

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY AND BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT, MONDAY, AUGUST 15, 2011, 7:00 P.M. CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE:

PRESENT: Raymond Turri, Jim Mersfelder, Joan M. Lang, Robert Goldfeld and Alternate Bill Daniels was seated as a regular member. Absent Jim Hiltz. Also present, Charles Ekstrom, Plant. Superintendent.

CALL TO ORDER: Ray Turri, Chairman and President of both boards respectively called the meeting to order at 7:01 P. M.

APPROVAL OF MINUTES: **A MOTION WAS MADE BY** Jim Mersfelder seconded by Bob Goldfeld to approve the minutes of the July 18, 2011 Meeting. Noted under discussion on the minutes was the need for the minutes to be sent to all Board Members for review prior to their posting on the web-site. No further discussion under the minutes and **the minutes were approved as presented.**

REPORT FROM PLANT SUPERINTENDENT: Plant Superintendent Charles Ekstrom presented his report for the period ending August 15, 2011. **Personnel**-Jason Patrick and his wife Susan are the proud parents of a son Hunter Michael born on July 18th 2011. The Board was in agreement to send either flowers or a fruit basket to the Patrick's in honor of the birth of their son. Jason is waiting for the Test results on the State Certification Test he took on July 13, 2011. Mark Theriault has had perfect attendance and will be taking one week vacation starting 8/22/2011. Charles Ekstrom took 5 day vacation on July 18th and one personal day on 7/25/2011. All treatment plant operations went well during his absence. Charlie reported on a phone call he received today from a women inquiring about an opening for employment at the Plant and said she would be sending her husband, who holds State Certification, in for an application and interview. Charlie would keep the Board informed.

Tertiary System-The system has been in service for over a month. With the excepting of some software problems during the backwash cycle the system is working well. Weston & Sampson continues to work on the program problems. It was noted that we continue to hold back 5% of the total cost until we are satisfied with the successful operation of the system. With the operation of the Tertiary system the suspended solids going out are reduced down from 8 to 9 parts per million down to approximately 5 parts per million. There are no results to date on the impact on the nutrients. **Plant Manhole**-Replacement of one of the submersible pumps in the plant manhole became necessary and was replaced with a grinder pump. It was also necessary to replace the control floats and pump rails. The work, done by Weston & Sampson, was completed on 7/29/2011 at a total cost of \$6,266.00. **Lakeside Welding & Fabrication**-A purchase order was issued to Lakeside Welding to rebuild the stairs and platforms for Plant Pump and PS #6 with the work expected to be completed by August 26th. Part of the project required a truck load of gravel for Plant Pump and the area was graded between the driveway and the pump chamber. **Ridge & Furrow Beds**-Work continues with the mowing and rotating of the beds every 2 or 3 days. Monitoring of several of the functioning bed wells is also being done and due to dry conditions the ground water level is 9 to 11 feet below the surface.

After the expected heavy rainfall, measurements will be taken to see if there is a rise in the ground water level. Discussed was the preparation of the beds for the preliminary testing phase. Charlie Ekstrom noted that two of the beds being designated by the State for testing are two of the largest beds located along the roadway and expressed his concern that they are the two primary beds used during the winter months and fears there will be difficulties with the rotation of the beds due to freezing during extreme cold weather. Concern was also expressed relative to the timing of the excavation work required to be done to the beds in preparation for the testing. It was agreed that Charlie Ekstrom be prepared to address the bed use issue at the planning meeting scheduled for 8/22/2011. **Pump Station #7**-The upgrade to the pump station has been started and is expected to be completed within the next two days. Said work is being done by Weston & Sampson. **Digester Tank Repair**- Fiberglass as well as a coat of paint has been applied to the outside end of the digester to seal the cracks which should allow for full capacity use of the digesters. **Phase I Study**- The test results of composite sampling of the sludge and grit done by ACT labs of Waterbury showed no unacceptable levels of metals, pesticides or hydrocarbons. It was noted that the only open item under the Phase I Study is to have Paul Dombrowski to come back to give a statement relative dumping of sludge. **Odor Complaint**- Due to odor complaints around PS#6 Charlie Ekstrom reported it was determined under inspection that the Carbon scrubber required replacement, one was purchased at a cost of \$1,565.00. To facilitate the setup of a two year replacement schedule, the date of installation was noted on the scrubber.

