

DATE: February 4, 2019

Boothbay Harbor Sewer District Board of Trustees Regular Meeting

Deryl Kipp - Absent
Jim Stormont
Sam Morris
Chris Higgins

Regular Business Meeting to Order:

Trustee Stormont called the regular business meeting to order at 5:00 PM.

Review of the Minutes of January 21, 2019 Business Meeting

The minutes of the January 21, 2019, business meeting was reviewed. After review, Trustee Morris made motion to accept the minutes as presented. Trustee Stormont seconded the motion. Vote was unanimous.

Review of Warrants 1371

Warrant 1371 was reviewed. After discussion, Trustee Morris made motion to execute the warrant. Trustee Stormont seconded the motion. Vote to execute the warrant was unanimous.

Execute 60-Day Late Letters: Numerous.

Trustee Stormont reviewed and executed the letters.

Execute Notice and Demand for Payment: None.

Execute Lien Certificates: Carbone, Engert, Paquette

After review, Trustee Stormont executed the lien certificates.

Execute Lien Discharges: None.

Execute Impending Foreclosure Notice(s): None

Sewer Entrance Applications: None

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Old Business:

1. Plant and Collection System Operations: The superintendent reported normal plant operations since the last meeting.
 - a. St. Andrews Village Pump Station Upgrade – Nothing to report,
 - b. Plant Locks – Mid-Coast Lock was onsite today to change out some the inside tumblers with the new key sets. Several more need to be done and will be done later.,
 - c. Massachusetts Road Pump Station Panel Upgrade – The superintendent reported Lewis Construction tried to excavate for the new conduit installation, but there was too much frost in the ground. A second attempt will be forthcoming as some of the frost relieves.,
2. Signal Point Odor Issues – Plant Odor Systems – The superintendent reported he has reviewed the responses on the preliminary designs by MI Air Systems. The superintendent reported a response is being prepared.
3. Plant Influent Hydraulic Study – Nothing to Report.
4. Website – The Office Manager reports the Facebook page has had 42 visits since the last meeting and the website has had 31 new visitors for the same period. In addition, email customers stand at 250 and direct debit customers stand at 209 for a year-to-date savings of \$38.50 in postage.
5. Charter Review – The superintendent reported he submitted the final clean copy and the edited original to Representative Stover for legislative consideration. The superintendent reported Rep. Stover has submitted the amendment to the Revisor's Office.
6. Water District Meter Reading Fee - The superintendent reported he has still not received a draft agreement for review yet.
7. Utility Truck – Nothing to report.
8. Route 96 Project – The superintendent reported the federal government shutdown has slowed the funding process. The superintendent reported the Environmental Review and the Engineering review are still underway. The superintendent distributed the 95% Regulatory Review Drawings. The superintendent reported comments are still coming in from the reviewing agencies.
9. Rate Review – Nothing to Report.

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10. Harborside Food Service Abatement Request – The superintendent advised the property owner was extremely grateful for the consideration and the bill for the property has been paid.

11. Kim Horstman – Reduction of Sewer Bill Request – Nothing to report.

New Business:

1. Execute Certificate of Commitment – February 1, 2019, Billing:

Trustee Morris made motion to execute the commitment of sewer rates for collection by the Treasurer. Trustee Stormont seconded the motion. Vote to commit to the treasure for collection was unanimous.

2. Review January 2019 Financial Statements:

The superintendent issued the January 2019 Financial Reports. The trustees reviewed the reports and were very satisfied with the District's strong financial position. The superintendent advised the year-end 2018 adjusting entries were complete and William Brewer and Associates were advised to begin the 2018 audit. The superintendent advised the trustees the Maine Municipal Bond Bank's Annual Report of Outstanding Debt is complete and has been submitted to the Bond Bank.

3. Boothbay Region Water District Data Reporting Issues:

The superintendent apologized to the Trustees for having to bring this issue forward. However, the superintendent has exhausted his cooperative efforts with the general manager of the water district. (emails attached)

The superintendent advised he had invited the general manager of the water district to the meeting on February 1, 2019, via email. The superintendent advised, in typical form, the general manager of the water district did not respond to the email and is not present. The superintendent advised, the general manager did submit data via email today at 2:30 p.m. (attached).

The superintendent refreshed the Trustees on the history of the need for the water district to report data to the sewer district regarding wastewater generated at the water plant for sewer billing purposes when the data was available. The reported data was the result of many hours of data accumulation by the sewer district and negotiation between the water district and sewer district when the new plants went online in 1994 and 1995. During February of 1997, negotiations on sewer billing resulted in the establishment of a filter factor based on finished water. This factor was the result of issues relating to

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impact of water plant alum sludge on the wastewater process and the subsequent permit violations experienced by the sewer district. It was agreed to have the water system discharge less concentrated sludge to the sewer district in exchange for a relaxed sewer discharge fee (the filter factor). As part of the negotiation (February 1997), the sewer district required the discharge data be sent to the sewer district as soon as the data was available. The water district agreed to forward the reports and supporting documentation by the end of the first week of the month.

Over the past several years, the water district reports have been getting later in the month. Typically, the reports have gone from the first week of the month to the third week and even fourth week. The later the reports arrive at the sewer district the later the sewer district can perform billing to the water district. As noted earlier, the superintendent has asked on many occasions, for the water district to submit the data earlier in the month and has even offered assist the water district in modifying their wastewater report to include the filtered water data. The water district has not responded to the offers.

Trustee Stormont asked why the water district is acting in this manner. The superintendent did not have an answer to that question other than the behavior has been typical. The superintendent reinforced with the Trustees, the sewer district has the legal authority under the Clean Water Act, District Charter, District Rules and Regulations, and By-Laws to require the reporting in a timely manner. The superintendent advised the data is available to the general manager on the first day of every month. For this reason, the timeline of receipt of the report by the end of the first week of the month was agreed to during the February 1997 negotiations.

After discussion, the trustees required the superintendent to advise the general manager of the water district, the sewer district trustees expect the water district to comply with the agreement set forth in February 1997. Should non-compliance continue, the sewer district is willing and within their right to proceed administratively should that be required. The superintendent will proceed as directed.

Correspondence:

1. Harborside Food Service Abatement Determination Letter:

The Trustees reviewed the letter. No action was taken by the Trustees.

2. March 4, 2019, Meeting Date:

Trustee Kipp sent an email to the superintendent indicating he would not be available for the March 4 meeting. Trustee Kipp asked if the meeting can be changed to March 6. Trustee Stormont and Trustee Morris had no issue with changing the meeting date. The trustees advised the superintendent to advertise the date change and advise Trustee Kipp.

Public Comment:

None

Adjourn Meeting:

Trustee Stormont made a motion to adjourn. Trustee Morris seconded the motion. Vote unanimous. The Trustees adjourned the regular meeting at 1735 hours.


ABSENT

Deryl Kipp, Chairman


We, the undersigned, do hereby waive notice of the above meeting and do agree to the business transacted.

ABSENT

Deryl Kipp, Chairman



Sam Morris, Clerk



James Stormont, Treasurer