

MINUTES OF RESCHEDULED JOINTLY HELD MEETING OF THE WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY AND THE BOARD OF DIRECTORS OF THE WOODRIDGE LAKE SEWER DISTRICT MONDAY, APRIL 25, 2011, 7:00 P.M. CONFERENCE ROOM WOODRIDGE LAKE CLUB HOUSE

CALL TO ORDER: Raymond A. Turri, Chairman and President of both boards respectively called the meeting to order at 7:22 P.M.

ATTENDANCE: Raymond A. Turri, Joan M. Lang, James Hiltz and by Conference Phone Jim Mersfelder and Bob Goldfeld. Also present new alternate member of the SA Board Bill Daniels, WLSD Plant Superintendent Charlie Ekstrom and Chairman of the WLSD Finance Committee Rich Reis.

APPROVAL OF MINUTES: The minutes of the March 28, 2011 meeting were presented for approval. **A MOTION WAS MADE BY** Ray Turri, seconded by Jim Hiltz to approve the minutes of said meeting as presented. No discussion, **SO VOTED**. Bob Goldfeld abstained from voting.

MONTHLY OPERATIONAL REPORT: Plant Superintendent Charlie Ekstrom reported on the following: Personnel – Last day of employment for Lyle Sommers was April 15, 2011. Yet to be received from Lyle Sommers is the signed severance package agreement. In order to receive the agreed severance pay of \$6,373.00 Lyle must sign and return the severance agreement to Plant Superintendent Charlie Ekstrom by Friday, April 29, 2011. Lyle has returned all his personally held keys for the plant, gates and pump stations. Lyle has received his final weeks pay. Items at the plant belonging to Lyle Sommers were delivered to his residence and at the same time the Lawn Mower belonging to the District that was in his possession was retrieved and brought back to the Plant by Plant Personnel. Remaining to be returned is the WLSD cell phone which had been used by Lyle. Said service to the phone has been disconnected.

Employee Jason Patrick who has had perfect attendance is academically eligible to and will be taking the Class II certification test being offered by the DEP in July. Jason will not actually receive the Class II Certification until he has completed his third year of employment with the District. As of Tuesday, April 26<sup>th</sup> employee Mark Theriault will have been employed by the District for one year. Mark has completed this second Sacramento course and is on track to take the Level II certification within a year.

**PROJECTS:**

Tertiary System- The installation of the programming is complete. Under test runs it was found that several valve actuators and one valve do not work properly. Actuators have been replaced. To complete the project, the valve will be installed when received and on-site training for the plant staff will be given. There should be no extra cost to the District and there is a one year warranty of successful operation of the system and the District will continue to hold back 10% of the cost of the project until such time as the District is satisfied with the operation of the system.

Somat platform/scaffolding – Lakeside Welding has completed and installed the somat platform. They have been issued a purchase order to start work on the railings of the loading dock and stairs/platform for the fuel storage tank.

Plant Pump: Pump #1 has been rebuilt with new seal and put back in service on March 31<sup>st</sup>.

Ridge & Furrow Beds: On site inspection of the Ridge & Furrows Beds done by Plant Personnel, with Paul Dombrowski and Cary Parsons found only two bed valves that worked. The Hydrologist were optimistic with the overall condition of the beds. Handles have been made by Plant personnel for the bed valves which increased the number of beds in service to 14. Work under the Hydrologist study has been to strip the topsoil off of one of the beds so a study can be done to see what effect 30+ years of organic deposit has had on the water percolation rates. A visit between the Hydrologists, engineers and the CT DEP is being planned within the near future.

I&I Study- A tour to review the collection system and pump stations was held on April 7<sup>th</sup> with Paul Dombrowski and Woodward & Curran Staff. A night time flow study by one of their sub-contractors is scheduled to be held on either April 25<sup>th</sup> or 26<sup>th</sup>, depending on when it rains and will be conducted over a three week period. All WLSD personnel have been issued identification cards to use when doing home inspections of pump chambers and lateral clean out pipes or other WLSD related work. Ten data loggers have been purchased and will be used to monitor the pump chambers for frequency and duration of pumping. Where leaking problems with the pump chambers are found that require repair, the District is providing the property owner with a list of three (3) vendors that can do the needed repairs. Ray Turri reported that he had talked with Richard Calkins Engineer for the District, relative to the possible replacement or relocation of pump chambers due to wetlands and Rich Calkins stated that there should not be an issue based on the fact that it would be a repair or replacement, not a new installation. A permit for repair and inspection would be required under the Inland/Wetlands requirements. Any problems with homes that do not have pump chambers will be found during home inspection through the smoke test.

