

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Approved Minutes, Board of Trustees Meeting

Town Hall Meeting Room

Thursday, July 14, 6:00 pm

Item 1 Convene meeting

Meeting was called to order at 6:02 pm. Attending were Board members Don Lagrange, Jim Geary, and Jim Vekasi; and District Manager Steven Kenney. There were no visitors.

Item 2 Approval of minutes from previous meetings

Don Lagrange moved that the draft minutes of the June 9, 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

On Thursday, July 7, an unknown substance in the Wastewater Plant influent killed the process organisms resulting in loss of biological treatment, anaerobic conditions, heavy odors, and substantially increased solids in process tanks. The situation improved somewhat over the weekend and removal of solids during the week of July 11. The DEP representative was notified and inspected the situation. No discharge permit violations occurred. At the time of this meeting, conditions were still improving with some returning process biological life observed and reduced odor, but DO levels are still below normal. Suspected causes include sloughing of septic sewage settled in sewer piping, illegal dumping of septage into the system, dumping of chemicals into the system, or other unknown causes. This has happened infrequently in the past with one past event caused by illegal dumping of septage. Ideas for actions to avoid future occurrences included adding a separate holding tank at the plant to accept hauled influent and installation of locking manhole lids. However, without knowing the cause, it is difficult to know which would be most effective. No specific actions have been planned at this time.

Stephen has developed a Five Year plan for water and wastewater capital improvements that would be eligible for Town funding as they have a life greater than 20 years. The Board of Selectmen has seen the plan but no actions have been taken. The plan is attached to these minutes.

There are no new candidates for the vacant position. Stephen has learned that Snap Willey will be able to increase his hours. Jim Geary provided contact information for Cathy Miller who is familiar with the prison work release program.

Water plant SCADA system. Steven has ordered one valve actuator said to be suitable for our three-way valves. If it is successful, he plans to proceed with replacing the others as part of the SCADA system rehab.

Hydrant repair has begun.

Steven has located a structural engineer who is available to study the concrete spalling issue at the wastewater plant for an estimated cost of \$1,900.

Don Lagrange moved that Steven be authorized to proceed with study of the spalling concrete. Seconded by Jim Geary. Vote 3/0/0.

Item 5 Financial report

Financial reports as of July 14 were reviewed. The status has been updated to reflect insurance settlements received to date from the line breakage at the water treatment plant. Observations included:

- As the year is more than 50% completed and expenses are approximately 42% of budget with billed revenues from two quarters at 46% of budget, we are generally in good shape.
- Large expenses required to remove solids at the Wastewater Plant are recorded as expenses, but have only been partially paid. Planned payment will deplete available funds received for sewer services and require “borrowing” from the [soon to be] combined water and sewer accounts. All funds are properly accounted in their appropriate accounts and, as current year sewer expenses and revenues are close to equal, we anticipate that the sewer deficit will be covered as sewer accounts are billed and funds received through the rest of the year. As confirmed in an April 6, 2016 e-mail from attorney Joseph Donahue of Preti Flaherty, this meets PUC requirements.
- We would like to request some changes in the financial reports. Jim Geary plans to meet with Renee Atwater to discuss:
 - The Board expressed gratitude to Renee for the comprehensive financial reports and requested that she add a new accounting line item in both the Water and Sewer records for Capital Improvement Program and move the budget and expenses from the current location under 5000, Misc, in the Water account and under 4050, Sewer, in the Sewer account. (From May meeting.)
 - The Board also requested that Renee routinely include a report showing the check book balances of Water, Sewer, Water CIP, and Sewer CIP. (From May meeting.)
 - If convenient under the TRIO system, inclusion of a report comparing current year income and expense to previous year income and expense would be useful. (From May meeting.)
 - The Board requests that financial reports be e-mailed to members approximately one week before scheduled meetings to allow time for review.
 - The Board requests that financial reports include a balance sheet.
 - The Board requests a full set of reports showing the first two quarters of 2016.

Item 6 Approval of Warrants

Don Lagrange moved to approve Payroll Warrants 42, 43, 44, 45, and 46, Water Warrant 47, and Sewer Warrants 48. Seconded by Jim Geary. Vote 3/0/0.

Item 7 Old Business

Fernald Point water tank

In a May 16, 2016 e-mail to Steven, Emily Seger Pagan, Acadia NP Land Resource Specialist, requested that the District take steps to remove a water tank currently on park land. She stated:

Hi Steve,

I wanted to get back to you on my discussion with the park management team on the Fernald Point water tank the town/drinking water district owns. They agree to a renewable ROW permit to keep the tank located on park property, understanding there is no real alternative. However, they do have some questions and requirements.

They agree to locating the tank closer to the road so an access road for installation and maintenance will not have to be cut, and it will be easier access. They feel it should be screened though from the road (with vegetation). Also they agree to adding to the ROW permit the above ground, functioning lines/pipes.

They will require the old tank to be removed. A road cannot be cut to remove this so they agree the trail would have to be opened somewhat so the tank could be cut into pieces and dragged out. Apparently this has been done before with some other similar structure. They will also require the old above-ground lines to be removed, and any old buried lines (depending on the material).

They understand that you will get back to us some time this summer with the proposed location of the new tank and map or GIS data or something indicating the path of the above-ground pipes and lines to add to the ROW permit.

So, the particular information they are requesting for the process of the ROW permit are:

- Location of new tank (and does it need to be elevated?)
- Location of new line leading to and from tank
- Location of old, non-functioning above-ground and buried line leading to and from the tank.
- Material of old line leading to and from the tank. Some materials may need to be removed, some may be required to stay buried.

