

Orono Veazie Water District Board of Trustees
Trustees' Meeting: Tuesday February 2nd, 2016 @ 7 PM
Orono Council Chambers

1. Consideration of the Agenda – Meeting recorded
 - Opened at 7:03
 - Trustees Dastoor, Borneman, Bolton, Blease, Chair Perkins
2. Election of President, Board of Trustees\
 - Trustee Dastoor nominates Trustee Perkins
 - All in favor
 - Trustee Perkins elected as the chair
3. Approval of meeting minutes
 - Dec 7, 2015- Trustee Dastoor noticed a few typos
 - See recording for details
 - Trustee Perkins - numerous comments that will be amended.
 - Trustee Borneman – recommend that we replace the notes with Reference reports
 - Trustee Dastoor motions to accept as amended. Trustee Borneman seconded all in favor
 - Jan 12, 2016 Workshop with Wright-Pierce
 - Trustee Dastoor motions to accept as amended. Trustee Borneman seconded all in favor
4. Public Comments and Questions - none

New Business

5. District Insurance Quotes
 - Maine Municipal Association authorization to quote – P & C, Workers' Comp
 - Quote - \$25,847
 - Sargent, Tyler, West
 - Quote - \$28,221

Trustee Borneman – Motions that superintendent makes the decision to choose a carrier, which should be based on policy equality and price.

Trustee Blease read Resolve

BE IT RESOLVED by the Board of Trustees of the Orono-Veazie Water District as follows:

That the Orono-Veazie Water District of become a member of the Maine Municipal Association Property and Casualty Pool and further, that the Superintendent be

authorized to execute any Contract Agreement required for membership on behalf of the Orono-Veazie Water District and to take whatever other actions may be necessary.

Trustee Borneman read Resolve

BE IT RESOLVED by the Board of Trustees of the Orono-Veazie Water District as follows:

That the Orono-Veazie Water District join with other participating municipal and quasi-municipal employers to group fully-insure for the provision of workers' compensation benefits, as authorized by 39-A MRSA Sec 403, said group to be known as the "Maine Municipal Association Workers' Compensation Fund" (Fund); and for that purpose and in consideration of the mutual covenants and agreements among the participating employers, to authorize the Superintendent to enter into a Fund Indemnity Agreement on behalf of the Orono-Veazie Water District and take whatever other actions may be necessary. The authority granted herein shall remain until revoked.

Trustee Perkins second

All in favor

6. Website transition update

- Plan
 - Contact Dr. Waring to locate the name and email of the student(s) that made the websites (Weebly)
 1. Then superintendent Smith, Michelle and Trustee Bolton will contact Dr. Margo Lukens about hiring a student to help manage the website.
 - Michelle will get the login information for the OVWD Weebly account and send them to Trustee Bolton
 - At April meeting – Superintendent Smith and Michelle will update everyone with a website plan.

7. Review of Financials:

- ❖ Vendor Balance Detail, Profit & Loss Comparison, Balance Sheet, Transaction List (revenue by category)
 - December 2015 - \$1300 credit under worker comp.
 - Trustee Perkins - December 2014, payout of sick time. Most likely was withdrawn in January 2015.
 - January 2016 - none
 - Trustee Dastoor – What are the district's' monthly costs and profits?
 - Trustee Perkins – looking for year to date profit and costs.

8. Audit Contract: 2016 – 2018

- Authorization to sign Letter of Engagement with Haverlock, Estey & Curran (HEC)
 - Questionnaire from HEC – trustee discussion of internal controls
 - Agreed back in November to go with HEC
 - HEC sent the district and trustees a survey about fraud or internal controls. Trustees answered questions. (Refer to meeting recording for more details)
 - Trustee Perkins – the superintendent acting as the treasurer and supervisor/approver of hours.
9. Opening truck bids – review and authorization
- Winning bid was - \$18,596 – James Foss and Sons Inc.
10. Water Accounting Report 2015
- Trustee
11. Water Quality Discussion – recent test results
- Dr. Amanda Olsen – Testing in Spring in Fall.
 - Some results for THHMs are a bit high.
 - Mostly in peoples homes.
 - Residence time in the line plays a large role in THHM numbers.

Old Business

12. Minute keeping at board meetings
- Town of Orono does not have part time clerical staff. Cost would be \$40.71 per hour. Meetings must begin at 6pm and last no later than 9pm. This responsibility would be secondary to town office responsibilities. Minimum charged two hours and will include time to review and draft minutes.
 - Trustee Borneman – recommends transcription services
 - Trustees Perkins and Dastoor recommend that Michelle takes the minutes.
 - Transcribing the during normal work hours.
 - Recommend paying Dody to come in and transcribe the minutes.
 - Superintendent Smith will contact Michelle and Dody about transcribing the minutes.
13. Joint meeting with town councils & Wright-Pierce: Update
- Trustee Perkins is compiling notes.
14. Personnel Policy Revision
- Review/discussion of current draft
 - Trustee Dastoor submitted comments to Superintendent Smith
 - Trustee Perkins

- New - Vacation earned must be approved by superintendent to carry over to the next year.
 - Trustees should make comment or changes and send them to Superintendent Smith. Will be put on the April meeting agenda.
- Employee Benefits Costs 2016
 - 3% request for all employees
 - Trustee Dastoor – rates do not increase but employee cost increase. The district has received some new business. (ex. Apartment complexes)
 - Superintendent Smith – monthly cost employee (2016) medical and dental and employee plus one. Total package.
- 15. Superintendent Professional Development Plan
 - Evaluation in March – Meet in executive session
- 16. Schedule Superintendent Evaluation – March 1st
- 17. Superintendent's Report
 - The Avenue. Trying to finish work.
 - Oak Grove in Veazie sewer project. Sewer district may receive Community Block Grant. Veazie sewer district did not include the water district on this grant.
 - Standpipe Maintenance report
 - Previous painting schedule
 - Anticipated work in future (schedule & cost)
 - Current balance in standpipe reserve
 - Kelly road – 2017 - estimate interior \$140,000, ext. \$72,000
 - Forest Ave – interior - \$30,000, ext. \$250,000
 - Est \$50k Tide-Flex - no electrical needed
 - Expenditures on Godfrey Drive interconnection – total cost
 - 2016 Budget Revision
 - Ron Hidu will meet with Boyd and Jeff to provide a quote to run the permanganate bench study. Boyd may tour a few facilities that utilizes this chemical.
 - Michelle billing software (Tracemeter) over 300 meters. Price for new approx.. \$64,000 but may not include 25% off discount.
 - Mayo Street – Orono (water main replacement)
 - Reserve fund - \$532,000 for all projects
- 18. Schedule MARCH 2016 meeting (2nd Tuesday is March 8th)
 - March 1st Boyd's evaluation and "light agenda"
- 19. Public Comments and Questions
- 20. Trustee Comments / Requests for information
 - Comments on job description please send to superintendent.

- Organize the yearly to do list – insurance, auditing etc.....
- District Open House – meet and greet

21. Adjourn

- Trustee Bolton Motions to adjourn
- Second Borneman
- All in favor.

DRAFT