

14 August 2007

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 24 JULY 2007**

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

1. The minutes of the 10 July 2007 trustees meeting were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 41, 42, & 43 were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. The manager reported the requests for proposals were sent to pre-selected contractors for the Reed Road project. It was reported the district and Dirigo Engineering would be sponsoring an open house on 31 July 2007 for contractors wishing further information and interested in visiting the job site. Final proposals are due 7 August 2007 and with a final recommendation to the board 14 August 2007 by the manager and Dirigo Engineering.
4. The manager reported after reviewing the current agreement with town of Southport the district was entitled to a 33% increase in rates to the town as fairness to the current towns in the district that are subject to public fire protection fees. The trustees asked many questions playing “devils advocate” but did agree the conditions of the original agreement had changed. Southport is now a year-round customer which derives its public fire protection from the district. Citing no suspense date for this action the board tabled action on this proposal.
5. The manager reported on the status of the Knickerbocker Lake Intake. On 17 July 2007 Reny Construction completed the excavation and poured the base for the staff gauge required under the DEP permit. Mid-Coast Machine was building the lake level monitoring structure and it was reported it would be installed within the week. The manager went on to alert the board Electrical Installations was on scene completing the redundant sensing for low-level alarming in the raw water pump station. This action was to be completed by the end of the day. Finally the manager reported Wright-Pierce had developed a specification and delivered it to selected electrical contractors for the installation of a back-up generator with bid openings scheduled for the next trustees meeting. The manager was reminded by the board that Rural Development required the district to solicit bids from at least three qualified contractors.
6. The manager informed the board that the Verizon project was moving forward even though the town of Boothbay has not been contacted. An environmental impact statement was reported to be being prepared and the district was expecting a visit from the Verizon sub-contractor doing this job. The district expected Verizon to be on-site within a week or two.
7. The manager reported the district released a public notice of “temporary fluoridation suspension” in the *Boothbay Register* to be published 27 July 2007. This action was taken to

comply with state of Maine law. The conversion from hydrofluorosilicic acid to sodium fluoride was on-going.

8. The AM reported GIS was moving forward. A matrix was being developed to add the next layer to the system which included a total inventory of the districts valves. The AM reported the project was moving along smoothly.
9. The AM informed the board the conversion to the new accounting software was still in process. The old and new billing software was running in tandem with the new system still being evaluated. Training for accounts receivable was on-going on a bi-weekly basis and was being met with mixed reviews. The AM indicated to the board that he was assuring the proper training and support was being provided by the contractor.
10. The board queried the AM concerning the *2007 Budget Report* provided to the board on 10 July 2007 and reviewed between meetings. The AM answered all questions and reported the overall financial picture for the district was good. District expenses and revenues seemed to be tracking within acceptable parameters.
11. The manager reported he met with Ms. Carol Hamm on 18 July 2007 and later with Mr. Aldan Jordan, concerning water deficiencies at Red Hawk Reach in Boothbay Harbor. A cost estimate of \$58,000 was provided to run seasonal water to the development at the request of Ms. Hamm. The manager told both parties that seasonal and year-round water service was feasible to be run into the subdivision and would be available to answer any further requests.
12. The manager reported the 11 Storage Way property had been sold to Ms. Jessica Stover and Mr. David Barter on 13 July 2007. After paying Pottle Realty Group for their services the district realized \$158,000.00 Trustee Curtis motioned the proceeds be reinvested into the district's MBIA land acquisition account.
Curtis motioned, Trustee MacPhee second, vote: unanimous
13. The manager reported the Adams Pond Road Culvert project jointly being undertaken with the town of Boothbay, was still on track. Construction was reported to begin 13 August 2007. The manager also reported he had met with Eastwood Contracting and authorized use of district land for staging. Adams Pond Road would be shut-down during construction that was expected to last until September.
14. It was reported that Mr. Paul Jarkiewicz visited the district on 20 July 2007 to update the manager on the Dora Highlands subdivision. The manager relayed the project had funding problems but construction had begun again and Pottle Realty Group is handling the sales and marketing. Mr. Jarkiewicz informed the district that he was no longer affiliated with the project. The manager reported to the board that there remained punch list items with the newly installed main and would report to the board if this became a further issue.
15. The manager presented the board with PUC CAD No. 2007-22631, a decision from the Public Utilities Commission stemming from a complaint made by Ms. Lisa Stover, 6 South 453, Millcreek Court, Naperville, Illinois which contested the district billing her for \$3,103.98 for water due to faulty plumbing in one of her rental properties in Boothbay Harbor. It was reported the PUC found in favor of the district and that the district was entitled to compensation of the full amount owed. The manager reported a payment arrangement with favorable terms to Ms. Stover had been offered to resolve this matter.
16. The meeting was adjourned at 1500 hr.
Trustee Carter motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegler,
Manager