Plant and Station Flows- Total flow for the Month of March was 5.994 MG with an average daily flow of 193,000 gpd. The max daily flow was 402,000 gpd. The total melted precipitation for the month was 6.90". During the first 24 days of April the average daily flow is 136,000 gal with a max daily flow of 222,000. Total melted precipitation for that period was 41.80".

Onsite disposal of Sludge: Under a DEP Permit issued in 1987, the District was granted permission to dispose of solid waste on site in the E-Beds. Since that time through proper working of the Somat Press, there has been a significant increase in the amount of solids being spread on the E-beds and the Beds are getting full. It is of concern at this time with under the continued increase of involvement with the DEP that the District could be required to transport the solid waste off site. The equipment or means needed to dispose of the effluent off site will be determined by the type of effluent to be disposed of. Depending on the liquid content either a tanker or a dump truck with a sealed bed would be needed. It was noted that any off site disposal cost will be a significant budget item. Since the on site dumping has been approved by the State DEP it is not believed at this time that it could be a Phase I environmental question.

**PLANT PUMP GENERATOR REPLACEMENT:** Charlie Ekstrom presented the Board with a detailed quote from Tower Generator Systems for the replacement of the current generator at Plant Pump Station on Beach Street. Said quote is \$68,250.00 and comes with a five year warranty on the generator and transfer switch Parts and Labor. Tower Generator had installed the same unit at Pump Station #6 and for maintenance purposes, it was felt it would be good to use the same vender for both generators. It was agreed that it was a reasonable number but it was felt, that to be in compliance with the three bid policy, that Charlie Ekstrom should seek two other bids for the job.

**PLANT STAFFING:** With the termination of Lyle Sommers, there is a definite need for another plant operator. Charlie Ekstrom noted that all the help wanted ads had produced only one possible hire and it is believed, that money was not an issue. One possibility for future consideration is a Class III operator who will be retiring at the end of Dec. 2012 and is looking for another place to go. It was agreed that the line of communication should be kept open with that prospect. We do need an additional employee, preferably a Class II, if one is not found and a good qualified Class I came along, Charlie Ekstrom would consider that person for the position. Efforts to find a good qualified employee will continue. It was noted that the potential use of Plant Personnel by Woodward & Curran for the field work will put a strain on the work load for the current Plant Personnel. To ease that load, consideration would be given to the hiring of part time summer help to handle some of the grunt work. There were no other items reported under the monthly operational report. Charlie Ekstrom left the meeting at 7:58 P.M.

**FINANCIAL REPORTS FOR PERIOD ENDING 3/31/2011:** Chairman of the Finance Committee Richard Reis reported on the following: Prior month report showed delinquent taxes of approximately \$91,000.00. Based on the measures taken to collect the back taxes, that number is now down to approximately \$61,000.00. Six (6) accounts totaling approximately \$16,000.00 have been turned over to the Marshal for collection with approximately \$32,000.00 in delinquent taxes being paid down under a payment plan. A certified letter will be going out to 9 additional delinquent taxpayers informing them of the collection of the back taxes being turned over to the Marshal. Based on the collection results, the Finance Committee believes the District is moving in the right direction. The current economy will have some bearing on the collection, but over time the collections should show continued improvement. The overall delinquent taxes covering all tax periods are currently approximately \$63,000.00.

Presented for Board Review under the Budget Report was the Year to Date Annualized Run Rate under the 2010/2011. Based on the current expense run rate, the District is looking at a current \$164,000.00 over the year to date budget expenses. The projected capital expense for 2010/2011 of \$379,940.00 vs. a budget of \$422,111.00 will allow the District to come in with a reserve negative impact of approximately \$2,000.00. The \$164,000.00 comes from unexpended funds in the operating budget for manhole rising, pump station upgrades, equipment repair and Consent Order.

