

MINUTES REGULAR MONTHLY MEETING OF THE WOODRIDGE LAKE
SEWER DISTRICT SEWER AUTHORITY & BOARD OF DIRECTORS OF THE
WOODRIDGE LAKE SEWER DISTRICT, MONDAY MARCH 17, 2014
6:00 P.M. CONFERENCE ROOM, WOODRIDGE LAKE CLUB HOUSE
EAST HYERDALE DRIVE, GOSHEN, CT.

CALL TO ORDER: Raymond A. Turri, Chairman and President of both boards respectively called the meeting to order at 6:00 P.M.

ATTENDANCE: Raymond A. Turri, Joan M. Lang, James Hiltz with Jim Mersfelder and Robert Goldfeld by conference phone. Also present, Richard Reis, Chairman of the WLSD Finance Committee and Frank Gomes Board Liaison of the WLPOA. Excused absence, Plant Manager Charles Ekstrom.

APPROVAL OF MINUTES: The minutes of the February 17, 2014 meeting were presented for approval. **A MOTION WAS MADE BY** Jim Mersfelder seconded Joan Lang to approve said minutes. There was no discussion on the minutes and they were **APPROVED** as presented.

REPORT FROM PLANT MANAGER: Due to illness, there was no report from the Plant Manager.

FINANCIAL REPORTS: Jim Mersfelder, District Treasurer presented the Financial Reports for the period ending February 28, 2014 and reported on the following: Collection of delinquent sewer taxes – The good news is the District is moving in the right direction, reducing the number of delinquent taxpayers and the amount of delinquent taxes due. The report for February shows a break out of current and prior year(s) arrears with the most outstanding being thirty-seven months in arrears. As the next step for the collection of the most outstanding taxes, Chip Roraback, Legal Council for the District was asked to prepare a lawyers letter. Said letter was available for review by the Board for this meeting. With the exception of one correction, the Board approved the draft letter. Acting upon the recommendation of District Treasurer Jim Mersfelder **A MOTION WAS MADE BY** Ray Turri seconded by Bob Goldfeld that said letter be sent by Legal Council to the most significant delinquent Woodridge Lake Sewer District taxpayer. No discussion, **SO VOTED**. Jim Mersfelder will notify Chip Roraback of the action taken by the Board and request that said letter be sent.

Under the tax collection process, Jim Mersfelder reported that he had been contacted by Union Savings Bank that they will again be changing over to a new lock box provider. Before making a decision to continue with the lock box service, a report was prepared by Laurie Mosley which showed the amount of taxes being received through the lock box to be approximately 50% for the months of July and January with the remainder being received through the mail for the remaining ten months. It is not sure at this time if there will be an increase in cost. The use of the lock box does save some employee time but it was felt that the third party oversight is a major benefit. After a brief discussion by the Board the decision was made to continue with the lock box collection service.

Full Year Operating Forecast: As of February 28, 2014 the Full Year Operating Forecast shows the operating expenditures to be \$94,912.20 under spent. The two major line items that are currently under spent are Legal and Plant Equipment Repair & Maintenance.

Cash Flow Report: Jim Mersfelder reported that the Cash Flow report has been revised based on the projected April 15th date for receipt of the commitment letter for the \$1,247,000.00 USDA loan, the bid process and the start date of work on the SCADA and Pump Station upgrade. It was noted that the \$1,247,000 includes the amount approved by the Taxpayers as well as what the District has already spent on the Facilities Plan expenses for which loans are available through Grant dollars. It is expected at this time that a 30% Grant would be available. Jim Mersfelder reported on the expected time schedule for advertising of the bids, with the bidders being allowed thirty (30) days to submit their bids. USDA requests to be on sight when the bids are opened. Moving forward from the April 15th date, the bids could be opened on or around May 15th. Bruce Chudwick of Shipman & Goodwin would serve as Bond Council for the District and it is expected that the bonding and contract could be completed by June 1st. With a projected May 15th bid opening date and receipt of the commitment letter, parts for the SCADA system could be ordered and work could be started on the SCADA project by June 1st.

It is expected that the I/I work could also be started on June 1st with the Pump Station upgrade project work to begin in August. It was again explained that 90% of the cost of construction must be spent out before the USDA loan money is available. Since most of the work will not be done until after July 1, 2014, the current cash flow report does not reflect any draw down numbers.

Discussed briefly was the I/I deep cut repair projects remaining to be done. Noted were the disruptions of traffic there would be when the I/I work is being done and the need to know ahead of time when the work will be done so that the public can be properly notified. Charlie Ekstrom would be asked to give the Board an update on his schedule for the I/I work to be done.

Jim Mersfelder reported that out of 115 applicants, the WLSD is now #22 on the CT Clean Water Fund list. It was also noted that CT Clean Water Fund has a new grant category for I/I and Pump Station upgrades. It was noted that allocation plus what the Districts gets from USDA RD could bring the District up to a 45% grant on the projects which should be good news for the Tax Payers. The CT Clean Water Fund and the USDA RD Fund are two separate entities and each requires separate paper work when applying for funding. Jim Mersfelder will be meeting with Dave Prickett to see what paperwork is needed to get the application process started. Discussed briefly was the requested grant dollars to be received and the loan pay down time schedule.

Review of Office Employee Evaluations: The item was tabled until the April meeting.

Ray Turri gave an update on the meeting that John Wertam had requested with DEEP. Said meeting was held and there was basically no discussion and John Wrentham stated that the District must sit and wait for the distribution of the State DEEP's letter.

Discussed was the length of time in waiting for a response from DEEP and what the District should be doing if anything to upgrade equipment at the plant that has been in use for over thirty-five years and has gone well beyond its designed use. The Clarifiers and Digesters were noted at the two main pieces of equipment that are in poor condition and working on borrowed time. Discussed was the environmental insurance coverage and Jim Mersfelder noted that we are up for renewal of that policy on July 1, 2014 and that in a conversation with our insurance agent Tom McKiernan it was felt that there was a need to review the insurance coverage with the Chubb Insurance Company, to make sure the District understands what the District has for coverage and what if anything else could be done to further protect the District against any major equipment failure. Tom McKiernan would be contacting Charlie Ekstrom to set up a time for an inspection tour within the next couple of weeks. Charlie Ekstrom would also be asked to work on providing the Board with a list of the major issues relative to the condition of the clarifiers and digesters as well as any other equipment and what the cost would be to keep them in operation. It was felt that this information would be a good means of leverage when dealing with the DEEP. It was suggested that if the insurance review has been completed and that Tom McKiernan is ready, that he be invited to the April Meeting to give his report.

Discussed was the date of the April Meeting. Ray Turri had a conflict with the scheduled date and would let the Joan Lang know of his available date and Joan Lang would notify the rest of the Board of the decided date. Noted were the dates for the Annual Meeting of April 26th and the Annual Budget Meeting scheduled for May 24th. Jim Mersfelder noted that the Board should have the proposed 2014/2015 finalized by the special Meeting of the Board scheduled for May 5th.

Discussed briefly was consideration of additional compensation for Charlie Ekstrom. Ray Turri noted that he had conferred with Charlie regarding his future as District Plant Manager and any additional compensation. Charlie noted that he would like to stay for at least another year and that he would be satisfied with being granted more free time especially during the summer months.

There was no other business to come before the Board. Ray Turri called for adjournment and the meeting adjourned at 6:55 P.M.

Respectfully submitted,

WLSDSA/WLSD

Joan M. Lang, Secretary and Clerk of both Boards Respectively

