

MINUTES OF THE SEPTEMBER 12, 2011 MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT, CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE:

CALL TO ORDER: Raymond A. Turri, Chairman and President of both boards respectively called the meeting to order at 7:32 P.M.

PRESENT: Raymond Turri, Joan Lang, Jim Hiltz, and alternate William Daniels. In attendance by conference call Jim Mersfelder and Bob Goldfeld. Also present WLSO Plant Superintendent, Charles Ekstrom.

APPROVAL OF MINUTES: The minutes of the August 15, 2011 meeting were presented for approval. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Bob Goldfeld to approve said minutes as presented. There was no discussion or corrections noted under the minutes and they were **approved as presented**.

MONTHLY REPORT FROM PLANT SUPERINTENDENT: Plant Superintendent Charles Ekstrom presented the monthly report for period ending September 12, 2011. Items noted under said report: **Personnel-** Jason Patrick has passed the DEP Class II Certification exam and will receive his certificate once he has met the State DEP experience requirements. With the trade off of some education credits, it is expected that he should receive his certification in approximately six (6) months. Mark Theriault has used five of his vacation days. Charlie reported that he will be using the dates of Friday, Sept. 16 and Monday Sept. 26 as comp days. Backup coverage is available if needed.

Projects: **Tertiary System-**The system has been taken off line due to problems with two of the valves sticking during backwash operation and the expected high flows due to Hurricane Irene. Weston & Sampson was notified, replacement valves have been ordered with delivery expected this week. One of the valves was replaced during restoration, two were not. Some technical issues remain to be worked out and Charlie noted that he feels the pressure sensor level indicator being used should have been replaced with a level indicator that uses ultrasound. The District will be billed for one of the valves. **Lakeside Welding-** Installation of the concrete pillars for the new steps/platforms at Plant Pump and PS #6 has been completed with the promise that the steps and platform would be installed by the end of this week. **Ridge & Furrow beds-** Even with the two significant rains storms Irene & Lee the ground water levels in the monitoring wells in the two beds being used had separation levels of 2.7' and 2.9' between the ground water level and the mounded ground water. There was some standing water in several of the beds which are not normally used. **Pump Station #7 –** Weston & Sampson completed the upgrade to Pump Station #7 on 8/22/2011 and the bill was approved for payment. **Plant Transfer Switch-** During a recent power outage the plant emergency generator failed to start due to the power transfer switch sticking. Turri Electric was called in on an emergency basis and Tower Generator came in to do a maintenance check of the system and installed a new battery charger on the generator. It was noted that under a maintenance schedule each of our generators will be test run once a month and the transfer switches will be tested every three months. **Hurricane Irene-** The Plant & system survived the heavy winds and rains of the Hurricane. The daily flow at the plant during the peak of the storm reached

