

SOUTHWEST HARBOR WATER & SEWER DISTRICT

Draft Minutes, Board of Trustees Meeting

Town Hall Meeting Room

Thursday, November 10, 2016

Item 1 Convene meeting

Meeting was called to order at 4:07 pm. Attending were Board members Jim Geary, and Jim Vekasi and District Manager Steven Kenney. Board member Don Lagrange was not able to attend. Visitors included Select Board liaison Lydia Goetze.

Item 2 Approval of minutes from previous meetings

Jim Vekasi moved that the draft minutes of the October 13, 2016 meeting be approved.
Seconded by Jim Geary. Vote 2/0/0.

Item 3 Visitors to be heard

Lydia Goetze requested that the District identify capital needs for the next 3-5 years. The District's most current document is titled "Draft Five Year Capital Plan." It is undated, but totals are:

2016	\$223K
2017	\$793K
2018	\$593K
2019	\$531K
2020	\$485K
2021	\$386K

This plan uses information from the 2011 Olver Associates evaluation of roads, water, and sewer, addresses other known deficiencies, and includes piping upgrades associated with planned road work. Stephen reported that Olver Associates has submitted a proposal to evaluate the Wastewater Plant. As that component currently contains the most unknowns, an updated evaluation is needed. Although replacement of the wastewater plant may not be required within the five year planning period, a major unknown is whether new required treatment, space limitations and rising sea levels will dictate the need for a new plant and/or site. It would be prudent to establish land requirements as quickly as possible to facilitate moving rapidly with any suitable available land. Having a well thought out plan for a rehabilitated or replacement plant would also facilitate competing for funding if a federal infrastructure improvement program is established.

Item 4 Executive Session None

Item 5 District Manager's Report

A. Response to DEP inspection report. A written response was submitted by Bertein Shur on October 21, 2016.

B. DEP correspondence. DEP recently requesting more detailed information on September violations and data calculation problems. Steven has responded with the information requested. The 49 form data problems came about from faulty formulas on excel reporting sheets. Steven believes these issues have been addressed adequately.

C. Sludge Hauling. It appears that our annual sludge hauling will total \$30-40,000. Steven will prepare a Request for Proposals for 2017 hauling.

D. Sewer Plant operations. With reduced off-season flows, Steven and Tom Farley have shut down one aeration basin at the Sewage Treatment Plant to save money and make flows easier to balance. In the event of a major rainfall, the second basin will be opened to accommodate inflow & infiltration.

E. Steven has requested proposals for engineering reports on structural, HVAC, and roof issues at the Sewage Treatment Plant.

F. During recent power outages at the Water Treatment Plan, violent cycling and shaking of the finish product pump was observed. Apparently, this has been a chronic problem. While on generator power, the pumps will start manually without problems, but cycle on and off quickly while on automatic. Solutions are being sought.

Item 6 Financial

A. Finance reports. Review of current financial reports did not reveal any major issues. The large late October bond payments were paid by making a temporary transfer of cash from the water division to the sewer division. Using numbers from the recent billing, revenues for 2016 will meet and slightly exceed budget. Current and projected full year expenses are within budget.

B. 2017 Budget. The Board reviewed a draft budget showing full staffing of five people including manager, water operator, wastewater operator, field tech, and administrative assistant; operating costs consistent with 2016 experience; contingency; and CIP. It is the Board's intent to approve a 2017 budget at the December meeting.

C. Administrative Assistant. The Board wishes to proceed with filling this position as soon as possible. Initial high priority tasks will include setting up systems and reviewing current billing. The position description and recruiting documents should include bookkeeping skills, e.g. QuickBooks; computer skills, e.g. Microsoft Office; and office management skills. Hours will vary throughout the billing cycle and are expected to average 20-30 hours per week.

Item 7 Approval of Warrants

Jim Geary moved to approve Payroll Warrants 71, 72, 73 and 74; Water Warrants 76 and 77;; and Sewer Warrant 75. Seconded by Jim Vekasi. Vote 2/0/0.

Item 8 Old Business

Action items from previous meeting:

- Response to DEP inspection report. See above.
- MMA safety equipment grant request. Request submitted. Grants not made until April.
- Permit transfer. Still in Bernstein Shur hands.
- Wastewater plant study. See above.
- Water plant valve actuators. More delay – vendors having trouble with three way valves. Steven is considering re-plumbing to 2-way valve configuration.
- Field Tech position. Hired and starting next week.
- Cash flow problem. See finance report above.
- Sewer plant inflow channel grinder. Still waiting on delivery. Steven called, but no new information.
- New board members. Not discussed.

Item 9 New Business

Discussion with Maine Rural Water Association (MRWA) administrative Circuit Rider Daphne Paulette. Good discussion with Steven, Renee, Daphne, and Jim. She is good resource. Suggests looking at PUC required reporting when setting up Chart of Accounts. Most districts use QuickBooks for finances, specialized programs for billing. Thinks we may need 30-40 hour administrative person.

Maine Rural Water Association annual conference December 6-8. Good sessions. Session by Bernstein Shur for trustees on Tuesday, Dec 7, 5:00 – 8:00, Cross Center, Bangor.

Did we finalize personnel policy? Jim Vekasi and Jim Geary have version with remaining questions.

Item 10 Date of next meeting

Thursday, December 8, 6:00

Item 11 Adjourn meeting

Jim Geary moved to adjourn the meeting at 6:50 pm. Seconded by Jim Vekasi. Vote 2/0/0.

Submitted,



Draft

Jim Vekasi
Clerk