

MINUTES REGULAR MONTHLY MEETING OF THE WOODRIDGE LAKD SEWER DISTRICT SEWER AUTHORITY, MONDAY, DECEMBER 20, 2010, 7:00 P.M. CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Chairman Raymond Turri called the meeting to order at 7:11 P.M.

ATTENDANCE: Raymond Turri, James Hiltz, Joan Lang and James Mersfelder via conference call. Excused absence, Alternate Edward Stempel. Also present Richard Reis Chairman of the WLSA Finance Committee and Charles Ekstrom, WLSA Plant Superintendent.

APPROVAL OF MINUTES: Minutes of the 11/15/2010 WLSA Meeting were presented for approval. **MOTION MADE BY** Raymond Turri, seconded by James Hiltz to approve said minutes as presented. No discussion, **SO VOTED.** James Mersfelder abstained from voting.

The minutes of the November 29, 2010 Special Meeting of the WLSA were presented for approval. **A MOTION WAS MADE BY** Joan Lang, seconded by Raymond Turri to approve the minutes of the 11/29/2010 Special Meeting as presented. No discussion, **SO VOTED.**

REPORT FROM PLANT SUPERINTENDENT: Plant Supt. Charles Ekstrom presented the Monthly Operational Report dated 12/20/2010 a copy of which is on file with the minutes of this meeting. Items noted under said report-Personnel Items: Use of Sick and vacation days, Lyle Sommers 4 Sick, 1 Vac. Jason Patrick 5 sick days due to minor shoulder muscle surgery. For the record, it was noted that said injury and resulting surgery was not due to any work related injury but baseball. Mark Theriault, 1 vacation day without pay.

Tertiary System-Control cabinet installed and most of wiring complete. Air compressor installed and diffusers are in place. Weston & Sampson is scheduled to complete the installation of controls in the pump chambers this week. Plant staff will be putting in the carbon and sand into the filters. Control programming will be done after the holidays. Ray Turri noted that he had a phone conversation with Ray Warren the General Assistant Manager for Weston & Sampson letting Mr. Warren know that he was not happy with all the delays in getting the job done. Ray Turri noted that he would call Mr. Warren on Tuesday informing them they best be there the first week of January to finish the project. Ray Turri noted that he intends to meet with Mr. Warren to request detail on work done and review all invoices. Two invoices have been received to date, one for \$20,000.00 which has been paid for work done in early summer. The second bill for \$30,000.00 has been received but has not been approved for payment until further detail is given for the work that was done. **East Clarifier**- Said clarifier and reaeration chambers were drained and cleaned for the present and it seems to have helped with the problem of rags blocking the return flow. For insurance purposes it was noted that both tanks will require inspection to determine their condition so the District can continue to pursue off premises pollution coverage. **Plant driveway**-In an effort to prevent an ice problem, the drainage ditch along the lower part of the access road to the plant was cleared and on the upper portion, pipes and gravel were used to create an alternative driveway to the sludge beds.

Plant Pump- All three pumps are in place and working. Work will be done in Jan. to correct a problem with the inlet valve on #2 Pump. **Collection system inspections-** Inspection of two rights-of-way were completed in Dec. which included a total of 12 manholes. Weather and Staff limitations slow the work down. **Mowing of Beds-**The mowing of beds continued through Dec. 9th. **Plant and Pump Station Flows:** For the Month of November the total flow was 2.016 MG with an average daily flow of 101,000 gpd. The max daily flow was 130,000 gpd. Total rain fall for month was 4.2". The average daily flow for the first 14 days of Dec. is 130,000 gpd with a max daily flow of 190,000 and a total rain fall of 4.3". The ground being frozen contributes to the high infiltration after heavy rains.

Brought to the attention of the Board by the Plant Supt. were on going personnel issues. There were no other items discussed under the Plant Superintendent's report and Charles Ekstrom left the meeting at 7:35 P.M.

Review of items from previous meetings- Moved to the end of the meeting.

Monthly Financial Report: Presented to the Board for review prior to the meeting was the latest draft of Financial Reports to be submitted to the Board on a monthly basis. Said reports include a Balance Sheet of Assets, Liabilities and Capital, Year to date Income Statement compared with Budget and the report from the tax collector detailing the delinquent tax payers report. Finance Chairman Richard Reis addressed the work that has been done by Financial Consultant Darrin Newbury to date noting that more work needs to be done to tie everything into the report that the Board is looking for and Darrin needs to work with the Tax Collector to work on producing a tax reconciliation report. Regarding receipt of delinquent taxes, it was noted that more back taxes have been coming in and many delinquent tax payers have signed on to a delinquent tax payment schedule. Discussed was the delinquent tax list, the Draft **Timeline for Delinquent Tax Collection** and the letter to be sent to the Tax Payers detailing the **New Tax Delinquency Procedures**. Under discussion on New Tax Delinquency Procedures letter the Board agreed to send it to the delinquent tax payers only and to also post it on the website. Discussed was the State Statutes governing the collection of delinquent taxes and the current payment program giving delinquent tax payers the opportunity to pay their back taxes on a monthly basis. Richard Reis would make any suggested minor corrections to the letter and provide the Board with a copy of the final approved letter. Noted under the Income Statement compared to Budget was the year to date Actual Numbers vrs the Year to Date Budget numbers reported. The current Monthly Variance figure requires some adjusting entries. Needing to be clarified under the new format for Financial Reporting is the over/under budget designation with over budget expense being shown as a negative. It was noted that the Budget numbers have been calendared out but at this time are not part of this report. The new budget reporting format will be used for monthly budget reporting to the Board and once any reporting adjustments have been made the monthly budget report will be posted on the website.

