

Orono Veazie Water District Board of Trustees

January 17, 2017 at 7 PM

Orono Council Chambers

1. (Meeting commenced at 7:06pm) (Audio available on OVWD Website)
2. Election of CHAIR, 2017
 - Trustee Dastoor nominated Trustee Perkins as Chair
 - Trustee Blease seconded
 - Trustees Dastoor, Blease and Bolton voted in favor
3. Consideration of the Agenda
4. Approval of Meeting Minutes
 - Dec. 2016 – Trustee Perkins will send comments to Michelle.
 - Trustee Borneman – motioned to approve as amended
 - Trustee Bolton – Seconded as amended
 - Nov. minutes will be approved at Feb. meeting.
5. Public Comments and Questions – none present
6. Review of Financials – December 2016
 - Vendor Balance
 - Profit & Loss
 - Transactions
 - Balance Sheet
5. Website Transition
 - Update – fees to PhD
 - ◆ Purpose of fees paid in Sept (\$576)?
 - No refund on emails, paid up to Oct.
 - ◆ Are they refundable?
 - ◆ Clarify storage capacity vs. size of messages (discussion at Nov. meeting)
 - 30gb of storage per user
 - G-mail/e-mail update: new addresses
 - Can keep info@ovwd.org with gmail
 - File Storage/Archiving
 - PhD consulting will need to send backup of emails
6. Superintendent's Report
 - 2017 budget Revised
 - ◆ 2017 Insurance rates – renewal options from MMA
 - ◆ Total Compensation calculations
 - Trustee Dastoor – Why is there a 5% increase in compensation?
 - Superintendent Smith - No increase in compensation since 2015 and the employees have all had excellent performance and the district is continuing to improve.
 - **Trustee Dastoor motioned to increase compensation 5%**
 - **Trustee Blease seconded motion**
 - **All in favor Water quality**
 - New staff costs
 - Employee accomplishments and goals
 - Design of website, email, online payment

- Implementing of Potassium Permanganate
- Reduction of THHMs and HAA5
- Renewing services and upgrades to water meters.
- Continue to search for educational opportunities.
- Winning of Most Outstanding Operations award
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- **Goal**
 - Michelle would like to enroll in an accounting course
 - Two employees to achieve class four licenses.
 - Employees are excited about learning GIS
 - Plant operator would like to learn to how to filing electronically.
 - No worker injuries.
- ◆ New revenue (The Avenue?) – From Sept. – Dec. ~ \$41,000
- ◆ Core sampling filters completed? (#3 and #6)
 - Found that two filter tank have some buildup.
- ◆ Leaks – Chase and Mountainview
 - Main street.
- ◆ Next regular compliance test
- ◆ Sold Truck - \$11,000
- ◆ Other updates
- Trustee Bolton – Rate increase questions
 - Superintendent Smith – profits are high but we have several major maintenance projects coming up within the next few years.
- Infrastructure Projects
 - ◆ DOT roundabout update (if any)
 - We may be able to maintain the water line.
 - Superintendent Smith is negotiating with DOT to reduce costs
 - ◆ Pine Street / RR crossing (if any)
 - Hopefully we will be able to line the pipe.
- Collaboration with Veazie Sewer
- GIS Proposal – Ray Corson
 - Outlined what we would like to see.
 - Data building – GIS
 - \$2000 to get in place
 - \$600 to maintain and host
- Security at Plant, cybersecurity – All hardware and software is password protected.

7. Personnel Policy Discussion

- a. Prohibited employee actions (Page 6, Item 10 Termination)
 - b. Disciplinary Procedures
 - c. Safety Trainings listed in policy (suggestion, see page 8, Item 15)
- Approve at Feb. Meeting

7. Wright-Pierce Comprehensive Plan update

Superintendent Smith – Should the comprehensive plan be available to public and are there security risks in doing so. Ask WP if there is an abridged version that omits the security risk information.

8. Stakeholder complaint – disconnect fees

- Stakeholder must contact PUC.

10 Public Comments and Questions

11. Written financial policies – Moved to later meeting

- Drafting the policies will be performed by Superintendent Smith

12. Trustee Comments / Requests for information

- Next water sampling will be mid-Feb.
- Addressing our financial investments (protection of money) FDIC insurance
- Discussion of priorities for trustees
- Open house
- Trustee trainings

13. Schedule future meetings

- Feb. 7
- March 14
- April 4
- May 2

14. Adjourn

Trustee Bolton motioned

Trustee Borneman seconded

All in favor.