Proposed Purchases: Charlie Ekstrom proposed the purchase and installation of the budgeted new generator for Plant Pump Station for which Seventy Five Thousand has been budgeted for the Generator. Received and reviewed was the quote from Tower Generator in the amount of \$68,258.00. Ray Turri reported that he had checked on the price of other generators taking into consideration the fact that Power Generator not only sells generators but also installs them as a plus. Tower Generator installed and maintains the Generator at Pump Station #6. The Board was in agreement that it would be good to have one supplier for both maintenance and any services needed. Review of the quote showed the inclusion of the cost of the pad for the generator. The cost for the pad of \$1,800.00 would be deducted from the total cost for purchase and installation bringing the cost down to \$66,450.00. **A MOTION WAS MADE BY** Ray Turri, seconded by Bob Goldfeld to approve the purchase of the new generator from Tower Generator in the amount of \$66,450.00. There was no further discussion, **SO VOTED**. To help facilitate in the work being done in the ridge & furrow beds, Charlie Ekstrom also recommended replacing the 20 year old ATV. To keep it running would require several thousand dollars in repair to engine and transmission. Presented for Board consideration was a quote for a new John Deere ATV at State contract price in the amount of \$8,858.76 less a trade in of \$1,000.00 for the 2006 JD riding lawn tractor for a total cost of \$7,858.76. Ray Turri reported that he had reviewed the quote and trade in of the tractor which had over 750 hours on it. **A MOTION WAS MADE BY** Bob Goldfeld and seconded by Joan Lang to approve the purchase of the ATV at the State Contracted price of \$7,858.76. There was no further discussion, **SO VOTED**. Noted under the cash flow was the need to change the number for the Generator from the budgeted \$75,000 to the actual cost of \$66,450.00

and to add the \$7,859.00 for the purchase of the John Deere ATV. **July Plant & Pump Station Flows-** Total flows were 2,773 MG with an average daily flow of 89,000 gpd and a daily max flow of 135,000 gal. The total precipitation for the month was 1.12". The average daily flow to date for August is 89,000 gal with a max daily flow of 105,000 gal. Discussed was the issue of inflows and infiltration. Charlie Ekstrom addressed the issue of the possibility of infiltration from laterals located in Rights of Ways that are in wet areas that require clearing before they can be checked. The Right of Ways in question have not been cleared in some time and require extensive removal of trees and brush to be able to gain access to the lines. On some of the right of ways the property owners have over the years planted shrubs or trees right on the line, which are now large and will need to be cut down. The Board was in agreement that the property owners in question should be notified by both certified and regular mail of the work needed to be done by the District in order to maintain the District's Right of Way between the properties. It was suggested that a copy of the deed which notes the WLSD right of way for each property be attached with the letter. Identification and staking of the Right of Way would be required before any work would be done. The removal of any large trees will also require the marking for removal by the Woodridge Lake ECC. A letter would be drafted and before mailing would be reviewed by Legal Council. Also discussed were the problems regarding the finding of the cleanouts for some of the homes hooked into the system and how to find and inspect them. The estimated number of homes that have cleanouts is approximately 500. Needing to be determined is what the most efficient way should be to address the lateral and clean out infiltration issues. There were no other items discussed under the Plant Superintendents report and Charles Ekstrom left the meeting at 7:50 P.M.

FINANCIAL REPORTS: Treasurer Jim Mersfelder presented and explained the **Significant Delinquents Tax Report** as of 7/31/2011. Said report shows 27 Delinquents with a total tax exposure of \$43,715.79 of those, sixteen are under payment Plans with a total exposure of \$29,055.00, six have been turned over to the Marshal for collection with a total exposure of \$14,598.46. Total prior month exposure was \$51,111.55. The Tax Collection Report also shows 86 taxpayers who have not paid the first installment under the 2010 Grand List. It was noted that the 86 figures includes the 27 significant delinquents. A notice of delinquent taxes has gone out to those tax payers. Under the lock box payment process 551 payments out of the approximately 750 payments received. An overall review of the Lock Box payment procedure shows that with the exception of a few exceptions the process went well.