Union Savings Bank Proposal for Lock Box and a remote deposit of tax receipts. The cost for the Lock Box would be approximately \$2,300.00 with a cost of approximately \$1,800.00 for the remote deposit system. If the balance in the account remains at \$200,000.00 or more, the

credit for the cash on hand would offset the cost of the process. It was noted that the quote received has been given prior to any negotiations between the Bank and the District. All three members of the Finance Committee recommend the use of the Lock Box /Remote deposit system. Said process would not be implemented until the July Fiscal Year.

Noted was the CEDAR investment program being offered by Union Savings. Richard Reis noted the decision has been made to spread around any investment dollars in short-term CD's and not enter into the CEDARS Program at this time. Edward R. Jones Investment dollars are insured and Money Market dollars are covered under CIFIC. It was noted that Northwest Savings Bank is offering a better rate on investments and Richard Reis would contact them to see what they have to offer.

Delinquent Tax Letter- **A MOTION WAS MADE BY** Joan Lang, seconded by James Mersfelder that subject to the Board approved changes to be made to the Delinquent Tax Procedure letter that said letter be mailed to delinquent tax payers only and that said Delinquent Tax Procedures will be posted on the WLSO website. There was no further discussion on the Motion, **SO VOTED**. Before mailing, the final draft would be reviewed by the Board members.

WLSO Proposed Internal Control Procedures for Financial Activities- The December 13, 2010 Draft of said Internal Control Procedures for WLSO Financial Activities was presented for Board Action. **A MOTION WAS MADE BY** Raymond Turri that subject to discussion, that the proposed WLSO internal control procedures for Financial Activities be adopted. **The motion was seconded by** James Hiltz. Questioned under discussion on the motion was the check signing Authorization which list the authorized signatories as WLSO Superintendent, Clerk and Board Members. It was agreed that the Superintendent and Clerk should be removed and should read **"Authorized signatories shall be all Board Members."** No further discussion, **SO VOTED**. The Auditor would be provided with the adopted internal control procedures for WLSO Financial Activities. It was noted that the District had not received from the Auditor the draft audit report for Fiscal Year ending 6/30/2010 for Board review prior to the printing of the completed report. It was agreed that Jim Mersfelder be the contact person from the Board to contact the Auditor and Joan Lang would provide Jim Mersfelder with the Auditor Contact information. A meeting would be set up with the Auditor to review the draft report and give the Board members and the Finance Committee the opportunity to respond to any Auditor comments being noted under said report prior to the printing of the final audit report.

Use of Lock Box and Remote deposit- **A MOTION WAS MADE BY** Raymond Turri seconded by James Hiltz to approved the implementation of the Union Bank Lock Box procedure with said procedure to be implemented in the spring of 2011. No discussion, **SO VOTED**. Richard Reis left the meeting at 8:05 P.M.

Update from the Planning Committee-It was noted that the December 18, 2010 WLSO Meeting of the Taxpayers of the District went very well with approximately 50 taxpayers in attendance at said meeting. There was a unanimous vote of the taxpayers of the District to approve the action taken by the Board to enter into contract with Woodward & Curran to do the necessary

work needed to comply with the requirements of the CT DEP requiring the WLS D to come into compliance with the conditions of its 1989 Consent Order. The District's share of the cost under said contract is \$253,350.00. Received for the record was a copy of the article that appeared in the Register Citizen regarding the December 18th meeting.

