

MINUTES JOINT MEETIG OF THE WOODRIDGE LAKE SEWER DISTRICT  
SEWER AUTHORITY & THE BOARD OF DIRECTORS OF WOODRIDGE LAKE  
SEWER DISTRICT, MONDAY, JANUARY 23, 2013, 5:45 P.M. WOODRIDGE  
LAKE OFFICE TRAILER CONFERENCE ROOM

CALL TO ORDER: Raymond A. Turri, Chairman and President of both boards respectively called the meeting to order at 5:45 P.M.

ATTENDANCE: Raymond Turri, Joan Lang, by conference phone Jim Mersfelder and Robert Goldfeld. Excused absence, James Hiltz. Also present, Charles Ekstrom Plant Manager and Richard Reis Chairman of the WLSD Financial Committee.

APPROVAL OF MINUTES: The minutes of the December 10, 2012 meeting were presented for approval. **A MOTION WAS MADE BY** Jim Mersfelder seconded by Joan Lang that the minutes be approved as presented. No discussion, **SO VOTED.**

OPERATIONAL REPORT DECEMBER 10, 2012 TO JANUARY 23, 2013: Plant Manager Charlie Ekstrom reported on the following:

Personnel – Noted was the attendance record for the month for plant employees Jason Patrick, Mark Theriault and Michael Migaldi.

On December 18, 2012, Mark Theriault received his DEEP Class II Certification and toward furthering his education, has started another Sacramento course. Also noted was the memo received from the Plant Manager recommending that the Board approve Marks promotion to Plant Operator II and to raise his salary to the minimum of 22.94/hr rate for the position. Michael Migalidi took the DEEP Class I Certification exam on January 9, 2012, with test results expected by mid-February. For Michael to keep his employment with the Sewer District, it is necessary to have the Class I Certification. If he did not pass the exam the first time, he has another chance to take the test within his two year eligibility period.

Pump Station #1 – Installation of new replacement pump was completed by Eastern on January 15<sup>th</sup>. The cost to rebuild the old pump was \$6,647.00 however, a quote of \$60.00 more for a new high efficiency pump and a conversion bracket, with next day delivery was received. The new pump was purchased, has been installed and is under warranty

Pump Station #6 Soft start failure on Pump #1 – As of 12/27/12 Integrity Electric completed the installation of an external reset for the new unit.

Pump Station #3 – Seal moisture failure on Pump #1. Said pump was pulled by Eastern and taken to ABS Pumps for evaluation and cost of repair. Received as of 1/21/113 was an estimated cost to repair of approximately \$3,000.00. Charlie Ekstrom requested authorization from the Board to have the pump repaired.

Plant Flow Meter – Due to erroneous reading being given by the flow meter Introl was contacted and acting on advice from Introl, the sensor was lowered and the unit recalibrated but it still did not work. Since the under was still under warranty and a new

one was ordered and came with at no extra cost with a shielded cable. At a cost of \$170 for materials, plant personnel also installed a new dedicated conduit for the sensor cable.

Break Room – During December the plant staff worked on refurbishing the break room. The old carpeting, shelving and broken ceiling tiles were replaced and the wall and floor was painted. Mark Theriault donated a new table and Charlie Ekstrom donated four chairs.

Plant flows – Total flow for the month of December was 3.966 MG with an average daily flow of 128,000 gal and a maximum daily flow of 166,000 gal., with total precipitation for the month of 6.40”. To date for January the average daily flow is 106,000 gal with a maximum flow of 138,000 and a total rainfall of 0.99”. For the 2012 calendar year, the average daily flow was 92,000 gallons per day and the total rainfall was 60.05”.

There were no other items discussed under the Operation Report. Bob Goldfeld came on line via conference phone at 5:55 P.M.

Wage Increase for Mark Theirault – Discussed was the recommendation received by the Board for a wage increase for plant employee Mark Theriault. It was noted that the increase would bring Mark up to the lowest level for a Class II operator, the rate that Jason Patrick currently is receiving. Jason Patrick has been working at that level for one year and would soon be up for job performance evaluation and Charlie Ekstrom noted that at that time, he would be looking to recommend a wage increase for Jason. Acting upon the recommendation for a wage increase for Mark Theirault, **A MOTION WAS MADE BY** Jim Mersfelder seconded by Bob Goldfeld to approve a wage increase of \$3.31 per hour for a total adjusted rate of \$22.94 hourly rate. There was no further discussion, **SO VOTED**. It was noted that on the anniversary date of the last wage increase for Jason Patrick that Charlie Ekstrom was requested to conduct a job performance review on Jason Patrick. Charlie Ekstrom left the meeting at 6:00 P.M.

