

Northport Village Corporation

October 6, 2017

Utilities Meeting Minutes

Attendees:

Chairman: Dr. David Crofoot
Superintendent: Richard McElhaney
Village Agent: William Paige

Utilities Board Members Present:

Judy Metcalf
Dick Brockway
Wendy Huntoon – on phone
Gordon Fuller

Visitors: None

Meeting Called to order: David C. called the meeting to order at 2:30 pm

Approval of Minutes: Dick B. moved to approve the August minutes, Gordon F. seconded the motion. 5 Approved, 0 Opposed, 0 Abstained.

Financials: Various questions had been posed to the Treasurer, Steve Kazilionis at our last meeting regarding Lines 6255, 4180, 6310, 1001, 4011; his responses were reviewed.

Visitor Concerns: None

Report of the Superintendent:

Dick M. went over the Superintendents Report (appendix A).

There were no variances to the wastewater license and no problems with the water utility.

Final cost for the fire hydrant installed at the corner of Broadway and Park Row was in the range of \$6100, slightly higher than anticipated due to the need for an extension to bring it up high enough.

Testing of the pressures available from the three hydrants that are currently connected to the reservoir were compared to what they would be if connected to the public water system. For the hydrant at

George and Griffin, pressure would increase from 18 psi to ≥ 55 psi

George and Sea Street, pressure would increase from 34 psi to ≥ 75 psi

Broadway & Griffin, pressure would increase from 36 psi to ≥ 76 psi

Such increases would enhance their usefulness for fighting fires.

Before considering tying these hydrants to the potable water system, leak testing would need to be performed; leak testing can be performed by Bill Paige and Dick McElhaney. The Utility Board concurred that upgrading these hydrants was a worthy long-term goal although some engineering study would be required. This may be melded into engineering work required for renewing the water lines on

Cobe Road and rehabilitation of the effluent manhole and V-notch weir of the sewer system. These projects are anticipated for 2019, but the engineering work may well be done in 2018 and need to be reflected in the budget.

Moore's Septic pumped two trains of the wastewater tanks and the effluent tanks today. Nothing untoward was noted except for evidence of deteriorating concrete in the effluent tank where the V-notch weir is installed and flows are measured. This will require remediation within the next year or two.

Discussion of changing the dates of trimesterly water and sewer billing. Currently, water meters are read and water and sewer bills are sent in January, May, and September. This places significant strains on Bill Paige's multiple functions since meter installation is in full flow in April/May at the same time that he has responsibilities for getting the docks in and reading the meters. In addition, the January billing is based on the preceding year's water budget. Dick McElhaney suggested that we consider adjusting the billing times to March-July-November. This will lead to a more even use of Bill's time and work and will result in collections for water and sewer bills being reported in the current year's budget.

The Utilities Committee unanimously supported a change-over in billing times. Mr. McElhaney will need to discuss this with the PUC for their approval and it will require good communication and notification of utility customers.

The Committee reviewed a flyer that was posted on Dan Webster's website and will be included in the next utility billing regarding prohibitions against introducing hazardous substances into the wastewater system (i.e., recent dumping of latex paint down the drain).

Budget for 2018-preliminary discussions.

Water Budget:

Dick pointed out that there is an error in the actual service fee income for 2016, line 4013, which reflects service charges for installation and de-installation of meters for seasonal customers. There are 176 seasonal customers (out of 327 total water customers). The fee is \$25 charged for spring installation and again for fall deinstallation. The amount should be $\$50 \times 176$ customers or \$8800. The 2016 actual receipt was \$6456.66. This probably reflects misallocation of payment checks into line 4012, Water Sales. Discussion was centered around two options: either lumping lines 4012 and 4013 together, or actually correctly allocating the receipts to the proper lines. The first option offers simplicity but may be hard to explain to the PUC since it lumps service fees with water rates. The second option requires better communication with the office personnel and the accountants. D. Crofoot expressed surprise that the error in line 4013 for 2016 was not commented upon by the Auditors.

There was general agreement that \$159,000 was the appropriate budget for income from water sales reflecting average water bills of \$486 for 327 customers.

Budgeted expenses for 6004-Licenses, 6061-Financial Officer, 6062-Bookkeeper, 6140-Incidental labor, 6180 Payroll taxes, and 6309-Repairs & Maintenance are all somewhat lower than last year.

There is a need for a line item for Engineering expenses in anticipation of 2019 work on Cobe Road and changing over fire hydrants from the firepond to the potable water system.

Sewer budget:

Again, lower budgeting for lines 6061-Financial Officer, 6062-Bookkeeper, 6180-Payroll taxes, 6301-Water testing, 6305-Supplies were justified by last year's experience. Line 6309-Repairs and Maintenance, was budgeted at \$5000 to reflect anticipated annual servicing of the pump stations and generator station, revision of junction boxes, and anticipation of the need for manhole risers on Broadway and Shore Road where new paving will be laid down in 2018.

Meeting Adjourned: David C. moved to adjourn at 4:30pm, Judy M. seconded the motion. 5 Approved, 0 Opposed, 0 Abstained.

Next meeting is November 10, 2017 at 2:30 pm in the Community Hall conference room.

