

WLSO Operations Committee

Status as of October 18, 2010

1. Health and Safety at the Workplace:

- Open physical plant safety items identified:
 - a. Maintenance building under polymer press – Active and open floor drain, sump and containment wall completed. Open item installation of catwalk. – Responsible party C Ekstrom
 - b. Catwalks and railings over the clarifiers may be required to bring them up to code – Active and open – Responsible party C Ekstrom
 - c. Loading dock remove wooden railing replaced with metal railing - Active and open outside contractor contacted – Responsible party C Ekstrom
 - d. Holding tank roof removed - Completed
 - e. Exterior oil storage tank remove wooden stairs and replace with stairs and railing to code - Active and open outside contractor contacted – Responsible party C Ekstrom
 - f. Review the requirements for eye wash stations in the rest room areas and the maintenance building – Responsible party C Ekstrom

- Historical Review of Health and Safety Incident Reports – Open project no action

2. Regulatory Compliance:

- DEP Reporting Compliance Review
 - a. Monthly water quality and flow rate reporting requirements are being submitted timely. It was noted by C Ekstrom that the process began October 2009 and all requested reports were filed monthly beginning December 2009 – Responsible party C Ekstrom
 - b. A review of the DEP's requirements will be completed against our permit and consent order(s) – Responsible party J Mersfelder

- OSHA Compliance Review
 - a. Bob Valentine has volunteered to introduce C Ekstrom to the Goshen Public Works team, namely Ed Perry and Bill Gelormino to show them their processes – Responsible party J Mersfelder
 - b. C Ekstrom suggested that we join the Connecticut Conference of Municipalities CIRMA, which provides training programs, facilitation, and on-line resources to members. The Board approved an Associate Membership, application completed.
 - c. It was discussed that Roger Rocheleau of the CT Dept of Labor CND OSHA can conduct a complementary audit. [Tel 860 263 6924] It was agreed that we would take advantage of this audit once we completed some of our upgrades - Open project no action

- MSDS Compliance Review
 - a. C Ekstrom reported that he has staff organizing the chemical MSDS sheets at the moment – Responsible party C Ekstrom
 - b. There is a training requirement we will try to use CIRMA to accomplish this - Open project no action

4. Employee Environment:

- Employee Working Environment Review: Portable construction office trailer to house the plant superintendent, office support staff, files and a meeting room has been completed.

- Employee Job Description Review: C Ekstrom reported that he has started this project but needs support. Job descriptions from other water pollution authorities have been obtained. Open active project – Responsible party L Roraback
- Employee Salary and Benefits Review: A survey of the sewer and municipal authorities in our region is being compiled - Open active project – Responsible party L Roraback, T McKiernan and J Mersfelder

Note: a Section 125 IRS status allowing for employees to pay for health benefit costs with pre-tax dollars has been applied for.

- Employee Training Review: Open project no action
- Employee Workload Review: Work schedules need to be review against active projects. Open project no action
- Employee Handbook Review: Several handbooks have been made available for review. A table of contents has been developed. Open active project – Responsible Parties L Roraback, T McKiernan and J Mersfelder
- Employee File Review: Employee files found not to be in compliance. All employees have now completed a new employment form that will be reviewed this week for completeness. Open active project - Responsible party L Roraback

5. Equipment and Infrastructure Maintenance:

- Equipment Maintenance Review
 - a. An asset inventory list was created as of 6.30.09 for the outside auditors
 - b. C Ekstrom reported that his staff is in the process of organizing the inventory - Open active project – Responsible party C Ekstrom
- Infrastructure Maintenance Review
 - Research others maintenance support tools - Open project no action
- Inventory and Controls of Maintenance Support Equipment and Supplies – Open project no action
- Planning, Scheduling and Control of Maintenance - Open project no action

6. Risk Management:

- Risk Management Review – The final report has been completed with recommendations made to the Litchfield Insurance Group. The final report is being reviewed with them this week and they will prepare costs to implement the recommended changes all of which will be presented to the Board. - Open active project – Responsible party T McKiernan
- Risk Management Remediation - Open project no action

7. Project Management:

- Engineering Projects:
 - a. Tertiary System repair

- 2010/2011 project cost \$175,000
Engineering supervision Nathen L Jacobson & Assoc
Awaiting control system completion
 - b. Pump station access road
2010/2011 project cost \$18,000
Inland Wetland Approval Obtained
Contract for construction awarded
 - c. Digester replacement
2010/2011 project cost \$50,000
Open
 - d. Pump station # 5 refurbishment
2010/2011 project cost \$30,000
Completed
 - e. Infiltration / Remediation
2010/2011 project cost \$150,000
Open project no action awaiting completion of W & C Scope of Work and approval of it by the DEP
 - f. Equalization Tank Planning
2010/2011 project cost \$100,000
Open project no action
 - g. Collection system
Continuing to open, inspect manholes and obtain GPS coordinates. As of the middle of October a total of 280 out of the 363 have been completed.
Active project - Responsible party C Ekstrom
 - h. Instrument calibration
 - a. Currently flows are obtained by daily reading of flows derived from wet well volumes and pump cycles counters at each pump station. Active project - Responsible party C Ekstrom
 - b. A beta test of an equipment up grade is in operation a pump station # 6
 - c. A more advanced Supervisory Control And Data Acquisition (SCADA) system has been included in the W & C Scope of Work Statement.
- Project Life Cycle Procedures (Statement of Work, Bidding, Purchasing, Acceptance and Payment) – Open project no action
 - Reporting System Developed – Open project no action

8. Other items

- Plant Clean Up: Completed.
- Files: It has been requested that all office files, reports, and work papers be returned to the plant after which they will be organized and properly filed.
- Computer Support: The current computer support person has completed an inventory of the hardware and software in operation at the plant. Remote computing options have been developed to provided e-mail support and an upgraded web site; a proposal has been made awaiting approval to proceed. See the attached services and costs. Open active project – Responsible party J Mersfelder.
- Membership is the CT Water Pollution Abatement Association; an organization that supports plant superintendents in the state was obtained. Cost to join \$35

Here is the basic description of the application hosting services:

1. The Woodridge Lake Sewer District website will be hosted on a Company Enterprise Cloud Server at hosting.com running Cold Fusion 9 Enterprise, Windows 2008 Data center, and SQL Server 2008 Web. This hosting configuration may be updated or changed from time to time as needed to support the hosted application.
2. Application site setup fee \$100.
3. Application site monthly fee \$100.
4. Annual domain cost will be borne by Client.
5. Company will secure an SSL certificate for the website. Current annual cost is \$99. All SSL costs will be borne by Client.
6. The site will include email support with 15 email addresses supported and under control of the client who would have web access to those addresses. This email support for each site is included in the site monthly fee. Postini anti-SPAM support can be included at a cost of \$1 per month per email address.
7. Email archiving can be included for a onetime setup fee of \$200 and a storage and backup cost of \$2 per Gigabyte per month
8. All inquiries from site users will be channeled to the local website coordinator with escalation to Company as needed.
9. Critical bugs which stop website operation will be fixed at no cost and the Company will respond to a Critical Bug notice within two hours of notice thereof, and will continue its best efforts to resolve the problem without interruption.
10. Other inconvenient problems that do not affect functionality or preclude productive use of the site shall be resolved with documentation changes or fixes in future releases or error corrections by the Company and will be billed at an hourly rate of \$85 or aggregated into a fixed price contract arrangement to be arranged separately.
11. Updates will be managed on a separate contract basis, which would cover the development cost and installation costs for the site.