FINANCIAL REPORTS: Delinquent Tax Report – Treasurer Jim Mersfelder reported that real progress continue to be made on the collection of delinquent taxes. The report showed total delinquent taxes to be collected a year ago were \$34,782.66 vs. \$25,786.10 as of 12/31/2012. Questioned by Bob Goldfeld was the smaller amounts of taxes due and the possibility of their being written off the books. It was noted that every effort continues to be made to collect all taxes due no matter the amount. All bills going out for taxes due list the taxes due by year and by State Statutes, any money received goes to pay off the most outstanding interest and taxes due. Any write off taxes determined to be uncollected by the tax collector be presented to the Board for approval before they can be written off. Through work done by the Marshal since the date of last report, the number of Marshaled delinquent taxpayers has dropped 7 to 4. It was reported that the Lock Box collection for the second installment is working well.

Full Year Operating Forecast as of 12/31/2012 – As noted under the December report, the Sewer Permit Fees/Connection Charge is below budget by – (\$6000.00). Plant Equipment

Repair & Maintenance spending continues for repair of the aging equipment. Lawn Mowing/Plowing is currently below budget by -\$6,632.00 due to lack of snow to date. Expenses for our environmental lawyer are under budget by -\$24,451.57. The report shows \$15,773.94 under budget year-to-date and \$34,179 for the entire year.

Capital Budget – In terms of the over/under plan, Capital expenditures remain substantially under due to the delays in the Scope of Study and I & I remediation. It was noted that application to the DEEP Funding has not been made for funding of the additional Ground Water Testing Costs of \$12,370.00. Noted under the Cash Flow Report was the current available cash, the operating budget forecast, the capital forecast, the cash required and funds to be re-invested. Finance Committee Chairman Richard Reis and Jim Mersfelder will be looking at the current CD investment rate schedules from the Torrington Savings, Union Savings and Litchfield Bancorp and will come back to the Board with their investment recommendations schedule of funds available for reinvestment.

WLSD Internal Control Procedures Financial Activities – Prior to the meeting the Board Members had received for review from the Finance Committee the suggested modifications to the Woodridge Lake Sewer District Internal Control Procedures. Said revisions included the recommendations received from Auditor, Joseph Rodgers that relate to Purchase Orders. A MOTION WAS MADE BY Ray Turri, seconded by Joan Lang to approve the implemented changes made to the WLSD Internal Control Procedures for Financial Activities under the procedures for Purchase Orders. There was no discussion, SO VOTED.

OPERATIONAL COMMITTEE UPDATE: No items to report on at this time.

PLANNING COMMITTEE UPDATE: Ray Turri reported that the Planning Committee as of this date met at the WLSD Office Trailer which Paul Dombrowski of Woodward & Curran gave an up to date progress report relative to the DEEP Scope of Study

New Business: Request for Board approval of Sewer Tax Refund – Presented for Board approval was a request from the Tax Collector for a refund of over payment of sewer taxes by Romeo & Anna Perugini in the amount of \$111.06. A MOTION WAS MADE BY Ray Turri seconded by Joan Lang to approve the sewer tax refund of \$111.06 to Woodridge Lake Property Owners Romeo & Anna Perugini. No discussion, SO VOTED.

Pump Station #3 Pump Repair authorization- As estimated by ABS Pumps, A MOTION WAS MADE BY Jim Mersfelder seconded by Bob Goldfeld to give authorization to Plant Manager Charlie Ekstrom to spend up to \$3,000.00 for the repair of pump #1 in Pump Station #3. No discussion, SO VOTED.

There was no other business to come before said meeting. The motion to adjourn was made by Ray Turri, seconded by Joan Lang. The meeting adjourned at 6:20 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY  
WOODRIDGE LAKE SEWER DISTRICT

Joan M. Lang, Secretary & Clerk of both boards respectively