

Kent Sewer Commission
Regular Meeting

July 9, 2019
4:30 P.M. Town Hall

Present: Elissa Potts, John Grant, Stan Jennings and John Casey via telephone.

Also present: Debbie Devaux and Lyle Somers.

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:37 p.m.

The pledge was recited.

Mr. Grant made a motion to approve the agenda, as submitted. Mr. Jennings seconded the motion and the motion carried.

Mr. Jennings made a motion to approve the Sewer Commission Regular meeting minutes of June 11, 2019, as submitted. Mr. Grant seconded the motion and the motion carried.

Public Communication:

Oral: None.
Written: None.

Report of Chairman:

Ms. Potts reported on the following:

- She met with Superintendent Lyle Sommers and confirmed the following for him:
 - Effective 7/1/19 salary increase of \$0.88 per hour
 - Hourly rate from \$30.22 to \$31.13
 - Sick-time on books will not accumulate any additional hours but can be used as needed
 - Sick-time can be used prior to PTO for an upcoming foot surgery
- She confirmed the following for Jesse Warner:
 - He is he taking the test Wednesday, July 10, 2019
 - If he passes the test, he would get a 3% salary increase
 - If he does not pass the test, he would not receive an increase and his hourly rate will stay at \$20.00
- She confirmed that the budget reflects a 3% salary increase for all employees.
- She had Bart Clark inspect the lines at the old Chocolate Shop location on Main Street during the demolition of the building.

Report of Superintendent:

Mr. Sommers' report is attached.

Report of Treasurer:

Mrs. Herbst did not attend the meeting but provided the following reports:

- Balance sheet as of June 2019
- Operating Account Ledger as of June 30, 2019

RECEIVED FOR RECORD
KENT TOWN CLERK

2019 JUL 12 A 9:15

BY  TOWN CLERK

- Actual vs. Budget as of June 2019
- FY '20 Proposed Budget

Mr. Jennings made a motion to approve the Operating Account Ledger as of June 30, 2019, as submitted. Mr. Grant seconded the motion and the motion carried.

Report of Collector:

Ms. Devaux reported she does not have a written report, and the new bills will be mailed on August 1, 2019.

Report of Consulting Engineer:

Mr. Clark did not attend the meeting and did not provide a report.

Budget:

Ms. Potts noted that there was no money allocated to the savings in the proposed budget. Mr. Jennings made a motion to approve the FY '20 budget, as submitted. Mr. Grant seconded the motion and the motion carried.

Rate Increase:

Ms. Potts stated due to several commissioners not being at the meeting, the discussion on rate increases would be held until the next meeting.

Belt Press:

Mr. Casey stated that he is working on the funding options and will need the specs for the project from Mr. Clark. Ms. Potts added that further discussion on the funding of the belt press will be held until the next meeting.

Kent School:

Ms. Potts stated that Mr. Clark will provide additional information on the Kent School project at the next meeting.

Ordinances:

Ms. Potts reiterated that Attorney Sienkiewicz would continue to create ordinances and regulations to present to the Sewer Commission.

Mr. Grant made a motion to adjourn the meeting at 4:50 p.m. Mr. Nelson seconded the motion and the motion carried.


Joyce Kearns
Administrative Assistant

These are draft minutes and the Kent Sewer Commission at the subsequent regular meeting may make corrections. Please refer to subsequent regular meeting minutes for possible corrections and approval of these minutes.

"An equal opportunity employer and service provider."

KENT SEWER COMMISSION REGULAR MEETING MINUTES, JUNE 11, 2019

PAGE 2

AGENDA

**KENT SEWER COMMISSION
REGULAR MEETING**

**JULY 9, 2019
4:30 P.M. TOWN HALL**

Regular Meeting

1. Call to order and Pledge of Allegiance
2. Amend agenda/approve agenda
3. Approval of Minutes
 - a June 11, 2019 Regular meeting
4. Public Communication
 - a Oral
 - b Written
5. Report of Chairman
6. Report of Superintendent
7. Report of Treasurer
8. Report of Collector
9. Report of Consulting Engineer
10. New Business
 - a Budget
 - b Rate increase
11. Old Business
 - a Belt Press
 - b Kent School
 - c Ordinances
12. Adjourn

"An equal opportunity employer and service provider."

