

WLSD Operations Committee

Status as of December 20, 2010

1. Risk Management:

- The Risk Management report has been completed and was made available for Board review last month. Tom McKiernan has not been contacted by any Board members with any questions. In preparation for gaining the correct insurance coverage for the pump stations the asset list as of June 30, 2010 was reviewed by the C Ekstrom and Litchfield Insurance has been contacted in order to prepare a quote which is expected on December the 28th for the correct coverage. The proposal will be presented to the Board for review when received. Open active project – Responsible party T. McKiernan
- Environmental Insurance Coverage will be quoted upon completion of assembling all the required documents which are as follows: Two years of Financial Statements – Available; Confirmation of terrorism coverage – Will be quoted and presented to the Board; Brief description of DEP mandated modifications to the plant made during the last year the only requirement is to get the tertiary system on line – Work in progress; Synopsis of effluent discharge monitoring results for one year – Available DEP reports; one year of reports on discharge levels – Available; age, construction and maintenance history of the collection system – Available drawing of the system but maintenance history is only available for the last year; integrity testing and maintenance history of all above ground storage tanks – Not available we are planning to pump out the tanks and perform a visual inspection then to have an engineering firm complete a phase I test for discharge around the subject tanks; a confirmation from the district that it is in compliance with its operating permits - Available DEP reports for one year. As soon as all these items are completed we will call for a Risk Control Engineering Survey of the plant by the insurance underwriter. Open active project – Responsible party T. McKiernan, J Mersfelder and C Ekstrom.

2. Employee Environment:

- Employee Job Description Review: Job description have been completed, reviewed for the plant operations personnel and submitted to the Board for approval. The clerk and tax collector position descriptions are in draft form and being reviewed by the incumbents. Subsequent review will be required before submission to the Board for approval. Open active project – Responsible party L Roraback and J Mersfelder.
- Employee Salary Review: The approved salary grid for the plant staff will be used as part of a review of the incumbents' position descriptions and utilized in completing written performance reviews. The grid needs to be presented for the clerk and tax collector positions. Active project – Responsible party L Roraback, T McKiernan and J Mersfelder
- The Internal Revenue Service has approved the district's application for a Section 125 Cafeteria Plan. This plan will allow employee to pay medical benefit expenses from pre-tax dollars. The committee will be recommending the implementation of this plan in concert with a medical sharing plan and employee rate adjustment to make the sharing dollar neutral to the employees from their current coverage levels. This plan was anticipated to be completed by this Board meeting but it is behind schedule due to work load conflicts. Active project – Responsible party L Roraback, T McKiernan and J Mersfelder

- Employee Handbook Review: Several handbooks have been made available for review. A table of contents has been developed. . This plan was anticipated to be completed by this Board meeting but it is behind schedule due to work load conflicts. Open active project – Responsible Parties L Roraback, T McKiernan and J Mersfelder
- Employee File Review: Employee files found not to be in compliance. All employees have now completed a new employment form that will be reviewed for completeness. Open active project - Responsible party L Roraback

3. Computing Environment:

- E-Mail System: The new e-mail system which complies with the FOI requirements is now live for nineteen persons to include staff, Board and committee members. All Board members are using the system actively. The superintendent and office staff is using the system but the plant staff members have yet to start using it. Some of the committee members are using the system but not all. Reminders have been sent out to stimulate compliance. Open active project – Responsible party J Mersfelder
- We Site: The new web site was launched. We will be adding content as it seems reasonable based on feedback fro the Board, committees and taxpayers. Open active project – Responsible party J Mersfelder.

4. Inflow and Inflow Project:

- Pump Station Flow Analysis: The committee has begun a review of the pump stations flows as well as an analysis of flows by household within the collection system. The analysis covers May 2010 through December month to date. We are trying to develop a methodology the will help the staff identify areas to focus on and which will be useful to Woodard & Curran in their work on this project. Open active project – Responsible party T. McKiernan, J Mersfelder and C Ekstrom.

5. Collection System Connection Review:

- Assessors Office Data Review: The Goshen Assessors tax data has been reviewed against the available district map and the corrections are being applied to the map. Open active project – Responsible party J Mersfelder.
- Permit Review: The district permit data base will me merged with the assessor's data base and installed on our new server in a relational data base for use by the staff. Open active project – Responsible party J Mersfelder.

Following the first of the year the committee will review the open items identified in its kick off meeting and propose a priority list for review by the Board for input.