

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
MONDAY, NOVEMBER 15, 2010, 7:00 P. M. WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Chairman Raymond Turri called the meeting to order at 7:20 P.M.

PRESENT: Board Members Raymond Turri, James Hiltz and Joan Lang. Excused absence Board members Charles Karnolt and Edward Stempel. Also present, Laurie Mosley, WLSD Tax Collector, WLSD Plant Supt. Charles Ekstrom and Richard Reis Chairman of the WLSD Finance Committee

APPROVAL OF THE MINUTES OF THE OCTOBER 18, 2010 WLSDSA MTG. – Approval of the minutes was deferred until later in the meeting.

PLANT SUPT. REPORT 1/15/2010: Said report was presented by Plant Supt. Charles Ekstrom and is on file with the minutes of this meeting. **Personnel** Items of note, Jason Patrick received a grade of 95% on his third Sacramento Course. Mark Theriault has been signed up to take the State DEP operator certification test in January.

Projects: **Tertiary system** concrete pad for control cabinet has been installed, Control panel being shipped with installation scheduled for the week of Nov. 22. The system should be ready to operate during the week on November 29. **Structure “A” gate valves-**

Due to problems with flow regulation between the clarifiers and the aeration basins, with the use of the new portable pump the clarifiers was dewatered and it was found that all four gate valves had been damaged due to past improper operation and will need to be replaced. The cost of replacement will be \$408.00 per rod and \$2,500.00 for all four valves. Outside help will be needed if the outside gate needs to be replaced. Installation of stops and training of proper use will be done. **Plant Pump Access Drive way-** The access road project was completed on November 11th and Charles Ekstrom reported that he was very satisfied with work done by Fragale Paving and the tree work done by North Goshen Tree Service in clearing the area. A security chain has been installed at the top of the access road. The bills for the project have been received and been approved by the Plant Supt. **Plant Pumps-** Two out of the three pumps have been rebuilt with single faced seals, with the third pump currently being rebuilt by Weston & Sampson. Needed to be addressed is a problem with the inlet valve to Pump #2. **Pump Station #3-** The seal on Pump #2 was damaged by a piece of wire. Work to rebuild the pump was done by Weston & Sampson and the pump is back in service. **Collection System Inspection-** Inspection of 300+ manholes has been completed with approximately 45 manholes remaining to be inspected with most of them being in the rights- of-way. Noted was the difficulty in finding the manholes on Route 4 and Mill Street and a manhole on Milton Road. **Purchase of Tools-**A 4” portable trash pump for dewatering has been purchased along with sets of hand tools for Plant Maintenance from Northern Tool. To eliminate future loss or ownership of tools all will be marked as belonging to the WLSD. **Mowing of Beds-** Fall mowing of the beds continues and will be ongoing until snow fall. **Plant & Pump Station Flows for November-** Total flow 2.858 Million Gallons, Average daily flow 92,000 gpd with a maximum daily flow of 134,000 gal gpd. Total rainfall was 5.3” for the month. In the first 14 days of Nov. the average daily flow is 100,000 gal with a max daily flow of 121,000 with total rain fall of 2.3”. **Snow Plowing-** A card has been received from Greenstone Landscaping & Stonework and

Charles Ekstrom will contact them and other vendors for a quote. It was noted that Charles Ekstrom had conferred with Jim Mersfelder Chairman of the Operations Committee regarding the Committee's Proposed Employee Salary Structure based on Job Classification and licensing levels. For the record, a copy of said Operations Committee was given to Clerk Joan Lang. There was no further report from the Plant Supt. Charles Ekstrom left the meeting at 7:20 P.M.

Open Item From Previous Meeting- Questioned at the October Meeting was, should the minutes reflect the estimated \$37,000.00 spend by Woodward & Curran Contract for Scope of Services for the WLSDFacilities Plant update Assistance as noted in their contract which accepted at that meeting. It was believed that a vote of Board was not necessary since the \$37,900 contract figure would be covered under current budgeted line item of \$100,000 for Consulting/Management expense.

APPROVAL OF MINUTES: A MOTION WAS MADE BY Joan Lang, seconded by Raymond Turri to approve the minutes of the October 18, 2010 WLSDSA Meeting. There was no discussion on the minutes. Said minutes were **approved as presented**.

REPORT FROM FINANCE COMMITTEE: Richard Reis, Chairman of the Finance Committee presented to the Board the Proposed Time Line for Collection of Taxes, dated 11/10/2010 and is on file with the minutes of this meeting. Said presentation showed the current collection time line followed by the Tax Collector and the proposed recommended changes to the collection time line. Discussion was held on the proposed changes which if approved would go into effect as of January 2011. Noted were the current list of delinquent tax payers and the payment plan being used for the collection of delinquent taxes. At the request of Ray Turri, Tax Collector Laurie Mosley would provide him and Richard Reis with a list of delinquent taxpayers currently using the payment plan to pay off their back sewer taxes. Discussed was the time frame for mailing of "Delinquent Notice" and the payment schedule to be used under a payment plan contract. Based on some suggested changes to the payment plan requirements, Richard Reis would make said changes and would present the revised plan to the December Meeting. Laurie Mosley left the meeting at 7:50 P.M.

WLSDF PROPOSED INTERNAL CONTROL PROCEDURES FOR FINANCIAL ACTIVITIES: Richard Reis presented to the Board Members the proposed internal control procedures dated Nov.10, 2010 a copy of which are on file with the minutes of this meeting. Richard Reis addressed the proposed procedures, Purchase Orders Guidelines- Under the proposed PO requirements, any PO in excess of \$10,000 would require the approval of the General Manager and two Board Members. The amount was changed to \$5,000. Under Written Approval of Expenditures, the amount of any invoice in excess of \$10,000. would require written approval of two Board Members was reduced to \$5,000. It was noted that under the CT State Statutes that it is the responsibility of the President of the District to give approval for payment of all bills.