Kent Sewer Commission

Income and Expense

Actual vs. Budget

	<u>Jul -June 19</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,690	2,040	82.9%
Uniforms	2,010	1,548	129.8%
Total Operating Expenses	295,099	303,353	97.3%
Total Expense	307,608	315,973	97.4%
Investment income	428	600	71.3%
Transfers In	38,906	38,906	
Other Expense			
Capital Reserve	33,699	24,311	138.6%
Short Term Asset Reserve	6,740	5,209	129.4%
Maple Street Extension			
100% of Connection Fees	8,653		
80% of User Fees Collected	2,120	3,025	
Total Maple Street Extension	10,773	3,025	356.1%
USDA Loan Interest (92-06) (92-04) (92-08)	42,423	41,985	
Net Income and Expense	<u>(14,142)</u>	<u>(3,699)</u>	<u>382.3%</u>

Budget is only FULL year

Transfers to Capital and ST Asset Reserve of 40,439
are only posted to show amounts sequestered.

These amounts are not technically an expense and
are included as part of the net income on the Balance Sheet.

Capital Expenses pd w/ Capital Funds -160,758

Aeration equipment and Aeration System upgrade
Engineering Costs for Aeration project

by including these items
the net income is actually -134,461

Superintendents report for June 2019

Good afternoon everyone.

1.38 million gallons total
46k gallons per day average
468k gallons came from Kent school
Average BOD removal rate 99%
Average TSS removal rate 97%
Average influent PH 7.4

The #3 effluent bed is being cleaned out. #4 is off for drying.

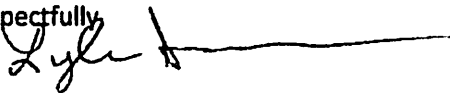
The Racal alarm at Judd Ave is back online.

After August 6th. Kent school will be empty and we can clean out the #1 septage lagoon.

Parts to install the Racal alarm at the plant have started to arrive.

Jesse takes his state licensing test tomorrow July 10th.

Respectfully,

A handwritten signature in black ink, appearing to read 'Lyle', followed by a long horizontal line.

Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet as of June 2019

	<u>6/30/19</u>	<u>6/30/18</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	38,817	71,290	-32,473
2 USB Septage MMA #8052	122,224	149,241	-27,017
3 USB Capital #3880	527,366	636,001	-108,636
5 Brookwoods	32,324	32,324	0
6 Kent Affordable Housing	24,151	24,055	96
7 Saddle Ridge Estates	163,409	163,409	0
Total Checking/Savings	<u>908,292</u>	<u>1,076,322</u>	<u>-168,030</u>
Accounts Receivable	<u>3,023</u>	<u>1,440</u>	<u>1,583</u>
Due from General Fund			<u>0</u>
Total Current Assets	<u>911,315</u>	<u>1,077,762</u>	<u>-166,447</u>
Fixed Assets			
Accumulated Depreciation	-1,456,070	-1,456,070	0
Property and equipment	<u>4,813,633</u>	<u>4,813,633</u>	<u>0</u>
Total Fixed Assets	<u>3,357,563</u>	<u>3,357,563</u>	<u>0</u>
TOTAL ASSETS	<u>4,268,877</u>	<u>4,435,324</u>	<u>-166,447</u>
LIABILITIES & EQUITY			
Accounts Payable		10,754	-10,754
Due To Brookwoods	32,324	32,324	0
Due To Kent Affordable Housing	24,151	24,055	96
Due to Saddle Ridge Estates	163,409	163,409	0
Federal Taxes Payable	2,042	1,941	101
State Taxes Payable	353	374	-21
USDA Loan 92-04	460,601	468,446	-7,845
USDA Loan 92-06	818,200	830,455	-12,255
USDA Loan 92-08	75,486	76,794	-1,308
Total Liabilities	<u>1,576,567</u>	<u>1,608,553</u>	<u>-31,986</u>
Equity			
*Retained Earnings	1,741,256	1,893,114	-151,857
Opening Bal Equity	420,287	420,287	0
Retained Earnings	665,228	665,228	0
Net Income	-134,461	-151,857	17,396
Total Equity	<u>2,692,310</u>	<u>2,826,772</u>	<u>-134,461</u>
TOTAL LIABILITIES & EQUITY	<u>4,268,877</u>	<u>4,435,324</u>	<u>-166,447</u>

07/05/19

Kent Sewer Commission Operating Account ledger

As of June 30, 2019

Date	Num	Name	Memo	Amount	Balance
1 USB					104,244.69
Operating - 8044					104,244.69
06/01/19	10828	ABT	May bookkeeping support	-550.00	103,694.69
06/03/19	32957	Sewer Customers		3,556.99	107,251.68
06/04/19	10831	ACE Hardware	ppr towels, toilet tissue, chem gloves, diehard jumpstarter 750A	-88.13	107,163.55
06/04/19	10832	Aramark Uniform & Career (I...	Uniform services 5/24 - 5/31	-86.06	107,077.49
06/04/19	10833	BDP	Sludge pump & VFD	-18,500.00	88,577.49
06/04/19	10834	Eversource	Plant: 4/16 - 5/16 (30 days)	-2,067.40	86,510.09
06/04/19	10835	Sommers, Lyle - Reimburse...	Telephone reimbursement -April 2019	-80.00	86,430.09
06/04/19	10836	Town of Kent	Insurance: April, May and June	-6,902.10	79,527.99
06/06/19		QuickBooks Payroll Service	Direct Deposit for 6/7	-2,802.27	76,725.72
06/07/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	76,725.72
06/07/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	76,725.72
06/07/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	76,725.72
06/12/19	0612/19	Sewer Customers		2,398.75	79,124.47
06/14/19	CT EFTPS	CT Commissioner of Revenue ...	CT payroll withholding for May - 7268998-000 QB Tracking # -2077275970	-351.78	78,772.69
06/14/19	EFTPS	United States Treasury	Payroll withholding and taxes for May - 06-1354645 QB Tracking # -2077256970	-2,334.30	76,438.39
06/14/19	10837	Frontier	Telephone and Internet service: 6/1 - 6/30	-76.54	76,361.85
06/14/19	10838	Quill Corporation	file folders, post-it, pens	-147.94	76,213.91
06/14/19	10839	Superior Plus Energy	255.2 gal heating fuel	-628.89	75,585.02
06/14/19	10840	Tunxis	Lab exams: 5/30/19	-257.00	75,328.02
06/14/19	10841	Welsh Sanitation	Commercial service: May 2019	-71.25	75,256.77
06/17/19	061920	Benefit Assessments		217.39	75,474.16
06/19/19	061919	Sewer Customers		1,235.51	76,709.67
06/19/19	10843	All-State Scale Company	clean and calibrate scale - NIST traceable certificate	-205.00	76,504.67
06/19/19	10844	Eversource	#50 Maple St - 5/15 - 6/14	-55.50	76,449.17
06/19/19	10845	FedEx	Shipping to to Averill lab 5/15 - 5/22 - 5/29 - 6/5	-125.00	76,324.17
06/19/19	10846	Haymore Services	disc entire runoff field and plant sorghum	-1,750.00	74,574.17
06/19/19	10847	RACO Manufacturing & Engine...	AlarmAgent WRTU realtime date indoor / power supply, ext cable, one year service	-2,310.00	72,264.17
06/19/19	10848	Town of Kent	100% of all Benefit Assessment fees collected 6/17/19 on MSE properties	-217.39	72,046.78
06/20/19		QuickBooks Payroll Service	Direct Deposit for 6/21	-2,802.27	69,244.51
06/21/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	69,244.51
06/21/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	69,244.51
06/21/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	69,244.51
06/25/19	10850	Town of Kent	Sommers: Roth IRA Withholding June 2019	-234.72	69,009.79
06/25/19	10851	Town of Kent	2nd Qtr 2019 - Pension Kent Sewer	-749.77	68,260.02
06/25/19	061921	Sewer Customers		880.63	69,140.65
06/27/19		QuickBooks Payroll Service	Direct Deposit for 6/28	-731.05	68,409.60
06/28/19	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	68,409.60
06/28/19	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	68,409.60
06/28/19	ACH	USDA-Rural Development	Annual Debt Service pmt on # 92-08	-3,531.00	64,878.60
06/28/19	ACH	USDA-Rural Development	Annual Debt Service on # 92-04	-21,394.00	43,484.60
06/30/19	10853	ACE Hardware	gloves, pliers, punch pin, gorilla tape	-70.95	43,413.65
06/30/19	10854	Allingham & Readyoff, LLC	Legal: general matters, 4/23/19 (1.2 hrs) (Employee Handbook) & Ordinances and Regulations 4/2 ...	-608.00	42,805.65
06/30/19	10855	Aramark Uniform & Career (I...	Uniform Services: 6/7 - 6/14 - 6/21 & 6/28	-182.43	42,623.22
06/30/19	10856	Crystal Rock	five 5gal bottles drinking water and two returns (includes fuel surcharge)	-82.45	42,540.77
06/30/19	10857	Eversource	Pump Station: 5/16 - 6/17 (32 days) and Plant: 5/16 - 6/17 (32 days)	-2,071.78	40,468.99
06/30/19	10858	Introl	annual recalibrated influent flow loop, provided calibration decals	-301.00	40,167.99
06/30/19	10859	Sommers, Lyle - Reimburse...	Telephone reimbursement (May and June)	-160.00	40,007.99
06/30/19	10860	Town of Kent	gasoline 4/27 - 6/27 (11.03 gal)	-19.98	39,988.01

