

24 June 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 10 JUNE 2003

MINUTES FOR 10 JUNE 2003 BOOTHBAY REGION WATER DISTRICT BOARD OF TRUSTEES MEETING

The Board of Trustees convened at 1400 hrs. In attendance: Trustee (Chair) Irving, Trustee McNelis, Trustee Curtis, Trustee Crawford, Administrative Manager Bob Raudenbush and Manager Jon "Ziggy" Ziegler. Guests: Ms. Carol Thompson, Runyon, Kersteen and Ouellette. Absent: Trustee Pinkham (Vice Chair).

1. Trustee Irving called the meeting to order at 1400 hr.
2. The minutes of the 27 May 2003 meeting were approved with changes made by Trustees Curtis and McNelis.
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
3. The Board approved warrants 31, 32 & 33.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous
4. The Manager provided a land acquisition update stating the survey was complete and attorney Chip Griffin was drafting the final warranty deed. The next step was for the District was to meet with Attorney Griffin and then with Mr. Gosselin. The closing was reported to be slated for late June or early July.
5. Trustee Irving began a discussion over the current projects (subdivisions) the Boothbay Planning Board was considering within the watersheds of Knickerbocker Lake and Adams Pond. Of discussion was the Leigh Davis subdivision and the status of the road. The Manager reported that by statute, the Planning Board was required to address phosphorous loading for any proposed subdivision. Additionally under the Phase II storm water permit it was illegal for any project to introduce any pollutant that would change the classification of the receiving water body. The Manager was most concerned with the road construction and maintenance. Trustee Irving said he would represent the Board of Trustees at subsequent Planning Board meetings.
6. Ms. Carol Thompson representing Runyon, Kersteen and Ouellette presented the Board with the 2002 audit. Ms. Thompson provided a very in depth review of the financial status of the District. She reported that overall the District was in very good financial condition. She went also to state that 2002 was a very good pro forma year for the calculations of any future rate cases. Ms. Thompson did point out that in cash handling the District did not have enough separation of duties. However she pointed out that this could not be completely corrected because the organization was too small. Additionally, she suggested the District scrap its current accounting software and move to QuickBooks®. She cited the current software had inherent problems. The Administrative Manager (AM) reported the District

had already obtained and data was being transferred. The Board thanked Ms. Thompson for her detailed report and she departed.

7. Trustee Irving presented the AM with a Letter of Appreciation for the construction of the District's website.
8. The AM provided the Board with a budget update. He reported that both revenue and expenses, as charted linearly should be at 42% of budget. Expenses were reported to be at 47% and revenues were 55%. The overshoot on expenses was attributed to the fluoride project in which the District had not reimbursed itself and normal start up costs. The AM went on to report that he and the Manager had met with Mr. Gordon Labay to discuss debt retirement and the possible need for increasing the revenue base in response to the Kenniston Hill/East Boothbay Interconnection project, Knickerbocker Lake Intake and the Fluoridation project. Finally, as directed, the AM presented the Board with a detailed matrix comparing revenues and expenses, by category for 2002 to 2003.
9. The Manager reported the Kenniston Hill/East Boothbay Interconnection project was on-track. He reported that he, Terry Leighton (Leighton and Associates), Jeff Preble (Wright-Pierce) and Jason Harris (Harris Golf Inc.) had walked the site for the new standpipe and selected where it would be placed. The Manager reported Wright Pierce had presented the District with a contract for \$82,100.00 to complete the preliminary design and permitting for the project. Trustee McNelis motioned to authorize the Manager to sign the contract after his review and notification of the Board via e-mail.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous
10. The Fluoridation project was discussed. The Manager reported that construction was due to begin 18 June 2003. It was further reported that all submittals had been made and the project appeared to be on schedule.
11. The Manager presented the Board with revised permit for water withdrawal from Knickerbocker Lake issued by the Maine Department of Environmental Protection (DEP). As directed, the Manager presented the Board with a breakdown on the State Revolving Fund (SRF) financing for the construction of the intake. It was reported that the District was not eligible for loan forgiveness or reduced interest rate. The current rate offered was 3% for 30 years.
12. Trustee Irving reported he would meet with Ms. Brenda Blackmon (First National Bank of Damariscotta) the following day to discuss banking options for the disposition of the cash accounts of the District and report back to the Board.
13. Trustee Irving asked the Manager if the "drop dead date" for CC-Net was approaching. The Manager reported it was on 30 June 2003. Trustee Irving instructed the Manager to contact CC-Net and inquire as to the status of installation of high speed Internet at the Adams Pond Facility.
14. The Manager reported the District had received a disaster package from the Federal Emergency Management Agency (FEMA) and he had assigned completion of this project to the Customer Service Representative/Assistant Office Manager.
15. The AM informed the Board the District had entered into a leasing agreement with Bank North Leasing for the purchase of the new $\frac{3}{4}$ ton utility truck. The terms of the lease were as follows:

a. Equipment Cost	\$18,014.00
b. Lease Term	60 Months
c. Payment Amount	\$3,888.00
d. No. of Payments	5
e. Pay Period	Annual
f. Advance Payments	1 @ \$3,888.00
g. Option Price	\$1.00

The Board officially acknowledged and approved this arrangement
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous

16. Trustee Irving directed the AM to get a new tape recorder for recording Board meetings.
17. Trustee Curtis reported on the Planning Board Workshop held at the District office on 4 June 2003 in which only two Planning Board members attended. A presentation was given by Ms. Jodi Costallo (NEMO) which was described as “very good....new and interesting... worthwhile and a shame more (Planning Board members) did not show”. Also in attendance were Trustee Crawford, the Manager and the Chief Treatment Plant Operator.
18. The Manager reported a problem with the private Elvira Drive water main, which had broken four times since seasonal turn on wasting much water. The Manager proposed the Board condemn the line and not provide service. After much discussion and review of the PUC rules it was determined that a letter be sent to each of the users of the main, a contact person be designated and the main be thoroughly repaired within 14 days or service would be discontinued.
19. The Manager reported a breakdown in communications with the Town of Boothbay and queried the Board for a solution. The District had been providing watershed surveillance reports with little enforcement action by the Town of Boothbay. The Manager reported he had discussed the situation with the Town Manager and was assured that violations would be handled in a timely manner. The Manager was directed to copy the Board of Trustees on all correspondence with the Town of Boothbay so they could track performance and would visit the Town Managers of both towns regularly. Trustee Irving stated he would talk to the Board of Selectmen if the problem persists.
20. The Manager relayed a suggestion of the Chief Treatment Plant Operator to invite the Board to meet with Mr. John Van Bough (Kennebec Valley Water District) and tour his facility and ascertain the true costs and problems of treating highly contaminated water. In addition, Trustee Curtis asked to extend an invitation to the Boothbay Board of Selectmen and Planning Board.
21. The Board of Trustees went into Executive Session to discuss legal matters at 1539 hr.
22. The Board came out of Executive Session at 1549 hr. The meeting was adjourned at 1550 hr

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager
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