

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

Approved Minutes

Town Hall Meeting Room

Thursday, June 8, 2017

Item 1 Convene meeting

Meeting was convened at 5:00 pm. In attendance were Board members Jim Geary, Jim Vekasi, and Don Lagrange and District Manager Steven Kenney. No Board members were absent. Lydia Goetze was present as a visitor.

Item 2 Approval of minutes from previous meetings

Jim Geary moved that the draft minutes of the May 11, 2017 meeting be approved as amended. Seconded by Don Lagrange. Vote 3/0/0.

Item 3 Grants/Loans

A) SRF Actuator Valve Grant #2. SRF approved pre-order of actuators and they have been received. Steven is continuing to provide information to SRF on materials and contractors.

B) DWS Letter of support for Raw Water Station Upgrade Grant #1. The letter was prepared by DWS on May 19, 2017 and sent to USDA RD.

C) RD Resolution Adoption, vote to accept the Wastewater PER Grant monies #3a.

Jim Vekasi moved the following resolution. It was seconded by Jim Geary. Vote 3/0/0. A signed copy of this resolution, certified by Clerk Jim Vekasi, will be sent to USDA RD.

The Board of Trustees of the Southwest Harbor Water & Sewer District hereby confirms the authorization of its Chairman and its Clerk to execute and deliver RUS Bulletin 1780-12, Water or Waste System Grant Agreement, on behalf of the Southwest Harbor Water & Sewer District, substantially in the form presented in the May 11, 2017 Board meeting with such changes and additions as they in their discretion may deem necessary or appropriate.

Resolved further that the Southwest Harbor Water & Sewer District, acting through its appropriate officers as designated in its by-laws, will take all necessary and appropriate steps to carry out the transactions contemplated by the Grant Agreement approved at this meeting.

D) New Grant opportunity from SRF for Raw Water station upgrades. Steven learned of an opportunity to apply for an additional grant from SRF to help accomplish work planned under grant #1. Because of the 10% funding limitation and additional grant requirements (including Davis Bacon wage rates), the Board concurred that we would not pursue this grant.

- E) Acceptance of MMA grant #7b for safety equipment at Wastewater Plant. The grant was approved to cover 2/3 of the cost of fall protection equipment not to exceed \$2,000.00. MMA will issue a press release.

Item 4

District Manager's Report

- A) Water Plant Filter Media Installation. USDA RD approved purchase of new filter media related to grant #1. The media has been received and installed. It replaced depleted media and should improve finish water quality, particularly color and iron.
- B) Manset Lift station repairs. Major repairs to one pump shaft and bearings were accomplished.
- C) DEP Feb 2017 Inspection Report update. Correspondence and information sharing related to the inspection and the March 24, 2017 Notice of Violation continues. All issues have been addressed by the District, but resolution of the Notice is not complete.
- D) Water main break, Blueberry Line. There was a line break along the edge of the blueberry field on Friday, June 2. The crew was able to access the break through Danny Dunbar's property and made repairs. Potential discontinuation of this line will be considered as part of the Capital Efficiency Plan.
- E) DEP/ contaminated water Marshall Brooke Rd. DEP is concerned about well water contaminated by a plume associated with the former dump/landfill. Discussions are on-going about routing a District water line to the affected properties on Marshall Brook Road.

Item 5

Public Hearing.

The following notice was published in the Mount Desert Islander on May 18, 2017:

The Southwest Harbor Water & Sewer District intends to file an Application for Federal assistance with the United States Department of Agriculture Rural Development. This assistance is needed for the purpose of financing upgrades to the drinking water pumping station. Any interested parties may attend an informational meeting at the Southwest Harbor Town Hall on Thursday, June 8, 2017, at 6:10 p.m.

Don Lagrange moved that the Public Hearing be opened at 6:13 pm. Seconded by Jim Geary. Vote 3/0/0.

In attendance were Board members Jim Geary, Jim Vekasi, and Don Lagrange, District Manager Steven Kenney, and visitor Lydia Goetze. The project was briefly summarized. There were no questions or comments.

Don Lagrange moved that the Public Hearing be closed at 6:15 pm. Seconded by Jim Geary. Vote 3/0/0.

Item 6

Financial

- A) Quarterly / YTD reports. The Board reviewed available TRIO and spreadsheet reports, but expressed frustration that current financial statements were not adequate.
- B) Update on PUC & Yearly Reports, payroll tracking, Quickbooks. To more rapidly improve the District financial reporting, Steven will contact bookkeeping firm TLC and request MRWA assistance to implement QuickBooks as the District system. Jim Vekasi requested a meeting with the parties to provide input into the new system.
- C) Town Debt service. We continued the discussion regarding the repayment terms of the sewer debt to the Town for accumulated deficits incurred before the District was formed. The debt balance was \$583,436 decreased by the transfer of the sewer truck to the highway department for a revised balance of \$557,649.

Don Lagrange moved that we recommend to the Town that we repay the amortized balance of \$557,649 at 0% for a term of 15 years, or \$37,176 per year with the first payment on or before June 30, 2017. Second Jim Geary. Vote 3/0/0.

Item 7 Approval of Warrants

Don Lagrange moved to approve Water Warrant 33; Sewer Warrant 32; and payroll warrant 31. Seconded by Jim Geary. Vote 3/0/0.

Item 8 Old Business

- A) Zenner Reading program progress. There has been some progress, but Zenner has requested that the adjust their proposal to reflect additional work required to access transmitter within residences.
- B) CUSI account billing program. Work is progressing well and the plan to prepare parallel billing with TRIO in July is on track.

Item 9 New Business

- A) Termination Letters sent out for accounts in arrears. Steven presented the current list.

Item 10 Date of next meeting

Thursday, July 13, 2017, 6:00 pm.

Item 11 Adjourn meeting

Don Lagrange moved to adjourn the meeting at 6:56 pm. Seconded by Jim Geary. Vote 3/0/0.

Submitted,



Approved August 10, 2017



Jim Vekasi
Clerk