

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

**Approved Minutes**

Town Office Meeting Room

Wednesday, August 9, 2018

**Item 1            Convene meeting**

Meeting was convened at 5:59 pm. In attendance were Board members Jim Geary, Ralph Dunbar, Lee Worcester Jim Vekasi, Justin VanDongen, and District Manager Steven Kenney.

**Item 2            Visitors**

Two visitors were present: District Resident Scott Worcester and builder John Collier. The purpose of their attendance was to request review of their proposal to continue use of an existing on-site sewage system for a reconstructed home at 211 Main Street. After discussion, the Board agreed that Section 3.1 of the Sewer Ordinance excludes structures located more than one hundred feet from the sewer line from the requirement to connect. Therefore, this structure will not be required to connect to the District sewer line.

**Justin VanDongen moved** to authorize Steven to communicate this information officially. Seconded by Jim Geary. Vote 5/0/0.

Further discussion on this issue revealed that related provisions in sections 16.1, 16.2, and 16.3 are not consistent in the definition of “public sewer service area” or “sanitary sewer service area” and in their references to section 3.1. This definition is important in determining which structures located along sewer roads should be billed “ready to serve” charges. Determining the level of this charge and implementing it consistently will be discussed at a future meeting.

**Item 3            Approval of minutes from previous meeting**

**Ralph Dunbar moved** that the draft minutes of the July 25, 2018 meeting be approved as presented. Seconded by Lee Worcester. Vote 5/0/0.

**Item 4            Financial**

Nick Henry is going over our accounting systems and finding some issues as well as some problematic entries to correct. Some details:

1. Current Asset Account 114, Water – Acquisition Adjustments relates to the Town acquisition of the formerly private water company. It represents partially amortized Good Will. This has been properly recorded.
2. Account 174 was mistakenly used for Q2 Water commitment. That has been corrected and water commitments are now properly in Acct 141.1 – Water Sales Receivables and sewer commitments in 141.2.

**Item 5            Approval of Warrants**

**Ralph Dunbar moved** to approve Water and Sewer Warrants #28 and #28A and July Payroll. Seconded by Lee Worcester. Vote 5/0/0.

**Item 6 Old Business**

- A) Administrative Consent Agreement (ACA) update. Mary Costigan sent a letter to DEP responding to their concerns. We are still looking for a suitable SEP. Steven has contacted Friends of Acadia requesting ideas.
- B) USDA documents. Steven presented a large bundle of documents from USDA needed to continue the Sewage Treatment Plant design process.

**Lee Worcester moved** to authorize Jim Geary and Jim Vekasi to sign on behalf of the Board. Seconded by Justin VanDongen. Vote 5/0/0.

The documents were signed at the meeting and turned over to Steven.

**Item 7 New Business**

- A) See attached District Manager report.

**Item 8 Date of next meeting**

Thursday, September, 2018 at 6:00.

**Item 9 Adjourn meeting**

**Lee Worcester moved** to adjourn at 7:35 pm. Seconded by Ralph Dunbar. Vote 5/0/0

Submitted,



Attached:  
District Manager's Report

Approved September 13, 2018



Jim Vekasi  
Clerk

SOUTHWEST HARBOR WATER & SEWER DISTRICT  
District Managers Report  
August Monthly Meeting 2018

**Grant Updates,**

Grant #2, The electrician is starting work on running conduit and wires on the second train of filters in preparation of actuator replacement.

Grant #3b, USDA has emailed several documents for the Board to review and sign in connection with the Wastewater Treatment Facility upgrades project.

Grant #5, Emergency Response Plan; The Table Top Emergency Response Exercise of July 26 was very well attended by a myriad of stakeholders. Hancock County Emergency Response and Maine Rural Water Association was impressed with how prepared we were for a small District and how well all worked together with other departments and entities and how well prepared they were. Maine Emergency Response is reimbursing us for expenses in supplying coffee and lunch.

Grant #10, Tata & Howard has draft specifications and plans drawn up. We reviewed them on site and changes are being made for disbursement in a couple of weeks for bid purposes. We received permission to order pumps and motors from SRF in advance of receiving the General Contractor bids due to the long lead time needed for delivery this Fall.

Grant #11 & 12, The Road Project and infrastructure upgrades were awarded to the Sargent Corp as apparent low bidder.

**Employees;**

Josh will be on vacation August 24 through September 4.

We still need to fill the open position Snap's retirement created.

I have placed ads with on the MMA website to try and fill our open position.

**Financials;**

Nick Henry has started his work on reviewing our accounts and financial records as of 8/7/18. Louise Soucy will be in on Aug 27 to start reviewing daily financial activity. My hopes / goal is to use the Wadman Management report as a punch list and assure all items where/ are addressed and have Wadman back to acknowledge these items have been corrected in writing and attach it to the original report. I also want to be assured the Balance sheets and P&Ls are accurate.

The Credit Card machine is up and running is being used for both regular payments and overdue accounts.

**Wastewater:**

Eric has been working at the Wastewater Plant with Tom for the past month and has been training in lab techniques. He seems to be working out well.

We experience a slug of badly anaerobic influent around July 19<sup>th</sup>. It was very low in dissolved oxygen and pH. The staff made all the proper adjustments to the plant and additional chemical additions to combat this situation prior to it negatively effecting the plant processes.

**Lift Stations;**

The #2 check valve at the Norwood Cove Station had to be taken apart and rebuilt.

**Water:**

A plaque for naming the Water Plant after Snap is in your packet for review.

We experienced a “glitch” with the treatment plant on July 27 where the plant ran all 4 vessels for no apparent reason. We are having the SCADA system and internal controls diagnosed this week.

Thank you