

Bristol Water & Sewer Department
Board of Water Commissioners
Regular Meeting Agenda
Tuesday, July 21, 2020 @ 6:30 p.m.
Webex Meeting

<https://bristolct.my.webex.com/bristolct.my/j.php?MTID=mbbc4aaef7ee074be42f61e23f798db18>

Login: Meeting number (access code): 132 600 4558

Password: Water2020

Call in: 1 (408) 418-9388

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the June 16, 2020 Regular Board Meeting
5. Approval of the Department Reports for the Month of June 2020.
6. Public Participation
7. Customer Complaints
8. Committee Reports:
 - A) Cell Tower Committee
9. Investments
10. Activity Report - Weston & Sampson Engineering
11. Chairwoman's Report
12. Superintendent's Report
13. Old Business
14. New Business
15. Adjournment

**BRISTOL WATER DEPARTMENT
JUNE 2020**

WATER BILLING

Water Bills rendered June 2020	<u>\$746,046.82</u>
Water Bills remaining unpaid as of June 2020	<u>\$308,080.49</u>

PRECIPITATION

For the Month	<u>3.31 "</u>	Normal	<u>4.40 "</u>	Departure from Normal	<u>-1.09 "</u>
For the Year	<u>24.27 "</u>	Normal	<u>22.20 "</u>	Departure from Normal	<u>2.07 "</u>

RESERVOIR CAPACITY

Total Available Capacity - June 2020	<u>1,182,500,000</u>	Gallons	<u>92.50%</u>
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PRODUCTION

Monthly Production - June 2020	<u>172,980,915</u>	Gallons
Monthly Production - June 2019	<u>173,435,100</u>	Gallons

CASH STATEMENT

BALANCE:JUNE 1, 2020	2,024,997.57
REVENUE:	
ACCOUNTS RECEIVABLE	585,226.06
SERVICE ACCOUNTS	6,271.20
FINES	4,000.00
SEWER ACCOUNTS	515,800.07
LIENS	934.97
PENALTIES	1,424.70
REMOVE METER	50.00
CLOSING COSTS	6,675.00
REINSTATE FEES	
ASSESSMENTS	300.00
ADMIN FEE/LIENS (WPC)	200.00
LAND LEASE	2,341.21
CELL TOWER LEASE	20,974.24
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	
TOTAL REVENUE:	1,144,197.45
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,144,197.45
DISBURSEMENTS (VOUCHERS):	542,129.72
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	521,483.06
TRANSFER TO PROCUREMENT ACCOUNT	
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: JUNE 30 , 2020	2,105,582.24
GOALS ENABLING FUND	
BALANCE: JUNE 30 , 2020	5,365,401.50
GROVE/OLD WOLCOTT TANKS	
BALANCE: JUNE 30, 2020	295,279.30
CONSTRUCTION ACCOUNT	
BALANCE: JUNE 1, 2020	74,805.47
DEPOSIT	11,520.92
DISBURSEMENTS	(7,512.03)
BALANCE: JUNE 30, 2020	78,814.36
PAYROLL CASH ACCOUNT	
BALANCE: JUNE 1, 2020	79,222.93
DEPOSIT	327,186.04
DISBURSEMENTS	(214,734.46)
BALANCE: JUNE 30, 2020	191,674.51

