

LINCOLNVILLE SEWER DISTRICT

P.O. Box 302
Lincolville, Maine
04849
lsd.board.trustee@gmail.com
207-789-5464

MEETING MINUTES

Lincolville Sewer District Board of Trustee's

Date: 8-2-22

5:30PM

Zoom Invite

AGENDA

- Call to Order: Paul Lippman
- Note Taker: Chris Nickerson
- In Attendance: Paul & Catherine Lippman, Chris Nickerson, Trustee, Chris Strazzulla, Trustee, Mike Harris, District Superintendent, Jennifer Temple, Rick McLaughlin
- Chairman's Opening Remarks
- Open Invitation to guests/residents
- Approve Minutes of 5-24-22, Chris Nickerson made motion, Chris Strazzulla second. All in Favor, Approved.
- Superintendent's Report
 - From last meeting – pump station will have pad locks by August 7, 2022. Key will be in lock box at building
 - Generator – 10KW to run both pumps – Propane option: \$5,500. Diesel: \$17,000. Should happen ASAP. Eric from NextGen Electrical will come on site for consultation, prior to August 9 ideally.
 - Superintendent signed contract through end of year
 - Last Lab Report – bad bacteria count – met with Aqua-Zule; UV system. Video conference with them. UV system working fine. Took samples to Ellsworth; came out zero. Maybe some sort of contamination but no issue. Ordered new lamps and quartz lens to have on hand just in case. Cleaned photo cells, etc. the system

is running fine. Lamps are rated for 1 year or 12,000 hours. Invoice \$2,400. Mike will check number of hours on lamps that have been in for a year. Chris Nickerson, motion, Chris S. seconded. Approved: We will keep bulbs and lens for the plant.

- o Payments– looking for June and July payment. Pay Req. on USDA desk; waiting for approval. Also payment to Katahdin Labs. Reports may be late due to non-payment. Mike to check with them to determine status of Lab Report. We are going to be clear of USDA authorization soon so likely the last two payments to go through USDA. Future payments will be handled through the District directly (e.g., August 1 pay rec) net 30.
- o Grease Traps- Would like to establish a grease trap inspection date after Columbus Day (October 10). Need to send letter to establishments serving food to inspect their grease trap(s) and request documentation of their maintenance history. Scheduled for Week of October 17.
- o Compressor for UV light – with a minor repair it is working fine.

Treasurer’s Report: Chris Nickerson:

We are managing two parallel books: Book 1 The First National Bank: is being used to manage the funds from the USDA Grant (\$2,949,538), as well as the loan from Rural Development (\$2,050,000). Through Pay Req 26, the District has approximately \$159,654.59 remaining in funds for the project. These are allocated to the following budgets:

| | |
|------------------|-------------|
| Apex: | \$9,597.00 |
| Hickory Knolls: | \$20,570.85 |
| JB I: | \$68,300.00 |
| W&C: | \$1,741.31 |
| W&C Amendment 6: | \$20,000.00 |
| MDOT (Pending): | \$15,000.00 |
| Contingency: | \$24,445.43 |

- Contingency needs to cover:
 - o LSD Audit Expenses (SOW being finalized)
 - o Change Order to extend the air valve as requested by the District
 - o MDOT Impact Fees – W&C does not believe the District paid the impact fees to the State for the MDOT Permits. W&C are working with the Department on that confirmation and will advise of final status, but this should be budgeted at this point.
 - o Other potential uses:
 - Replace Portable Generator with a Stand-by Generator
 - Change Order (Demolition) – extend air vent – for JB I
 - Change hinges on gate

- After this month, the District will assume all O&M expenses as the first year coverage from USDA has expired.
- Book 2 Camden National: is being used to manage income and expenses in the ongoing operation of the LSD. Financial Report: From July, 2021 to June, 2022, we report:
 - Income:
 - \$110,740.46, comprised of connection (\$635 x EDU's) & inspection fees (\$50), as well as sewer service charges (\$635 x EDUs), annually.
 - We have a current total potential system user population of 53, and we are happy to report that 29 have hooked up, or 55% of the total.
 - Q3, 2021 - 16 hookups
 - Q4, 2021 - 7 hookups
 - Q1, 2022 - 1 hookup
 - Q2, 2022 - 5 hookups
 - 24 potential users remain to hook-up.
 - Expense: \$ 232.51, comprised of bank charges and QuickBooks payment fees
 - Net Income: \$110,522.84 for loan debt service (only for two years), and future expenses for maintenance
- Budget – Paul: working on our budget for 2023 – by reviewing actual expense over 2022. Once it is compiled, we can see where we are headed and what our expenses will be and therefore what the EDU rate will be for 2023. This will include a contingency for unforeseen expense (e.g., unsecured outfall pipe). Potential grant money for this effort. DEP contact – Mike can call to understand application process. Most grant programs expect you to match a portion. Mike to speak to Brent for advice. The District can help with grant writing. Next step: Retain diver to give us an assessment of outfall and potential repairs – only. Chris N. made motion to explore retaining diver (including cost), Chris S. seconded – all in favor – approved.
- Contractor's Renewals: Mike Harris contract renewal through December, 2022, and approved contract for next 5 years.
- Confirm Dates for Quarterly Meetings – to meet quarterly on the last Tuesday of the month following the end of the Quarter; last Tuesday in April, July, October, January. Other meetings may be called as necessary.
- Trustees' Closing Remarks
 - Chris N motion to adjourn, Chris S. seconded – all in favor – going into executive session.
- Adjournment

Executive Session

- Jennifer Agreement – add notice for end of service agreement- 2 months’ notice.
- Two signature process for spending District money above \$5,000 threshold for single Trustee signature. Jennifer can send bills out twice per month – respond with approval and then Jennifer pays. Preference to pay bills electronically. When Jennifer writes a check to Jennifer – same as any other bill.
- Questions:
 - o Website straighten out. Weebly – host and domain administrator
 - o Bank charges – pass direct deposit back to the property owner.
 - o Sales tax – Lincolnville Networks – next bill – no longer sales tax and a credit applied.

Respectfully Submitted,
Chris W. Nickerson, Trustee
Lincolnville Sewer District