

MINUTES REGULAR MONTHLY MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY AND THE DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT, MONDAY, NOVEMBER 28, 2011 7:00 P.M., WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Raymond Turri Chairman and President of both boards respectively called the meeting to order at 7:05 P. M.

ATTENDANCE: Raymond Turri, Robert Goldfeld, Joan Lang and James Hiltz. Jim Mersfelder was in attendance by conference phone. Also present Plant Superintendent Charles Ekstrom, Richard Reis, Chairman of the Finance Committee, Auditor Roger Chace of DeLeo & Co.

APPROVAL OF MINUTES: The minutes of the October 17, 2011 were presented for approval. **A MOTION WAS MADE BY** Jim Hiltz, seconded by Bob Goldfeld to approve said minutes as presented. No discussion, **SO VOTED**.

REPORT FROM THE WLSD PLANT SUPERINTENDENT FOR PERIOD ENDING NOVEMBER 28, 2011: Noted under said report: Personnel - Employee Jason Patrick has completed another Sacramento Course which should give him educational credits toward his Class II Certification. Mark Theriault has also completed another Sacramento Course. Charlie Ekstrom was out for four (4) days of sick leave and it was noted that during that time plant operations were handled well by Jason and Mark.

Projects: **Ridge & Furrow Beds** – Fall mowing of the beds has been completed. A subcontractor has come in to do the preparation work on the four (4) beds (A5, A8, F5, G1) to be tested by Woodward & Curran in the spring as [part of the Scope of Work approved by the DEEP. Another subcontractor has started digging the required test pits. It was noted that the subcontractors are working for Woodward & Curran.

**Plant Pump Generator-** During a power outage, the Plant Pump Generator failed. No service vendor was found to repair it and parts are no longer available. During the major power outage due to storm Alfred it became necessary to rent a generator from Tower Generator for two weeks. With the removal of the asbestos from the exhaust pipe, the moving of the concrete pad and the installation of the conduits, the site is ready for the new generator. Due to the storm, the delivery date has been delayed. Delivery is now expected by mid-December with installation by early January.

**Manhole Repairs** – Repairs have been made to all manholes where significant infiltration had been noted during visual inspection. Based on the repairs, there has been a 2,000 - 3,000 gpd reduction in flow at PS #2 and a 1,000 - 1,500 gpd reduction at PS #8. Out of the 630 manholes approximately 50 remain to be found and inspected. All the manholes in the road have been inspected except several on route 4 and those on the District's Right of Ways.

**Rights of Way-**7,600 feet of rights of way have been surveyed and cleared at a total cost of approximately \$27,000.00 coming in over budget by approximately \$7,000.00. The project did go out to bid but due to lack of adequate insurance coverage by the low bidder, the cost for clearing the rights of way was significantly higher. Work will be done

by Plant Personnel in the spring to level out the ground and do some seeding where necessary.

**I & I Work** – Smoke & dye testing has been completed by subcontractors of W & C. No final report on the results of the testing has been received. Of the properties tested, the subcontractor did say, that no major problems were found. Based on outside inspection of waterfront homes ten (10) homes have been selected to receive letters requesting permission to hook up a monitoring device to their individual sewage pumps. The letters have gone out and as permission for hookup is granted, the monitors will be installed. **Storm Alfred** – In that storm, the area received 22 to 24 inches of snow. Power for the District was out from 5:00 P.M. on Oct. 29<sup>th</sup> and was restored at 12:00 noon on November 1<sup>st</sup>. Plant employees Jason Patrick and Mark Theriault work continuously from 5:00 P.M. Sat. to 4:30 P.M. Tuesday. Power was again lost for 6 hours on Nov. 3<sup>rd</sup>. The services of Integrity Electric were needed to connect and disconnect the rented generator at Plant Pump. Morasky Septic service was used pump down some of the Pump stations. Assistance was also given by the Goshen Highway Dept. Charlie Ekstrom noted that through the efforts of Mark & Jason moving of the portable generator through nearly impossible conditions the District was able to make it through the emergency without any septic spills or equipment damage. Charlie Ekstrom reported that to be better equipped in the future he was purchasing chains for the trucks and a chainsaw for clearing downed trees. It was also recommended that when the current pickup truck is replaced, that the new one should be equipped with a snowplow and consideration should be given relative to the installation of emergency generators for more of the pump stations. Jim Hiltz questioned if any written commendation would be given to Mark & Jason for their excellent job performance during the major emergency. Charlie Ekstrom noted that he would be sending a letter to the Board commending both of them and a copy of said letter would be placed in their respective files.

**October 2011 Plant and Pump Station Flows** – Total flow for October was 3.843 MG, with an average daily flow of 124,000 gpd and a maximum daily flow of 123,000 gpd. The precipitation was 5.07” for the month. The average daily flow to date for November is 119,000 gpd with a maximum daily flow of 167,000 gpd.

There was no other discussion under the report from the Plant Superintendent and Charlie Ekstrom left the meeting at 7:30 P.M.

**Review of June 30, 2011 Draft Fiscal Audit Report with Auditor Roger Chace:** Prior to the actual review of the Draft Report it was noted that the June 30, 2011 Fiscal Audit was a clean audit. With the help of an outside consultant, any prior year significant internal control deficiencies had been addressed by the District and resolved. The one deficiency noted under the current Audit was the that although the accounting consultant had verbally confirmed with the Auditor that he had worked on a monthly basis with the District Clerk regarding bank and other financial reconciliations, there was no written documentation of this assistance and the auditor recommended that written documentation of review and approval of the District financials be maintained to document the assistance. The Auditor noted that with the help of the Finance Committee

and the outside accounting consultant that he has seen positive changes in the financial accounting and fixed assets schedule being kept by the District. For the record, it was

noted that the Finance Committee acts as an advisory to the Board but the responsibility for signing off on the Audit belongs to the District Board. Roger Chace noted a concern of Auditors is that some small organizations do not have an accountant that is familiar with accounting principals or with Governmental Accounting principals.