348,000 gal. Due to commendable work done by Jason & Mark, the plant did not experience any spills or overflows. Periodic checking of the pump stations and plant during the storm was done to assure that no problems arose. Three days after the peak flow, the flow numbers started going down. Discussed briefly was the rain adjusted flow monitoring being conducted by Charlie Ekstrom and Jim Mersfelder. The places where big inflow amounts were noted during the hurricane were the areas around Pump Stations 1, 2, 3 & 6. Used as an example was PS #1 which under normal activity, the flow ranges between 5,000 & 6,000 gpd. During the storm readings went up to 14,000 gpd. All manholes in the PS #1 area had been located and inspected prior to the storm. The I & I study will focus on those areas where the high inflow activity occurred. **Flow Meter Calibration-** During the Hurricane, the valving was set to allow for the maximum flow through the plant so the flow meter was unable to read the flow. All the flow meters were checked and serviced on September 1st and are in sync. The flow readings during the Hurricane were taken from Plant Pump Station. **Plant Pump Generator-** the Purchase Order along with the \$5,000.00 deposit has been issued to Tower Generator. As of this date, the Generator and transfer switch have been ordered. Based on the 10-12 weeks delivery date from date of order, the installation completion date is estimated to be late December. It was noted that there could be an additional expense for the running of the conduit for the generator. **John Deere ATV-**The new John Deere ATV was delivered on 9/8/2011 and is proving very useful for the changing of the beds, sample collection and well monitoring in the ridge & Furrow beds. The riding lawn mower was taken by the dealer as purchase order deal. Discussed was the disposal of the old ATV. The Board agreed to offer it to the WLPOA Maintenance Dept. or to a vocational school for students to work on. **Belshyre Manhole-**An extensive search resulted in finally locating a buried manhole in the circle of Belshyre CT. Said manhole was found covered with one foot of pavement. Cocchiola Paving was called in to raise the manhole to road surface level and the work has been completed. **I & I Work-** Inspection of manholes has begun again. Some repairs have been found that can be done by the plant personnel. A small portable generator has been purchased to power the blower and other equipment needed for manhole entry. Charlie Ekstrom reported that the plant personnel will be filling out required paper work for manhole entry and that all safety equipment is being checked for manhole entry. **Rights of Way-**Four quotations were received for the survey work to be done on the 3400 feet of rights of way between East Hyerdale and Wellsford. The quotes were as follows, Hrica Associates-\$3,600/CCA-\$3350/Ron McCarthy-\$2550/Berkshire-\$2450. Based on the fact that Ron McCarthy is a local surveyor who has done work for the District in the past, Charlie Ekstrom recommended that we use Ron McCarthy. **A MOTION WAS MADE BY** Raymond Turri, seconded by Joan Lang to accept the quote of Ron McCarthy for \$2550.00 for the survey work, there was no discussion, **SO VOTED.** It was requested said purchase order contain a start and finish date for the surveying work. A quote was received in the amount of \$2,500.00 from North Goshen Tree for the actual clearing of the rights of way. No other quotes were received and the Board accepted the quote from North Goshen Tree. Once the line is staked and marked the WLPOA office will be notified so that they can come in to mark the trees. Noted was the response from some of the landowners to had received notice of the work needing to

be done to clear the easement lines. The property owners will also be informed when the surveying work, the marking of the trees and actual clearing work will be done.

Plant Station Flows-The total flow for the month of August was 3.232 MG with an average daily flow of 104,000 gpd and a max daily flow of 348,000 gal per day. The total precipitation was 7.97 inches for the month. The average daily flow for September to date is 180,000 gal per day with a max daily flow of 278,000 gpd. Under discussion on the flows, it was reported that the average monthly flow of the past twenty months, eight months were above 100,000 gal per day with twelve months below 100,000 gal per day. The average daily flow for the 20 months was 101,000 gpd.

WORKERS COMPENSATION AUDIT INSPECTION: It was reported that an on site Workers Compensation Insurance Audit was conducted in August with no negative feed back from the Insurance Agent. It was noted in a verbal communication from Tom McKiernan the agent was impressed by the plant Superintendent, his concern for safety and the overall working conditions. There were no other items discussed under the Plant Superintendents report and Charles Ekstrom left the meeting at 7:40 P.M.

BUDGET/FINANCIAL REPORTS FOR PERIOD ENDING 8/31/2011: Treasurer Jim Mersfelder reported on the following: **Cash Flow**- Based on the change in the DEP Scope of Work schedule the August report shows the new monthly spend rate schedule received from Paul Dombrowski with the estimates \$140,500.00 plan being spread out from October 2011 through March 2012. The \$61,450.00 spends for the Plant Pump Generator will be moved out for a December spend. The \$20,000 for the Sewer Right of Ways, spend out is based on an estimated work schedule prepared by the Plant Superintendent. Most of that work will be done during the fall month with a carry over into April. Noted was a non budgeted August expense of \$3,014.07 for sand filter valves.

Brought to the attention of the Board was the \$147,000.00 figure under Union Savings Operating. The \$147,000.00 is a result of the balance requirement to pay for the lock box operation which cost the District approximately \$614.55. The Board was given an Account Analysis detailing the Balance Summary, Fee Summary and the Lock Box Service Analysis. Under the current repurchase agreement, the daily target balance is \$5,000.00. The account Analysis shows the Target Balance Level should be \$147,000.00 and with Board approval Jim Mersfelder would be signing a repurchase agreement target balance adjustment to increase the balance level from \$5,000.00 to \$147,000.00. The Board was in agreement with the increase in the balance level. At the end of the next collection cycle, if needed, any necessary adjustments will be made to the target level. Not shown under the Cash Flow Schedule is the estimated income of approximately 450,000.00 for January 2012. **Operating Forecast as of 8/31/2011**-The report shows a current under budget expend rate of \$70,832.93. Noted and explained were the line items currently under budget estimated spend. They are Professional & Legal expense - \$8,334.00, Environmental Insurance -\$22,462.68, Collection System R & M -\$7,225.95, Plant Equipment R & M -\$4,895.23, Health & Dental Insurance -\$3,138.46, and Payroll -\$11,159.06 both a result of not hiring another employee. It was noted that the \$22,462.68 for Environmental Insurance is a real number. The rate for environmental coverage came

