

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY, MONDAY,
SEPTEMBER 20, 2010, 7:00 P.M. WOODRIDGE LAKE CLUB HOUSE EAST HYERDALE DRIVE
GOSHEN, CT. 4 BOARD MEMBERS PRESENT

CALL TO ORDER: Chairman Raymond Turri called the meeting to order at 7:02 P. M.

ATTENDANCE: Board Members present Raymond Turri, Charles Karnolt, Edward Stempel and Joan Lang. Also present, Plant Supt. Charles Ekstrom and Richard Reis chairman of the Finance Committee.

APPROVAL OF MINUTES: **A MOTION WAS MADE BY** Charles Karnolt seconded by Edward Stempel to approve the minutes of the August 16, 2010 WLSDSA meeting. Noted for correction under the minutes on Page 4, Para 3, first sentence was correct the spelling of Raymond **Terri** to read Ray **Turri**. There were no other corrections noted under the minutes. Said Minutes were **APPROVED** as Corrected.

REPORT FROM PLANT SUPT.: Said Monthly Report Dated 9/20/2010 was presented by Plant Supt. Charles Ekstrom and is on file with the minutes of this meeting. Items noted under the report –Plant Personnel update- vacation, sick and personal day. Mark Theriault completed the first Sacramento Wastewater course and received a test grade of 98.

Projects: **Tertiary System** – Upgrade to the Tertiary System is moving along with October 6 expected to be the scheduled date for Weston & Sampson to deliver the proposed control system for installation. **Plant Pump**-An Application and the design plan had been presented to and accepted by the Goshen Inland/Wetlands Commission. It was expected that final approval would be given by the Inland/Wetlands Comm. at their October 7th meeting. Ray Turri had received from Wm Colby a set of the designed Plans for the Access Road and it was agreed upon that said plans be sent out ASAP for quotes. Ray Turri would provide Charles Ekstrom with three copies of the design plans and a list of local contractor to contact for quotes. With November 1st as the target date for completion of the project, the Contractors would have about two weeks in which to respond. Noted under discussion under Plant Pump was the recent lightning strike at the site and the Insurance Co. had been notified of the damage caused by the strike. The Insurance deductible is \$5,000.00. The claim has been processed but to date, the cost to repair the damage comes in under the deductible amount. Based on the number of hours of overtime required of Plant Personnel, Charles Ekstrom stressed the need to have at least one pump controller unit on hand. Noted was the length of time it took to receive the level pump controller to replace the one damaged by lightning and the 58 hours of around the clock overtime required of Plant Personnel while waiting for the unit. The cost of the unit was \$1,530.00 with an overnight shipping & handling charge of \$533.85. Also suggested was the need to upgrade the surge projection on the systems. The Board was in agreement with the need to have a spare pump controller unit on inventory. **Collection System Inspection** – Manhole Inspection work has been on hold due to the Major Plant grounds cleanup and setup of the Office Trailer. **Plant Site Cleanup**-Noted was the extensive cleanup/rehab work done in the Garage and around the Plant site along with the preparation work necessary to be done prior to the installment of the office trailer. Said trailer is in place with Thursday Sept. 23, as the date to move the Office of Joan Lang and Laurie Mosley into the

trailer. Repairs to the plant security fence and gates is currently being done by Winchester Fence and the work is expected to be done by the end of the week. **Plant Flows**-Total flow for the month of August was 2.287 million gallons (average of 74,000 gal per day.) Over the Labor Day weekend the average daily flow was 90,000 gpd, since Labor Day the flow have dropped to 57,000 gpd. Charlie Ekstrom informed the Board that he had provided the Planning Committee with detailed information on the monthly and average daily flow by month to date for this year. Ray Turri noted that infiltration issues will be part of the scope of work to be addressed by Woodward & Curran.

For the District files, Ray Turri turned over to Clerk Joan Lang the Lease Contract for the trailer and a copy of the Certificate of Liability Insurance provided to ModSpace.

