

MINUTES FOR THE REGULAR JOINT MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT TUESDAY, MARCH 10, 2020, AT 3:00 P.M. HELD IN THE CONFERENCE ROOM LOCATED AT THE WOODRIDGE LAKE CLUBHOUSE, 260 EAST HYERDALE DRIVE, GOSHEN, CONNECTICUT

CALL TO ORDER: Jeff Clark, called the meeting to order at 2:57 PM.

ATTENDANCE: Board members present, Alfred Shull, Jeff Clark, Richard Reis, attending by conference call James Mersfelder and Raymond Turri, also attending Tax Collector/Clerk Laurie Mosley and Plant Superintendent Mark Theriault.

EXCUSED: None

APPROVAL OF MINUTES: The minutes of the regular board meeting held February 11, 2020 were presented for approval.

A MOTION WAS MADE BY, Richard Reis, seconded by Al Shull, to approve said minutes as presented. No other corrections or discussions. **SO VOTED.**

REPORT FROM PLANT SUPERINTENDENT AKA CHIEF OPERATOR- MARK THERIAULT

- At the last meeting Mark had the F-350 at Litchfield Ford for an ignition switch issue. It was determined that the main wire harness had a short in it and had to be replaced. Litchfield Ford replaced the wire harness at no cost.
- At the plant we have been cleaning up a lot of tree limbs and brush from all the ice storms over the winter. There was a lot of tree damage to clean up around the plant, mostly pine trees on the west side of the plant.
- Eastern Water was here to repair the volute on return pump 1 at main plant. It was leaking badly around the bolts that secure the pump. Eastern removed the volute and took it back to their shop. It will need to be drilled and tapped before the pump can be reinstalled.
- The screen on the sludge press had to be replaced. Mark has not had to replace that screen in over a year. The wet-well cleaning twice each year is proving to help a lot with breakdowns and maintenance costs. (Pump Seals / impellers / screens / etc.) Mark did order a new screen to have on hand.
- The crane on the flatbed stopped working. Mark sent it to universal welding and they found that there was a short in the wiring and a bad switch. Universal repaired the issue, the crane is working fine now.
- Mark took a ride around the fields with Joe and found that the beds held up well this year. There are only minor repair issues to deal with and they will be taken care of in the next few weeks.

Flows: The average daily flow for February was 105,000 gpd. And the total rainfall was 2.79in. The average daily flow to date for March is 95,000gpd. And the rainfall to date has been 0.47in.

FLOWS- Jeff Clark discussed his flow charts. February was slightly over average rain fall. Our Fiscal ADF (mgd) is up to 0.105 with a forecasted fiscal year ending ADF of 0.095. Forecast still comes in well below the limit for the year.

MONTHLY FINANCIAL REPORTS:

Under Financial Reports, Jeff reported under the Operating Budget Revenues, the total for February was \$5947, \$483 under budget. Total revenue year to date is over budget by \$6168. Under Expenditures, we spent \$55,297, \$5,362 under budget. Year to date we are \$11,203 over budget, mostly due to last month's electrical issue as noted in the February minutes. Under Debt services, we had none. Finances are still looking good. Under Capital, we had none. Under Cash Flow, we are doing well. We currently have \$49,834 available for transfer. Jeff Clark reported on the delinquent report. We have 68 taxpayers in arrears for a total of \$61,457.52 compared to last year's 69, \$41,320.47. This is the time of year with the highest number of delinquents due to taxpayers forgetting to pay their second installment. Laurie reported that the number was already down to 59 with \$48, 5865.30 after sending out INTENT TO LIEN notices.

A MOTION WAS MADE BY Jeff Clark seconded by Alfred Shull, to go into Executive Session at 3:06PM to discuss the Sewer Pipeline Project. No discussion, **SO VOTED.**

At 3:39PM **A MOTION WAS MADE BY** Alfred Shull, seconded by Jeff Clark to come out of Executive Session. No discussion, **SO VOTED.**

OPEN END ISSUES OF PREVIOUS MEETINGS IF ANY- Laurie reported she had looked into new email servers and websites. We currently use an email service that does not hold a lot of archived email and our website is not very user friendly. Jeff suggested we look into Outlook Windows 365 program which holds a lot more information for email. As for websites, Laurie contacted area town municipalities and asked them about their website carriers and they use CIVICCMS. The website is very user friendly and once set up, can be changed by us and not a webmaster administrator. The website could be a little over kill for our function but Laurie said she could talk to the company to see if there is a smaller, less expensive web set up. Jeff suggested that Laurie and he would work on this going forward and report back next month.

NEW BUSINESS- Jeff reminded everyone it is budget planning time. He has worked on a draft budget but needs to get together with Ray to go over the new health care numbers and pay rate levels. He commented that he will be sending out information on the budget so we can vote on a proposed budget for the next meeting.

Jim Mersfelder reported that the Board finally received the data review and summary report of the CCTV Field Work and Inspection of Easement Manholes from Dave Prickett. The summary was not good. Dave estimated that the cost of repairing and/or lining these areas at \$940,000 and to fix all the Manhole issues at \$216,000. Jim commented that these are areas that have not been dealt with in the past. Many are right of way areas, easement areas but all need to be dealt with in the near future. The board will have to go over the report and prioritize how and when this project can be started/worked on/ and completed in the next few years.

A MOTION WAS MADE BY Richard Reis, seconded by Alfred Shull, to adjourn at 3:52PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk
WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
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