Income Statement Compared with Budget- for the first month into the fiscal year Jim Mersfelder noted & explained the following major under budget line items, Payroll, Health Ins. Plant Equipment R & M, Collection System R & M, Insurance, Auditing, Manhole Raising and Contingency Fund. Not shown in this report are the adjustments which need to be made to the Insurance Payment Schedule due to initial and up front required payments. Noted under the Balance Sheet was the Grant Receivable figure of \$71,500.27 which is money from the DEP with the offset figure of \$182,442.56 under accounts payable which is the total exposure for projects committed to under the 2010/2011 budget. Questioned was when Woodward & Curran would be receiving their first payment for work done under the 2010/2011 budget. Ray Turri informed the

Board that once the State Attorney General signs off on the order, the District must send a letter of request for payment along with attached invoices to Kimberly Forbes of the State DEEP for submittal to Reich & Tang for release of the grant dollars into the WLSD Operational Checking Account for payment to Woodward & Curran. A letter dated August 4, 2011 along with the invoice numbers and dates for the total amount of Grant dollars due of \$70,416.62 had been sent to Kimberly Forbes of the State DEEP. Ray Turri reported that upon request, the District has received a copy of the detailed invoices along with a cover letter describing the services under each task for each invoice. Ray Turri gave Clerk Joan Lang a signed copy of both documents for filing at the WLSD office. It is the responsibility of DEEP to submit the request for transfer of Grant dollars to Reich & Tang. It was noted that Woodward & Curran was willing to wait for transfer of the funds from Reich & Tang into the WLSD Checking Account before they are paid. Ray Turri informed the Board that when the District receives the next set of invoices from Woodward & Curran that he would like to review some of the billing procedure used by W & C with the Planning Committee.

Cash Flow Report- Noted under the Cash Flow was the \$20,000.00 budgeted for Anodes Replacement has been reduced to \$5,000.00. Due to the unknown future upgrades to the system, it was decided to go with a less expensive remedy. DEP Scope of Work has not been rescheduled and requires work by the Planning Committee in setting up a new schedule. Also noted were the Operating Budget Requirements, the cash required and the Funds to be invested.

Operations Committee Update: Jim Mersfelder reported that the new Website version for Credit Card Payment of taxes is on the site and a test payment has been made. The WLSD website now has a page under My Taxes where tax information can be accessible on all WLSD tax accounts. **Update on Employee Handbook-** Said revised handbook has been reviewed by the Legal Counsel and their feed back received. The revised draft will be sent out to the Board Members for review with plans to be able to give final Board approval at the September Meeting.

Planning Committee Update: As previously noted in the minutes the submittal of the letter to the DEEP for request of transfer for payment of the Grant dollars due Woodward & Curran for work done under the Scope of Study has been done. The next scheduled Planning Committee Meeting is set for Monday, August 23, 2011 at 3:00 P.M. in Ray Turri's Office in Torrington, CT. Bob Goldfeld reported that the Board had received two reports, one on the results of the I & I inspection work that was recently done and the other was on the current status with the DEEP relative to the bed testing program and the need to get DEEP directives for the bed testing program schedule. Based on the outcome of discussion of the Meeting of August 23, a letter based on the Engineers responses would be drafted under Ray Turri's signature relative to working with DEEP to reach an agreement what the testing program would be and if said testing results were found to be successful would except DEEP approval to move forward. Legal opinion would be sought relative to the writing of said letter and it was agreed that a copy of said letter be made available to the Board for review and Board approval prior to mailing.

Discussed briefly was the fact that under the scope of work to be done, the I & I work and the upgrade to the infrastructure are currently being looked at as parallel projects and should be considered as a two part solution. It was felt that the I & I work along with the SCADA System should be of high priority. It was suggested that the District research what funds if any are available under the Clean Water Fund for any of these projects.

Breezes Article: Reviewed was a modified Breezes Article that would be used as a blast e-mail to all Woodridge Lake Tax Payers relative to the scheduled informal informational meeting to be held at the Woodridge Lake Club House on Saturday, August 27th at 9:30 A.M. The Blast would be sent out within the next few days and again two or three days prior to the date. **A MOTION WAS MADE BY** Raymond Turri seconded by Jim Mersfelder to approve the Modified Breezes Article to go out as a blast to all WLSD Tax Payers. No discussion, **SO VOTED.**

Conflict of Interest Letter – Ray Turri reported that he had contacted Andrew Roraback requesting a copy of the letter but to date, the District has not received any response from Andrew Roraback relative to providing the District with a copy of the legal conflict of interest opinion letter requested.

There was no other business proper to come before said meeting. **A MOTION TO ADJOURN WAS MADE BY** Bill Daniels, seconded by Joan M. Lang. The meeting adjourned at 8:25 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT

Joan M. Lang, Secretary and Clerk respectively