



**BRISTOL WATER & SEWER DEPARTMENT
BOARD OF WATER COMMISSIONERS**

Regular Meeting Agenda

Tuesday, September 15, 2020 @ 6:30 PM

Webex Meeting

<https://bristolct.my.webex.com/bristolct.my/j.php?MTID=m91c2cb920c57a7240a03808bf532aebb>

LOGIN: Meeting Number (access code): 132 341 9185

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 August 21, 2020 Special Board Meeting
5. Approval of the Department Reports for the Month of August 2020
6. Public Participation
7. Customer Complaint
8. Committee Reports:
(1) Cell Tower Committee
9. Investments
10. Activity Report - Weston & Sampson Engineering
11. Award Bid for the Sand Blasting & Painting Wash Water Supply Tanks
12. Chairwoman's Report
13. Superintendent's Report
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, October 20, 2020 at 6:30 pm

BRISTOL WATER DEPARTMENT

AUGUST 2020

WATER BILLING

Water Bills rendered August 2020	<u>\$844,493.95</u>
Water Bills remaining unpaid as of August 2020	<u>\$344,116.00</u>

PRECIPITATION

For the Month	<u>2.33 "</u>	Normal	<u>3.90 "</u>	Departure from Normal	<u>-1.57 "</u>
For the Year	<u>28.46 "</u>	Normal	<u>30.30 "</u>	Departure from Normal	<u>-1.84 "</u>

RESERVOIR CAPACITY

Total Available Capacity - August 2020	<u>838,960,000</u>	Gallons	<u>65.63%</u>
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PRODUCTION

Monthly Production - August 2020	<u>226,438,000</u>	Gallons
Monthly Production - August 2019	<u>181,807,020</u>	Gallons

CASH STATEMENT

BALANCE:AUGUST 1, 2020	1,541,986.62
REVENUE:	
ACCOUNTS RECEIVABLE	804,288.44
SERVICE ACCOUNTS	73,422.59
FINES	
SEWER ACCOUNTS	649,135.30
LIENS	1,144.58
PENALTIES	961.28
REMOVE METER	
CLOSING COSTS	8,250.00
REINSTATE FEES	2,125.00
ASSESSMENTS	3,310.40
ADMIN FEE/LIENS (WPC)	
LAND LEASE	4,596.19
CELL TOWER LEASE	17,173.93
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	
TOTAL REVENUE:	1,564,407.71
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,564,407.71
DISBURSEMENTS (VOUCHERS):	583,820.97
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	608,781.75
TRANSFER TO PROCUREMENT ACCOUNT	2,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: AUGUST 31 , 2020	1,911,791.61
GOALS ENABLING FUND	
BALANCE: AUGUST 31 , 2020	5,367,065.48
GROVE/OLD WOLCOTT TANKS	
BALANCE: AUGUST 31, 2020	295,325.37
CONSTRUCTION ACCOUNT	
BALANCE: AUGUST 1, 2020	78,509.39
DEPOSIT	6,756.15
DISBURSEMENTS	(28,559.75)
BALANCE: AUGUST 31, 2020	56,705.79
PAYROLL CASH ACCOUNT	
BALANCE: AUGUST 1, 2020	136,683.59
DEPOSIT	219,506.25
DISBURSEMENTS	(209,979.29)
BALANCE: AUGUST 31, 2020	146,210.55

2019 2020 BRISTOL WATER DEPARTMENT BUDGET					
Aug-20					
	APPROVED	EXPENDED	EXPENDED	EXPENDED	%
	BUDGET	JULY	AUGUST	TO DATE	TO DATE
CLASSIFICATION	2020 2021	2020 2021	2020 2021	2020 2021	2020 2021
SALARIES	\$ 2,688,679.00	\$267,252.26	\$165,628.77	\$432,881.03	16.10%
FRINGE BENEFITS	\$ 1,455,740.00	\$142,343.75	\$110,652.12	\$252,995.87	17.38%
OPERATING SERVICES	\$ 2,664,161.00	\$693,759.90	\$191,201.46	\$884,961.36	33.22%
MATERIALS & SUPPLIES	\$ 880,183.00	\$16,959.25	\$55,020.70	\$71,979.95	8.18%
CAPITAL OUTLAY	\$ 1,053,288.00	\$2,860.08	\$5,794.99	\$8,655.07	0.82%
GRAND TOTAL	\$ 8,742,051.00	\$1,123,175.24	\$528,298.04	\$1,651,473.28	18.89%
OPERATING SERVICES					
LIGHT & POWER	\$ 400,719.00	\$40,481.73	\$15,721.41	\$56,203.14	14.03%
TELEPHONE	\$ 16,400.00	\$1,128.59	\$1,294.64	\$2,423.23	14.78%
POSTAGE	\$ 49,041.00	\$2,500.00	\$2,500.00	\$5,000.00	10.20%
ADVERTISING	\$ 10,750.00			\$0.00	0.00%
MAINTENANCE/SERVICE	\$ 43,700.00	\$740.23	\$7,578.58	\$8,318.81	19.04%
LEASE	\$ 16,027.00	\$1,346.61		\$1,346.61	8.40%
CONFERENCE & MEMBERSHIP	\$ 27,030.00	\$1,110.00	\$459.00	\$1,569.00	5.80%
TAXES	\$ 595,069.00	\$287,486.15		\$287,486.15	48.31%
PROFESSIONAL SERVICES	\$ 240,300.00	\$3,761.25	\$53,380.33	\$57,141.58	23.78%
LIENS	\$ 6,300.00	\$15.00	\$200.00	\$215.00	3.41%
MISCELLANEOUS	\$ 6,570.00	\$396.66	\$156.00	\$552.66	8.41%
CONTRACTOR SERVICES	\$ 565,160.00	\$3,314.90	\$67,639.83	\$70,954.73	12.55%
DEBT SERVICES	\$ 401,295.00	\$273,293.91	\$6,727.07	\$280,020.98	69.78%
SEWER USE FEE	\$ 10,800.00	\$2,700.00		\$2,700.00	25.00%
NEW BRITAIN AGREEMENT	\$ 275,000.00	\$75,484.87	\$35,544.60	\$111,029.47	40.37%
TOTAL OPERATING SERVICES	\$ 2,664,161.00	\$693,759.90	\$191,201.46	\$884,961.36	33.22%
SUPPLIES AND MATERIALS					
MOTOR FUELS	\$ 43,747.00	\$0.00	\$3,102.96	\$3,102.96	7.09%
OFFICE SUPPLIES	\$ 25,440.00	\$279.99	\$1,676.94	\$1,956.93	7.69%
MAINTENANCE SUP & MATERIALS	\$ 357,000.00	\$890.36	\$28,978.92	\$29,869.28	8.37%
MV PARTS & SUPPLIES	\$ 15,150.00	\$396.34	\$1,765.44	\$2,161.78	14.27%
MV SERVICE & REPAIRS	\$ 44,000.00	\$2,185.82	\$2,637.02	\$4,822.84	10.96%
HEATING FUEL	\$ 45,208.00	\$0.00		\$0.00	0.00%
CHEMICAL TREATMENT	\$ 195,163.00	\$4,873.41	\$16,859.42	\$21,732.83	11.14%
INSURANCE	\$ 154,475.00	\$8,333.33		\$8,333.33	5.39%
TOTAL SUPPLIES & MATERAILS	\$ 880,183.00	\$16,959.25	\$55,020.70	\$71,979.95	8.18%
CAPITAL OUTLAY					
CAPITAL EQUIPMENT	\$ 112,000.00			\$0.00	0.00%
CAPITAL OUTLAY	\$ 366,288.00	\$1,020.00		\$1,020.00	0.28%
MISC. UTILITY ASSETS	\$ 575,000.00	\$1,840.08	\$5,794.99	\$7,635.07	1.33%
CAPITAL OUTLAY TOTAL	\$ 1,053,288.00	\$2,860.08	\$5,794.99	\$8,655.07	0.82%
GRAND TOTAL	\$ 8,742,051.00	\$1,123,175.24	\$528,298.04	\$1,651,473.28	18.89%