As requested by the Board, the Auditor addressed the major highlights of the June 30, 2011 Draft Audit. As previously noted, the Auditor's Opinion Letter stated that the June 30, 2011 was a clean audit. Part of the Audit Report, but not audited by the Auditor is the WLSD Management's Discussion & Analysis which gives a narrative overview and analysis of the financial activities of the District for fiscal year ending June 30, 2011 and a forward looking perspective. Said Management's Discussion & Analysis had been written by Jim Mersfelder. After the audit is completed, the Board as a budget making authority is sent a letter from the Auditor in which the Auditor, if needed, addresses any particular problems in the conducting of the Audit. Also included in the Audit but not audited by the Auditor is the WLSD Schedule of Revenue, Expenditures and changes in Fund Balance - Budget & Actual District General Fund for Fiscal Year ending June 30, 2011. Noted and explained was the Statement of Debt Limitation for Fiscal Year ending June 30, 2011. Said statement shows the limitation that is placed on governmental Districts as to how much they can go out for long term debt. For Sewer Districts, the debt limitation is 3-1/4 times the total tax base there is however, under state regulations an overall limit of seven times the tax base.

Noted and explained as part of the General Ledger is that the General Ledger is made up of the Fixed Assets, the lease payable and deferred taxes. Noted and explained on page 8 of the Audit was the statement of net assets, page 9, Statement of Activities and Page 10, Balance Sheet – Governmental (General.) Fund, and Page 11, the Statement of Revenues, Expenditures and Changes in fund balance. The Board had no questions on the lists of the WLSD notes to Financial Statements for Fiscal Year ending June 30, 2011 which appear on pages 14 through 21. When asked, the Auditor noted that from where it was two or three years ago, the District is way ahead of the process in being prepared with the financial information for the Auditor. Having the assistance of a qualified financial consultant knowledgeable who can provide the assistance needed in making any necessary adjustments has made a major difference. Also noted were the changes made in Internal Control. Roger Chace noted the amount of preliminary work relative to the basic audit and risk assessment that is required to be done under the Audit.

Discussed briefly under the Notes to Financial Statements was Note #11 relative to the current status of the 1989 State DEP Consent Order and the current activity under the State of CT Clean Water Fund Grant. Note #12 – Date of Management's Review of the District Financial records - **A MOTION WAS MADE BY** Bob Goldfeld seconded by Ray Turri to approve for release as of November 28, 2011 the Fiscal Audit of the WLSD for Fiscal Year Ending June 30, 2011. There was no discussion, **SO VOTED.**

There was no other discussion on the Audit Report and Roger Chace left the meeting at 8:05 P.M.

**Financial Reports:** Delinquent Tax Report- The list of significant delinquents was reviewed. It was noted that no names have come off the list since the last report. Jim Mersfelder reported that the use of Tax Sales by the District remains to be resolved and he is seeking legal advice on the matter. The Operating forecast as of 10/31/2011 shows no substantial changes regarding the over/under budget expenditures. As previously noted the line item under Capital for Right of Way clearing is well over budget. However the expenses for DEEP work has been pushed out which should bring us in well under budget in Capital expenditures.

**Under the financial report,** Jim Mersfelded noted that he would be sending Roger Chace a letter thanking him for coming to the meeting and would also be asking Roger Chace to submit a quote for the June 30, 2012 Audit. Other quotes are also being sought for the Audit.

**Operational Report:** Items were covered under the report from the Plant Superintendent.

**Plant Inspection by Chubb** – Discussed was the \$10,000,000.00 amount of Environmental Insurance coverage under Chubb which was subject to possible change based on their inspection of the WLSD Treatment Plant and facilities. Questioned was, is that enough insurance or should the District get more coverage. Bob Goldfeld would discuss the matter further with Tom McKiernan.

**Planning Committee Meeting:** Ray Turri reported that a planning committee meeting had been held at his office in Torrington as of this date. All were in attendance with the exception of Atty. John Werner. Reviewed by Paul Dombrowski was his letter of reply to the latest DEEP letter regarding the March 2012 testing of the Ridge & Furrow Beds. The testing program seems at this time to be moving in the right direction. Discussed were the I & I work that has been done and the work that continues to be done. Jim Meresfelder noted that the District is going to need to be prepared on a long term basis to put more money on the table for the continued I & I evaluation. The engineering firm was given the authorization to start preliminary work regarding the usage gallons under the Torrington option.

**Alternate Board Member Resignation:** Due to family commitments, Bill Daniels tendered his resignation as an alternate member of the WLSDSA Board. **A MOTION WAS MADE BY** Ray Turri seconded by Bob Goldfeld to accept said resignation with Clerk Joan Lang sending him a letter of thanks for his service on the Board. No discussion, **SO VOTED.** Ray Turri will be looking to two other parties to consider serving on the Board.

It was reported that the State had released the latest request for grant dollars for work done by Woodward & Curran and a check had been issued to Woodward & Curran.

There was no other business proper to come before the meeting **A MOTION TO ADJOURN WAS MADE** by Ray Turri, the meeting adjourned at 8:20 P.M

Respectfully submitted,

WLSDSA/WLSD

Joan M. Lang, Secretary & Respectively