

LINCOLNVILLE SEWER DISTRICT

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

Lincolnvile Sewer District Board of Trustees Meeting

Date: 4-25-23 5:30PM Zoom Invite

MEETING MINUTES

- Call to Order: Paul Lippman
 - Note Taker: Chris Nickerson
 - In Attendance: Paul Lippman, Trustee, Chris Nickerson, Trustee, Chris Strazzulla, Trustee, Catherine Lippman, Manager, Maria Irrera
 - Chairman's opening Remarks
 - Open invitation to residents/guests
 - Approve minutes of 2-21-23 – Chris N. Motion, Chris S. Second. All in favor. Approved.
 - Superintendent's Report
- Old Business:
- Grease Trap inspections: Beach Store: a grease trap under the sink is deemed sufficient by the District Supervisor and will be installed by Memorial Day
 - The Superintendent will visit with Dots (Susie Barnes) to discuss that situation and advise
 - Lobster Pound and McLaughlin's – installing pumps by our Superintendent, in an independent contractor arrangement
 - Seal Pump Station #1. Evaluate Pump Station in the Spring for salt water intrusion
 - Superintendent to upload Grease Trap inspection data to the share drive for future access
 - UV light/hours – One light has been deemed sufficient with bacteria counts still zero. Will evaluate in busier season if two are required.
 - Policy to receive Federal funds/Audit. Catherine Lippman will speak with Auditor Nick Henry re: policy for this. DUNNS Number or SAMS Number.
 - Outfall Pipe –Mike filed a Discharge Incident Report on March 28, 2023 to the Department of Environmental Protection. The District and Mike Harris will receive a letter of warning (LOW) to for failure to report the incident in a timely manner (within 5 days after the incident).
 - Midcoast Site Development – Mike Harris sent letter to contractor
- New Business:
- Beach school house connection – concern that pitch is not enough to make the grade to connect to the system. This issue be being resolved with Apex.
 - District needs new PH meter and some requested tools for Plant
 - Superintendent will provide signed contract and send to Nick Henry, as well as liability insurance

- Treasurer's Report - April 25, 2023 Treasurer's report, Chris Nickerson. Our Fiscal Year is January 1 – December 31, and we manage 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 Draft Pay Req 31, the remaining funds in the project are \$37,132.43. This includes:

- o \$14,500 for 2021 and 2022 Audits
- o \$22,632.43 in Contingency for:
 - o Generator
 - o Hinges for the gate
- o Note: The District is now assuming 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 through March 31, 2023, we report:

- Income:
 - \$169,831 comprised of one-time connection fees (\$635 x EDU's), inspection fees (\$50), standby fees (\$317.50), and sewer service charges (\$635 x EDUs), and Lincolnville Town Credit towards debt service – annually. Note: members of the former LBSF did not pay inspection fees.
 - CONNECTIONS UPDATE: We have a current total potential system user population of 53, and we are happy to report that 35 have hooked up, or 66% of the total (35/53)
 - o Q1, 2022: 1 hookup
 - o Q2, 2022: 5 hookups
 - o Q3, 2022: 1 hookup
 - o Q4, 2022: 4 hookups
 - o Q1, 2023: 1 hookup
 - 18 potential users remain to hook-up.
 - Total EDU's hooked up to date: 109, out of total projected EDUs of 137 (80%). We project an additional 14 EDUs will be hooked up by the end of 2023 = 90% EDUs hooked up.
 - ALL District Members' EDU allocations are listed in a document on our website – by Map and Lot # <http://www.lincolnvillesewer.com/edus-by-tax-map-lot.html>
- Expense: \$58,929, comprised of Utilities, Operations, Repairs & Maintenance, Debt Service, and Administration

- Net Income: \$110,938 to cover future expenses
- The Lincolnville Sewer District re-evaluate EDU's charges each fiscal year. EDU allocations that are fractional are rounded up. For example, let's say a conventional restaurant serving two meals per day has 85 seats. They are allocated 1 EDU per 10 seats of capacity, or 8.5 EDUs. Therefore, the restaurant is charged 9 EDUs.

AUDIT UPDATE:

- The 2020 Audit was completed in December, 2022. No fraud, theft, or deficiencies/issues related to procedures, processes or controls. We did have the following findings related to the 2020 audit:
 - 1099s were not filed for 2020 – *did not violate – 1099s did not need them*
 - There are no official written policies relative to federal awards
 - The Single Audit was not submitted by the required deadline
- The 2021 audit is complete. The partner is presently reviewing the single audit and financial audit statements. The 2021 audit will cost about \$8,000 and we will have the final product before June 30, 2023. The audit found no fraud, theft, or deficiencies/issues related to procedures, processes or controls with this audit. It did have the following findings related to the 2021 audit:
 - There are no official written policies relative to federal awards
 - The Single Audit was not submitted by the required deadline. These findings relate to the Single Audit for the federal funds LSD received in 2021
- The 2022 audit will be completed by 9/30/23. Cost estimate: \$5,000. Single Audit is not required for 2022 these will not be findings for that audit.
- Lawn Service –waiting for three (3) quotes to come in. Chris N. make a motion to select most reasonable quote. Chris S. seconded. All in favor. Approved.
- Plant Generator – there have been problems with the generator operation (alarms, not turning on during power failure, etc.). Generac technician (Electrical Service of Maine - ESM) re-programmed the generator and replaced a battery in the transfer switch. During the most recent power failure the generator worked perfectly. Oil is fine – should be replaced yearly. High fuel level moved to 90%. All is good.
- Stand-by Generator –have two quotes, one for Propane and one for Diesel; waiting for third quote. Need to evaluate site with Property owner and Propane company for location and type of Generator. Will then select and submit to funding agency.
- DEP Clean Water State Revolving Fund (CWSRF) Grant/Loan. We have contracted Olver Associates (Winterport) to submit a grant/loan application on behalf of the District for monies to do a complete repair of Outfall pipe. The District is hoping to be awarded a Grant. If a Loan option is awarded, the rate would be 2.1% and does not need to be locked in until 9-30-24. Auditor, Nick Henry recommends the District pay as much in cash as possible to limit our debt liability. Will need to get 3 bids. Motion to pay Olver Associates for fee for application submittal, Chris S. seconded. All in favor. Approved.
- Trustees' Closing Remarks
- Adjournment

- Executive Session

Respectfully Submitted,
Paul Lippman, LSD Chair