

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Draft Minutes of Board of Trustees Meeting

May 13, 2016

Town Hall Meeting Room

Item 1 Convene meeting

Meeting was called to order at 3:35 pm. Attending were Board members Don Lagrange, Jim Geary, and Jim Vekasi; District Manager Steven Kenney; Town Finance Officer Renee Atwater; and visitor Lydia Goetze.

Item 2 Approval of minutes from previous meetings

Don Lagrange moved that the draft minutes of the April 18, 2016 meeting be approved. Seconded by Jim Geary. Vote 3/0/0.

Item 3 Visitors to be heard. None

Item 4 Financial report

Renee Atwater provided summary and detailed financial reports for the first quarter of FY (and CY) 2016. Discussion included:

- 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.
- The Board also requested that Renee routinely include a report showing the check book balances of Water, Sewer, Water CIP, and Sewer CIP.
- 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.
- Renee plans to combine the Water and Sewer checking accounts while keeping the financial accounts separate. This is acceptable to the Board.
- Health insurance for the first quarter is running over budget. Jim Geary theorized that, due to the establishment of the District, there had been four payments instead of the normal three. Renee will check.
- Even with the large amount of overtime worked due to unfilled and partially filled positions and the one-time payment for vacation time accumulated during Town management of water and sewer, personnel expenses are running close to budget. This does not eliminate the need to fill the positions as it is unrealistic to expect Steven and Dean to work such long hours indefinitely.

Steven requested a District charge card to facilitate purchasing and avoid the need to reimburse him for purchased made under his personal credit card. The District card would be a credit card. Monthly statements would be received by Renee and reconciled using receipts and information from Steven. All charges would be paid promptly without waiting for monthly warrant approval to avoid interest and late

payment charges. Purchases would be limited to \$10,000 per purchase. (Is this right and would there be a limit to total charges?)

Don Lagrange moved to obtain a District charge card. Seconded by Jim Geary. Vote 3/0/0.

Steven worked over 100 hours during the week of the recent treatment plant damage crisis. Due to the unusual nature of this event and Steven's prompt and effective response above and beyond normal duties, it was proposed to compensate him for this extraordinary overtime.

Don Lagrange moved to compensate Steven for overtime worked during the water plant outage. Seconded by Jim Geary. Vote 3/0/0.

Item 5 District Manager's Report

Water

The big event of the month was the damage to the water treatment plant requiring plant shutdown and truck transport of treated water to our system. Some highlights:

- Due to a pressure surge and water hammer, heavy duty PVC fittings on the raw water line broke preventing delivery of raw water to the treatment system.
- Public and fire department were contacted with requests to limit water usage.
- Treated water was trucked by contractor from Bar Harbor to the treated water clear well at the plant. This water received disinfection and pH adjustment and was pumped to the storage tank.
- Repairs were made including replacement of broken PVC with ductile iron and planned installation of a pressure relief valve.
- It is anticipated that our insurance will cover the significant extra costs incurred.
- It would be a good idea to do a post-action review of this incident to discuss actions taken and consider how we might improve reaction to similar future events.

Steven and staff have started flushing hydrants. It was observed that the Town uses non-standard actuator nuts preventing use of standard wrenches, at least four hydrants are not usable, and valves required excessive force to stop flow. This will lead to additional "to do" list items on an already long list. Water in some areas was highly colored and contained substantial sediment. Comparison of year round lines with seasonal lines suggests that the filter media exhaustion may have occurred over the winter.

The Town has parallel old 6" and newer 12" distribution lines on Main Street and Sewall Road. The older line was not well constructed in areas and cannot be flushed as hydrants are attached to the 12" line. Apparently, when the newer 12" line was installed, connections to the older 6" line were not modified so it is not currently possible to abandon the 6" line. A capital improvement goal will be to connect all to the 12" line and abandon the 6" line. A large portion of this could potentially occur if the National Park Service funds construction of a sewer line to Seawall.

Wastewater

- pH adjustment to low pH influent is resulting a better settling floc and better permit compliance. Low pH is aggravated during rainfall events with large quantities of low pH infiltration. Relining and/or replacing leaking pipes and manholes will be needed to reduce this problem.
- There has been only on load of sludge removed over the past three months compared with multiple loads in the past due to decanting and other efforts. This promises to be a money saver.
- The current influent grinder is ineffective and must be rehabilitated or replaced. Steven recommends replacement as rehabilitation would cost \$17,000 and leave an obsolete system with old motor and casing in place while replacement would cost \$19,000 with a process more effective against non-woven rags and new equipment. The Board concurred.
- Steven, staff, and contractor have cleaned some lift stations while access to others is limited by their construction. The lift stations appear to have not been cleaned recently or perhaps never and they found large quantities of foreign material and hardened grease.

Capital Improvements

Capital Improvements with a life of 20 years or more are funded by the Town. There are a number of projects needed including the high priority sewage grinder and water SCADA system.

Jim Geary moved to approach the Town Board of Selectmen for funding of high priority capital improvements. Seconded by Don Lagrange. Vote 3/0/0.

Item 6 Approval of Warrants

Don Lagrange moved to approve Warrants 27, 28, 29, 30, 31 and 34 for payroll, Warrant 33 for water expenses, and Warrant 32 for sewer expenses. Seconded by Jim Geary. Vote 3/0/0.

Item 7 Old Business. None

Item 8 New Business. None

Item 9 Executive Session. None

Item 10 Date of next meeting

The next meeting will be on our normal second Thursday of the month on Thursday, June 9, 2016. 6:00 pm.

Item 11 Meeting Adjournment

Don Lagrange moved to adjourn the meeting at 5:53 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,

Juliani