board in matters of financial record keeping, report format and content utilizing the existing financial records and financial process that is involved and make recommendations to the Board if updating is needed. The Committee would consist of Richard Reis, Dwight Kellogg and Louis Friedrich. At the request of the Board Chairman, Richard Reis was asked to serve as Chairman of the Finance Committee and stated that if it was the pleasure of the Board, that he was willing to serve as Chairman of the Committee. **Planning Committee-** Kenneth Green addressed the purpose of said Committee is to work to prepare a long term plan for the WLSD that meets the sewer and wastewater disposal needs of the District at an economical cost and in compliance with all local, state and federal regulatory requirements. The work done by the planning Committee would be done in conjunction with the Consultants with the majority of the work being led by the Consultants. It was noted that there is much work that can be done without the services of a Consultant. Much of the information being researched at the present time is work that has already been done by Brian Curtis of Nathan L. Jacobson & Associates. Willing to serve with Ken Green on the Planning Committee are Atty. Chip Roraback and James Mersfelder. It is hoped that there will be others who are willing to work and could be recruited. Kenneth Green, at the request of Chairman Ray Turri, agreed to serve as Chairman of the Planning Committee. **Operations Committee** – A preliminary draft of the roles and responsibilities of the operations Committee was presented by Chairman Ray Turri. Said Committee would be chaired by James Mersfelder. The Committee would be looking at outside engineering project plans, all aspects of Employee working environment and personnel policies. Also Office purchasing, RFQ's, Insurance Certificates, Monitor maintenance activities, flows and employee productivity and Computer upgrade. Based on the descriptions and the people involved in the Committees. **A MOTION WAS MADE BY** Raymond Turri, seconded by Edward Stempel that we accept the rolls of the three committees and the people who will Chair each of them. Under discussion on the motion it was noted that all Committees appointed by the Board would be responsible to the Board to provide advice and recommendations to the Board. Discussed under the motion was the concern for Insurance Coverage for anyone serving on those Committees. It was noted that any volunteers while performing duties related to the conduct of the WLSD Operations would be covered under the Public Officials Liability & General Liability policies carried by the insured and do not need to be named. A copy of said sections of the insurance policies covering Public Officials was made available to those present. There was no other discussion on the motion, **MOTION CARRIED.**

Designated Board Liaison Member on Each Committee- Designated Board Liaison for Planning Committee, Raymond Turri, Financial Committee, Edward Stempel and Operations Committee, Charles Karnolt. It was noted that planning is critical and the Chair recommended that weekly meetings of the Planning Committee be held.

Discussion & hiring of Consultants - It was noted that an agreement would be coming in from Woodard & Curran. As requested an agreement from Brian Curtis of Nathan L. Jacobson was also

expected to be forthcoming. Ken Green was asked to come up with a date an earliest as possible date for said meeting.

Investigation into choice of Legal Counsel – Ray Turri reported that he continues to work with Atty. Chip Roraback relative to the hiring of Legal Counsel for the District. At this time three Legal Firms have been selected for interviews which are expected to be done in the next two weeks.

Insurance coverage Renewal for 7/1/2010 –June 30, 2011- The 7/1/2010 Insurance Co. Proposal for Insurance Continuation prepared by the Litchfield Insurance Group was made available for all Board Members. Under the policy, the District has pollution coverage for on site District Property. Also stressed was the need for off site pollution coverage and Ray Turri reported that as requested from the Litchfield Ins. Group and expected to be receive from them on Tuesday the cost for off site pollution coverage for the WLSD. It was noted that should there be a spill that did get outside the district, the DEP would be involved and come in to oversee the cleanup and make the decision relative to the responsibility for cost of cleanup. Ray Turri reported that he would be contacting two other Districts relative to their pollution coverage. It was also suggested that further information should be sought relative to the position of the DEP on the matter.

Change of Meeting Dates: Discussed was the change of date and time of the regular monthly meeting. No decision was made at this time to change the current scheduled meeting date of the third Monday of each month. **A MOTION WAS MADE BY** Joan Lang and seconded by Edward Stempel to change the time for said meeting from 7:30 P.M. to 7:00 P.M. There was no discussion on the motion, **SO VOTED.**

Ray Turri noted that Legal opinion is needed relative to the use of e-mails being used as a means of communication between Board Members on WLSD related issues.

WLSD Tax Collection Procedures: Laurie Mosley, Tax Collector for the WLSD presented to those present detailed information relative to the collection of the WLSD Sewer Assessment Taxes. Noting the Collection of taxes is tied to the Town and Quality Data Processing based on the fact that the Assessment of the WLSD Properties must come from the Goshen Assessor's Office and Quality Data of Waterbury is used by the Town who compiles all that information needed to generate the rate books and tax bills for the District. Provided for Board review were copies of reports generated by Quality Date Software relative to the Grand List, Delinquent Back Tax List by Property Owner and cash reports. Also provided were the Tax Collector's Calendar and the current Laws and procedures required to be followed by Tax Collectors under the CT State Statute. Noted was the recent Board approved implementation of a payment plan for the collection of back taxes. Laurie Mosley left the meeting at 8:46 P.M.

Other Business: **SBA Cell Tower Lease Agreement** – Presented to the Board for consideration were two Lease Buyout proposals. After a brief review of the proposals, **A MOTION WAS MADE BY** Charles Karnolt seconded by Edward Stempel to continue the current lease which would be extended to 2065. There was no other discussion on the Motion, **SO VOTED.**

Audit of Permit files –Recent audit of the issued permit files and the records for receipt of payment for permits show that there are ten (10) hookup into the system for which there are no records of permits issued or payments received during the period of 1985 to 2004. Chuck Karnolt reported on a meeting with the Town Building Inspector relative to having in place a check system that shows a sewer connection permit has been issued, paid for and proper District Engineer approved connection has been made before a Certificate of Occupancy is issued. Needed is a meeting between the District, Town Building Inspector and First Selectman to address and resolve the issue. Ray Turri would contact Robert Valentine relative to setting up a meeting date between all parties concerned. For the record Ray Turri reported that a notice has been posted at the Treatment Plant, the Town Hall and with the Woodridge Lake POA that Sewer Permits will be issued on Tuesdays and Thursdays from 8:00 A.M. to 12 Noon by Plant Supt. Charles Ekstrom only.

Richard Reis address the importance of knowing the flows from the Litchfield Treatment Plant which can be a valuable tool in any consideration of the classification of the surrounding watershed streams. Also presented by Richard Reis was the issue of Bond Rate classification for the WLSA. It was reported by Ray Turri that he had sought clarification from Roger Chace of Deleo & Co. on the issue. The State Statutes for Municipalities covering the issue were received from Roger Chace and due to the fact that there is a question on the bonding rate for a Municipality vs. a District, the matter was turned over to Atty. Chip Roraback for legal opinion on the bond rating issue.

There was no other business proper to come before said meeting. **A MOTION TO ADJOURN WAS MADE BY** Edward Stempel seconded by Charles Karnolt. The meeting adjourned at 8:52 P.M.

Respectfully submitted,

THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY

Joan M. Lang, Secretary