

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
& BOARD OF DIRECTORS WOODRIDGE LAKE SEWER DISTRICT,
MONDAY, AUGUST 20, 2012 6:00 P.M.
CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Jim Mersfelder, Vice Chairman and Vice President of both Boards respectively called the meeting to order at 6:07 P.M.

PRESENT: Board members Joan Lang, Jim Hiltz, by conference phone, Jim Mersfelder and Bob Goldfeld. Excused absence Ray Turri. Also present Plant Superintendent Charlie Ekstrom.

APPROVAL OF MINUTES: The minutes of the July 16, 2012 meeting were presented for approval. **A MOTION WAS MADE BY** Jim Hiltz seconded by Joan Lang to approve said minutes as presented. No discussion, **SO VOTED**.

The minutes of the Special Meeting of August 6, 2012 were presented for approval. **A MOTION WAS MADE BY** Joan Lang seconded by Bob Goldfeld to approve said minutes as presented. No discussion, **SO VOTED**.

REPORT FROM PLANT MANAGER: The operations report for period ending 8/20/12 was presented by Charlie Ekstrom, Plant Manager. Noted under said report:

Personnel Items- Jason Partick used two of his vacation days. Mark Theriault used four vacation days and on July 11, 2012 took and successfully passed the DEEP Class II certification exam with a score of 85. Mark is working on credits toward Class III certification and has begun another Sacramento course. Mike Migaldi has had perfect attendance and has completed the first Sacramento course and will be eligible to take the DEEP Class I certification test in January.

Right of Way Clearing-As approved by the Board, the contract bid for the clearing was awarded to BNC tree and landscape service with clearing work started on 8/20/12 on West Hyerdale and will continue clockwise around the Lake. Depending on the weather, the project is expected to take two to three weeks. Discussed was the time frame relative to giving Kevin Phillips an opportunity to meet with the Board prior to the start of clearing to be done on the right of way on Lot 735 Bexley Court and the possible need to hold a special meeting of the Board to meet with Mr. Phillips. Jim Mersfelder would contact Atty. Chip Roraback relative to taking any action to inform Kevin Phillips of the clearing date. The Board would be kept informed of any Special Meeting if needed to address the matter.

Wet Well Cleaning- Under routine maintenance program, the wet wells at Pump stations 2,3,5 and 8 were cleaned of grease and grit by McVac Environmental Services of New Haven, on August 2nd.

Thunderstorm Damage- Due to Power outages and power surges Integrity Electric was called in to replace the contacts on both motor starters at Pump Station #7. Emerson Network Power replaced the timer controls for the emergency generator switch at the

Treatment Plant. Charlie scheduled the work to be done at midnight, a time of low flow, as it required that the power be off while the work was being done. The cost for the replaced timer controls was \$4,800.00. To expedite the timer controls replacement, Ray Turri had given Charlie Ekstrom approval for the \$4,800.00 expenditure. To support the action taken by Ray Turri, **A MOTION WAS MADE BY** Bob Goldfeld, seconded by Joan Lang to give full Board approval of the \$4,800.00 expenditure for the timer controls. No further discussion, **SO VOTED**.

Somat Press-The units top bearing failed causing damage to the screen and conveyer belt screw. The bearing was replaced at a cost of \$150.00. The damaged screen and screw were replaced from plant inventory and replacement screen and brushes have been ordered at a cost of \$1,900.00.

Aeration system- Under the plant maintenance program to determine the condition of the tanks, the east aeration tank was dewatered and cleaned. The inspection showed that all the diffuser heads were missing and will need to be replaced. Diffusers were ordered for both aeration tanks and the equalization tank at a cost of \$1,440.00. The estimated cost of materials for needed new piping installment cost from \$2,000 to \$2,500. **A MOTION WAS MADE BY** Jim Hiltz seconded by Bob Goldfeld to approve the expenditure of approximately \$3,940.00 for the materials for the diffusers and piping material. No further discussion, **SO VOTED**. Discussed briefly was sandblasting and painting of the clarifiers tanks. Charlie stated he would like to see it done this fall but time and weather will determine if the work gets done this fall or next spring.