Thank you Steve. I know it may take some time for you to assemble the information. Good luck with the season and I hope you are not still working as a one man show right now!

Take care,

Emily

Emily Seger Pagan
Land Resource Specialist

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Steven and Jim V. looked at the tank on June 23, 2016. We agreed that the tank is in poor condition, but that it is desirable to have a storage tank in this area to provide adequate flow and pressure at the end of this long small diameter line and to provide some additional water for fire protection. Based on that trip and discussion today, we have identified some engineering alternatives to address this issue:

1. Retain existing tank and piping location. Improve access and either:
 - a. Retain existing tank and piping with no change
 - b. Rehab or replace tank and piping in place
2. Remove/relocate tank and associated piping and either:
 - a. Install elevated tank and piping in new location
 - b. Install large pressure tank and piping in new location
 - c. Install gravity tank and piping in new location with pump to maintain pressure
 - d. Install gravity tank and piping in new location with pump and pressure tank system in each house
3. Find another elevated site to relocate tank
4. Replace small diameter above ground piping with larger diameter buried piping

The tank and piping have been in place for decades and we may have prescriptive rights.

Some or all of these alternatives may require land exchange or Park right of way

Some of these alternatives may include removal of existing tank and piping.

Inclusion of a hydrant for fire protection would be desirable.

As the next step, we decided to investigate potential prescriptive rights. Steven will contact our attorney with this question.

Item 8 New Business

Public notification plan

We have had more than one occasion recently where it would be desirable to contact system users and community members about issues such as outages, odors, requested actions, and so forth. Options include local media, social media, District and Town websites, billing inserts, and newsletters. Jim V. will investigate this a bit more and start documenting a Standard Operating Procedure for further discussion.

Board size

The Town Board of Selectmen has expressed a desire to increase the District Board from three to five members to improve continuity and provide backup when members are out of town. This seems reasonable, but will require changes to the legislative charter.

Board liaison

The Town Board of Selectmen has designated Lydia Goetze as their liaison to the Water and Sewer District. She will be copied with minutes and other pertinent documents.

District office

The Town Board of Selectmen has indicated that the District may use the new office adjacent to the meeting room in the Town Office building. This will be useful as a record repository and a location for a potential future District administrative assistant.

Item 9 **Executive Session.** None

Item 10 **Date of next meeting.** Normal 2nd Thursday – August 11, 2016, 6:00 pm at Town Office.

Action Items

1. Remind Renee Atwater to complete combination of water and sewer checking accounts. (Don)
2. Meet with Renee Atwater to discuss financial reporting. (Jim G)
3. Contact Cathy Miller regarding prison release workers. (Don)
4. Contact attorney regarding prescribed rights for water tank and piping location. (Steven)
5. Draft procedure for public notification. (Jim V)
6. Add Bob Salsbury and Lydia Goetze to admin e-mail list. (Jim V)

Item 11 **Adjourn meeting**

Don Lagrange moved to adjourn the meeting at 8:15 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Attachment:

Draft Five Year Capital Plan

Approved at 8/11/2016 meeting
Vote 3/0/0 passed.



Jim Vekasi
Clerk

7/14/2016

DRAFT FIVE YEAR CAPITOL PLAN
(Projects with 20+ year longevity)
SOUTHWEST HARBOR WATER & SEWER DISTRICT

PROJECT	2016	2017	2018	2019	2020	2021
Inflow Channel Grinder WWTP	\$18k					
Sewer Main repair / replace/ line	\$40k		\$60k		\$60k	
Actuator Valve Replacement WFP	\$45k					
SCADA upgrade WFP & WWTP	\$120k	\$57k				
Hydrant Replacement, (4 per year)		\$16k	\$16k	\$16k		\$16k
Relocate water services/ abandon old 6" water main. Main St. & Seawall Rd. (includes main install on Lawler Ln.)		\$80k	\$60k	\$90k		
Replace Filter Media WFP		\$38k				
Blueberry Lane Water main Replacement		\$270k				
Concrete repair WWTP		\$37k				
Install rag cutters, all Lift Stations		\$12k				
Replace valves/piping WWTP		\$38k	\$40k	\$45k		
Install grit / solids removal chamber			\$95k			
Sludge Holding tank upgrades		\$12k				
Soft Starter Install, Finish Pumps WFP		\$15k				
Apple Ln. main replacement, (our share)		\$13k				
Install water / sewer mains, remove summer lines. Fernald, Norwood, Dirigo, Shore.		\$140k		\$120k		\$135k
Install new water & sewer mains. Carroll Hill, Bass Harbor Rd.,					\$230k	
Install new sewer main on High and Long Pond.			\$180k			\$120k
Install new water main on Seal Cove						\$115k
Upgrade Chem feed pumps WFP			\$35k			
Upgrade Chem feed pumps WWTP				\$23k		
Herrick Rd. tie in / loop (Harbor House to Main St.)			\$65k			
Upsize / reroute pumps and force sewer main at Mansett Lift station				\$100k		
Upgrade and upsize pumps and force main at Clarks Point					\$105k	
Replace sludge pumps and piping WWTP		\$23k		\$80k		
Generators at Lift Stations		\$22k	\$22k	\$22k		
Alarm / SCADA Lift Stations		\$35k				
Insertion Valves around water system (3 per year)		\$15k		\$15k		
Electrical upgrades WWTP		\$20k	\$20k	\$20k		
Engineering for WWTP upgrades per DEP / EPA, (new / upcoming regulations. (denitrification, clarifier rehab, sludge digester installation)					\$90k	
TOTALS	\$223k	\$793k	\$593k	\$531k	\$485k	\$386k