

MINUTES JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT
MONDAY, NOVEMBER 16, 2015, 4:00 P.M. CONFERENCE ROOM WOODRIDGE
LAKE CLUB HOUSE, EAST HYERDALE DRIVE, GOSHEN CONNECTICUT

CALL TO ORDER: Raymond A. Turri, Chairman and President of both Boards respectively, called the meeting to order at 4:05 P.M.

ATTENDANCE: Board members present, Raymond A. Turri, Joan M. Lang, James Hiltz and Jim Mersfelder by Conference phone. Also present Plant Superintendent, Charles Ekstrom, Finance Committee member Lou Friedrich, Al Shull WLSA Tax Payer and Laurie Mosley Tax Collector for the WLSA.

APPROVAL OF MINUTES: The minutes of the October 22, 2015 meeting were presented for approval. A MOTION WAS MADE BY Ray Turri, BY Jim Hiltz to approve said minutes as written. There was no discussion on the minutes, SO VOTED.

REPORT FROM PLANT SUPERINTENDENT: Plant Superintendent Charles Ekstrom presented the operational report dated November 16, 2015 and said report is on file with the minutes of this meeting. The following items noted under said report:

PERSONNEL: Jason Patrick – ½ personal day / ½ sick day
Mark Theriault – 1 vacation day
Sean Baia – 1 personal day Sean has completed to Sacramento courses and has submitted his application to take the State Certification exam in January. Sean has all the needed requirements to take the exam and if he passes, will be considered an operator in training until such time as he completes one year of full time employment.

PROJECTS: DEEP NOV –Under correspondence received on October 29th Joe Wetteman signed off on his acceptance of all the changes made by the Plant Personnel to comply with the Notice of Violation items.

Pump Station #5/Pump #2 Eastern has received the replacement impeller and expects to have in installed before Thanksgiving. No delivery date has been received for the ordered replacement valves for plant pump and station 6.

Calibration of the two Lab Balances was completed by Mettler on Nov. 2nd. Fire Extinguishers have been picked up for service. Introl will be in to calibrate the flow meters in the first week of December.

Contracted I/I Projects – Work remaining to be done by Nutmeg at Plant Pump is the replacement of the flow meter which is not functioning, supplying the District with service manuals for the flow meters and providing driveway sealer for Station #6 driveway. The removal of the silt fence will remain up until spring at which time it will be a priority get the remove the silt fence.

I/I repair being done by Heikamp was completed on October 14, 2015.

SCADA – With the exception of the flow meters being hooked into the system, all the pump stations are on line and the training has been completed by plant personnel. Presented for consideration was the quote received for a tablet with all necessary programming. The quote received came in at \$5,200. Before making any decisions, Woodard & Curran would be asked to provide a more detailed breakdown of the cost.

Plant Flows: The average daily flow for the month of October was 59,000 gal. with total precipitation at 4.15". To date for November, the average daily flow is 58,000 with precipitation at 1.3".

ACTION TO FILL VACANCY: The Board took the following action to fill the vacancy left on the Board of Directors and the Woodridge Lake Sewer Authority Board by the passing of board member Robert Goldfeld. In his efforts to find a candidate to fill the vacancy on both boards Ray Turri contacted Al Shull a taxpayer and fifteen year resident of Woodridge Lake who has had dedicated involvement in the activities of the Woodridge Lake Community. After a meeting and a tour of the Treatment Plant Facilities and based on the fact that Al Shull graciously stated he would accept the position, Ray Turri made a **MOTION TO APPOINT** Al Shull to fill the vacant positions which were held by Bob Goldfeld on the Woodridge Lake Sewer District Sewer Authority Board (term to expire April 2017) and Board of Directors Woodridge Lake Sewer District, (term to expire May 2016.) The motion was seconded by Jim Mersfelder. There was no discussion on the motion. **VOTING UNANIMOUSLY** were Ray Turri, Joan Lang, Jim Mersfelder and Jim Hiltz. The Board noted they were pleased that Al Shull accepted the position and welcomed him on board.

Plant Superintendent Charles Ekstrom left the meeting at 4:20 P.M.

MONTHLY FINANCIAL REPORTS: Treasurer Jim Mersfelder reported on the following: Delinquent tax Collection – The collection of Delinquent taxes for the period ending October continues to beat the collection rate for the same period last year. There are two properties either in bankruptcy or foreclosure, with five properties within the hands of a Marshal. Tax Collector Laurie Mosley continues to do a great job in the collection of taxes.

On the Operating side of the Budget the October 30, 2015 report continues to be favorable, with the report showing expenses coming in under budget by \$49,314.50. Capital expenses show two unexpected capital replacement expenditures which were not budgeted for. Amendment #7 budgeted number showing under the Capital report did not receive DEEP approval. Efforts will be made to get DEEP to fund those dollars along with the balance due under last year's DEEP approved Clean Water Funding. Plant Pump emergency refurbishment and Pump Station #6 are over budget line items. The last of the construction meetings will be held on Thursday, November 18, at which time bills completing the projects will be submitted for payment. This will finish the total project grant dollars and a request will be made for additional grant dollars to cover some of the legal expense for the closing and other legal work done by Bruce Chudwick. Being re-forecasted under Capital are the numbers for the regional alternate design upgrade. Those numbers include the expenses for the boring and police work required for the job. Budgeted for December are the cost for aerial and ground survey work for the pipeline route. Pending DEEP approval it is anticipated that spending significant, allocated dollars will start for

the Torrington connection. At this time, the cash flow shows a year end projection of \$1,283,812. Work will be done during the next couple of month on getting the Woodridge Lake Sewer District asset file updated so that capital assets can be detailed and properly allocated.