Plant and Pump Station Flows-The total flow for the month of June was 2.560 MG, with an average daily flow of 83,000 gal per day. The max daily flow was 102,000 gal with total precipitation of 5.82". The August average daily flow to date is 89,000 gal. with a total rainfall of 4.09".

Charlie Ekstrom reported that as part of the I & I remediation program that he is having the plant personnel recheck the 55 manholes that have been noted for rehab work and will make a priority list of those manholes that show the need for significant I & I remediation.

There were no other items discussed under the operational report and Charlie Ekstrom left the meeting at 6:25 P.M.

FINANCIAL REPORTS FOR JULY 2012: Treasurer Jim Mersfelder reported on the following- Collection of delinquent taxes is showing a small gain. Currently there are a total of 27 delinquent taxpayers, nine of which have been turned over to the State Marshal, eleven are under a payment plan. The tax collector continues to make every effort to collect the back taxes. If uncollected taxes remain at the end of the 90 day cycle for collection of back taxes by the Marshal, the Board will need to give consideration relative to going to foreclosure or tax sale for the collection of the outstanding taxes.

It was reported that the new Lockbox system worked well with little or no problems.

A new Dell Computer system with supporting onsite set up and services was purchased through Quality Data Services, Inc.

Budget expenditures as of July 31, 2012- Based on the bill payment history for the last fiscal year Jim Mersfelder explained the methodology used to determine the projected monthly expenditures for 2012/2013. The estimated budget expenditures for July 2012 were \$44,849.00 with actual expenditures of \$41,385.16 or a variance of -\$2,379.66.

Capital expenditures as of June 30, 2012 –Reviewed were the Budgeted vs. Actual Capital Expenditures for the 2011/2012 Fiscal Year. The actual expenditures vs. the plan presented to the taxpayers indicated that we spent \$221,194.74 less than planned. We also had an operating surplus of \$85,475.00. This amount will be added back to the Fund balance as of June 30, 2012. The major causes of this under spending were due to the delays in completion of the Scope of Work project and will need to be completed in this fiscal year. These prior year expenses will need to be added to the already taxpayer approved capital expenditures of \$630,327.80 for 2012/2013. This will bring the total up to a projected \$1,309,424.95 of which a long term Clean Water Fund loan of one million dollars will be applied for the I & I remediation work..

The new Audit Firm completed their field work on July 18th working on the Audit of the financial records of the District for the 2011/2012 Fiscal Year. The audit firm has reported that to date they have been satisfied and have found no issues with the financial records of the District. It is expected at this time, that the Board should have a draft of the audit by the September Board Meeting. The audit is needed prior to the proposed late October special meeting of the taxpayers so that we can have an independent accounting of the District's June 30, 2012 year end Fund Balance.

Report from Operating Committee: Jim Mersfelder reported that as a follow up to the Insurance Field Audit, the Risk Management team has requested to come in for a follow up audit. Charlie Ekstrom would be instructed to schedule the time for said audit.

Report from Planning Committee: A meeting of the Planning Committee was held on Monday, August 13, 2012. Along with Planning Committee members Ken Green, Bob Goldfeld and Chip Roraback also present were WLSD Board members Jim Mersfelder, Ray Turri, Charlie Ekstrom, WLSD Plant Superintendent and Paul Dombrowski, Jay Sheehan and David Prickett of Woodward & Curran. A copy of the minutes of said meeting is on file with the minutes of this meeting. The items discussed at that meeting were Inflow/Infiltration (I&I) Remediation Study, Collection System SCADA upgrades, and Funding of I&I Remediation and SCADA projects. Reviewed was the Phase I report from Woodward & Curran which detailed the I&I work done over the past two years. Although the report showed the I&I collection to be fairly low, it was agreed that based on the size of the system and in order to meet the rigorous limits established by DEEP on the Districts waste water disposal system that an aggressive I&I removal target of 18,000 to 25,000 gpd of average annual flow was needed. The total cost for the I&I Remediation is estimated to be \$529,000.00, \$459,626.00 of which was approved by the taxpayers plus

a proposed 15% contingency. The Planning Committee voted unanimously to recommend approval of this expenditure to the WLSD Board. Discussed was available funding for the project and Jim Mersfelder reported that based on a recent meeting with the DEEP that Paul Dombrowski was informed that funds were available through the CT Clean Water Fund for the proposed I&I Remediation through June of 2013.