in under budget. **Delinquent Tax Report-** Said report shows over 90 day Delinquents of \$42,590.54. There are approximately 50 taxpayers who have missed their first installment. Those taxpayers have been issued a statement of back taxes and interest fees applied. Brought to the attention of the Board were the seven significant delinquent tax accounts that have been in the hands of the Marshal for collection for over 90 days and are not expected to be collected. The Board has three options for the collection of the taxes, Tax Sale, Foreclosure or do nothing and collect at time of bank foreclosure or sale of property. Discussed and an explained was the foreclosure process. It was also suggested that we contact the Torrington Tax Collector to see what procedures are used to collect back taxes. After further discussion, **A MOTION WAS MADE BY** Jim Mersfelder seconded by Raymond Turri to turn over the six (6) delinquent tax accounts that have been in the hands of the Marshal for over 90 days, to a lawyer for collection and subsequently foreclosure and if possible use the services of Atty. Andrew Roraback of Roraback & Roraback or an equivalent law firm. There was no other discussion on the motion, **SO VOTED.** Jim Mersfelder noted the good experience the WLPOA has had in using the legal services of Atty. Andrew Roraback.

WEBSITE UPDATE: As of September 11, 2011 the Tax Information on all tax payers in now up and available on the website and tax payments can now be made on line. The next issue of the Breezes will have a detailed article covering the issue. The office answering machine message would be changed to inform callers looking for tax information that it is now available on the website.

Operations Committee Update- The Board members had been provided with the updated Employee Handbook which had been reviewed and edited by Legal Counsel and was presented for Board approval. **A MOTION WAS MADE BY** Jim Mersfelder, seconded by Bob Goldfeld to approve and start using the revised Employee Handbook. There was no discussion, **SO VOTED.** All Employees will receive a paper copy of the Employee Handbook. Included with the handbook will be papers that will require the employee's signature and must be returned to the WLSD office in a timely fashion.

A bill in the amount of \$2,522.25 from the Legal Firm of Wiggin & Dana LLP for their review, advice and Counsel on the Employee Handbook was presented for Board approval. **A MOTION WAS MADE BY** Ray Turri seconded by Joan Lang to approve the payment of said bill. No discussion, **SO VOTED.**

ENVIRONMENTAL INSURANCE COVERAGE: Under Phase I, the Insurance Company still needs to come in to conduct an on site visit.

PLANNING COMMITTEE UPDATE: Ray Turri reported that a Planning Committee had been held on August 22, 2011 at which time the legally drafted response letter to be sent to the DEEP was discussed. The draft letter was reviewed by all Board Members. Ray Turri recommended some changes in the letter which were approved and made by Legal Counsel. The letter was signed on behalf of the District by Ray Turri and mailed to Joe Wettemann of the DEEP on September 8, 2011. Copies of said letter were also

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mailed to Anne Straut-Edsen, CT DEEP, Ken Green, WLSD, Paul Dombrowski, Woodward & Curran and John Wertam, Shipman & Goodwin. Ray Turri, presented Clerk Joan Lang with a copy of said letter and a copy of the Water Permitting and Enforcement Division Report for filing with the WLSD Office Records. The District hopes for a timely response from the DEEP.

Ray Turri reported on the Planning Committee meeting that was held on Saturday, August 27th at the Woodridge Lake Club House. Said meeting was an informational meeting which was open to the Woodridge Lake Property Owners. Ken Green Chairman of the Planning Commission gave an excellent presentation to about 35 property owners who were in attendance. The next Planning Commission meeting will be held on Monday, September 19th at 3:00 P.M. Ray Turri's Office in Torrington.

There was no other business proper to come before the meeting. A MOTION TO ADJOURN WAS MADE BY Bob Goldfeld, seconded by Joan Lang. The meeting adjourned at 8:15.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT

Joan M. Lang, Secretary and Clerk respectively