Ray Turri reported that our Insurance Firm will be taking a walk through in the near future and one of their concerns has been security. To address the issue, a security system has been installed on the trailer to provide on site surveillance. The District Insurance Carrier is also working on putting together an Insurance Package for Coverage off site spillage. There were no other items to be discussed with the Plant Superintendent and Charles Ekstrom left the meeting at 7:35 P.M.

MONTHLY FINANCIAL REPORT FOR 8/31/2010-Treasurer Charles Karnolt noted that the Budget Report had been made available to the Board and reported current revenue and expenses are in order. Noted was the use of Darrin Newbury from the accounting Firm of Newbury and O'Rourke to serve as a financial consultant for the District to provide assistance in the recording of the WLSD Capital Fixed Assets and the issue of using the current Peach Tree accounting software to generate a monthly budget report to be presented to the Board and other interested parties in place of the current excel report being used for monthly reporting. Also looking to be provided from the Financial Consultant would be projected monthly operational and projected Capital Expenditures. No written price quote has been received from the Darrin Newbury but Joan Lang reported that he had quoted a \$75.00 hourly rate. Discussed was the holding of a meeting with Darrin Newbury for the purpose of all parties involved to be informed of what financial reports they would like to see generated and provided on a monthly basis. Suggested available dates were given for the meeting and Joan Lang would contact Darrin Newbury and inform all interested parties of the earliest available date for the meeting. Treasurer Chuck Karnolt stressed the need for the Board to give serious consideration to finding a person knowledgeable in Financials who would be willing to serve on the WLSD Board in the capacity of Treasurer.

Noted was the work that was done by Scoville Plumbing for the water supply to the trailer, the necessary revised piping & backflow protection, remove existing roof drain and run a new line and re-pipe line for relocation of air compressor.

Tax Revenue Collection- Noted was the current spike in delinquent sewer taxes due the District. Discussed was the method used by the Tax Collector in going after said back taxes and the Policy set by the Board relative to directives to the Tax Collector as to the means used in the collection of back taxes. Tax Collector Laurie Mosley would be invited to attend the scheduled meeting with the Finance Committee and Financial Consultant Darrin Newbury to discuss the matter and again have Laurie Mosley explain the procedures governed under the CT State Statutes to be used by Tax Collectors for

the collection of taxes.

Planning Committee Update- Said Up was presented by Raymond Turri noting the Monday 8/23/2010 meeting in which the three responding engineering groups were interviewed. Ann Straut-Esden from the DEP participated in the interviews. All three firms made excellent presentations and were all well qualified in their technical and engineering qualifications. Woodward & Curran was selected as the best of the three firms to be the Consultant Firm for the WLSA. Woodward & Curran along with the Planning Committee met to draft a response letter to Paul Stacey, Director of the DEP informing the DEP of the retaining of the Engineering Firm of W&C, requesting a meeting date with the DEP and to solicit input from the DEP regarding major questions that the WLSA needs clarification on relative to the disposal of effluent from the WLSA wastewater plant. The meeting will be held on Monday Sept. 27th in Hartford. Paul Stacey will be making a visit to the Plant some time after the meeting. The Board will be kept informed of the results of the Sept. 27th meeting. On Saturday October 2nd an informational meeting will be held at the WL Club House for the purpose of giving WL Property Owners the opportunity to be informed on the many issues facing the District relative to being in compliance with the CT DEP Directives.

Operations Committee Update- A report had been prepared by Chairman James Mersfelder but said report was not made available for this meeting. It was noted that Jim Mersfelder has been working on a software package that would allow the District Website to be more user friendly and be able to receive e-mails more readily. The cost of such software would range from \$2,000.00 to \$2,500.00.

Review and update of the WLSA Employee Handbook had been turned over to the Litchfield Insurance Group. They had been provided with the District Employee Handbook and that of the Town of Goshen to integrate as one for the District.

Unfortunately what they produced was an old generic handbook. It was noted to be a priority issue and to expedite the update of the Employee Handbook and benefits, Louisa Roraback a member of the Operations Committee has taken on the task.

There was no other business proper to come before said meeting. A MOTION TO ADJOURN WAS MADE BY Charles Karnolt seconded by Edward Stempel. The meeting adjourned at 7:55 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY

Joan M. Lang, Secretary