

Kent Sewer Commission
Regular Meeting

June 11, 2019
4:30 P.M. Town Hall

Present: Elissa Potts, John Casey, John Grant, Stan Jennings, Jack Nelson and Jim Slaughter.

Also present: Bart Clark and Lyle Somers.

Ms. Potts called the regular meeting of the Kent Sewer Commission to order at 4:30 p.m.

The pledge was recited.

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

Mr. Casey made a motion to approve the Sewer Commission Regular meeting minutes of May 14, 2019, as submitted. Mr. Nelson seconded the motion and the motion carried.

Public Communication:

Oral: None.
Written: None.

Report of Chairman:

Ms. Potts reported on the following:

- She has been working with Attorney Sienkiewicz and Bart Clark on a new sewer application form and process. They will merge the samples together and present to the Commission.
- They also have been reviewing the rates, and she would like the Commission to review the current rates and consider an increase.

Report of Superintendent:

Mr. Sommers' report is attached.

Mr. Nelson asked if the Commission would entertain the installation of a scale. He added you weigh the truck full and again after it dumps, the process makes billing more accurate. Mr. Clark noted that the conversion from pounds to gallons is 9 pounds equals one gallon. Mr. Sommers noted that a scale would make billing more accurate, but it would not filter out the plastic.


Report of Treasurer:

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

- Balance sheet as of May 2019
- Operating Account Ledger as of May 31, 2019
- Actual vs. Budget as of May 2019

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2019 JUN 14 A 9 10

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Mr. Nelson made a motion to approve the Operating Account Ledger as of May 31, 2019. Mr. Casey seconded the motion and the motion carried.

Mrs. Herbst also provided a draft budget. Ms. Potts stated that she would meet with Mrs. Herbst regarding the budget and then it would be sent out to the Commission.

Report of Collector:

Ms. Devaux reported she does not have a written report but money is coming in. Ms. Devaux responded to Mr. Casey's request for clarification on the \$27,536.36 on her report from last month; she noted that is the amount outstanding. Mr. Casey also asked for clarification on the breakdown of users provided; he stated that he believes there are 450 users? Ms. Devaux stated she has 318 users, but one user could have multiple properties.

Report of Consulting Engineer:

Mr. Clark reported the following

- An alarm for the blower has been purchased. He added that there are ancillary items that need to be purchased in order to install, but it should be up and running before the next meeting.
- No update on the sludge pump
- Working on the ordinances and application process
- Recommends that the Commission implement a user fee method:
 - Gallons per day
 - Per fixtures
- Added the connection fee is a capital recovery fee. It covers the cost of:
 - Administrative - inspections
 - Billing

Mr. Nelson asked if sewer bills are currently based on water usage, why couldn't the Commission pay Aquarian to do the billing. There was some concern with getting the money collected by Aquarian. Ms. Devaux stated that the Commission currently pays \$0.25 for each user for billing.

Mr. Clark reported that he received a quote for a new aeration system. The quote was \$1,000,000. Mr. Clark noted that the quote is a little over the top, and he has requested a revised quote.

Permit Process:

See report of chairman.

Belt Press:

Mr. Clark stated he is still working on the specs for the project.

Kent School:

Mr. Clark confirmed that the school has agreed to follow-up, during the summer months, on the finding of the smoke test.

Ordinances:

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

Capital Plan:

Nothing new to report.

Mr. Grant made a motion to adjourn the meeting at 5:12 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.

AGENDA

KENT SEWER COMMISSION
REGULAR MEETING

JUNE 11, 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 May 14, 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 Permit process
 11. Old Business
 - a Belt Press
 - b Kent School
 - c Ordinances
 - d
- Capital Plan
12. Adjourn

"An equal opportunity employer and service provider."

Superintendents report for May 2019

Good afternoon everyone.

1.73 million gallons total
56k gallons per day average
1.1m gallons came from Kent school
Average BOD removal rate 98%
Average TSS removal rate 96%
Average influent PH 8.1

Blower #1 contactor failed. Replacement part is about \$800. Still investigating if it's necessary due to #2 blower not having one.

Two effluent beds were cleaned. One is online, one is ready for use and the others are drying for cleanout.

Kent School is getting back to me when the summers schedule is finalized so we can plan septage bed cleanout.

Plant flowmeter and lab scale were calibrated.

The Kubota lawnmower deck had to be welded. Jesse brought the deck home and repaired it at his shop and was returned to service.

The circuit board from the Raco alarm at Judd Ave is being sent out for repair.

