

25 November 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13
NOVEMBER 2008**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Tom Myette, Midnight Oil Company, Ms. Sue Mello, Boothbay Register. Absent: Trustee Carter (Clerk) Trustee MacPhee, (Vice Chair).

1. The minutes of the 28 October 2008 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 64, 65, & 66 were approved with comment. Trustee Curtis instructed the AM to investigate why Shaw's Office Supplies was still charging a fuel fee.
Trustee Pinkham motioned, Trustee Marston second, vote: unanimous
3. Trustee Pinkham instructed the manager to elaborate on a motion the manager was instructed to introduce by trustee MacPhee in his absence stating "is the board in favor of trustee MacPhee exploring geothermal heating options for the Adams Pond Treatment Plant using process water as a heat source." Trustee Pinkham recognized Mr. Tom Myette who would be working with trustee MacPhee if the board decided to investigate this option. After brief discussion the board voted in favor of this the no-cost inquiry.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
4. The manager reported the Sea Street project was complete for the year being completed on 11 November 2008. The AM reminded the board that the transfer for partial payment report #2 had yet to be transferred to the district's account which was to equal approximately \$69,000. The manager went on to describe all of the paving had been completed, all services had been reestablished and the Boothbay Harbor Shipyard has a "ripping" new fire suppression/deluge system. The next construction meeting was reported to occur on 20 November 2008 with the bulk of the pay requests to be ready. The manager expressed concern over the paving budget in that the cost was way over estimate, \$180/ton (town price). However, with the contraction of the original work plan the manager was unsure how this was going to fit the budget.
5. The AM provided the board with a brief overview of the 2008 budget in which he described expenses running below projections and revenues running above projections. The AM saw no "red flags" and anticipated staying in budget after year-end bond payments.
6. The manager reported that the 2009 Budget process had begun. He reported he was in meetings with the department heads and developing a work plan for 2009. The board asked when a draft would be complete and the manager responded before the second meeting in December.

7. The manager reported the first annual report to the Maine Department of Environmental Protection (DEP) for operations at Knickerbocker Lake was in-process and would be sent to DEP mid-December.
8. The manager reported on the treatment operations. The disposition of the ammonium sulfate conversion was discussed. The manager reported that the drawings required for state certification were due from Wright-Pierce on 21 November 2008 and that the submission would be made by the first week in December. The manager reported the Knickerbocker pump station was being readied for winter with the removal of all of the floats, buoys and blowing down the transmission main to be left in a freeze protected state. The manager reported that he had been happy with the first year's performance of the pump station. Lastly the manager reported the treatment staff was readying the plant for the winter maintenance cycle that would include the installation of ammonium sulfate, minor repair to both treatment units requiring them to be taken out-of-service, replacement of the remaining turbidimeter's, replacement of the treatment unit effluent valves and addition of isolation valves, and re-piping the waste water recycling system to act as a recirculation pump for the waste tank.
9. The manager reported the seasonal water main shutdown was nearly complete with the only grid requiring to be blown down was Sprucewold. The distribution crew was described as preparing for winter operations.
10. The manager the final comments have been sent to Linekin Bay Resorts and the district is now awaiting a formal presentation/request.
11. The manager reported the district was still working with Wright-Pierce gathering data for the master plan project.
12. The manager reported a meeting for utilities had been set up for 20 November 2008 with the Maine Department of Transportation (DOT) for rerouting utilities on the new Knickerkane Bridge. The manager reported that he had just received word that in order to create the space necessary for the piping on the new bridge, under the bridge, would be a major expense for the district. The manger told the board that all options, including another underwater channel crossing was still on the table.
13. The manger had nothing new to report on actions taken on the district by the Maine Department of Labor (DOL).
14. Per the direction of trustee MacPhee the manager introduced the topic of a fish ladder on the Adams Pond Dam and asked that any discussion be tabled until the 25 November 2008 meeting. The board instructed the manager to put this on the agenda for the 25 November 2008 meeting.

15. As directed, the manager provided the board with a chemical cost comparison for Knickerbocker Lake vs. Adams Pond over the same time period operated. The manager told the board that the information was useful but several more years of data would be needed to draw conclusions; however the manager did say that analytical testing shows Knickerbocker Lake remain poorer in quality than Adams Pond and that Adams Pond is showing some signs of improving. The manager attributed to the slight improvement in Adams Pond water quality as due to the efforts of the town, new ordinances and the district’s aggressive land acquisition program. The cost comparison is as follows:

Chemical Costs				
Costs per unit	per 100 ft3	per 1000 gal	ave day	Annual \$
Knickerbocker	\$0.32	\$0.43	\$260.08	\$94,928.96
Adams	\$0.26	\$0.34	\$206.22	\$75,269.97
		difference	\$53.86	\$19,658.99
		%	26.12%	26.12%

16. The manager provided the board with a brief synopsis of his first meeting on the board of directors for the Maine Water Utilities Association (MWUA). The manager described the MWUA as a complex machine and relayed to the board some legislation being considered in the present legislature. Much was described as anti-Nestle and some proposal included taxing drinking water. Other topics of discussion included the newly formed Water Efficiency Committee (including MWUA, Maine Rural Water Association, Department of Human Services, Public Utilities Commission & DEP), Terms and Conditions, WARN, Atlantic Salmon Initiative, Election Results and Infrastructure Investment Initiatives.
17. The AM reported the budget was in good shape. Revenues were reported to 4% ahead of expected and expenses 15% below projection. The AM tempered the trustee’s enthusiasm at this news by reminding the board that the fall round bond payments was coming and the expense report was likely to fall back to earth. However the AM closed by stating he was very encouraged with the districts fiscal performance thus far.
18. The meeting was adjourned at 1955 hr
Trustee Curtis motioned, Trustee Marston, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager