

MINUTES WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY AND  
WOODRIDGE LAKE SEWER DISTRICT, MONDAY JULY 18, 2011, 7:00 P.M.  
CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE:

PRESENT: Raymond Turri, Joan M. Lang, James Hiltz, Robert Goldfeld, and Jim Mersfelder by conference phone. Also present, Richard Reis, Chairman of the Financial Committee. Excused absence Alternate William Daniels and Plant Superintendent Charles Ekstrom.

CALL TO ORDER: Raymond Turri Chairman & President of both Boards respectively called the meeting to order at 7:05 P.M.

APPROVAL OF MINUTES: **A Motion was made by** Jim Mersfelder seconded by Jim Hiltz to approve the minutes of the June 27, 2011 meeting as presented. There was no discussion on the minutes and said minutes were **approved** as presented.

REPORT FROM PLANT SUPERINTENDENT: In the absence of Plant Superintendent Charles Ekstrom who is on vacation, Ray Turri read from the report prepared by Charlie. The following items were noted under said report. **Personnel**-Jason Patrick took the Class II DEP certification exam on 7/14 with results expected in four to six weeks. Jason will be on vacation when wife has their baby. Mark Theriault lost 2 ½ days due to the dog bite injury which happened during home inspections. No lasting problems are expected. Charlie Ekstrom will be on vacation July 18-22 and one day personal leave 7/25/11. Emergency call lists has been provided in case of any problems. **Tertiary System**-The work remaining to be done has been completed and the system was placed in service on July 8<sup>th</sup>. Some software problems during the backwash cycle have been corrected. One of the submersible pumps in the plant manhole has failed and Weston & Sampson has pulled the pump for repair. An estimate for cost of pump repair and replacement of one guide rail is being sought. Two quotes were received for the stairs and platforms for Plant Pump and PS #6. Lakeside Welding, \$3,960.00 and \$7,200.00 from Jeff's Welding. A Purchase Order has been issued to Lakeside Welding for the job. Ridge & Furrow beds testing and I & I study would be addressed under the Planning Committee Report. **Pump Station #7 Upgrade**- A Purchase Order has been issued to Weston & Sampson for the replacement of the pump bases, check valves, pump rails, guide brackets, piping and hardware. The work should be completed by the end of July. **Phase I Study**- The TCLP Testing of the sludge & grit has been completed. No test results have been received to date. Plant & Station flows-Total flow for June was 3.506MG with an average daily flow of 117,000 gal per day with a max daily flow of 175,000 gal per day. Total precipitation was 6.74" for the month. To date the average daily flow for July is 101,000 gal with a max daily flow of 135,000.00. There were no further items noted under the Plant Superintendent's report.

**June 30, 2011 Financial Reports:** Copies of all financial reports had been provided to the Board Members prior to the meeting. Items Noted – **Collection of Delinquent Taxes**- Seven accounts have been turned over to the Marshal for collection, sixteen accounts are on payment plans and any party under a payment plan who misses three consecutive payments will be turned over to the Marshal for collection. The amount of delinquent taxes to be collected continues to go down. The Current Tax Collection due for the first installment shows an approximate 1/3 collection. Two thirds of the payments

are coming through the Lock Box. Although otherwise instructed, some payments are coming in through direct payment to the WLSD P. O. Box and on line banking payments that do not include a tax payment stub are not processed through the Lock Box process. With the exception of some minor glitches, the Lock Box System seems to be working relatively well. At the end of the July 1, payment cycle, payments will be mailed directly to the WLSD. **WLSD Capital Budget for June 30, 2011-** Noted under said report is the accrued amount of \$58,963.88 for work done by Woodward & Curran under the DEP Scope of Work Project. The \$58,963.88 figure to be paid by the WLSD represents 45% of the total of the bills received to date which is approximately \$130,000.00. We continue to wait for the signed grant paper work from the DEP. Also accrued under the Capital Budget is the \$23,500.00 for Pump Station #7 upgrade. Under the **Cash Flow** report it was noted the report does not reflect the cash received for July. Decisions will be made at the end of July relative to the total cash flow and investment of those dollars. **The Operating Budget Report** for the period ending June 30, 2011 shows an estimated year end figure of \$143,512.12 under the planed 2010/2011 budget expenditures. The July budget report should show the calendarized budget for 2011/2012. It was reported under the Financial Reports that the Auditor has spent two and one-half days doing preliminary work on the Fiscal Year Ending June 30, 2011 Audit of the WLSD financial records and will be coming back in August to continue the year end Audit. It was noted that all Audit reports are made available to the Board Members and are also posted on the web-site.

