

BRUNSWICK SEWER DISTRICT
Board of Trustees Regular Monthly Meeting
18 April 2013

Approved Minutes

Call to Order

The regular monthly meeting of the Board of Trustees of the Brunswick Sewer District was called to order by General Manager Blanchette at 7:05 pm on Thursday, 18 April 2013, in the Board Room at District offices at 10 Pine Tree Road, Brunswick, Maine. A prepared agenda was noted and the meeting was recorded.

Members present: Vice Chair Sartoris, Trustee Green and Harvey and Trustee Barbour via Skype®.

Others present: General Manager (GM) Blanchette, Assistant General Manager (AGM) Pontau, Finance Manager (FM) Caron, Camera Operator Dan Munsey, and Mrs. Bonnie Shippen (Minutes). Also present was Mr. Timothy Gill from Runyon Kersteen Ouellette (RKO).

Absent: Chair Priest

Meeting Advertisement

The meeting was advertised in the Friday, 05 April 2013, edition of the *Times Record*.

Public Comment

GM Blanchette noted the District has received a request from Schneider Property Management, LLC representing Mr. Ryan Lovell, trustee of property at 36 Pleasant Street, for consideration by the Board for an additional adjustment to the 4th quarter 2012 sewer bill. He noted they are investigating what caused the additional charges and will forward the information to the Board for consideration at the May Board meeting.

Minutes of Previous Meeting

The Trustees reviewed the minutes of the 21 March 2013 Regular Board meeting.

IT WAS MOVED BY TRUSTEE BARBOUR, SECONDED BY TRUSTEE GREEN AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT, (4-0), TO ACCEPT THE MINUTES OF THE 21 MARCH 2013 REGULAR MEETING OF THE BOARD OF TRUSTEES WITH MINOR CHANGES NOTED.

Treasurer's Report

Financial: Trustee Green noted the March 2013 Variance Analysis report shows billing revenue \$26,000 below projection and non-billing revenue is \$2,000 less than projected. Overall we are \$28,000 below projection. Receivables are \$28,000 ahead due to the billing cycle and liens are at \$400.00.

Forecasted vs. Actual Revenue: Trustee Green noted that residential revenues and commercial revenues were below forecasted. Brunswick Landing is approximately \$8,200 above

forecasted. Topsham Sewer District is approximately \$9,300 below forecasted, which GM Blanchette noted the District had completed more work at this time last year for TSD and this will pick up. Catch basins are approximately \$160 below projection and septage revenue is above projection by approximately \$522. Trustee Green noted overall operating revenue is below by approximately \$32,000. FM Caron noted that Billing Revenue is based on 2 prior year's average and this year the average is down. She is working with GM Blanchette to create a more accurate budget number for next year.

Capital Budget and Expenditure Report: Trustee Green noted the wording for the admin office building should be changed from refurbish to refurnish. AGM Pontau also noted that the landscaping and site work for the Admin office has been revised and will come in under budget.

Warrants: The weekly warrants were distributed to the Board for their review. The Trustees reviewed the weekly warrants on disbursements for the preceding month, querying staff regarding the purpose of a number of those listed. Weekly warrants from general disbursements have been reviewed and signed by the General Manager. Disbursements unusual in amount or purpose were discussed. GM Blanchette noted that all checks for disbursement and payroll were on consecutively numbered instruments, and consecutive from the previous month, and all voided checks, if any, are accounted for and on file.

The Board questioned if the purchase of Polymer from George S. Coyne Co. was a yearly purchase? AGM Pontau noted that this is a purchase generally made once a year to get the discounted price.

Monthly Report of Treatment Operations

AGM Pontau reported that the total flow to the treatment plant for March 2013 was 72.0 MG, up approximately 44% from the previous month and up 10% from this time last year. Flows of 12.97 MG and 6.19 MG for the month originated with Topsham and Brunswick Landing, respectively. Average daily flow for the period was 2.33 MG, or 55% of that allowed by permit. Maximum daily flow processed was 3.1 MG, on 14 March 2013. Precipitation for the month totaled 1.85", with a daily maximum of .87" on 12 March 2013.

Septage receiving for the period totaled 39,000 GAL, up approximately 5% from the previous month. Removal rates for BOD and TSS for the period were 94.2% and 92.0%, respectively, in compliance with the minimum 85% required for each parameter by permit. A total of 129 CY of sludge was produced. All the plant systems were working and there were no bypasses or spills, and all flow to the plant received full treatment.

AGM Pontau noted that the flows have increased but still very low. Trustee Harvey questioned if the flow has ever exceeded the 3.85 MGD capacity? AGM Pontau noted if it goes beyond the 3.85 MG as an average daily flow for the month, the District needs to file an exceedance report with DEP. He noted this happened once last year. Vice Chair Sartoris questioned the reduction of sludge and AGM Pontau noted that was probably due to the 4-week report as opposed to a 5-week report.

Presentation of 2012 Audited Financial Statements

Mr. Timothy Gill, CPA of Runyon Kersteen Ouellette of South Portland, auditor to the District, reported on the audit of the District financial operations as of 31 December 2012.

Mr. Gill noted that the audit went very well and appreciated the help from the staff. He noted the staff was well organized and made his job easier. He presented the Significant Audit Findings

(SAF) Report and noted that this is an outline of their opinion about whether the financial statements prepared by management conform to U.S. generally accepted accounting principles (GAAP).

Mr. Gill reviewed the financial statements with the Board and noted there were no deficiencies identified. He encouraged the Board to review the numbers and discuss with management any concerns.

Mr. Gill presented to the Board graphs of the financial results for fiscal year 2012, 2011 and 2010 in comparative format. This includes current assets, capital assets / long term debt, current liabilities, revenues, expenses, unrestricted net position, net investment in capital assets, income by source, net income (loss) last ten years and cash flows.