2019 2020 BRISTOL WATER DEPARTMENT BUDGET				
Jun-20				
	APPROVED	EXPENDED	EXPENDED	%
	BUDGET	JUNE	TO DATE	TO DATE
CLASSIFICATION	2019 2020	2019 2020	2019 2020	2019 2020
SALARIES	\$ 2,563,771.00	\$ 211,730.03	\$2,535,047.08	98.88%
FRINGE BENEFITS	\$ 1,447,394.00	\$ 105,556.11	\$1,327,923.18	91.75%
OPERATING SERVICES	\$ 2,654,809.00	\$80,028.75	\$2,161,430.52	81.42%
MATERIALS & SUPPLIES	\$ 859,305.00	\$16,494.80	\$765,419.44	89.07%
CAPITAL OUTLAY	\$ 1,215,124.00	\$0.00	\$270,264.69	22.24%
GRAND TOTAL	\$ 8,740,403.00	\$413,809.69	\$7,060,084.91	80.78%
OPERATING SERVICES				
LIGHT & POWER	\$ 400,719.00	\$ 8,637.42	\$375,968.91	93.82%
TELEPHONE	\$ 17,600.00	\$ 1,116.53	\$13,822.81	78.54%
POSTAGE	\$ 49,041.00	\$ 5,128.50	\$44,226.43	90.18%
ADVERTISING	\$ 16,350.00		\$286.00	1.75%
MAINTENANCE/SERVICE	\$ 40,366.00	\$ 6,389.80	\$41,594.96	103.04%
LEASE	\$ 11,427.00	\$ 1,273.20	\$9,202.79	80.54%
CONFERENCE & MEMBERSHIP	\$ 27,030.00	\$ 3,190.10	\$13,855.48	51.26%
TAXES	\$ 583,417.00		\$287,034.07	49.20%
PROFESSIONAL SERVICES	\$ 240,300.00	\$ 1,964.62	\$232,720.68	96.85%
LIENS	\$ 6,300.00	\$ 35.00	\$770.00	12.22%
MISCELLANEOUS	\$ 6,570.00	\$ 120.00	\$2,735.68	41.64%
CONTRACTOR SERVICES	\$ 565,160.00	\$ 16,710.69	\$452,290.74	80.03%
DEBT SERVICES	\$ 404,729.00	\$ 6,727.08	\$417,011.30	103.03%
SEWER USE FEE	\$ 10,800.00		\$8,100.00	75.00%
NEW BRITAIN AGREEMENT	\$ 275,000.00	\$ 28,735.81	\$261,810.67	95.20%
TOTAL OPERATING SERVICES	\$ 2,654,809.00	\$80,028.75	\$2,161,430.52	81.42%
SUPPLIES AND MATERIALS				
MOTOR FUELS	\$ 43,871.00	\$ 3,250.27	\$36,642.01	83.52%
OFFICE SUPPLIES	\$ 27,240.00	\$ 7,084.67	\$40,342.78	148.10%
MAINTENANCE SUP & MATERIALS	\$ 346,000.00	\$ (3,696.62)	\$354,439.28	102.44%
MV PARTS & SUPPLIES	\$ 15,150.00	\$ 329.22	\$10,837.29	71.53%
MV SERVICE & REPAIRS	\$ 35,000.00	\$ 120.00	\$27,816.25	79.48%
HEATING FUEL	\$ 37,406.00		\$32,537.63	86.99%
CHEMICAL TREATMENT	\$ 195,163.00	\$ 9,407.26	\$173,326.00	88.81%
MISCELLANEOUS	\$ 5,000.00		\$0.00	0.00%
INSURANCE	\$ 154,475.00		\$89,478.20	57.92%
TOTAL SUPPLIES & MATERAILS	\$ 859,305.00	\$16,494.80	\$765,419.44	89.07%
CAPITAL OUTLAY				
CAPITAL EQUIPMENT	\$ 197,000.00		\$139,825.31	70.98%
CAPITAL OUTLAY	\$ 565,000.00		\$30,814.00	5.45%
MISC. UTILITY ASSETS	\$ 453,124.00		\$99,625.38	21.99%
CAPITAL OUTLAY TOTAL	\$ 1,215,124.00	\$0.00	\$270,264.69	22.24%
GRAND TOTAL	\$ 8,740,403.00	\$413,809.69	\$7,060,084.91	80.78%