Appendix A:

Utility Superintendent's Report

October 6, 2017

Sewer Department

August 2017 Effluent Monitoring Data

The NVC Wastewater Treatment Plant (WTP) was in full compliance with its wastewater discharge license in August. There were no license exceedances.

Flow averaged 10,361 gpd compared to 13,968 gpd in 2016. Daily flow ranged from a low of 6,400 gpd to a high of 15,200 gpd during the month. Precipitation for the month was 1.95" versus .69" in 2016.

TSS and BOD⁵ averaged 4.5 lbs/day (55.0 mg/l) and 13.9 lbs/day (171.2 mg/l), respectively compared to 4.9 lbs/day (49 mg/l) and 15.7 lbs/day (155 mg/l) in August of 2016.

See performance table below for this month's comparisons, averages, year-to-date highs and lows, permit limits, and year-to-date (YTD) exceedances. Testing frequency is continuous for flow, weekly for TSS, BOD⁵ and fecal coliform (May thru Sept), daily for pH and settleable solids (S.S.), and twice per day for total residual chlorine (May thru Sept).

Monthly Performance Table

Parameters	August	July	June	YTD Lo	YTD Hi	YTD Ave	2016 Ave	DEP Monthly Limit	Exceed- ances
Flow GPD	10361	12252	9940	9016	24323	14373	14713	< 63000	0
Precip Inches	1.95	1.24	2.51	1.24	7.05	3.31	3.53	n/a	0
TSS lbs/day	4.5	4.9	2.1	0.6	4.9	2.18	2.7	< 76	0
TSS mg/l	55	52	32.2	5.7	55.0	24.1	26.8	< 145	0

BOD ⁵ lbs/day	13.9	13.2	6.8	1.1	13.9	6.46	7.6	<107	0
BOD ⁵ mg/l	171.1	142.5	104.8	16.4	171.1	70.05	77.1	<203	0
TSS% Removal	81.0	82.1	88.9	81.0	98.0	92.6	90.2	>50	0
BOD% Removal	41.0	50.9	63.9	41.0	94.4	75.9	73.8	>30	0
pH lo	6.8	6.8	6.7	6.6	6.8	6.65	6.75	>6.0	0
pH Hi	7.1	7.1	7.0	6.9	7.1	7.02	6.98	<9.0	0
S.S. ml/l	0.1	<0.1	<0.1	<0.1	0.1	<0.1	<0.1	Report	0
TRC mg/l	0.02	0.02	0.02	.02	.02	0.02	0.02	<.052	0
F Col/100 ml	<1	<1	<1	<1	<1	<1	<1	<15-ave	0
F Col/100 ml	<1	<1	<1	<1	<1	<1	<1	<50-max	0

Note: The last exceedance for flow was *136 months ago (2/2006)*. The last exceedance for fecal coliform was *57 months ago (8/2012)*. The last exceedance for BOD was *34 months ago (9/2014)*.

September 2017 Snapshot

The NVC WTP is expected to be in full compliance with its license limits in September pending the release by the outside lab’s weekly test results of the September 28 effluent samples that has yet to be received and the DEP’s completed review of the NVC’s discharge monitoring report. Flow during the month will average around 4,000 gpd. The report for precipitation as measured by the Belfast Water District (BWD) at their Little River Station was 2.45 inches of rain.

Fall Septic Tank Cleanings

Moore’s Septic is scheduled on Friday (weather permitting) to clean out the two septic tank trains and chemical feed tanks used during the summer season. The septic tanks are cleaned twice per year in the spring and fall. The chemical tanks once every fall after the disinfection season.

Drinking Water Department

August 2017 Usage and Water Quality

Water consumption for March averaged 40,296 gpd compared to 41,506 gpd in 2016.

The weekly free chlorine residual in the drinking water ranged from 0.15 - 0.20 ppm/Cl² compared to the recommended goal of >.20 to <1.0 ppm/Cl². The EPA maximum concentration level (MCL) is 4.0 ppm. The monthly total and e-coli form water sample test results were negative.

Proposed Water and Sewer Budgets for 2018

First drafts of the water and sewer budgets for the 2018 fiscal year have been sent out to Board members under separate cover for their comments and editing.

Income from user fees in both utilities once again are expected to be sufficient to cover both expenses and long term debt. The placeholder account (default line) for any leftover income that has not been expensed out for 2018 in each department is 8218-Contingencies and would become part of the reserve or savings accounts on the balance sheets as part of the year end closing process.

The last rate hike for both water and sewer was in 2005.

Trimesterly Billing

The NVC Utility Department would like the Board of Trustees to entertain a discussion on the merits and demerits, if any, of changing the trimesterly billing cycle from the months of May, September and January to the months of March, July and November beginning in March of 2018.

The Department believes this schedule will better match and more evenly spread out the Distribution Operator's work load where there has always been a collision course between his efforts to manage the spring and fall responsibilities of his job as Village Agent and to install/de-install meters and to take meter readings for the Water Department during that same time frame.

Such a schedule we believe will also facilitate a more meaningful analysis of the monthly income and expense reports as most all, if not all, of the income for both Departments will be received in the same year that it is billed out and accordingly show up on the monthly reports before the year's end. Customers would be billed in arrears for the prior 4 months of usage just as is currently being done.