*holding off on sending
out*

CELL TOWER ISSUE

Respectfully,



Lyle Sommers
Superintendent
Kent WPCA

Kent Sewer Commission

Balance Sheet as of May 2019

	<u>5/31/19</u>	<u>5/31/18</u>	<u>\$ Change</u>
Checking/Savings			
1 USB	106,095	103,708	2,388
2 USB Septage MMA #8052	116,465	142,770	-26,305
3 USB Capital #3880	525,550	633,518	-107,968
5 Brookwoods	32,324	31,974	350
6 Kent Affordable Housing	24,127	24,047	80
7 Saddle Ridge Estates	163,409	163,204	205
Total Checking/Savings	<u>967,972</u>	<u>1,099,221</u>	<u>-131,249</u>
Accounts Receivable	<u>1,898</u>	<u>2,123</u>	<u>-225</u>
Due from General Fund			<u>0</u>
Total Current Assets	<u>969,869</u>	<u>1,101,343</u>	<u>-131,474</u>
Fixed Assets			
Accumulated Depreciation	-1,456,070	-1,352,787	-103,283
Property and equipment	4,813,633	4,826,283	-12,650
Total Fixed Assets	<u>3,357,563</u>	<u>3,473,495</u>	<u>-115,933</u>
TOTAL ASSETS	<u><u>4,327,432</u></u>	<u><u>4,574,839</u></u>	<u><u>-247,407</u></u>
LIABILITIES & EQUITY			
* Accounts Payable	25,973	6,341	19,632
Due To Brookwoods	32,324	31,974	350
Due To Kent Affordable Housing	24,127	24,047	80
Due to Saddle Ridge Estates	163,409	163,204	205
Federal Taxes Payable	2,334	1,903	432
State Taxes Payable	352	366	-15
USDA Loan 92-04	468,446	476,797	-8,351
USDA Loan 92-06	818,200	830,455	-12,255
USDA Loan 92-08	76,794	78,668	-1,874
Total Liabilities	<u>1,611,960</u>	<u>1,613,755</u>	<u>-1,795</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	-111,300	-17,545	-93,755
Total Equity	<u>2,715,472</u>	<u>2,961,084</u>	<u>-245,612</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,327,432</u></u>	<u><u>4,574,839</u></u>	<u><u>-247,407</u></u>

- * Invoice from BDP for Sludge Pump = 18,500
- May and June Health and Dental Insurances = 4,602
- Eversource (Plant: 4/16 - 5/16) (30 days) = 2,067

06/04/19

**Kent Sewer Commission
Operating Account ledger
As of May 31, 2019**

Date	Num	Name	Memo	Amount	Balance
1 USB					69,813.76
Operating - 8044					69,813.76
05/01/19	10809	ABT	April bookkeeping support	-550.00	69,263.76
05/01/19	32937	Sewer Customers		122.17	69,385.93
05/08/19	32936	Sewer Customers		5,780.89	75,166.82
05/09/19		QuickBooks Payroll Service	Direct Deposit for 5/10/19	-2,802.27	72,364.55
05/09/19	32952	Sewer Customers		250.80	72,615.35
05/10/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	72,615.35
05/10/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	72,615.35
05/10/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	72,615.35
05/10/19	10815	ACE Hardware	Jlg saw keys, Jlg blade, batteries, bar & chain oil	-111.71	72,503.64
05/10/19	10816	Aramark Uniform & Career (I...	Uniform Service 5/3 - 5/10	-86.06	72,417.58
05/10/19	10817	BL Gleason & Son, Inc.	replace phase 3 breaker for blower motor	-420.00	71,997.58
05/10/19	10818	Frontier	Telephone and Internet service: 5/1 - 5/31	-87.50	71,910.08
05/10/19	10819	Napa Auto Parts	spark plug for push mower	-2.49	71,907.59
05/10/19	10820	Sommers, Lyle - Reimburse...	Telephone reimbursement -March 2019	-80.00	71,827.59
05/10/19	10821	Town of Kent	gasoline 1/22 - 4/26 (38.29 gal)	-69.55	71,758.04
05/10/19	AWD	Commissioner of Revenue	CT payroll withholding March	-20.68	71,737.36
05/15/19	E-pay	CT Commissioner of Revenue ...	7268998-000 QB Tracking # 1705988326	-351.78	71,385.58
05/15/19	E-pay	United States Treasury	06-1354645 QB Tracking # 1706136326	-2,334.30	69,051.28
05/15/19	32953	Sewer Customers		26,545.54	95,596.82
05/15/19	32954	Sewer Customers		10,785.20	106,382.02
05/15/19	32955	Sewer Customers		1,771.16	108,153.18
05/22/19	32956	Sewer Customers		5,776.61	113,929.79
05/23/19		QuickBooks Payroll Service	Direct Deposit for 5/24	-2,802.29	111,127.50
05/24/19	DirDep	Kearns, Joyce	Direct Deposit	0.00	111,127.50
05/24/19	DirDep	Sommers, Lyle R	Direct Deposit	0.00	111,127.50
05/24/19	DirDep	Warner, Jesse T	Direct Deposit	0.00	111,127.50
05/28/19	10829	RACO Manufacturing & Engine...	Annual Renewal - alarm monitoring and services - expires 6/1/2020	-735.00	110,392.50
05/28/19	32958	Sewer Customers		2,884.12	113,276.62
05/29/19	10824	Aramark Uniform & Career (I...	uniform services 4/19 - 5/17	-95.66	113,180.96
05/29/19	10825	Eversource	Pump Station: 4/16 - 5/16 (30 days) & # 50 Maple St - 4/12 - 5/15	-219.21	112,961.75
05/29/19	10826	FedEx	Postage to Averill lab 4/10 - 4/17 - 5/1 - 5/8	-124.79	112,836.96
05/29/19	10827	Tunxls	Operating Expenses:Lab exams 4/30 - 5/10 - 5/17 - 5/22 - 5/29	-1,529.00	111,307.96
05/30/19		QuickBooks Payroll Service	Direct Deposit for 5/31	-686.36	110,621.60
05/31/19	DirDep	Devaux, Deborah J.	Direct Deposit	0.00	110,621.60
05/31/19	DirDep	Soule Jr., Milard L	Direct Deposit	0.00	110,621.60
05/31/19	10823	Town of Kent	Roth 401k Emp withholding	-234.72	110,386.88
05/31/19	32959	Sewer Customers		1,280.66	111,667.54
05/31/19	Trnsf	Kent Sewer Commission	Transfer Capital Reserve and ST Asset reserve accruals to date	-7,422.85	104,244.69
Total Operating - 8044				34,430.93	104,244.69
Total 1 USB				34,430.93	104,244.69
TOTAL				34,430.93	104,244.69

Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>Jul -May 19</u>	<u>Budget</u>	<u>% of Budget</u>
Income			
Septage Fees	58,521	65,000	90.0%
Sewer User Charges	274,298	272,307	100.7%
Total Income	332,819	337,307	98.7%
Expense			
General & Admin Expenses			
Accounting/Bookkeeping Services	6,050	6,050	100.0%
Audit	2,580	2,500	103.2%
Bank Service Charges			
Office Supplies	576	700	82.2%
Outside services-Admin	450	600	75.0%
Printing & Advertising			0.0%
Software/Licensing Fees	3,005	2,220	135.4%
Total General & Admin Expenses	12,661	12,070	104.9%
Operating Expenses			
Continuing Education		750	
Depreciation			
Electricity	33,047	28,600	115.6%
Fuel	3,894	4,125	94.4%
Insurance			
Dental Insurance	1,220	1,380	88.4%
Liab Auto Prop Insura	1,145	1,200	95.4%
Life Insurance	120	120	99.9%
Medical	25,128	24,947	100.7%
Workman's Comp	3,656	5,000	73.1%
Total Insurance	31,268	32,647	95.8%
Internet	226	660	34.2%
Lab exams	13,522	12,320	109.8%
Materials and supplies	4,682	1,375	340.5%
Miscellaneous	232	130	178.4%
Outside Services-Operating	31,294	15,800	198.1%
Parts & Repairs	8,297	9,900	83.8%
Payroll Expenses	107,787	107,264	100.5%
Payroll taxes	9,065	8,206	110.5%
Pension	2,499	4,009	62.3%
Permit fees	2,361	2,100	112.4%
Postage	1,495	1,815	82.4%
Professional fees			
Engineering fees	15,035	43,906	34.2%
Legal fees	4,568	5,000	91.4%
Total Professional fees	19,602	48,906	40.1%

Kent Sewer Commission Income and Expense Actual vs. Budget

	<u>Jul -May 19</u>	<u>Budget</u>	<u>% of Budget</u>
Telephone	1,481	1,870	79.2%
Uniforms	1,827	1,419	128.8%
Total Operating Expenses	<u>272,579</u>	<u>281,896</u>	<u>96.7%</u>
Total Expense	<u>285,240</u>	<u>293,966</u>	<u>97.0%</u>
Investment income	396	550	72.1%
Transfers In	<u>38,906</u>	<u>38,906</u>	
Other Expense			
Capital Reserve	32,205	23,612	136.4%
Short Term Asset Reserve	6,441	5,059	127.3%
Maple Street Extension			
100% of Connection Fees	8,653		
80% of User Fees Collected	2,120	2,350	
Total Maple Street Extension	<u>10,773</u>	<u>2,350</u>	458.4%
USDA Loan Interest (92-06) (92-04) (92-08)	<u>26,651</u>	<u>26,990</u>	
Net Income and Expense	<u><u>10,812</u></u>	<u><u>24,786</u></u>	<u><u>43.6%</u></u>

Budget is only for report period NOT full year

Transfers to Capital and ST Asset Reserve of 38,646 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 -111,300

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