

**SOUTHWEST HARBOR WATER & SEWER DISTRICT
MONTHLY MEETING OF THE BOARD OF TRUSTEES**

Approved Minutes

Town Hall Meeting Room

Thursday, September 14, 2017

Item 1 Convene meeting

Meeting was convened at 6:03 pm. In attendance were Board members Jim Geary, Jim Vekasi, and Don Lagrange and District Manager Steven Kenney. No Board members were absent.

Item 2 Approval of minutes from previous meetings

Don Lagrange moved that the draft minutes of the August 10, 2017 meeting be approved as submitted. Seconded by Jim Geary. Vote 3/0/0.

Item 3 Visitors to be heard

There were no visitors.

Item 4 District Manager's Report

- A) Wastewater Treatment Plant. Plant is running well. New protocols to respond to summer flows were successful. As noted by adjacent business owners, there was noticeably less odor this summer. One neighbor stated, "This was the first summer I did not have to close my windows in July."
- B) There has been substantial progress on the controls at the water treatment plant. The new valves and actuators have been installed. The new SCADA system has been successfully tested and is schedule to go live next week. The project has come in about \$110K below the original estimate.
- C) Meters. Zenner reps were here this week and installed new repeater equipment and trained District staff in efficient installation techniques. The repeater change alone increased the percentage of working meters from 72% to 80%. Josh will continue installing new meters and transmitters – he has been installing about twenty per week.
- D) CUSI. The change to one QuickBooks file has made data transfer easier. Water revenue data has been entered in our financial system.
- E) Preliminary Engineering Report for Wastewater Treatment Plant. Olver Associates completed the PER, updated it per comments from Steven, and transmitted it to USDA for their review. The major finding is that it would be feasible to upgrade the current plant at a cost of about \$15M, about one half the cost of reconstruction.

- F) Personnel. It was determined that we will need to recruit an additional person to help operate the District systems. With Josh increasing in skill level, Steven recommended recruiting a full time Technician to accomplish less complex duties. Given the difficulty of maintaining coverage with the current staff, Alan Willey's health issues and part-time status resulting in a lower staff level than originally planned, the probable increased revenue from accurate meter readings, and the probable drop in professional service needs in 2018, we believe it likely that the budget can sustain this. Steven will start the recruiting process and the Board will review our financial assumptions before making a final hiring decision.

Item 5 Financial

- A) Abatement requests. There have been no written abatement requests.

- B) Commitments.
Jim Vekasi moved to accept the Sewer commitment of \$116,909.95 for the period April, 2017 to June, 2017, subject to an interest charge for unpaid balance of 7% per annum beginning August 14, 2017. Seconded by Jim Geary. Vote 3/0/0.

Jim Vekasi moved to accept the Water commitment of \$138,392.57 for the period April, 2017 to June, 2017, subject to an interest charge for unpaid balance of 11.25% per annum beginning August 14, 2017. Seconded by Jim Geary. Vote 3/0/0.

- C) Financial Reports
The new financial system is being put in place by Michele and Steven with advice and assistance from CPA Kyle Baker, CPA Amy Atherton from James W. Wadman, CPA, and Daphne Paulette from Maine Rural Water Association. Payroll figures from Bangor Payroll and being entered manually. After encountering issues with separate water and sewer company files, the system is being changed to one file with water and sewer separated using classes. The first partial reports were available for this meeting and it is anticipated that full reports will be available in October.

Item 6 Approval of Warrants

Water and Sewer warrants were available using QuickBooks reports. Payroll warrants were not available and will be addressed at the next meeting.

Jim Geary moved to approve Sewer Warrants for the period August 10 – September 14 and Water Warrants for the period September 1 – September 13. Seconded by Don Lagrange. Vote 3/0/0.

Item 7 Old Business

None

Item 8 New Business

- A) District policies. There is a need to adopt formal billing and other policies to address the various situations and make our procedures more uniform. Steven will transmit electronic versions of the current policies to Board members in preparation for discussion at future meetings.

- B) Portable generator. Steven recommended and the Board concurred that the District should purchase a portable generator to power lift station pumps and other critical infrastructure during power outages. Estimated cost is \$10-12K and funding source is CIP.

Item 9 Date of next meeting

Thursday, October 12, 2017, 6:00 pm.

Item 10 Adjourn meeting

Don Lagrange moved to adjourn the meeting at 7:25 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Approved November 9, 2017



Jim Vekasi
Clerk