

25 November 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 13
NOVEMBER 2003

**MINUTES FOR 13 NOVEMBER 2003 BOOTHBAY REGION WATER DISTRICT
BOARD OF TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Vice Chair), Trustee Crawford, Trustee McNelis, Administrative Manager Bob Raudenbush, Manager Jon "Ziggy" Ziegra. Guests: Mr. Robert Jones, Boothbay Harbor Absent: Trustee (Chair) Irving, Trustee Curtis

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 28 October 2003 meeting were approved.
Trustee McNelis motioned, Trustee Crawford second, vote: unanimous
3. The Board approved warrants 63, 64, 65 & 66
Trustee McNelis motioned, Trustee Crawford second, vote: unanimous
4. The Board recognized Mr. Robert Jones, Oak Point, Boothbay Harbor for the purposes of a bill dispute. Mr. Jones disputed a \$72.00 charge for work on a line interpreted by the District to be his private service line. Mr. Jones maintained that the line was not his private service line but rather the District's seasonal water main and he was not responsible for the bill. Mr. Jones relayed that during the summer a leak had been discovered on the disputed line and he had called the District to correct it. He was billed. After lengthy discussion and review of the District Policy and Procedures it was determined that the line in question met the definition of a service line and not a main therefore being the customers responsibility. Trustee McNelis offered to split the bill with Mr. Jones but this offer was rejected. Instead Mr. Jones said that he would sponsor a main extension to his property line in 2004, thus alleviating this situation from occurring in the future. The Board concurred and agreed with Mr. Jones' plan. The Vice Chairman instructed the Manager to investigate other similar situations within the distribution system and report to the Board where they exist and correction plan. A compliance date was not issued.
5. The Manager reported the Kenniston Hill/East Boothbay Interconnection project was moving ahead. He reported that he and Mr. Jeff Preble, Wright Pierce had met with the Boothbay Planning Board. It was reported that many questions had been raised and that the town was very resistant to the idea of any structure being located on the common. The Manager went on to report that he had identified an alternative site for the required pressure reducing valve, located adjacent tot the Boothbay Chamber of Commerce and that he would be approaching them to receive permission. It was reported that land acquisition talks were slow with JJR Associates for the tank site. Mr. Jeff Preble was in contact with JJR Associates engineer and progress was being made. Finally the Trustee Crawford read into the record the "Certificate of the Clerk" to secure funding for the project. The Board adopted the following.

Be it resolved, I, the undersigned Clerk of the Boothbay Region Water District, Maine, hereby certify that the following is a true and accurate copy of a vote taken by the Board of Trustees on November 13, 2003:

- VOTED:
- (1) That a capital improvement project consisting of the design, construction and equipping of the Kenniston Hill standpipe project is hereby approved; and
 - (2) That to fund said capital improvement project, a sum not to exceed Four Million Forty-Seven Thousand Five Hundred Dollars (\$4,047,500) is hereby appropriated; and
 - (3) That to meet said appropriation, the Treasurer and Chairman of the Board of Trustees, acting pursuant to the provisions of 2001 P&S Law Chapter 15, are hereby authorized to issue revenue bonds of the Boothbay Region Water District (including temporary notes in anticipation of the sale thereof) in an aggregate principal amount not to exceed Three Million Forty-Seven Thousand Five Hundred Dollars (\$3,047,500), and the discretion to fix the date(s), maturity(ies), interest rate(s), denomination(s), place(s) of payment, form and other details of said securities, including execution and delivery of said securities on behalf of the Boothbay Region Water District, and to provide for the sale thereof is hereby delegated to the Treasurer and Chairman of the Board of Trustees; and
 - (4) That to fund the balance of the appropriation, the Treasurer and Chairman of the Board of Trustees are authorized to apply for and accept a grant of One Million Dollars (\$1,000,000) from Rural Development; and
 - (5) That the Treasurer and Chairman of the Board of Trustees are authorized to execute and deliver the Loan Resolution, a copy of which is attached hereto, with respect to a \$3,047,500 loan and a \$1,000,000 grant; and
 - (6) That the Treasurer and Chairman of the Board of Trustees are authorized to accept the Letter of Conditions dated April 8, 2003 attached hereto; and
 - (7) That the Treasurer and Chairman of the Board of Trustees are hereby authorized to execute and deliver any and all documents and certificates, and to take any and all actions, including affixing the seal of the District, as may be necessary or convenient to carry out the full purpose and intent of the foregoing votes.

(8)

I further certify that the above votes have not been rescinded or amended and remain in full force and effect.

WITNESS MY HAND AND THE SEAL of the District, this 21st day of November 2003.

Trustee Crawford motioned, Trustee McNelis second, vote: unanimous

6. The Fluoridation project was reported to be nearing completion with only signage to be completed. The Manager reported the District was holding \$63,000.00 in final payments with T. Buck Construction until the “punch list” was completed in full. The Manager reported this management strategy was proving to be a sufficient motivating force to ensure a prompt completion of the project. The Manager went on to report that he was very satisfied with T. Buck Construction’s service and the product they provided. Public fluoridation was scheduled for late November/early December.
7. The Knickerbocker Intake status was next discussed. The submerged lands permit was approved by the State of Maine for construction. However, the Manager reported the adjacent land owners, Mr. and Mr. Andrew Cozzi, Somerset, New Jersey were protesting portions of the application and/or current practices. Formal correspondence was expected.
8. The Public Utilities Commission (PUC) Tariff that had been submitted in March 2003 was reported approved 31 October 2003. The significance of this tariff change was reported to be a change in the freeze policy. In short the determination for a frozen service line, and the responsibility thereof, could only be made by District personnel. No longer can area plumbers make that determination and hold the district liable for any costs incurred.
9. The Administrative Manager (AM) reported the finances of the District to be solid, with the District able to meet its upcoming debt liabilities without making a withdrawal from the Districts contingency funds. A detailed breakdown was reported not available because of the software shift currently in process. However, in the estimation of the AM the superiority of the new accounting software and the nearing end of the fiscal year makes this temporary inconvenience worth it.
10. The Manager praised the crew for various projects. It was reported the treatment and distribution staff were meeting productivity expectations even when short handed.
11. The Manager reported the surface and sub-surface water supply was above normal.
12. The Manager reported that he and Trustee Curtis had completed a rough draft of the required vulnerability analysis (VA) the previous week. Although the contents were not discussed it was relayed to the Trustees that this document was under tight control and would be discussed at the next meeting. .
13. The meeting was adjourned at 1445 hr
Trustee McNelis motioned, Trustee Cranford second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager