

**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, NOVEMBER 10, 2020, AT 3:00 P.M. HELD REMOTELY THROUGH ZOOM VIDEO CONFERENCING**

**CALL TO ORDER:** Raymond Turri called the meeting to order at 3:03PM.

**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 October 13, 2020 were presented for approval.

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

**REPORT FROM PLANT SUPERINTENDENT AKA CHIEF OPERATOR- MARK THERIAULT**

- First thing is that our new employee Billy Reed is working out very well. I Mark took two separate weeks off in October; Joe was still here for the first one. Billy handled the responsibility without any issues while he was away on the second one. Charlie Ekstrom was here to back Billy up just in case. While Charlie was here he decided that we needed a flammable liquid cabinet to keep the fuel cans in. Mark purchased a cabinet at NAPA the cost of the cabinet was \$1571.00
- Mark signed Billy up for the Sacramento course he needs to get his 9ceu's, he's working on it now.
- Mark purchased new tires for the F-350 at Zeller for plowing. He used the old tires longer than he should have to get him through the summer.
- Mark had an issue at station 9 where the check valve came apart. The insides were badly damaged and could not be repaired. He had Eastern Water order a new one. Eastern is getting the cost. The valve should be here next week. Right now he is running on two pumps at station 9 not all 3.
- Mark replaced a bad float at station 7. The float went bad and Mark had to manually shut one pump down until he did the repair so the pumps wouldn't come on together. Mark used the floats that he had at station 6. Eastern got him 4 more.
- Mark is in the process of interviews to find a replacement for Joe. He had 37 applicants from indeed, he chose 5 to interview. None have worked out. Mark commented he will put an ad back up within the month.
- **FLOWS:** The average daily flow for October was 77,000gpd. And the total rainfall was 3.66in. The average daily flow to date for November is 93,000gpd and the total rainfall is 0.75in.

**FLOWS-** Jeff Clark discussed his flow charts. October average was 78,000gpd. Jeff reported the flows are below average. This is typically the time of year we are below average. Our Fiscal ADF (mgd) is 0.085 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 18 feet which is the driest it has been this decade. Rainfall is also down 25%.

## **MONTHLY FINANCIAL REPORTS:**

Under Financial Reports, David reported October was a good month. Income was up, expenses down. Under the Operating Budget Revenues, we are over budget due to a permit & connection charge and interest on delinquent tax payments that all came in. Under Expenditures, we are under budget. On a good note, there were no breakdowns this month, or legal fees, our pension budget will go down with the loss of two employees, (all new employees must work a year before receiving a pension contribution) and we now have no trailer lease.

Laurie reported on the delinquent report. We have 25 taxpayers in arrears for a total of \$30,247.58 compared to last year's 30, \$23,224.82. Laurie noted that State Marshal Joseph Parillo had collected a good amount of back taxes, Cardello, 186 East Hyerdale LLC and Massey were either paid off or partial paid off. With the Executive Order lifted, we can now go back to bank executions.

**A MOTION WAS MADE BY** Richard Reis seconded by Alfred Shull, to go into Executive Session at 3:16PM to discuss the Sewer Pipeline Project and a personnel issue. No discussion, **SO VOTED.**

At 3:23PM **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-** Jeff Clark sent out the draft of the Management's Discussion and Analysis for the 2019-2020 Audit. All board members read it and discussion occurred.

**A MOTION WAS MADE BY** Richard Reis, seconded by Alfred Shull, to approve said Management's Discussion and Analysis for the 2019-2020 Audit as presented. No other corrections or discussions. **SO VOTED.**

Ray reported that Laurie and Jeff have been looking into changing our email supplier. PC Wizard gave us an estimate for changing to either Google or Microsoft Office 365. He recommended the Microsoft for the extra benefits it comes with and that we work with. Discussion occurred. Everyone agreed that Outlook/Microsoft Office 365 was the better program. **A MOTION WAS MADE BY** Jeff Clark, seconded by Richard Reis, to approve the migration of our email to Microsoft Office 365. No discussion. **SO VOTED.**

Laurie presented the 2021 Meeting Schedule to be approved (as filed with these minutes). **A MOTION WAS MADE BY** James Mersfelder, seconded by David Hazan, to approve the Schedule for 2021 as presented. No discussion. **SO VOTED.**

**A MOTION WAS MADE BY** James Mersfelder, seconded by Richard Reis, to adjourn at 3:35PM. No discussion, **SO VOTED.**

Respectfully submitted,

Alfred L. Shull, Clerk

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