Jim Mersfelder addressed the proposed 2011/2012 Operating Budget. The highlighted numbers and line items under the proposed budget are items within the budget that

require further discussion or explanation before a firm number is determined. The big changes in the budget are 100% Medical & Dental Insurance, Environmental Insurance Coverage and Legal Environmental Fees. A quote has been received from our current Broker for Medical Insurance coverage. A quote is being sought from a similar fund carried by Anthem for Municipal employees. Discussed and yet to be determined is the level of coverage the District needs to provide to the employees. Under a roll over of the existing medical plan, the District will be looking at a 4 to 5 percent increase. It was noted under the proposed budget the cost for all employee benefits including payroll is approximately 42% of the Budget. Based on physical jurisdictions, the WLSD cannot join forces with the Town of Goshen for Group Medical Insurance coverage. It was also noted that the District is paying 10% of the Employee's W-2 into the employee Pension Plan vs. the 9% being paid by the Town. Also to be determined is if the District should conform to the Federal and State Statutes as they relate to Employee status. Under current Federal & State Statutes require 30 hr work week or have 1500 hours a year to be considered full time employee. Noted was the need to hold a special meeting with the Board and Employees to resolve these issues. Noted was the receipt of the October 1, 2010 Grand List Number for the WLSD which showed a slight increase. Said increase was not enough to change the projected revenue number under the proposed budget.

The need to hold a special meeting to finalize the Budget was discussed and **A MOTION WAS MADE BY** Jim Mersfelder seconded by Ray Turri to set the date of Thursday, May 5, 2011, 7:00 P.M. for said meeting to discuss the employee benefit line items in question under the proposed budget and to take Board action to approve the proposed 2011/2012 Budget to be presented to the Taxpayers of the District at the Saturday, May 21, 2011 WLSD Budget Meeting. Discussed under the motion was the time frame for the posting of legal notice and the budget mailing to the taxpayers. The Finance Committee would provide the Board with a proposed budget and draft letter to go out in the mailing to the taxpayers prior to the Special Meeting. The District employees would be invited to attend the May 5th meeting. There was no further discussion under the motion, **MOTION CARRIED.** Quotes are being sought for Capital items for 2011/2012.

Based on current projected budget numbers or any final adjustments to the proposed budget it is being recommended at this time that the mil rate for 2011/2012 remain at the current 3.3 mil rate and that any needed funds required to offset the budget expenditures to be appropriated out of the capital reserves. The estimated year end capital reserve at this time is approximately \$800,000.00.

Discussed was the time frame for the Phase I Environmental Study and if it would cause a delay in getting the environmental insurance coverage. Under the Phase I Study quote, the turn around time was four to five weeks for review. The Environmental Insurance Company would be looking for a Phase I Study report within 120 days and would adjust their quote based on the results of the report. There was no further discussion on the Budget, Richard Reis left the meeting at 8:30 P.M.

**OPERATIONS COMMITTEE REPORT:** Jim Mersfelder noted that any items that he was planning to bring to the table had been discussed under the Plant Operations Report.

PLANNING COMMITTEE REPORT: Noted under the minutes of the recent Planning Committee Meeting was the week of April 25<sup>th</sup> start up date of the I & I program. Noted was the work being done by Woodward & Curran in putting together a White Paper that will help in the framing up of some of the issues relating to receiving environmental support. The next phase in looking for Environmental Legal Council is in progress. Woodward & Curran would be providing a simple draft on what Councils history has been with environmental and DEP issues.

Ray Turri noted the receipt and signing of the Phase I Environmental Contract from Woodward & Curran. Said copy was given to Clerk Joan Lang for filing with the District Office. Ray Turri noted that he had worked with Paul Dombrowski on reducing the cost to be in line with the competition. It was noted that the third quote never came in.

**A MOTION WAS MADE BY** Raymond Turri seconded by Jim Mersfelder to approve Woodward & Curran reduced cost of \$4,000.00 for the Phase I Environmental Study. No discussion, **SO VOTED.**

OTHER BUSINESS: Ray Turri reported that he had received a mailer regarding a Spring Workshop being held by the CT Association of Water Pollution Control Authority on Friday April 29<sup>th</sup>. Paul Dombrowski would be attending and it was suggested that any Board and interested Committee Members consider attending future workshops.

APPROVAL OF MINUTES OF APRIL 16, 2011 ANNUAL MEETING: A MOTION WAS MADE BY Raymond Turri seconded by Jim Hiltz to approve the minutes of the April 16, 2011 Annual Meeting. There was no discussion on the minutes. SO VOTED.

It was noted that the web-site had been updated to include the new members to both boards. A thank you was given to Bob Goldfeld and Bill Daniels for coming forward to serve on the Boards.

There was no other business proper to come before said meeting, the meeting adjourned at 8:49 P.M.

Respectfully submitted,

WOODRIDGE LAKE SEWER DISTRICT  
WOODRIDGE LAKE SEWER DISTRICT SEWER AUTHORITY

Joan M. Lang, Clerk & Secretary respectively