

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Draft Minutes of Board of Trustees Meeting

April 18, 2016

Town Hall Meeting Room

Item 1 Open meeting; Roll call & attendees.

Meeting was called to order at 2:06 pm. Attending were Board members Don Lagrange, Jim Geary, and Jim Vekasi; District Manager Steven Kenney; Newly appointed Town Finance Officer Renee Atwater; and visitor Tabbetha Newenham.

Item 2 Approval of minutes from previous meetings

Don Lagrange moved that the draft minutes of the March 24, 2016 meeting be approved. Seconded by Jim Geary. Vote 3/0/0.

Item 3 Visitors to be heard. None

Item 4 District Manager's Report

As of last Friday, Steven has received several applications for the vacant Utility Field Technician. While he has not thoroughly reviewed the applications, he is concerned that we will continue to have difficulties finding a person with appropriate qualifications and references. We discussed several ways of addressing this high priority issue including restructuring the job description and pay and hiring a qualified person for a temporary period. The Board asked Steven to contact highly qualified candidates from previous vacancy announcements who have declined the position and discuss with them how the position could potentially be restructured to make it more attractive.

Steven's computer hard drive failed last week making administrative duties difficult. He now has a new computer and the IT consultant is confident that the files from the old drive can be recovered. Steven will be instituting a backup system for the District computers.

With Snap out with back problems, Dean on vacation, and one vacant position, Steven was the lone staff person last week.

Water

It was learned that the actuators being considered for the replacement SCADA system are only set up for two way valves. Use for three way valves require re-programming and would void the warranty.

Complaints about water quality were received. On investigation, Steven discovered that the filter media was gone or hardened in several or all of the filter vessels. We replaced media in two vessels and there was a noticeable improvement.

The raw water pump has been re-built with the assistance of Atlantic Pump.

Steven completed the purchase of the approved pickup truck.

Wastewater

The rag and flushable wipe problem continues to plague the plant. While solution would require construction of adequate headworks at the plant, the situation could be improved with removal of floating and sunken material at the lift stations and replacement of the currently ineffective plant influent grinder. Steven plans to clean the lift stations now and consider the more expensive work for the Capital Improvement Program.

Steven has observed problems with reinforced concrete plant structure including a sagging floor slab in the pump room and rusting rebar/spalling concrete on the precast T-beam roof structure. Olver Associates had arranged for a structural engineer to review the problem, but there has been no report. Steven is considering other arrangements to have this problem analyzed.

Item 5 Financial report

No financial report was available.

Don introduced the newly hired Town Finance Officer Renee Atwater. She has a number of years of experience with both the private sector and Hancock County doing this type of work. We welcome her and look forward to her capable assistance with managing the District finances.

We discussed the need for the current five checking accounts. We decided to leave the accounts as is for now and follow Renee's recommendation on whether or not to make changes.

In order to process payroll through the bank, we are required to appoint a administrator of our bank accounts who may then assign responsibility for processing payroll. After discussion, we determined that it would be appropriate to appoint Steven as Administrator who will then designate Renee to process the payroll.

Jim Geary moved to appoint Steven Kenney as Administrator of our BOLD account with Bar Harbor Bank and Trust. Seconded by Jim Vekasi. Vote 3/0/0.

Item 6 Approval of Warrants

Jim Vekasi moved to approve Warrants 18, 21 & 22 for payroll, Warrant 26 for water expenses, and Warrant 25 for sewer expenses. Seconded by Don Lagrange. Vote 3/0/0.

Item 7 Old Business. None

Item 8 New Business

Jim Vekasi volunteered to prepare a draft agenda for each meeting. The agenda will be e-mailed to the Board and District Manager before each meeting for review.

Jim Vekasi suggested that we send out information about the District's progress and shared a draft document. All concurred that this would be a good idea and Don Lagrange offered to include it in the next Town newsletter. Jim V will send around the draft text today for comments by Wednesday and forward the final version to Don on Thursday for inclusion in the newsletter.

Item 9 Executive Session None

Item 10 Date of next meeting

Friday May 13, 2016. 3:30 pm

Item 11 Meeting Adjournment

Jim Geary moved to adjourn the meeting at 4:25 pm. Seconded by Don Lagrange. Vote 3/0/0.

Submitted,

A handwritten signature in black ink, appearing to read "Jim Vekasi". The signature is stylized and cursive.