Check Signing Authorization – Under Check Signing Authorization, it was agreed that the General Manager should not be an authorized signatory. Looking at internal control from an Auditors view, it was also felt that the Treasurer, who may not be independent of another function of the Board should not be a signatory. Further consideration would be given to the Check signing authorization and check signing schedule for all checks, including payroll. Discussed was the potential use of direct deposit for

payroll checks. **Cash Receipts Control**-Discussed was the use of Bank Lock Box for the deposit of all Tax Receipts with the bank handling the deposit and providing the Tax Collector with the deposit information to be entered into the Tax Receipts Records of the District. Richard Reis would research the issue further. It was agreed that the services of Financial Consultant Darrin Newbury would also be used to reconcile tax billing, receipts and bank deposits on a monthly basis. **Credit Cards**-It was agreed that there should be only one Credit Card issued in the name of the WLSD for each vendor used by the District. Said card should be held in the Office and only made available for use by an Employee at the time of purchase. Discussed was the current use of Union Savings Bank Debit Cards being used by Joan Lang and Laurie Mosley. After discussion on the matter and the potential liability risks. The Clerk was authorized to cancel the Union Savings Debit Cards ASAP and the Employee holding of WLSD Credit Cards.

WLSD CASH FLOW STATUS: Richard Reis reported that the WLSD currently has \$1,033,954. in Cash and Cash equivalents of which approximately \$346,000. in checking, Torrington Savings Bank rolled over 15 month CD of \$205,020, ERJ Investment CD's \$209,000 and ERJ Money market \$273,394.00. The District currently has \$653,934.00 to invest. In looking ahead to the future financial needs of the District relative to the Scope of Work needed to meet the DEP requirements. Ray Turri explained the work that was required to be done in order get DEP support for available funding through State and Federal Grants. Fifty-Five percent of the cost of Woodard & Curran to provide the District with a Scope of Service would be paid under DEP Funding with the District being responsible for forty-five percent. It is estimated that the total cost of the Scope of Service would be between \$500,000 and \$600,000. The District's portion of that would be approximately \$250,000. of that amount, \$150,000 is currently budgeted for this year for inflow & infiltration work the cost of which is part of the total cost of the Scope of Service. Under the current budget the District will have the need for approximately \$40,000.00 to cover the cost. In an effort to meet the requirements needed to complete the funding application and get more direction and support from the DEP, a meeting is being scheduled with the DEP. Once the DEP and Woodward & Curran have reached an agreement, it is expected that a Special Meeting of the Board will need to be called to review and take action on the Scope of Study and in an effort to keep the Taxpayers informed a meeting of the voters of the District would also be scheduled. Ray Turri noted all the work that is being done by the volunteer committee members. Robert Goldfeld is a new member who volunteered to serve on the Planning Committee.

Noted was the current expense to operate the WLSD treatment plant vs. what the annual cost to the District would be to have Torrington receive the treated effluent from the District.

Discussed was the CDAR Investment program being offered by Union Savings Bank and the potential for the District to use the CDAR program. After further discussion on the investment of funds **A MOTION WAS MADE BY** Raymond Turri seconded by James Hiltz to transfer \$150,000. from the WLSD Union Savings Operational Checking Account into a 30 day CD into Litchfield Bancorp. No discussion, **SO VOTED**. Any action on the moving of any Edward R. Jones Funds would be taken if they are found not to be FDIC Insured. Richard Reis left the meeting at 8:20 P.M.

Report from Operations Committee: Presented to the Board was the WLSD Operations Committee Status report as of 11.15.2010. Noted under said report was the recommendation that the District implement Section 125 Cafeteria Medical Plan for the WLSD employees. Said recommended plan

would be developed in advance of the next scheduled Board Meeting. Also presented for Board review consideration was the Operations Committee proposed Salary Structure for Plant Personnel. Also received for Board Review was the extensive Risk Management Report prepared by Thomas McKiernan, a member of the Operations Committee. Noted under the report is the off site Pollution Liability Insurance. The Board was asked to review the Risk Management report giving specific attention to the highlighted items in said report.

Other Business: Received into the minutes was a Letter from Board Member Edward Stempel in which he expressed his need to resign as a regular member of the Board of Directors of the WLSL and WLSDSA and his position of Vice Chairman of both Boards respectively. Also expressed in his letter was his willingness to serve as an alternate member of the WLSDSA Board. **A MOTION WAS MADE BY** Raymond Turri to except the resignation of Edward Stempel as a regular member and Vice Chairman of the WLSL and the WLSDSA and that he be appointed to serve as an Alternate Member of the WLSDSA Board. The motion was seconded by Joan Lang. There was no discussion on the Motion, **SO VOTED.**

Received into the minutes was a letter, along with a resume from James Mersfelder in which he asked the Board to give consideration to his filling any available full Board position. **A MOTION WAS MADE BY** Raymond Turri seconded by James Hiltz to appoint James Mersfelder to fill the vacant Regular WLSDSA Board Position, no. discussion, **SO VOTED.** Jim Mersfelder expressed is willingness to serve as Vice Chairman and action to appoint him as Vice Chairman would be taken at the December Meeting.

The WLSL Website would be updated to note the changes in the membership of those serving on the WLSDSA Board. Noted was the upcoming upgrade that would be made to the WLSL Website.

There was no other business proper to come before the meeting. **A MOTION TO ADJOURN WAS MADE BY** Joan Lang, seconded by James Hiltz. The meeting adjourned at 8: 35 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY

Joan M. Lang, Board Secretary