

13 May 2008

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 22 APRIL 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Carter (Clerk), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Marston.

1. The minutes of the 8 April 2008 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 21, 22 & 23 were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
3. The board took up discussion on the 1st quarter budget report submitted by the AM the previous meeting. The discussion revolved around the seasonality of the cash flow. It was determined by the trustees that all looked within parameters. Trustee Curtis stated he had many questions but found the answers in the executive summary and praised the AM for a very comprehensive report.
4. The manager provided the board with an update on the Ms. Viola Lee situation. The manager reported the 95% drawings were expected any day from Wright-Pierce. The manager went on to explain once these drawings were in hand and approved, he would send them on to attorney Geoff Hole for a hold harmless agreement to protect the rate payers. The manager expected this to be wrapped up soon.
5. The manager reported because of Southport's abnormally high demand the treatment staff was forced to two filter operations earlier than expected. By going to two filters and ramping up to summer production levels the maintenance was essentially complete. The manager reported he had received authorization by the state to begin a pilot study using ammonium sulfate for chloramines production with the hope of discontinuing the use of anhydrous ammonia gas. If successful this would enhance plant safety and reduce chloramine production costs by at least 20%. The manager assured the trustees the pilot study would not hinder operations of the plant.
6. The manager reported the seasonal main was charged, disinfected and tested biologically clean. The meters were being installed and the target date for seasonal start-up was 25 April 2008.

7. The manager briefed the board on the current status of the in-stream flow rule and its implementation schedule. The first phase of compliance was reported to be due 1 September 2008 with a “system design capacity” determination to be determined by the drinking water program. Up until this point the manager reported the work done was what exactly would be used to determine this value. Much to the dismay of the manager a component of this value was historical use. Trustee Curtis noted that this could negate all of the work and expense the district has done since the late 1980’s “tightening” the system with an aggressive infrastructure rehabilitation program. The manager reported that he was now in the data gathering phase for the submission. It was reported that Wright-Pierce was involved in this early formulation process.
8. The manager related the final work plan for the East Boothbay Standpipe demolition was en-route from Dirigo Engineering. Once in-hand, the manager reported he would meet with the Alley’s, resolve any questions and put the project out for bid. It was the managers hope to have the entire project completed by September.
9. The manager updated the board as to the status of the Sea Street project. There appeared to be some confusion over the number of job descriptions that qualify and that the Boothbay Harbor Shipyard and the town of Boothbay Harbor were not ready to sign off. Representative Bruce MacDonald was reported to be asking for a photo op with the town manager of Boothbay Harbor stating it was very premature. The town, the shipyard and the Lincoln County Economic Development will continue meeting until this issue is resolved.
10. The manager reported that as directed he sent a letter approving Phase II for Dora Highlands. The manager said it was very easy because the infrastructure needed for this paired down phase was already in service. On 9 April the manager attended a Boothbay Harbor planning board meeting discussing this project where the application was deemed not complete and was rescheduled.
11. The manager reported on 9 April 2008 he attended the first Boothbay Harbor planning board meeting for the Linekin Bay Resort project. The manager reminded the trustees that the district did not have a contract with the developer so very little work had been completed in the way of review. The manager reported the first meeting with the public was somewhat contentious. A public hearing was scheduled for later in the month. Outstanding issues presented at the planning board meeting included; traffic, lighting, way of life, sewerage and water.
12. The manager reported the Adams Pond was at approximately 98% capacity with the pH and oxygen levels rising.
13. As requested the manager reported he met with Dan Flaig, Wright-Pierce, Mr. Pat Farrin, Mr. Elbridge Giles and Trustees Marston and MacPhee on Wednesday 9 April 2008 and walked the right-of-way. The current condition of the main was surveyed and discussed. Mr. Farrin asked to build a road for future use; substandard to town subdivision requirements. He is proposing to offset the road so as not to interfere with the water main. The manager reported the engineering standards as ordered were in process and a rough draft would be forthcoming for the manager’s review. The manager relayed Mr. Farrin has requested to be put on the 27 May 2008 trustee meeting agenda to discuss requirements for which the trustees gave their consent.

14. The board took on debate of a seasonal water main policy. The elements of the policy approved by the trustees included: the policy be on a trial basis; the seasonal; extension only offered to commercial accounts at this time; sufficient money be put into escrow to cover any damage resulting from extending the season as determined by the distribution foreman by anyone choosing to extend the season; service terminated on the last Wednesday at 0700 hr. in October; and any commercial account must sign up for seasonal extension no later than 1 August of the year.
Trustee Curtis motioned, Trustee Carter second, vote: unanimous
15. The manager reported he was in the beginning stages of writing a specification for the update of the system master plan. He went on to state he was awaiting conformation by the state for grant award before releasing the specification. Trustee Curtis instructed the manager to include a detailed evaluation in the next generation Microfloc Trident filter system and determine any upgrades that may be needed.
16. The manager alerted the board to abnormally high usage by the town of Southport. He alerted the board in that at current usage a bill for the current quarter could top \$100,000.00 if the town of Southport maintained its current rate of consumption. The manager reported that he, the chief treatment plant operator and his subordinate had documented several contacts with the Southport public works foreman and board of selectmen both by telephone and in person. It was reported the district had offered assistance in any way to the town of Southport to assist in ascertaining the high use. It was reported the town of Southport had yet to take advantage of the district's offer.
17. The board approved the Spruce Point Inn request to extend seasonal service under the current arrangement but stated they would be subject to the requirements as outlined in section 14 for the 2009 season.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
18. The meeting was adjourned at 1512 hr
Trustee MacPhee motioned, Trustee Curtis, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager