

To: NGCA Members
From: Barney Caulfield, Chairman NGCA
Re: Minutes of NGCA monthly meeting of September 18, 2019

Members Present

Bernard Caulfield
Charles Whitty
Bob Malouf
Richard Strouse
Michael Driscoll – (at 7:12 p.m.)
David DiBattista
J.P. Mereen
Richard Podurgiel

Others Present

Mike Svab, Pro Manager
Eric Kundahl, Course Superintendent
Sandra Kuchta, Finance
Ray Lathrop, Member's Club

Call to Order

- Chairman Caulfield called the September 18, 2019 meeting of the Norwich Golf Course Authority to order at 7:00p.m.

Minutes

- A motion to accept the minutes of the August 21, 2019 meeting of the Norwich Golf Course Authority was made by Mr. Mereen, seconded by Mr. Malouf, and approved by 7-0 (Driscoll absent).

Financial Report

- Ms. Kuchta requested the Authority adopt a resolution accepting \$50,000 in funds which had been appropriated for the Authority as part of the 2019-2020 city budget to be used for capital expenditures. These funds have been received by the Authority and the items of equipment for which they were furnished have been purchased. She also requested the budget of the Norwich Golf Course Authority for the 2019 season be amended to reflect the receipt of the funds as revenue and the purchases as expenses.

A motion to accept the capital funds and to amend the 2019 budget to reflect their acceptance as revenue and the purchases made using the funds as expenses was made by Mr. Podurgiel, seconded by Mr. Malouf and approved by a vote of 7-0 (Driscoll absent).

Ms. Kuchta continued with the financial report.

Revenues for the month of August 2019 were \$137,199.83 compared to budgeted Revenues of \$134,182, \$3,070.83 over budgeted Revenues and \$16,220.81 over August 2018 Revenues.

YTD Revenues for August 2019 were \$851,772.01, compared to budgeted Revenues of \$811,652, \$40,120.01 over budgeted Revenues and \$97,799.48 over YTD August 2018 Revenues.

Expenses for the month of August 2019 were \$111,126.81 compared to budgeted Expenses of \$105,465.04, \$5,661.77 over budgeted Expenses and \$6,581.72 over August 2018 Expenses.

YTD Expenses for August 2019 were \$735,321.43 compared to budgeted Expenses of \$742,020.11, \$6,698.68 under budgeted Expenses and \$1,647.19 under YTD August 2018 Expenses.

Revenues exceeded Expenses in the month of August 2019 by \$26,073.02, which is under budget by \$2,643.94.

Revenues exceeded Expenses YTD August 2019 by \$116,450.58, which is over budget by \$46,818.69.

ON A CASH BASIS, YTD Revenues exceeded YTD Expenses as of August 2019 by \$132,346.56, which is over budget by \$36,865.11. This takes into consideration reducing revenues by the accounts receivable in the month, adding back depreciation expenses and subtracting out the payments for the Dime Bank financed lighting project and the ongoing water project.

Items of interest on the Balance Sheet are:

- a. There are accounts receivable as of August 31, 2019 in the amount of \$9,359.02. These are Golf Now Revenues for which the Authority as not yet received payment as of August 31, 2019.
- b. Interfund Loan Obligations and Construction in Progress have increased in August as there were payments made to WSP in the month. Total balance of the Interfund Loan Obligation at of the end of August 2019 is \$244,726.30.
- c. The Dime Bank loan for the lighting project has been reduced by the monthly payment made in August of 2019 and the loan should be paid off in 6 months.

- d. The Due to General Fund is the NGCA's cash balance as of August 31, 2019. An amount in the asset section means the cash balance is positive.
- e. The balance in Accounts Payable (Products/Services that have been purchased but not yet been paid for as of August 31, 2019) is \$38,704. This will reduce available cash when paid next month.
- f. As membership fees are collected, there is an amount due to the Member's Club. As of the end of August of 2019 this sum is \$55.

Cash Balance at the end of August 2019 was \$4,571.27, which figure is listed in the asset section.

The Caddy Shack restaurant lease has paid in full through the end of September 2019.

In her review of the financial reports of August 31, 2019 Ms. Kuchta noted that there were overages in Maintenance Department Course Supplies and General Budget Repairs and Maintenance line items. These two line items exceeded the annual adopted budget amounts. She also noted that other line items were trending to be over budget are not yet at that point. She suggested that budget amendments and transfers be made and voted upon for these two like items.

Following discussions a motion was made by Mr. Mereen and seconded by Mr. Strouse to make the following line item adjustments:

1. Line Item Maintenance Budget Course Supplies be increased by \$9,000;
2. Line Item Pro Shop[Golf Cart Lease & Usage be decreased by \$4,000;
3. Line Item General Budget Debt Service be decreased by \$5,000;
4. Line Item General Budget Repairs & Maintenance by increased by \$7,000;
and
5. Line Item General Budget Contingency be decreased by \$7,000.

