

MINUTES REGULAR MONTHLY MEETING OF THE WOODRIDGE LAKE
SEWER DISTRICT SEWER AUTHORITY & BOARD OF DIRECTORS OF THE
WOODRIDGE LAKE SEWER DISTRICT, MONDAY, OCTOBER 21, 2013
6:00 P.M. CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE
EAST HYERDALE DRIVE GOSHEN, CT.

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

ATTENDANCE: Board members present Raymond A. Turri, Joan M. Lang, James Hiltz and by conference phone Jim Mersfelder and Robert Goldfeld. Also present, Richard Reis chairman of the Finance Committee and Charles Ekstrom, the District Plant Manager.

APPROVAL OF MINUTES: The minutes of the September 16, 2013 meeting were presented for approval. **A MOTION WAS MADE BY** Ray Turri seconded by Joan Lang to approve said minutes. No discussion, **SO VOTED**.

MONTHLY REPORT FROM PLANT MANAGER: Plant Manager Charles Ekstrom reported on the following: Personnel-Jason Patrick has obtained the number of years of employment and has passed the required test to qualify for DEEP Class III operators' certification. Correspondence has been sent to the DEEP requesting said certificate of Certification. The document has been completed by DEEP and is waiting for the signature from the Commissioner. Acknowledged again was the great accomplishment achieved by Jason Patrick and credit was also given to Charlie Ekstrom for his mentoring and encouragement he has given to Jason. Charlie Ekstrom will be recommending that Jason be moved up to a Class III operator and that Jason receive a salary increase for such position as listed on the pay scale for certified plant operators. It was also suggested, that at time, the Board give a gift certificate to Jason and his wife in recognition of his accomplishments.

Mark Theriault continues his education and continues to move toward being able to take the Class III Certification in July of 2014. Mike Migaldi is satisfied with being a Class I operator and he continues to bring his welding, electrical and mechanical skills to the job.

Projects noted and discussed:

I & I Work – Charlie Ekstrom reviewed his prioritized recommendations with Woodard & Curran on the pipe repairs which were found as a result of the TV inspection done by W & C. Prioritized were the areas that were believed would reduce the I/I to the greatest extent, but has not heard from W & C if they concur with his recommendations. National has been in flushing and TV inspection work which includes several of the rights-of-way. Have not received any data as to what they found. Noted were the Rights-of Way remaining to be inspected were it is difficult to get large equipment in to inspect the lines. The most difficult Right-of-Way section being the line that runs between East Hyerdale and Wellsford Drive. It is believed at this that National, using portable equipment, will be used to complete the remaining sewer line inspection. Charlie Ekstrom would check with Dave Prickett to see what the status is relative to available funds to do the work and what

remains to be done. It was noted that W & C and Charlie concur on the list of sewer pipe repairs that need to be done. Charlie Ekstrom reported that he has reviewed the TV inspection videos that were done several years ago and those areas requiring repair at that time are now showing up to areas close to where they could become an emergency situation. It was Charlies' opinion and that of W & C that those areas needing repair that are not being worked on this fall can wait until next year to be done.

Deep Cut sewer main repair- On October 9th, W & C conducted a walk-through with several contractors at the Deep Cut sewer line repair sites. Only one bid which was in the expected cost range was received. It is expected that Board approved work should begin on the two West Hyerdale Drive sites within the next two weeks. Ray Turri reported that he would be meeting with Ed Perry of Goshen Public Works Department and Marty Connor Goshen Inlands/Wetlands Enforcement Officer on Tuesday relative to the closing of the road during the repair work and the required permits. Jim Mersfelder would make available to Ray Turri prior to the meeting a printed copy of the bid specifications for the excavation work to be done. It was noted that the contractor is responsible for the obtaining of the necessary permits.

Pump Station #7 – The work on the upgrade to Pump Station #7 has been completed by Eastern. In the process of doing the work it was found that the pump impellers were badly worn and required replacement. The impellers were purchased from ABS Pumps and have been installed. Each pump is now running at approximately 300 gpm.

Pump Station #2 – It was discovered during a routine pump station check that Pump #2 was making a loud noise and did not appear to be pumping at all. In the pulling of the pump, a 3” rock was found within the pump which prevented the impeller from turning. The impeller was badly damaged and required replacement. Pump #1 was pulled for inspection and its impellor was also worn. New impellers were purchased and replaced by Eastern. The bases for the pumps were also found to be so badly worn that the pumps were moving. A quote was requested from Eastern for the replacement of the bases, check rails and piping. A quote for the upgrade of the pump station was received from Eastern for \$22,154.68. Questioned was the need for additional quotes and Ray Turri noted that the Plant Manager needs to be comfortable with working with the people he uses. Other venders in the past have been used and the quality of their work has not been satisfactory. It was also noted that there are very few venders who do that kind of sewer pump station work.

Sludge dumping area - To provide a larger area for the dumping of the sludge during the winter months, two loads of stone process were brought in to improve the area for the dumping of the sludge and prevent the truck from getting stuck during the snowy and muddy season. The cost for the stone was \$800.00.

F-250 Pickup – The exhaust system has reached a point where it needs to be replaced from the manifold on back. It was brought to Litchfield Ford for a quote for repair.

No written quote has been received but at this time it is expected to cost at least \$2,000.00. Discussed was the overall condition of the Truck and it was agreed to keep the truck for the winter months and in the spring give consideration to the purchase or lease of a new truck.

