

**SOUTHWEST HARBOR
WATER & SEWER DISTRICT**

Board of Trustees Meeting
Monday, January 18, 2016
Town Hall meeting Room, 10:00 AM
Minutes

Item 1: Open meeting; Roll call & attendees

Meeting was called to order at 10:10 am. Attending were Board members Don Lagrange, Jim Geary, and Jim Vekasi; District Manager Steven Kenney; Town Finance Officer Tabbetha Newenham; and visitors George Jellison Jr. and Lydia Goetze.

Item 2: Approval of minutes from previous meetings

Board Clerk Jim Vekasi will be responsible for preparing minutes. The basic legal requirement for minutes is to record all Board actions. It will be our intent to summarize discussion as well.

At present, digital copies of the minutes are stored on the Town computers and printed copies of the minutes are stored at the Water Treatment plant office. Electronic copies of minutes and other key documents will be made accessible from the District web site. Don Lagrange will coordinate the web site work with Town Administrative Clerk and web site creator Bob Salisbury. It is the District's intent to eventually take over maintenance of the web site.

Don Lagrange moved that minutes of December 21, 2015 be accepted. Jim Geary seconded. Vote 3/0/0.

Don Lagrange moved that minutes of December 29, 2015 be accepted. Jim Geary seconded. Vote 3/0/0.

Item 3: Manager's Report; Steven Kenney

- A) Olver Engineering wastewater findings report for the Town. Steven summarized the main points and status of the report findings. He is addressing the many issues with safety first followed by issues affecting permit compliance. Olver Engineering is also providing District staff with training that will both upgrade skills and count toward Operator permit CEUs.

- B) Personnel & Personnel Policy; updates, changes and issues, non-executive session. With one position vacant, the Water Treatment Operator only working part time while receiving medical treatment, and the many tasks associated with the District startup, Steven is working very long hours. He is receiving good help and cooperation from the new District employees.

Steven suggested that we consider making the District health and retirement consistent with the Town Personnel Policy.

Jim Geary moved that Personnel Policy section VI.f be amended to increase the District matching contribution to the ICMA-RC 401 Qualified Plan from 5% to 6%. Seconded by Don Lagrange. Vote 3/0/0.

Jim Geary moved that Personnel Policy section VI.a be amended to state, “The District agrees to provide employees with and their dependents, Maine Municipal Employees Health Trust Plan, PPO 1500. The District agrees to pay 100% of the cost of the employees insurance premium and a portion of dependent/family coverage. The Employee will pay \$363.54 per month for Spouse/Family coverage or \$184.73 per month for children only coverage for the calendar year 2016. In subsequent years, the plan shall increase by no more than the percentage increase in rates set by the Maine Municipal Association for the PPO 1500 plan for that year.”

Seconded by Don Lagrange. Vote 3/0/0.

There will be further discussion of the Personnel Policy as needed at future meetings.

- C) Financial; clarifications requests & signatures on ICMA forms, non-executive session. Tabbetha Newenham presented and explained current financial statements. The process of transferring funds from the Town to the District has begun. Town staff will be preparing 2015 fourth quarter utility bills after receipt of meter readings.

Tabbetha presented draft documents requiring Board action to establish the Money Purchase Retirement Plan.

Jim Geary moved to establish a money purchase retirement plan as administered by ICMA-RC in accordance with the document, “Resolution for a Legislative Body Relating to a Money Purchase Plan.” Seconded by Don Lagrange. Vote 3/0/0.

Jim Geary moved to permit retirement plan participants to take loans from the Plan in accordance with the document, “Suggested Resolution for a Legislative Body Relating to Amending a Retirement Plan to Permit Loans.” Seconded by Don Lagrange. Vote 3/0/0.

Jim Geary moved that retirement loan periods be limited to ten years. Seconded by Jim Vekasi. Vote 3/0/0.

The Retirement Plan forms were signed and returned to Tabbetha for submittal to ICMA-RC.

- D) Utility Liens; Update on discussion with Council on Town utility liens. We are not required to take action to transfer existing liens from Town to District. Current liens will remain in place and lien payments will go to the District.

Tabbetha Newenham requested to attend training on Utility Lien Law in Bangor on January 26, 2016. It is in the District’s interest that she receive this training, but the cost of her time and course fee is not covered in our administrative services agreement with the Town. Similarly, Town staff time is not covered for such work as attending District meetings,

taking minutes, or creating web sites. While it is appreciated that the Town is being flexible during the District startup, we will need to establish procedures to compensate the Town for services in excess of the agreement.

Jim Geary moved to compensate the Town for Tabbetha Newenham's time for attendance at today's meeting, other future meetings as needed and requested, and to attend Utility Lien training. Seconded by Don Lagrange. Vote 3/0/0.

- E) Administration; Report on requests for information on record keeping, financial and daily District functions. Per the discussion above, key documents will be made available from the web site. Discussion on other administrative procedures will be addressed at future meetings.
- F) Bid and bid preparation update. Steven Kenney has received a sludge treatment proposal from the City of Ellsworth and has requested one from the Town of Bar Harbor Wastewater Division. Any proposed contracts will be reviewed for legal issues before signing. Steven will also be pursuing proposals for sludge hauling, trade services, and major purchases.
- G) Replacement truck. The 2001 truck used by the Water Treatment Plant Operator is in need of replacement. The proposed replacement is a half-ton four wheel drive pickup. Steven will get quotes.
- H) Project updates. The District has a number of old meters replaced by the current remote read meters. They have limited scrap and trade-in value, but may be of value to small water systems.

Jim Geary moved to authorize Steven Kenney to investigate sale of the old meters. Seconded by Don Lagrange. Vote 3/0/0.

Item 4: Warrants; Discuss, Approve, Sign

Four Water, sewer, and payroll warrants were reviewed.

Don Lagrange moved to authorize Steven Kenney to sign checks before warrant approval when needed to pay invoices in a timely manner. Seconded by Jim Geary. Vote 3/0/0.

Don Lagrange moved to approve Warrant 1 and 2 for payroll, Warrant 3 for water expenses, and Warrant 4 for sewer expenses. Seconded by Jim Geary. Vote 3/0/0.

Item 4: Old Business

- A) Updates, reports and discussion by Trustees concerning sewer debt repayment to the Town.

After discussion of alternative ways to address payment of long term accumulated sewer deficits to the Town, we decided to discuss repayment terms with the Board of Selectmen and asked Don Lagrange to put the issue on their meeting agenda for February 9, 2016.


Item 5: New Business

- A) Set time for next, or routine monthly meetings. The next meeting will be on Thursday, February 18, 2016 at 6:00. Standard meeting dates and times will be the second Thursday of each month at 6:00 pm starting with Thursday, March 10, 2016.

Item 6: Executive Session. None.

Item 7: Meeting Adjournment. Meeting was adjourned at 1:42 pm.

Submitted,
Jim Vekasi, Clerk, Southwest Harbor Water and Sewer District

Approved at 2/18/2016 meeting
Vote 2/0/0 passed.

Jim Vekasi
Clerk