A motion was approved unanimously.

A motion to accept the financial report with these changes was made by Mr. Malouf, seconded by Mr. Podurgiel and approved unanimously.

Correspondence

- None

COMMITTEE REPORTS

- **Chairman's Report**

No report given.

- **Water Supply and Irrigation Project**

Mr. Mereen stated that Rob Good has reported that WSP is nearing completion on the compilation of all pumping test data and hoped to complete the pumping test report on or before September 20th.

Its tentative conclusions include:

1. TW-1 was pumped at 209 gpm, approximately 18% higher than the proposed permit rate of 175 gpm to provide a more conservative test; adjusted to account for some degree of precipitation impact. The well performed at close to 100% efficiency and is more than adequate to meet the demand.
2. The pumping test was conducted during a seasonal low-flow period that meets or exceeds the low-flow condition stipulated in the pumping test plan of 80% durational flow.
3. The absence of precipitation impacts to water levels in the deeper aquifer at monitoring wells MW-1, 4, and TW-2 provides evidence for lithologic separation (aquiclude or stratification) between the shallow and deeper aquifers. It follows that the deeper aquifer, which is the principle source of water for TW-1 (and TW-2), is not significantly contributing to stream flow.
4. The estimated zone-of-influence (ZOI) in the deeper aquifer (change in water level = or > than 0.10 ft) extends beneath and west of the Trading Cove Brook (TCB_, however, the absence of pumping-induced impacts in stream-bed piezometers indicates pumping should not significantly impact stream flow.
5. The estimated ZOI in the shallow aquifer does not reach the TCB, further indicating that pumping should not significantly impact streamflow, but indicating the potential for impacts to wetland hydrology.
6. The distance drawdown plot of the deep monitoring wells and calculations of aquifer transmissivity appear to be influenced by either leakage/recharge from the shallow sediments or variable permeability within the aquifer that is inhibiting pumping-induced impacts at MW-4 and TW-2. This requires further analysis.
7. The stream flow data and impact assessment is influenced by several precipitation events, but the general magnitude of the background losing condition between upstream (higher flow) and downstream (lower flow) gaging stations appears to not have been impacted by pumping. This requires further analysis.

Mr. Good expressed confidence that the water diversion permit will be issued for the proposed withdrawal, but was less certain about possible conditions that may or may not be imposed to mitigate potential impacts.

WSG has obtained the necessary pre-construction permits from the city and is putting final touches on the bid package for the proposed pond and water system facilities.

- **Clubhouse Committee**

No report presented.

- **Greens Committee**

No report presented.

- **Planning Committee**

No report presented.

- **Marketing Committee**

No report presented.

- **Beautification Committee**

Mr. Cardini has arranged the installation of approximately 60 chrysanthemums as part of his preparation for his upcoming tournament.

- **Budget Committee**

Mr. Whitty proposed scheduling a meeting to take place next Thursday, September 26, 2019 at 9:00 p.m. at the Authority.

- **Pro Shop Subcommittee**

No report presented.

- **Maintenance Subcommittee**

Mr. Podurgiel reported that the meeting had discussed current staffing and proposals for the 2020 budget.

- **Superintendent's Report**

Mr. Kundahl advised that greens had been seeded and tees aerated and seeded. The course mechanic has been cleared to return to work, initially under a limited schedule of 4 hours per day.

Mr. Kundahl noted that play has been very active at the course with a number of scheduled events.

- **Pro Manager's Report**

Mr. Svab reported that he and Mr. Kundahl had met with Sandra Kuchta on Monday, September 16th in connection with the 2019 budget. This involved a detailed analysis of this year's budget line item by line item.

Mr. Svab advised that the current cart lease ends this year. He suggests we consider entering into a new 5-year lease with Club Car under which the Authority would be provided with 75 new golf carts at an annual lease rate of \$56,982. The Authority would also receive 5 work vehicles at no additional charge, which vehicles would be owned by the Authority at the expiration of the lease. Club Car participates in a recognized procurement system and the Mr. Hathaway has confirmed the Authority may contract with Club Car without going out to bid because of its participation in the system.

A motion to accept Club Car's offer as described by Mr. Svab to enter into a 5-year lease with 75 new carts at a cost of \$56,982 per year subject to entering into a satisfactory lease agreement was made by Mr. Podurgiel, seconded by Mr. DiBattista and approved unanimously.

- **Member's Club**

Mr. Lathrop noted that this has been a very successful and active season for the Member's Club. In recognition the Member's Club will be hosting a tournament and luncheon to be held on the morning of September 28, 2019.

Adjournment

A motion to adjourn the meeting was made at 7:40 p.m. by Mr. Mereen, seconded by Mr. Malouf, and approved unanimously.