CHECK SIGNING RESOLUTIONS: **A MOTION WAS MADE BY** Jim Mersfelder seconded by Jim Hiltz to accept the resolutions as provided by the Union Savings Bank as they regard to the Payroll and Operating Accounts of the Woodridge Lake Sewer District. No discussion, **voting unanimously in favor of the motion** were Raymond Turri, Jim Mersfelder, Joan Lang, James Hiltz and Al Shull.

A MOTION WAS MADE BY Ray Turri seconded by Jim Mersfelder that the following parties be authorized to sign on behalf of the Woodridge Lake Sewer District Payroll Account at Union Savings- Raymond A. Turri, Jim Mersfelder, James Hiltz, Al Shull and Charles .J Ekstrom and the following parties be authorized to sign on behalf of the Woodridge Lake Sewer District Union Savings Operating Account – Raymond A. Turri, Jim Mersfelder, James Hiltz and Al Shull. There was no discussion on the motion. Voting unanimously in favor of the motion were Ray Turri, Jim Mersfelder, James Hiltz, Joan M. Lang and Al Shull.

For the record it was note that Joan Lang will remain a member of the Board of Directors of the Woodridge Lake Sewer District until the May Annual Meeting of the District but would give up her position of serving as Clerk for the District for the past Forty-Five Years. Newly appointed member Al Shull was asked if he would willing to serve as Clerk for the District. Based on his affirmative response, **A MOTION WAS MADE BY** Ray Turri, seconded by Jim Mersfelder to appoint Al Shull as acting Clerk for the District until the May 2016 Annual meeting of the WLSD, **SO VOTED**.

WEB-SITE UPDATE: Jim Mersfelder would make any necessary changes required to update the WLSD website.

JUNE 30, 2015 FISCAL AUDIT: Noted by Jim Mersfelder noted receipt of the second draft of the June 30, 2015 Fiscal Audit. Which included some changes made by our auditor Joe Rogers based on suggestions made by Finance Committee member Lou Friedrich. The second draft also includes the Management's Discussion and Analysis as prepared by the Finance Committee. Also brought to the attention of the Board was the Auditors footnote which pertains to the Loan Agreement which the District has entered into with USDA-RD. Lou Friedrich thanked Jim Mersfelder for his help in explaining the financials and noted going forward, the work to be done in designating correctly the major project expenses as either Capital, Design work or general operating expenses As the District moves forward in the Loan/Grant process and a decision is made between the two alternatives, close monitoring will be required. Attention would be given to tie in the Capital as it appears under the Management's Discussion & Analysis with the numbers that show in the financial statement. Ray Turri thanked Lou Friedrich for his working as a member of Financial Committee to oversee the Financial Workings of the District. There were no further items discussed under the Financials.

UPCOMING MEETINGS: Ray Turri reported that a meeting with the District, along with the City of Torrington is scheduled to be held with DEEP on December 8, 2015. It will be the first time that all three

MINUTES WLSDSA/WLSD MTG.
NOVEMBER 16, 2015
PAGE 4 OF 4

parties will be meeting together to discuss the potential of Woodridge Lake Sewer District piping to Torrington. Made available to the Board were the minutes of the October 26th meeting that was held with the Torrington Public Works Dept., their Engineers, Jim Mersfelder, Charles Ekstrom and Ken Green from the WLSD along with Dave Prickett project Engineer for the District. Ray Turri stated that he felt after meeting with the Torrington Public Works Dept. that he confident the issue of a Capital by-in charge, as suggested by Torrington, would be worked out.

Ray Turri noted receipt of an e-mail from Chris Zbiden, the new chairman of the Goshen Water Pollution Authority inviting him to attend the December meeting. The invitation was acknowledged but notified them that he would not be able to attend, but would try to attend their next scheduled meeting. Noted was the offer made by Goshen First Selectmen Robert Valentine to, on behalf of the Town, submit a STEAP Grant to help the District finance the pipeline to Torrington

As noted at the October Meeting, Ray again noted the fact that Joan Lang is retiring and as of December 15th would be moving to Otis, MA to spend the winter months with her daughter Sara Taft and her husband Bill. Joan will be staying on as a Board Member until the Annual Meeting in May of 2016 and will use the means of the conference phone to participate in the District meetings. Joan Lang has served on the Boards since July of 1970 and she will be honored for her years of service at a luncheon on Friday, November 20th.

There was no other business to come before the meeting. Ray Turri asked for a motion to adjourn. The motion to adjourn was made by Al Shull, seconded by Jim Hiltz and the meeting adjourned at 4:58 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT

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