MOTION WAS MADE BY Jim Hiltz seconded by Bob Goldfeld that as recommended by the Planning Committee, the Board approves the additional 15% contingency needed to continue the I&I Remediation work bringing the total amount from \$459,626 to \$529,000. There was no further discussion on the motion, **SO VOTED**.

Collection System SCADA Upgrades: The Planning Committee reviewed a report from Woodward & Curran under which it was recommended that the District install a Supervisor Control Data Acquisition (SCADA) system that will continuously monitor flow in each subarea of the collection system. The SCADA system would provide flow information critical for I&I management which would meet DEEP requirements for managing the system. The capital costs for installation of the SCADA system totals \$454,000. The Planning Committee voted unanimously to recommend to the Board the expenditure of \$454,000 for the SCADA system. Jim Mersfelder gave the board a detailed explanation on the workings and benefits of the system to the District. It was noted that it would be a flow monitoring system that would be needed should the District have to go to Torrington. It was also noted under the application for Clean Water Funding that emergency readiness and energy efficiency were of high priority. **A MOTION WAS MADE BY** Bob Goldfeld seconded to Jim Hiltz that as recommended by the Planning Committee that the Board approve the expenditure of \$454,000 for the SCADA system. No further discussion, **SO VOTED**.

Funding of I&I Remediation and SCADA Projects: Discussed was the availability of funding from the Connecticut Clean Water Fund. The loan funds have a 2% interest rate and a 20 year maturity. The monies are available once the construction starts and can be accessed on a monthly basis for eligible project expenses. Jim Hiltz asked what the individual impact would be on the taxpayers of the District, how it would be calculated and its impact on the mil rate? Jim Mersfelder explained that the total cost of the borrowing is \$5,000.00 a month which includes principal and interest or \$60,000.00 a year under the twenty year maturity loan agreement. Based on the current form of taxation and spread out across all the taxpayers, it averages out to approximately \$100.00 per year per taxpayer. High priority is being given to get the necessary I&I Remediation done while working to keep the impact on the taxpayers down. The money will be borrowed as needed to cover the bills as they come in. The time frame for the I&I Remediation work is scheduled for May and June of 2013.

Jim Mersfelder reported that the Planning Committee had worked with the Town and Woodward and Curran to identify the total collection system. Clarifying the total number of lots, the number of lots connected, the buildable lots left and those lots determined to be unbuildable. Approximately thirty lots have been identified as wetlands and considered unbuildable and it was noted that caution should be taken by the District in

that determination. The list of lots considered wetlands has been given to the Goshen Inland/Wetlands Commission and Marty Connor has identify those lots for which a permit to build has been applied for and of which a determination has been by the Inland/Wetlands Commission or the Army Corp of Engineers that due to wetlands, they are unbuildable lots. Woodward and Curran would be working with John Wertham in the drafting of a letter to the owners of the lots in question relative to clarifying the buildability on the lots. It was suggested by Jim Hiltz that it could be beneficial to the District to recommend to the property owner that the District use the services of a certified soil scientist to make a determination. The cost for certification by a soil scientist is approximately \$250.00 per lot with an estimated cost of \$5,000.00 to do the lots in question. In the event that Legal Council found it to be a good step for the District to take, **A MOTION WAS MADE BY** Bob Goldfeld and seconded by Jim Hiltz to pre approve the \$5,000.00 expenditure to use services of a certified soil scientist. No further discussion, **SO VOTED**.

The dates of either Saturday October 20 or Saturday October 27 are being considered for the holding of a Special Meeting of the Taxpayers of the District to give consideration to the approval of the I & I Remediation and the SCADA Projects and loan. The Board Members were asked that if possible, to keep those dates open.

Noted was the receipt of Sewer District Update Draft 4 for the Fall 2012 issue of Breezes for Board review and approval prior to publication.

There was no other business to come before said meeting. The meeting adjourned at 7:26 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT

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