

SOUTHWEST HARBOR WATER & SEWER DISTRICT

February 20, 2020

Meeting Minutes

Open Meeting 4:00 PM. Town Hall

Trustees; Ralph Dunbar, Dan Farley William Tillman present.
Director Steven Kenney present.

Guests; Lydia Goetze, Chad Terry

Temporary Chairman, Motion by Farley to nominate Dunbar as temp. Chairman for the meeting, 2nd by Tillman, Unanimous

Sludge Hauling Bids; The District received only 2 bids on sludge hauling out of 5 interested contractors. Bids were opened at 4:10 PM. Prices for hauling were Terry's Tanks at \$0.05 per gallon and Royal Flush at \$0.09 per gallon. Even though Royal Flush had a lower hourly rate for vacuum services, the Board felt that over 98% of the services bid out was based on the per gallon rate, the bid was awarded to Terry's Tanks. Motion by Tillman, 2nd by Farley, All in favor

Minutes Approved;

January 26, 2020 minutes. Motion by Ralph Dunbar, 2nd Greg Tillman, All in favor

Liens; After presentation of reasons and some discussion, the following properties were voted on to be start the lien process, motion by Tillman, 2nd by Farley, All in favor

#91040 Lester \$526.46

#90002 Reed \$5,196.36

#23180 Welton 20 Seawall \$1,359.91

#62230 Village Wash Tub \$6,122.76

Financial Reports:

Reports reviewed and acknowledged by the Trustees

Warrant 46 & 46A and **January payroll** approved; Motions by Farley, 2nd by Tillman. All in favor.

New Business;

Managers unused vacation; After discussion over paying for unused vacation or carry unused vacation forward and emphasizing that the vacation time need to be used up this year, a motion by Tillman and 2nd by Farley to allow any unused vacation time by the Manager to be carried over to 2020. All in favor

Deduct Meter Policy, after discussion over commercial use vs. residential use and reasonable allowances for usage without causing undue work for billing and tracking usage, a motion was

made to include a new policy on Deduct Meters. The motion included the addition of a paragraph to the proposed policy to state, “The use of Deduct meters will only be used to credit 3rd quarter bills” motion by Farley, 2nd by Tillman. All in favor.

Grease Trap Policy, Section 9.6; After review, the Board agreed to the proposed changes in the District’s Grease Trap Policy and to start aggressively educating those using grease traps and those who may need them. Motion to amend Section 9.6 of the District’s Sewer Policy as proposed by Farley, 2nd by Tillman. All in favor

Prohibited Discharge, Section 9.2; A motion was made by Farley, 2nd by Tillman, to approve the proposed house keeping changes to Section 9.2 of the District’s Sewer Policy. All in favor

Town Reserve Fund, The Board reviewed a proposed letter to the Town to use their Water & Sewer Reserve Fund.

The first request was prompted by the Town’s request to raise all structures, (42 manholes and 59 gate boxes), in anticipation of paving by the MDOT. The Board felt the \$56k in expenses was not a wise way to spend money and suggested to add a paragraph to include only those costs associated with structures that needed to be repaired or raised beyond the 5/8” the MDOT was paving.

The second request for VFDs for the finished water pumps at the WTP for \$10,800 was approved as is.

Motion by Tillman, 2nd by Farley, All in favor

Old Business;

Deputy Clerk; At suggestion of Council, a motion was made to appoint the District Manager as ‘Deputy Clerk’ to perform duties as Clerk in the absence of the Clerk and to certify the Clerk / Treasurer’s signature on documents needed signed by the Treasurer.

Tentative next meeting; March 12, 2020

Meeting Adjourned; Motion by Tillman, 2nd by Farley to adjourn the meeting at 5:20 PM. All in favor