Operations Committee Report-Made available to the Board via e-mail was the 12/20/2010 Operations Committee Report, a copy of which is on file with the minutes of this meeting and posted on the WLS D website on 12/21/2010. Jim Mersfelder reviewed said operations with the Board which addressed the following: **Risk Management Report**- Said report prepared by Tom McKiernan had been made available to all Board Members for their review and comments. The 6/30/2010 WLS D Assets were reviewed and updated by the Plant Supt. Based on the changes to the Assets List, the Litchfield Insurance Agency has been contacted to prepare a quote for the correct coverage. The quote is expected by 12/28/2010 and will be made available for Board review. Safety issues noted under the Risk Management Report are being addressed and quotes are being sought by the Plant Supt. and Ray Turri relative to work that needs to be done to address the safety issues. **Environmental Insurance Issues**-Work is being done to put together the items required by the Insurance Underwriters before a quote for said insurance coverage can be given. Said items include WLS D Financial records, confirmation of terrorism coverage, current work in progress, available DEP reports, available age, construction and history of the collection system, etc. Also needed is the integrity testing and maintenance history of all the above ground storage tanks. An outside engineering firm will be called in to do what is called a Class I Environmental Test on the tanks. Once completed a Risk Control Engineering Survey of the plant will be done by the insurance underwriter. **Employee Environment**- Job descriptions have been completed for all plant employees with copies provided to all Board Members for their review and comments with the recommendation from the Operations Committee that they be adopted as the official job descriptions for WLS D Plant Personnel. The Board noted they had reviewed the proposed job descriptions and agreed that they should be adopted. **A MOTION WAS MADE BY** Raymond Turri seconded by Joan Lang that said job descriptions be adopted as the Official Job Descriptions for the WLS D Plant Personnel. There was no discussion on the motion, **SO VOTED**. Job descriptions for the Clerk and Tax Collector are nearing completion. Explained was the process that would be used as basis for Employee Evaluations Program for all Employees in order for the Employee to be able to receive a performance based increase. Items that require Board action prior to the implementation of the Employee Review Process are the Section 125 Cafeteria Plan which allows the employee to pay medical benefits expenses from pre-tax dollars, Board review and consideration of Employee Hand book. Once all are in place either Tom McKiernan or Louise Roraback would meet with all the employees to present and explain the Board approved Employee Environment issues as recommended by the Operations Committee. Noted for consideration regarding Health Insurance Coverage would be the possibility of joining forces with the Town of Goshen small group insurance coverage program. It is expected that the total Employee Package will be made available before the end January. **Computer Environment**-The new e-mail system which is in compliance with the FOI requirements is now live and all Board Members as well as the Plant Superintendent and Office Staff are now using. With the exception of some minor additions, the **web-site** has been set up at a contracted cost of

\$1,730.00. **I & I Project**-Work continues on putting together a Flow Analysis of the pump station flows as well as an analysis of the flows by household. Work is being done to develop a methodology to be used by the staff to produce a good flow analysis program. Work on the identification of all hookups into the WLSA Sewer System on Goshen Assessors Office records with the WLSA maps continues, with any corrections being applied to the District Maps. A Permit Review is being made with consideration being given for the District to merge its permit data base with the Assessors data base.

Jim Mersfelder noted that the Operations Committee will be meeting right after the first of the year to review the open issues and will also be looking at a long list of items which need to be addressed and the order in which to do them. The Committee will then come back to the Board with their list of priorities.

NEW BUSINESS: Ray Turri presented to the Board the e-mail received on November 30, 2010 from Board Member Charles Karnolt in which Chuck tendered his resignation from the Board effective December 1, 2010. A copy of same was presented for the record and Board review. **A MOTION WAS MADE BY** Raymond Turri seconded by James Mersfelder to accept the resignation of Charles Karnolt from the WLSA Board effective December 1, 2010. No discussion, **SO VOTED.**

Authorizing Resolution to obtain clean water fund financing for water Pollution abatement facilities-Said Resolution gives the WLSA Authorization to enter into contracts with the DEP to obtain clean water fund financing for the WLSA water pollution abatement facilities and also give Authorization to Raymond Turri, President of the WLSA to enter into and sign said contracts on behalf of the District and to execute any other required documents that may be required by the state or federal government in connection with said contracts. (Said resolution is on file with the minutes of this meeting.) **A MOTION WAS MADE BY** Raymond Turri seconded by James Mersfelder to accept and approve said resolution as written. There was no discussion on the motion, **SO VOTED.**

Check Signing Authorization-**A MOTION WAS MADE BY** Raymond Turri seconded by James Hiltz to appoint James Mersfelder as Treasurer of the WLSA until such time as a replacement can be found to fill that position. There was no discussion on the motion, **SO VOTED.** The Board agreed that all Board Members should be signatories on the WLSA Financial Accounts. Clerk Joan Lang would get the necessary signature cards and forms needed.

Raymond Turri informed the Board that he is working to get Robert Goldfeld to fill the open position on the WLSA Board.

Discussed briefly was a check signing schedule and the need for both Board and Plant Superintendent approval of purchase or work done prior to the payment of all invoices.

There was no other business proper to come before said meeting. **A MOTION TO ADJOURN WAS MADE BY** Joan Lang, seconded by James Hiltz. The meeting adjourned at 8:30 P.M.

Respectfully submitted,

Woodridge Lake Sewer District Authority

Joan M. Lang, Secretary