**Operations Report:** Jim Mersfelder reported that as of July 1, 2011 all of the new Board approved Insurance Policies took effect and includes the Environmental Insurance Policy. Final acceptance terms or rejection by the Insurance Co. is subject to their review of the completed Phase I Study, the results of Sludge and Grit Tests and inspection of the plant facilities. We are still waiting for a report from the Power Company. Previously questioned under the Phase I study was the testing of the soil for contamination at the time of removal of the underground fuel tank at the plant. For the record, research of the minutes of the WLSD dated 9/20/1989 stated at the time of removal of the tank, minimal contamination had been found. Michael Capuano of the State DEP and the Goshen Inland/Wetlands Commission had determined that it was minor. Approximately 30 yards of soil were removed and disposed of at the Torrington Land Fill.

**Employee Benefits-**Jim Mersfelder reported that all Employee Benefits for STD, LTD, Life, Health, Dental Insurance, Pensions and Salaries for eligible employees were in place as of July 1, 2011. The currently revised Employee Personnel Policy is now in Legal review and once completed, the Board will have the opportunity to review the revised policy prior to final approval.

**New Web-site Page-** Based on discussion by the Planning Committee and questions by Realtors, a new page has been opened on the web-site which addresses the improvements of the District facilities which have been addressed in the Breezes articles sent out to the WLSD Property Owners over the past two years. **Quality Data Service On-line Tax Payments-** The WLSD has signed an agreement with Quality Date Services which will allow Tax payers to see what their tax bills are and be able to make payments on line.

An agreement has been signed with a payment processing Company which allows the use of American Express, Visa, Master Card, Discover and E-Checks for on-line payments.

**Payroll Checking Account:** Ray Turri reported that due to bank issues relative to the WLSD check signing requirements for payroll checks, action to resolve the issue had been taken to open a separate checking account for payroll. Joan Lang reported that the payroll account has been set up and is now in use.

**Planning Committee Report:** Ray Turri reported on the Planning Committee meeting held in his office today. The meeting was chaired by Ken Green and included in attendance at that meeting were Ray Turri, Bob Goldfold, Jim Mersfelder by conference phone and Paul Dombrowski with one of his employees in charge of the I & I program. Also present was John Wertam from the newly hired Legal Firm of Shipman & Goodwin. Discussed at the meeting was the number of projects currently in progress under the DEP Scope of Work. A presentation was given by Vonnie of W&C on the results of the on home/site visits that were done under the I & I study. The on home/site visits schedule will be put on hold until W & C can report back to the District relative what the priorities should be to continue the I & I program. It was noted that 200 homes had been visited with no measurable infiltration problems being found. Noted was the good quality internal TV inspection of the in ground sewer lines. To enable the District to prioritize the I & I direction to be taken, W & C will provide the District with the repair work needing to be done along with the cost to repair. Also done was a radio test of the SCATA System which is a real time metering of all the plant pumps. Past experience has shown that a repeater is needed in order to be able to beam the information from the pump stations to the plant. Being suggested is the installation of an 8' antenna on the roof of the Club House which will pick up the signal from each of the pump stations and send it to the plant. It was noted that it is a data collections system which will be at every sub station.

The DEP Ground Water Disposal continues to remain an issue with the DEP and no resolution is expected for some time. Also discussed at the meeting was the Scheduled Saturday August 27<sup>th</sup> informal informational meeting of the taxpayers of the District. The Planning Committee is expected to present a ten slide summary to present which will provide an update to the community to where the District is at this time and what the District what the future will hold for the District. Notification of the meeting will be made by a blast e-mail. No mailing will be done. Noted was the implementation of a Google Doc. Site which at this time includes approximately one thousand documents. It contains a collection of everything Woodward & Curran has collected from the Sewer District as well everything collected from the DEP. As a means of bringing new Legal Council up to speed, a summary of approximately seventy documents was presented to John Wertam for his review. It was also noted that Paul Dombrowski had given John Wertam a tour of the WLSD Plant Facilities and Ridge & Furrow beds.

Ray Turri reported that after several weeks of being down, the security system at the plant is back in operation. Under old business, Joan Lang reported in her search of the files that she was unable to locate a copy of the conflict of interest letter given to the

Board by Andrew Roraback several years ago. Ray Turri would contact Andrew requesting a copy of the letter from him.

**Plant Operating Personnel:** Discussed was the existing need for a third plant operator and what if anything is being done to fill that position at this time? After some discussion, it was agreed that Jim Mersfelder would discuss the matter further with Plant Superintendent Charlie Ekstrom and report back to the Board.

Presented to the Board for approval was the renewal contract for lease of the Mod Space Office Trailer. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Jim Hiltz to approve said contract. No discussion, **SO VOTED.**

There was no other business proper to come before said meeting. **A MOTION TO ADJOURN WAS MADE BY** Ray Turri, seconded by James Mersfelder. The meeting adjourned at 7:50 P.M.

Respectfully submitted,

WLSDSA/WLSD

Joan M. Lang, Secretary & Clerk