Plant Flows – The average daily flow for September was 90,000 gpd with a maximum daily flow of 166,000 with a total rainfall of 5.93". To date for October, the average daily flow is 77,000 gpd with a maximum daily flow of 95,000 and a total rainfall to date of 1.96".

A MOTION WAS MADE BY Jim Mersfelder seconded by Joan Lang to give Board approval for the \$22,154.68 cost for the upgrade to Pump Station #2 and \$15,000.00 plus the cost of the impellers for the upgrade to Pump Station #7. There was no discussion on the motion, **SO VOTED**.

There was no further discussion under the Plant Managers report and Charlie Ekstrom left the meeting at 6:20 P.M.

MONTHLY FINANCIAL REPORTS: Treasurer Jim Mersfelder reported on the following: Tax Collection report – The outstanding delinquent amount is slightly higher than a year ago with most of the delinquents being in the three months out from the July 1, due date. With the mailing of delinquent notices the collections are coming in. The collection process for the collection of outstanding taxes continues to be working. The Full Year Operating Forecast giving detail by month shows a full year surplus of \$19,094.

Capital/Cash Flow Plan: Jim Mersfelder reported that based on a total new forecast from Woodard & Curran the Capital expenditures report is a complete rewrite from the August 31, 2013 report received by the Board. The new forecast shows the budget being under planned by \$491,336 There are now several unplanned and unbudgeted capital projects which have been approved as follows: Regulatory Coordination which will be applied for State Clean Water Funding for \$22,917., Pump Station #2 refurbishment \$25630, Pump Station #7 refurbishment \$21,968 and Deep Cut Sewer Line refurbishment \$46,424.

Loan Repayment schedule: With the USDA loan application filing and the rescheduling of all of the construction projects, it is anticipated that March 2014 will be the month when the loan activity will start. This will allow the District to be capable of calling back all of the monies that were earlier expended on the design. Based on USDA Funding with 30% Grant the first draw down for March would be \$178,036.84 against the loan. All of this depends on the District receiving the USDA Loan, and DEEP approval of the Districts being able to move forward with the upgrade to the plant and beds. Noted was the approval of amendment #4 under the Engineering Agreement by DEEP under which DEEP approved the additional eligible cost of \$119,764.31. It was thought the District would be responsible for that amount but with the DEEP approval of Amendment #4 the

will be reimbursed. Noted was the potential for amendment #5 to the Engineering Agreement with W & C based on the need for more funding to cover the cost of negotiation meetings between DEEP and W & C.

Jim Mersfelder noted receipt from Dave Prickett of W & C a detailed updated Engineering and Construction Schedule. The month by month forecast is based on DEEP approval.

June 30, 2013 Fiscal Audit Report: Jim Mersfelder reported that he had received a draft copy of the June 30, 2013 Fiscal Audit report for the WLSD. He was pleased to report that it is a clean audit and he would make the report available to the Board prior to the final draft if they wished. One concern the Auditor had was under the note on Insurance which noted what was considered a bank risk exposure relative to the District Fund accounts and what the insurance coverage is on those funds. Jim Mersfelder noted that he and Richard Reis has talked with Auditor Joe Rodgers and tried to explain to him where the money is and what the insurance coverage is.

Jim Mersfelder, with the help of Richard Reis and Bob Goldfeld prepared the draft copy of the Management's Discussion and Analysis Report that is a part of the audit report. The Board was given a copy of said report for their review prior to submittal to the Auditor for inclusion in the Audit Report. **A MOTION WAS MADE BY** Joan Lang seconded by Ray Turri that said Management's Discussion and Analysis Report for the June 30, 2013 Fiscal Audit Report, with two minor clerical corrections be accepted. There was no further discussion on the matter, **SO VOTED**.

Planning Committee – Ray Turri noted receipt of the report and an e-mail from Atty. John Wertham and Dave Prickett relative to discussions they have had with Anne Straut-Edsen and Joe Wettemann of DEEP, relative to their concerns and Dave Prickett's response with his report. It is believed at this time that the report submitted to DEEP is compelling, conclusive and reasonable. Questioned was whether the District should send a letter to DEEP notifying them of the fact that the District was applying for USDA loan. It was agreed that it is not necessary and it was also noted that USDA funding would not be available if DEEP should approve the Torrington Option.

Other Business: Board Approval of Sewer Tax Refund – Presented for Board approval was a sewer tax refund in the amount of \$455.44 to David and Donna Marvin for sewer tax overpayment. **A MOTION WAS MADE BY** Joan Lang seconded by Ray Turri to approve said tax refund. No discussion, **SO VOTED**.

Copy Machine – Joan Lang informed the Board of the need for a new copy machine. The current copy machine is under lease for \$100.00 a month with CBS a XEROX Company and although they have been called in many times to repair said machine it continues to malfunction. Although Laurie Mosley sought to get three quotes only one was received from Cannon Solutions America. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Ray Turri to approve the purchase of said Cannon Copy Machine from

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from Cannon Solutions America under a 60 Month Lease with a monthly payment of \$90.00 a month plus a \$4.00 a month cost of .0120 cost per copy for a total of \$94.00 a month. There was no discussion on the Motion, **SO VOTED**.

Discussed was the purchase of a new accounting package. Being looked at by Laurie Mosley and Joan Lang was Quick Books Accounting Software. Jim Mersfelder is also recommending we look at Cloud Based Solution program and would be providing the information to the office personnel and Darrin Newbury financial consultant.

There was no other business to come before said meeting. Ray Turri asked for a motion to adjourn, and the meeting adjourned at 7:00 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT

Joan M. Lang, Secretary and Clerk of both boards respectively