Executive Session with Auditor to Discuss Financial Examination

IT WAS MOVED BY TRUSTEE HARVEY, SECONDED BY TRUSTEE BARBOUR AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ENTER INTO AN EXECUTIVE SESSION AT 7:56 PM. WITH MR. TIM GILL FROM RKO, TO DISCUSS THE EXAMINATION RESULTS UNDER M.R.S.A. §405 (6)(G).

The Trustees returned from executive session at 8:06 pm. No action was taken in executive session. Mr. Gill left the meeting at 8:06 pm.

Adoption of 2012 Audited Financial Statements

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE HARVEY AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ADOPT THE 2012 AUDITED FINANCIAL STATEMENTS.

Review and Discussion of Draft letter to Town re: Septic Tank Pumping

GM Blanchette distributed to the Board the second draft letter to the Town of Brunswick regarding the septic tank pumping ordinance issue. The Board discussed the second draft and requested a few changes be made to the letter including that the Board had discussed the matter. The Board requested Chair Priest sign the letter and approve it for implementation.

Discussion of Draft Position Statement re: Private Property Sewer Overflows

GM Blanchette distributed the third draft of the proposed position statement regarding the private property sanitary sewer overflow issue. He noted this is a policy for when there is a broken or plugged privately owned sewer line. GM Blanchette noted this will be posted on the District website and possibly at the town office bulletin board and provided to the Town.

Finance Manager's Report

- Newsletter Update: FM Caron distributed the first draft of the District's newsletter "The District Digest." She thanked Mr. Matt Densmore from Collections, Mr. Aaron Temple from Treatment, Ms. Darcy Dutton from Admin, GM Blanchette & AGM Pontau for all their work. The Board members noted that they would send comments to FM Caron after reviewing the newsletter. FM Caron noted the plan is to send it with the May and June billing to save on postage.

- Insurance Update on Workers Comp & Property Casualty: FM Caron noted there was an additional balance of \$265 due to adding a part-time employee on as full-time. She noted the Property and Casualty insurance renewal forms have been forwarded to MMA. The District should receive the renewal premium soon. FM Caron also distributed to the Board a flyer from MMA detailing the value of Membership for the 2012 Property & Casualty Pool.
- Report on JETCC Class – Understanding Water / Wastewater Infrastructures and the Responsibilities of Local Officials: FM Caron noted she attended this session. They referred to capital asset management and that you should know about your treatment plant. She noted she had taken a tour of the Treatment Plant and would like to set up a time to invite the Board members to take a tour with Mr. Greg Thulen, Treatment Plant Supervisor. Vice Chair Sartoris noted that a time should be set up to do this.

Assistant General Manager's Report

- Mere Point MEPDES Permit Renewal: AGM Pontau noted that he completed the Mere Point MEPDES Permit renewal forms. He noted this is a lengthy process that must be completed every 5 years. He has received a draft permit from DEP and so far everything looks good. The Treatment Plant will undergo the same process next year.
- Fencing at Bath Road Pump Stations: AGM Pontau noted that the District has 19 pump stations and only four of them are fenced in. The fencing at the two Bath Road stations are in need of substantial maintenance and it has been decided to remove the fences as opposed to repair them. He noted there has not been an issue with vandalism and that all facilities within the fences are securely locked up. The Board had no objection.
- Update on Private Digester Project: AGM Pontau noted he has attended the town planning department meetings and is working with David Weyburn regarding the private digester project. He noted there is more to discuss, but they have been looking into sending liquid sludge off site. He was told the digester will be up and running by December 2013. Discussion was made between the Board members and AGM Pontau. He noted that he is still awaiting a written proposal from Village Green Ventures and will know more once it is received.

General Manager's Report

- Proposed Legislation:

LD 1342 Rate Regulation of Sewer Utilities: GM Blanchette noted that this bill would give the Public Utilities Commission authority to investigate rate changes of sewer districts and sanitary districts. He believes this is not a concern, just something the Board should be aware of.

LD 1153 Amend Public Notices by Governmental Entities: GM Blanchette noted that this bill proposes to amend the laws governing public notices that are published in a newspaper by governmental entities. He noted that although the bill document does not provide full details of this bill, this might be a good thing to not have to be restricted to the cost of a newspaper advertisement.

- Reappointment of Trustees: GM Blanchette noted Trustee Green has been reappointed to the Trustee Board. He also noted that Trustee Harvey was appointed to fulfill the remainder of an

existing term and that has expired. Trustee Harvey noted he will apply to the Town for reappointment to a three year term.

Election of Officers

It was decided to postpone election of officers until all members of the Board are present.

Schedule of Upcoming Meetings and Events

The upcoming meetings are as follows:

- Trustee Regular Thursday 16 May 2013 7:00 pm
- Trustee Regular Thursday 20 June 2013 7:00 pm
- Trustee Regular Thursday 18 July 2013 7:00 pm

GM Blanchette noted that workshop meetings will be set up at the May meeting. Trustee tour of the treatment plant has been tentatively scheduled 6:30 pm on June 20th.

Remarks from the Chair

Vice Chair Sartoris thanked the Trustees present, GM Blanchette, AGM Pontau, FM Caron, Dan Munsey, and Mrs. Bonnie Shippen for their time.

Adjournment

There being no further business before the Board of Trustees,

IT WAS MOVED BY TRUSTEE GREEN, SECONDED BY TRUSTEE SARTORIS, AND UNANIMOUSLY VOTED BY THE TRUSTEES PRESENT (4-0) TO ADJOURN THE MEETING AT 8:58 PM.

Attest: _____
David N. Barbour
Clerk, Board of Trustees