07/05/19

Kent Sewer Commission
Operating Account ledger
As of June 30, 2019

Date	Num	Name	Memo	Amount	Balance
06/30/19	10861	Tunxis	Lab exams 6/21 - 6/27 and 6/30	-1,028.00	38,960.01
06/30/19	Trnsf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-1,793.63	37,166.38
Total Operating - 8044				-67,078.31	37,166.38
Total 1 USB				-67,078.31	37,166.38
TOTAL				-67,078.31	37,166.38

Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>Jul -June 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	65,396	70,000	93.4%
Sewer User Charges	<u>282,370</u>	<u>277,298</u>	<u>101.8%</u>
Total Income	347,766	347,298	100.1%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	6,600	6,600	100.0%
Audit	2,580	2,500	103.2%
Bank Service Charges			
Office Supplies	723	700	103.4%
Outside services-Admin	450	600	75.0%
Printing & Advertising			0.0%
Software/Licensing Fees	<u>2,155</u>	<u>2,220</u>	<u>97.1%</u>
Total General & Admin Expenses	12,509	12,620	99.1%
Operating Expenses			
Continuing Education		1,000	
Depreciation			
Electricity	35,175	30,800	114.2%
Fuel	4,542	4,125	110.1%
Insurance			
Dental Insurance	1,332	1,505	88.5%
Liab Auto Prop Insura	1,145	1,200	95.4%
Life Insurance	131	131	99.8%
Medical	27,063	27,215	99.4%
Workman's Comp	<u>3,656</u>	<u>5,000</u>	<u>73.1%</u>
Total Insurance	33,326	35,051	95.1%
Internet	253	720	35.1%
Lab exams	14,932	13,440	111.1%
Materials and supplies	4,753	1,500	316.8%
Miscellaneous	314	130	241.8%
Outside Services-Operating	33,115	15,800	209.6%
Parts & Repairs	11,088	9,900	112.0%
Payroll Expenses	116,824	117,015	99.8%
Payroll taxes	9,737	8,952	108.8%
Pension	3,249	5,346	60.8%
Permit fees	2,361	2,100	112.4%
Postage	1,520	1,980	76.8%
Professional fees			
Engineering fees	15,035	46,906	32.1%
Legal fees	<u>5,176</u>	<u>5,000</u>	<u>103.5%</u>
Total Professional fees	20,210	51,906	38.9%

