

10 March 2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 24
FEBRUARY 2009**

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

1. The minutes of the 12 February 2009 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 10 & 11 were approved.
Trustee Marston motioned, Trustee Curtis second, vote: unanimous
3. The manager reported the East Boothbay Water Main Replacement project status had not changed. The town of Boothbay has relayed the project is part of HR1 but funding is uncertain. The current status of the bill is unknown but is pending.
4. The manager informed the board that Sea Street paving funding is still available and the project is still eligible for extra funding thru Maine Bond Bank. Further data is required from the town of Boothbay Harbor with the manager to get with the public works director as soon as he is available.
5. The AM reported budget figures are within a few percentage points of being on target. Revenue figures are at 97% of what is expected and expenses are 88% of projected figures. The AM reported that there were no major issues foreseen.
6. The AM reported on the Maine Municipal Association (MMA) conducted an insurance safety inspection at the district on 4 February 2009. The AM relayed that the verbal report from the MMA inspectors was that the district was generally compliant with applicable health and safety rules and regulations. No letter of recommendations had been received.
7. The AM reported the furnace boiler in the treatment plant cracked and started leaking water through the burner on 17 February 2009. It was replaced the following day. In the interim portable heaters were run to maintain the plant treatment process. The AM reported the downside: \$9500.00 of unexpected expense; the upside: significant savings in heating oil.
8. The manager reported on the status of treatment plant operations and winter maintenance:
 - a. Ammonium Sulfate Conversion - The manager reported that the project was on-hold because the equipment necessary to complete the conversion was still in transit and not received by the district.

- b. Air Scour System – The manager reported that this project was on-track.
 - c. Waste Water Recirculation Refit - This project was reported to be on-track and moving forward. The re-piping was reported to be 60% complete and was going to be tested within the week.
 - d. Sewer Pit Float Repairs - The manager reported that temporary repairs to the wastewater lift station were working satisfactorily and the crew was waiting for warmer weather to complete the replacement of the float system.
 - e. Effluent Valve Upgrades & Filter Maintenance - The manager reported that the valves were in transit and were late. This was causing the project to fall behind and would require quick work. The manager reported that the crew would be installing the first of two isolation valves on 17 April 2009 and would have to take both filters temporarily off line. This meant that for a period of four hours the district was not capable of producing any water. The manager told the trustees that the regions fire chiefs were aware and that storage would be full to capacity when this evolution took place.
9. The manager informed the board that Midnight Oil had been on-site and was continuing its fact finding mission for geothermal utilization of water for plant heating. There seemed to be some opportunity to utilize the heat in the filter waste rather than trying to extract heat from the finished water. If so this would be very easy to permit.
 10. The manager relayed that a main break occurred on Kennyfield Drive in Boothbay Harbor on 18 February 2009. The break was repaired entirely by junior staff members quite successfully including concerns for safety and traffic control.
 11. An update to the trustees was provided concerning the district's meter testing program which was on-track and on-schedule. The meter failure rate was still higher than predicted.
 12. Wright-Pierce could not make the master plan update for the trustees scheduled for that meeting. The manager informed the board that there would be a presentation on 10 March 2009 to address issues that have been completed. The update will be conducted by Mr. Dan Flagg of Wright-Pierce during the next trustees meeting.
 13. The manger reported no new information concerning the Knickerkane Bridge or the Department of Labor citation.
 14. The board discussed current legislation with the Maine legislature concerning bulk withdrawal and sale of water for commercial process and the Maine Water Utilities position.
 15. The AM reported the auditors from Runyon, Kersteen & Ouellette (RKO) have been at the district for the past week and are almost finished. The next step will be obtaining figures for the Managers Discussion & Analysis (MDA) to be completed by the AM. After that it is completed a date for a presentation before the trustees will be scheduled. So far no major discrepancies.
 16. The meeting was adjourned at 1944 hr
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler
Manager