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2019-20			
	BUDGET REQUEST 2019-20	EXPENDED JUNE 2020	EXPENDED TO- DATE
CAPITAL EQUIPMENT			
			\$0.00
2018 CHEVY 2500	\$54,000.00		\$0.00
BACKHOE	\$108,000.00		\$103,803.91
REPLACE TRUCK 2	\$35,000.00		\$36,021.40
			\$0.00
TOTAL CAPITAL EQUIPMENT	\$197,000.00	\$0.00	\$139,825.31
UTILITY ASSETS			
DISTRIBUTION SECTION			
(1) Chop Saw	\$900.00		\$0.00
(1) Road Saw	\$2,050.00		\$3,028.28
(1) Pin Locator	\$900.00		\$0.00
(1) 2" Pump	\$500.00		\$0.00
(1) Aqua Scope Leak Machine	\$2,800.00		\$0.00
(1) Manhole Blower	\$700.00		\$0.00
Insertion Valves	\$25,000.00		\$0.00
Regulator Repairs	\$25,000.00		\$0.00
Automatic Flushing Station	\$4,500.00		\$0.00
Digital Leak Detector			\$5,363.10
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	\$62,350.00	\$0.00	\$8,391.38
METER SHOP SECTION			
5/8" Meters 650@110.60	\$71,890.00		\$11,060.00
Transmitters 200 @98.55	\$19,710.00		\$12,240.00
1 1/2" T-10 METER (5)	\$2,829.00		\$0.00
1" T-10 METER (10)	\$2,650.00		\$0.00
2" T-10 METER (5)	\$3,195.00		\$0.00
3/4" T-10 METER(20)	\$3,600.00		\$0.00
6" DETECTOR CHECK (2)	\$7,000.00		\$0.00
			\$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	\$110,874.00	\$0.00	\$23,300.00

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2019-20			
<u>WATER TREATMENT PLANT SECTION</u>			
Rebuild High Service Pump	\$22,000.00		\$0.00
Rebuild Hill St Pump	\$25,000.00		\$0.00
(3) Hill Street Pump Station Valves	\$21,600.00		\$0.00
Peristaltic Chemical Feed Pump	\$4,500.00		\$0.00
(7) Hach Sc200 Turbidity Controller	\$35,700.00		\$49,295.00
Installation Of Cameras at Filter Plant	\$45,000.00		\$0.00
Implement SCADA control of Wells	\$8,500.00		\$8,740.00
(2) New Flow Transmitters for Wells 4&5	\$3,600.00		\$0.00
Sewer Sump Pump & Installation	\$17,000.00		\$0.00
Caustic Trunk Line Replacement & Flush Day Tank	\$10,000.00		\$0.00
Caustic Containment Sump Pump & Installation	\$19,000.00		\$0.00
Hach Benchtop Turbidity Meter	\$5,000.00		\$0.00
New Flouride Day Tank At FP	\$3,000.00		\$0.00
Redundant Filter Channel Transmitter	\$5,000.00		\$0.00
Hach DR3900 Benchtop Spectrophotometers	\$4,500.00		\$0.00
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	\$229,400.00	\$0.00	\$58,035.00
<u>WATERSHED SECTION</u>			
			\$0.00
Gravily O-Turn Mower	\$9,000.00		\$9,899.00
Back Pack Blower	\$600.00		\$0.00
Chainsaw	\$300.00		\$0.00
Weedwackers	\$600.00		\$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	\$10,500.00	\$0.00	\$9,899.00
<u>OFFICE SECTION</u>			
Renovate Back Office/Mail area	\$40,000.00		\$0.00
TOTAL UTILITY ASSETS OFFICE SECTION	\$40,000.00	\$0.00	\$0.00
TOTAL UTILITY ASSETS	\$453,124.00	\$0.00	\$99,625.38
	BUDGET REQUEST 2019-20	EXPENDED JUNE 2020	EXPENDED TO- DATE
<u>CAPITAL IMPROVEMENTS</u>			
Water Main Replacements	\$250,000.00		\$0.00
Hydrants	\$85,000.00		\$3,400.00
Mix Street Well Redevelopment	\$25,000.00		\$27,414.00
Engineering for Scada Redevelopment	\$125,000.00		\$0.00
Water Supply Plan Update	\$80,000.00		\$0.00
TOTAL CAPITAL IMPROVEMENTS	\$565,000.00	\$0.00	\$30,814.00
TOTAL CAPITAL OUTLAY	\$1,215,124.00	\$0.00	\$270,264.69

2020 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (76)