CITY OF BRISTOL WATER DEPARTMENT				
CAPITAL OUTLAY BUDGET YEAR 2020-21				
	BUDGET REQUEST 2020-21	EXPENDED JULY 2020	EXPENDED AUG 2020	EXPENDED TO- DATE
CAPITAL EQUIPMENT				
				\$0.00
FORD F-250 TRUCK & PLOW	\$52,000.00			\$0.00
2020 CHEVY 2500	\$60,000.00			\$0.00
				\$0.00
				\$0.00
TOTAL CAPITAL EQUIPMENT	\$112,000.00		\$0.00	\$0.00
UTILITY ASSETS				
DISTRIBUTION SECTION				
(1) Chop Saw	\$1,000.00			\$0.00
(1) Road Saw	\$2,500.00			\$0.00
Signage	\$2,500.00			\$0.00
(1) Aqua Scope Leak Machine	\$5,400.00			\$0.00
Gas Detectors	\$2,700.00			\$0.00
Insertion Valves	\$28,000.00			\$0.00
Regulator Repairs	\$15,000.00			\$0.00
Automatic Flushing Station	\$5,000.00			\$0.00
				\$0.00
				\$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	\$62,100.00	\$0.00	\$0.00	\$0.00
METER SHOP SECTION				
5/8" Meters 650@110.60	\$71,890.00			\$0.00
Transmitters 200 @102	\$20,400.00			\$0.00
1 1/2" T-10 METER (5)	\$2,977.00		\$1,036.64	\$1,036.64
1" T-10 METER (10)	\$2,806.00			\$0.00
2" T-10 METER (5)	\$3,720.00			\$0.00
3/4" T-10 METER(20)	\$3,622.00			\$0.00
6" DETECTOR CHECK (2)	\$7,000.00			\$0.00
CE Handheld Reader(2)	\$18,333.00			\$0.00
Schonstedt Model GA-52Cx (2)	\$1,840.00	\$1,840.08		\$1,840.08
6" Protechtus(2)	\$36,000.00			\$0.00
				\$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	\$168,588.00	\$1,840.08	\$1,036.64	\$2,876.72
WATER TREATMENT PLANT SECTION				
Rebuild High Service Pump	\$30,000.00			\$0.00
Rebuild Hill St Pump	\$30,000.00			\$0.00
LMI Chemical Feed Pumps	\$19,000.00			\$0.00
(2) Peristaltic Chemical Feed Pump	\$10,000.00			\$0.00
Pallet Truck	\$6,100.00			\$0.00
Lab Equipment	\$10,000.00			\$0.00
PLC & Analyzer Equipment	\$10,000.00			\$0.00
Chemical Feed Tubes	\$4,000.00		\$4,758.35	\$4,758.35
Future Design Recorders	\$10,500.00			\$0.00
				\$0.00
				\$0.00
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	\$129,600.00	\$0.00	\$4,758.35	\$4,758.35

2020 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (72)

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	130**	98**	10	8	6	6
AUGUST 01	350**	246**	28	19	7	4
SEPTEMBER 02	406**					
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 *
****JULY - 6 MONTH OVER DUE BILL **AUGUST DIST 1 INCLUDES **MARCH & JUNE BILLS **SEPTEMBER DEIST 2 INCLUDES **APRIL & JULY BILLS**



What are you looking for?

Current Monthly Summary

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	614	\$99,312.41
EFT (Check)	249	\$56,410.56
Online Bank Direct	286	\$46,175.05
Total	1149	\$201,898.02

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	3885

Auto-Pay Statistics

Invoice Type	AutoPay
Water	1338

Customer Registration Statistics

Customer Count	Registered Count	Registered %
20368	7923	38.90

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
2277	1657	72.77

WESTON & SAMPSON ACTIVITY REPORT
CITY OF BRISTOL WATER DEPARTMENT
For the meeting on September 15, 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. DEEP is replacing this permit with a new permit. Applications for the new version are tentatively scheduled to be due in January 2021. Once permit application is available from DEEP, we will complete same.
 - 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. This GWUDI study involved sample collection for a one-year period. Report has been prepared and submitted to state for approval. DEEP letter dated July 14, 2020 stated that they concur with the conclusion in the report, that Mix Street Well 3 is not under the direct influence of surface water.
 - 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, 4 and 5 are exempt from daily monitoring. Final memo submitted in March 2020. Received acknowledgement letter dated July 2, 2020 stating reporting requirements.
 - ii. Investigated condition of the Stevens Street weir. Recommend replacement of this concrete structure due to condition. Developed detail for BWD to solicit quote for replacement. This weir will allow the BWD to measure flow from Res#3 to Res#1 as required by 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. 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. 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.
 - ii. Awaiting BWD response.

Sand Blasting and Painting Wash Water Supply Tanks (#7280700)

Invitation to Bid 2021-020

Owner: Bristol Water Department

Solicitor: Bristol CT, City of

09/08/2020 11:00 AM EDT

	Savy & Sons, LLC	Mackenzie Service Corp
	Extension	Extension
Base Bid		
1 Sandblast two wash water supply tanks	\$58,588.00	\$112,000.00
2 Apply a two coat system to above structures	<u>\$196,256.00</u>	<u>\$240,000.00</u>
	\$254,844.00	\$352,000.00
 Bid Alternate		
Apply a three coat system to above structures	\$214,636.00	\$134,000.00