

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, OCTOBER 13, 2020, AT 3:00 P.M. HELD REMOTELY THROUGH ZOOM VIDEO CONFERENCING

CALL TO ORDER: Raymond Turri called the meeting to order at 3:01PM.

ATTENDANCE: Board members attending Raymond Turri, Alfred Shull, Jeff Clark, Richard Reis, James Mersfelder and Dave Hazan, 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 September 8, 2020 were presented for approval.

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

Superintendent Mark Theriault was out on an alarm call due to an electrical outage and would return soon.

FLOWS- Jeff Clark discussed his flow charts. September average was 79,000gpd. Jeff reported the flows are below average. This is typically the time of year we are below average. Our Fiscal ADF (mgd) is 0.087 mgd with a forecasted fiscal year ending ADF of 0.100. The groundwater level is normally at 14 and a half feet, it is currently at 17 and a half feet which is the driest it has been this decade. Rainfall is also down 25%.

MONTHLY FINANCIAL REPORTS:

Laurie reported on the delinquent report. We have 37 taxpayers in arrears for a total of \$41760.77 compared to last year's 42, \$27873.64. Laurie noted the largest groups in arrears are from taxpayers under the marshal, bankruptcy or foreclosure. The Executive Order stopping aggressive collections has expired. Laurie has warranted 8 properties (5 new).

Under Financial Reports, Dave reported under the Operating Budget Revenues, we are under budget due to our investments interest rates dropping to a very low rate. Under Expenditures, we are under budget. Good notes are we received a credit on health benefits from the departure of an employee workers comp audit resulted in a refund to the current invoice. Expenditures included our last trailer fee, a pump repair, and legal fees for both the Ad Valorem and Woodard & Curran issues. Under Cash Flow, we are doing well. We have not spent anything on the project so we have a large cash flow. Jeff did note we did not spend any Capital this month.

A MOTION WAS MADE BY Richard Reis seconded by Jeff Clark, to go into Executive Session at 3:21PM to discuss the Sewer Pipeline Project and a personnel issue. No discussion, **SO VOTED.**

At 3:45PM **A MOTION WAS MADE BY** Alfred Shull, seconded by Jeff Clark to come out of Executive Session. No discussion, **SO VOTED.**

REPORT FROM PLANT SUPERINTENDENT AKA CHIEF OPERATOR- MARK THERIAULT

- Mark replaced backup batteries at stations 1,2,3,4,5,7,8. The batteries were very weak and only lasted a couple of hours during the tropical storm we went through. The new batteries will help us to know what's going on at the stations for a lot longer next time we have an event.
- Joe and Mark replaced the lift arm assist on the crane. We remounted the crane on the flatbed truck and have used it without any issues. The flatbed is now fully operational. Mark intends on painting the body again when time and weather permit.
- Our new employee Billy Reed is working out very well. Billy has a great work ethic; he is always busy doing something. He is very motivated and eager to learn.
- Mark had an issue at station 6 with pump 1 running intermittently. He called Roy from Turri Masterson to take a look at it. It was determined that both the high and low float switches needed to be replaced. Mark had one on hand and went to Lowes for the second switch. Joe and he entered the wet well and changed the floats. The issue was resolved.
- Mark had Scott here from Turri Masterson to repair the transfer switch at station 1. The switch was getting hung up on the ceramic insulators and not engaging. Scott took the switch apart and was able to repair the issue.
- Mark reported that his top employee Joseph Palumbo gave in his notice last week. He has been offered a job at the Southington Sewer Plant. His last day will be October 16th.
- FLOWS: The average daily flow for September was 79,000 gpd. And the total rainfall was 2.83in. The average daily flow to date for October is 80,000 gpd. And the rainfall to date is .50in.

OPEN END ISSUES OF PREVIOUS MEETINGS IF ANY- None

NEW BUSINESS-

Jeff reported that last night he received the 2nd submission of DPC's report on results from CCTV projects which documents, from existing records:

- The results of all pipeline CCTV work and manhole inspections done to date,
- A summary of all past pipeline and manhole refurbishment work done to date
- A prioritized list of pipeline repairs (totaling \$1.406 million, ~70 projects) remaining to be done
- A prioritized list of manhole repairs (totaling \$0.295 million, ~50 projects) remaining to be done
- A prioritized list of CCTV and manhole inspections to be done

For the 2020/2021 Fiscal Year, we budgeted:

- \$ 100,000 for refurbishment projects
- \$ 40,000 for CCTV • \$2,080,560 for Litchfield Pipeline
- \$ 25,000 Contingency

For the 2020/2021 Fiscal Year, our cash flow projection shows that:

- We currently have approximately \$850,000 cash available + \$531,000 assessment receivable
- We are earning almost no interest on our deposits (Fed actions)
- If operations spends to budget, we spend all of the capital except the Litchfield Pipeline, and we collect normally on the assessment receivable, we will end the year with about \$550,000 in available cash.

2020/2021 Fiscal Year pipeline and manhole refurbishment recommendation:

- Given the large number of 'backlog' pipeline and manhole refurbishment projects, Jeff believes that we should not spend any money on CCTV
- Given the extremely low interest rates available to us, he believes that we should spend at least another \$150,000 on refurbishment projects. This would bring us down to the 'typical' \$400,000 cash reserve level at the end of the year. That would be a total of \$290,000 spent on refurbishment projects
- He believes that DPC's latest recommended priority is reasonable enough to warrant using some of Mark's time to confirm the targeted projects and agree on those for bid. Jeff suggests they sit down and look at all the photos (and agree on them) and recommendations on the projects before he leaves on vacation next week.
- Jeff believes that due to the inconsistencies in DPC's estimate between report submissions, we should prepare a request for bids document with enough projects to ensure reaching our \$290,000. He has highlighted 12 pipeline projects (\$395,000) and 10 manhole projects (\$69,000) for a total of \$464,000 based on DPC's priority.

A MOTION WAS MADE BY James Mersfelder made a motion, seconded by Alfred Shull, that no CCTV be done this year and that we increase the refurbishment projects to \$290,000 (note- the budgeted amount of \$100,000 + the CCTV budget amount of \$40,000 + an increase of \$150,000= \$290,000). No discussion, **SO VOTED.**

A MOTION WAS MADE BY James Mersfelder, seconded by Richard Reis, to adjourn at 4:08PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

Laurie Mosley, Recording Clerk
WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY
WOODRIDGE LAKE SEWER DISTRICT