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	FY 20 Proposed Budget	FY 19 Full Year Budget	FY 19 Actual to date
Income															
Septage Fees	10,500	7,000	7,000	7,000	3,500	5,000	5,000	5,000	5,000	5,000	5,000	5,000	70,000	70,000	65,396
User Charges	1,064	56,084	9,716	4,060	56,084	4,312	7,000	54,880	9,520	15,960	56,280	5,040	280,000	277,298	282,370
Total Income	11,564	63,084	16,716	11,060	59,584	9,312	12,000	59,880	14,520	20,960	61,280	10,040	350,001	347,298	347,766
Expense															
General & Admin Expenses															
Accounting/Bookkeeping Ser	567	567	567	567	567	567	567	567	567	567	567	567	6,798	6,600	6,600
Audit						2,600							2,600	2,500	2,580
Office Supplies	175			175			175			175			700	700	723
Outside services-Admin		150		150			150			150			600	600	450
Printing & Advertising													-	-	-
Software/Licensing Fees	2,220												2,220	2,220	2,155
Total General & Admin Expense	2,962	717	567	892	567	3,167	892	567	567	892	567	567	12,918	12,620	12,508
Operating Expenses															
Continuing Education			250			250			250			250	1,000	1,000	-
Electricity	2,700	2,700	2,700	2,700	2,700	2,700	3,300	3,300	3,300	2,700	2,700	2,700	34,200	30,800	35,175
Fuel			50	500	500	50	1,100	775	600			550	4,125	4,125	4,542
Insurance															
Dental Insurance	119	119	119	119	119	119	119	119	119	119	119	119	1,427	1,505	1,332
Liab Auto Prop Insura	300			300			300			300			1,200	1,200	1,145
Life Insurance	11	11	11	11	11	11	11	11	11	11	11	11	131	131	131
Medical	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	2,403	28,836	27,215	27,063
Workman's Comp	1,100			1,100			1,100			1,100			4,400	5,000	3,656
Total Insurance	3,933	2,533	2,533	3,933	2,533	2,533	3,933	2,533	2,533	3,933	2,533	2,533	35,994	35,051	33,327
Internet	25	25	25	25	25	25	25	25	25	25	25	25	300	720	253
Lab exams	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	1,127	13,520	13,440	14,932
Maintenance and Repairs	600			600			600			600			2,400	2,400	7,996
Supplies	125	125	125	125	125	125	125	125	125	125	125	125	1,500	1,500	4,753
Miscellaneous							130						130	130	314
Outside Services-Operating	5,075			3,575			3,575			3,575			15,800	15,800	33,115
Parts & Repairs	1,000			1,000			1,000			1,000			4,000	4,000	3,090
Payroll Expenses	10,120	10,120	10,120	10,120	10,120	10,120	10,120	10,120	10,120	10,120	10,120	10,120	121,437	117,015	116,824
Payroll taxes	774	774	774	774	774	774	774	774	774	774	774	774	9,290	8,952	9,737
Pension			1,396			1,396			1,396			1,396	5,583	5,346	3,249
Permit fees	2,500												2,500	2,100	2,361
Postage	165	165	165	165	165	165	165	165	165	165	165	165	1,980	1,980	1,520
Professional fees															
Engineering fees	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000	42,000	15,035
Legal fees	1,250			1,250			1,250			1,250			5,000	5,000	5,176
Total Professional fees	3,750	2,500	2,500	3,750	2,500	2,500	3,750	2,500	2,500	3,750	2,500	2,500	35,000	47,000	20,211
Rental	750			750			750			750			3,000	3,500	-
Telephone	150	150	150	150	150	150	150	150	150	150	150	150	1,800	2,040	1,690
Uniforms	167	167	167	167	167	167	167	167	167	167	167	167	2,000	1,548	2,010
Total Operating Expenses	32,960	20,385	22,081	29,460	20,885	22,081	30,790	21,760	23,231	28,960	20,935	22,031	295,559	292,547	295,099
Total Expense	35,922	21,102	22,647	30,352	21,452	25,247	31,682	22,327	23,797	29,852	21,502	22,597	308,477	315,973	307,607
Preliminary Net I/E	-24,358	41,983	-5,931	-19,292	38,133	-15,935	-19,682	37,554	-9,277	-8,892	39,779	-12,557	41,524	31,325	40,159

Kent Sewer Commission

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20	FY 20 Proposed Budget	FY 19 Full Year Budget	FY 19 Actual to date
Other Income															
Investment Income	38	38	38	38	38	38	38	38	38	38	38	38	450	600	428
Transfers In (TOK)		38,906											38,906	38,906	38,906
Total Other Income	38	38,944	38	38	38	38	38	38	38	38	38	38	39,356	39,506	39,334
Transfer Out															
Capital Reserve 7%	578	4,416	1,170	774	4,171	652	840	4,192	1,016	1,467	4,290	703	(0)	24,311	33,699
MSE 80% of User Fees to ToK			775			975			600			675	3,025	3,025	10,773
ST Asset Reserve 1.5%	173	946	251	166	894	140	180	898	218	314	919	151	0	5,209	6,740
Total Transfer Out	752	5,362	2,196	940	5,065	1,767	1,020	5,090	1,834	1,782	5,209	1,528	32,544	32,545	51,212
USDA Loan Interest	26,990											14,995	41,985	41,985	42,423
Net Income	-52,062	75,564	-8,090	-20,194	33,105	-17,664	-20,664	32,501	-11,074	-10,636	34,607	-29,044	6,351	(3,699)	(14,142)
													FY 20 Proposed Budget		FY 19 Actual to date

Notes

Three percent raise for all employees.

ONE YEAR STAY on transfers to the Capital reserve to facilitate budgeting a positive cash flow.

Belt Press debt service is NOT considered. Timing of production, delivery and installation will most likely be completed closer to FY '21

Income from "The Kent" is NOT considered, no indications as to when that will come back online.