MONTH/ DISTRICT	TERMINATION LETTERS SENT	DOOR HANGERS DELIVERED	# ACCTS. OUTSTANDING @ START OF SHUT-OFF DAY	# ACCTS. ACTUALLY SHUT-OFF THROUGHOUT SHUT-OFF DAY	# ACCTS. STILL OFF @ END OF SHUT-OFF DAY	# ACCTS. THAT REMAINED OFF @ END OF MONTH
JANUARY 03	437	325	32	12	7	5
FEBRUARY 01	368	271	26	20	7	5
MARCH 02	344	281*	-	-	-	-
APRIL 03	480	352*	-	-	-	-
MAY 01	344	280*	-	-	-	-
JUNE 02	397	353*	-	-	-	-
JULY 03						
AUGUST 01						
SEPTEMBER 02						
OCTOBER 03						
NOVEMBER 01						
DECEMBER 02						

BEFORE RECEIVING A TERMINATION LETTER, THE CUSTOMER HAS RECEIVED THEIR ORIGINAL BILL PLUS A SECOND AND THIRD NOTICE. Example: Invoiced 8/1, 2nd Notice 9/1, 3rd Notice 10/1. THE TERMINATION LETTER IS SENT APPROX. 1 WEEK AFTER 3RD NOTICE. DOOR HANGERS FOLLOW IN 1-2 WEEKS WITH SHUT-OFF DAY 1 WEEK LATER.

*Door hangers not sent out due to suspension of termination in relation to Covid-19

**SHUT OFFS NOT COMPLETED DUE TO COVID 19 PANDEMIC **



What are you looking for?

Current Monthly Summary

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	797	\$121,361.50
EFT (Check)	309	\$50,964.26
Online Bank Direct	347	\$48,791.76
Total	1453	\$221,117.52

Paperless Statistics

Invoice Type	Paperless
Water	3910

Customer Registration Statistics

Customer Count	Registered Count	Registered %
20261	7849	38.74

Monthly Invoice Summary

Invoice Count
No records to display.

Auto-Pay Statistics

Invoice Type	AutoPay
Water	1301

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
2205	1595	72.34

WESTON & SAMPSON ACTIVITY REPORT
CITY OF BRISTOL WATER DEPARTMENT
For the meeting on July 21, 2020On-Call Engineering Services (2070524):

1. Weston & Sampson is currently working on the following tasks:
 - a. CTDEEP General Permits:
 - i. Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater for the discharge from the WFP to the sanitary sewer.
 1. Permit expires October 30, 2020. Completing application renewal.
 - b. GIS: Anticipate locating / surveying unburied valve box covers. Awaiting direction from BWD.
 - c. Water Supply Plan Update: No activity this period. Awaiting letter from DPH.
 - d. Groundwater Under the Direct Influence of a Surface Water (Mix Street Well #3):
 - i. The BWD staff has completed the data collection process. This GWUDI study has involved sample collection for a one-year period which is now complete. Report has been prepared and submitted to BWD in April. Report has been submitted to the state for approval. Awaiting State response.
 - e. Mix Street and Mechanic Street infrastructure improvements (2190087):
 - i. Construction of water main along access road to Mix Street chemical feed building is complete. Obtained Project Closure documentation from DPH. Developed draft design drawings for water main installation at Mechanic Street to support DPH application related to achieving 4-log virus inactivation.
 - f. CTDEEP Water Diversion and Streamflow Reporting Requirements (2191193):
 - i. Assisted the BWD with the new CTDEEP requirement related to the collection of daily operation data (diversion / duration) for all thirteen (13) registered diversions, beginning January 1, 2020. Confirmed with DEEP that Reservoirs 2, 5 and 5 are exempt from daily monitoring. Final memo has been submitted in March 2020. Awaiting DEEP response.
 - ii. Prepared Initial Reporting Form for each dam and submitted same to BWD for signature/submission to DEEP. Awaiting confirmation from DEEP.
 - g. Modifications to Gaseous Chlorine system at Mechanic St and Mix Street Wellfield
 - i. Provided three (3) alternative layouts for sodium hypochlorite storage tanks, eye wash/shower station, and storage of carboys. Sized diaphragm and peristaltic pumps to inject hypochlorite.
 - ii. Provided schematic for ¼ inch slip line to convey analyzer water while keeping 1-in. copper line in service for emergency sink flows with waste storage to tight tank.
 - iii. Calculated analyzer waste storage quantity using lower (1 gpm) flow rates to collect during overnight rest periods and recycle back to headworks when wells turn on. Final plans forthcoming.
 - iv. Awaiting BWD response.