

10 July 2008

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 24 JUNE 2008**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Jon Ziegler, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Hank Farrah C.P.A., Runyon Kersteen and Oullette; and Ms. Sue Mello, Boothbay Register. Absent: Trustee Marston, Trustee Carter (Clerk).

1. The minutes of the 10 June April 2008 trustees meeting were approved with revisions.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
2. Warrants 34, 35 & 36 were approved.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
3. Trustee Pinkham recognized Mr. Farrah who presented the 2007 audit report. Audit was presented with an unqualified opinion. Due to new accounting standards, the auditor suggests the District add another layer of accountability in having the Manager review Billing and Deposit daily entries on a daily or weekly basis. These new standards change some findings from a *Reportable Condition* definition to be now called *Material Weakness* and also change what was a *Management Letter Comment* to now be called a *Reportable Condition*. The manager was instructed by the board to implement changes.
4. After careful review of qualifications and references, the board awarded the East Boothbay Standpipe Demolition project to All Industrial Services, Youngstown, Ohio for \$13,394.00 to be completed within 90-days.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
5. The manager presented a plan for rehabilitation of the Adams Pond Dam. The rehabilitation would be completed in 2008 when the water level was at its lowest point and by construction a steel reinforced concrete face, approximately two-feet thick directly to the existing dam. The manager explained that this would be considered maintenance and would require less permitting than constructing a new dam. The manager explained that the reconstruction would require no change in water level and a waterproof barrier would have to be installed between the old dam and the repairs. The board instructed the manager to proceed.
6. The manager reported the Southport flows appear to be normal.
7. The manager presented the trustees with a cost/benefit analysis proposing the conversion of the current anhydrous ammonia system to ammonium sulfate. The manager reported the trial had gone better than expected. The board reviewed the material and approved the expenditure for the conversion provided the next round of disinfection by-products testing show no significant increases.

8. The manager reported the Knickerbocker pump station was activated 18 June 2008 and working well.
9. The manager reported the Knickerbocker Waterline survey to be in-process.
10. The manager reported the distribution crew was short-handed. The next scaled up project was completion of the water conservation project at the cemetery.
11. The board tabled discussion on the Jordan matter until such time as Mr. Jordan could be present. The manager was instructed to invite Mr. Jordan to the 8 July 2008 meeting.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
12. The manager reported the district was still gathering data for the 1 September request by the Maine Department of Environmental Protection for compliance with the In-Stream Flow Rule.
13. The manager reported he was still waiting for grant notification on the community development block grant (CDBG). The manager reported the town of Boothbay Harbor had now completed all of the necessary submissions. The state revolving fund (SRF) loan will be sent in front of the Bond Bank board for authorization on 16 July 2008. The manager reported he and the AM may attend the proceedings in-case of any last minute questions.
14. The manager reported the Linekin Bay Resort had been approved by the Boothbay Harbor planning board with revisions. The manager reminded the board that the application for water service to this project remained in process and was moving in a parallel process to the town's approvals.
15. The manager reported the master plan request for proposal was to be advertised in the Maine Sunday Telegram, 29 June 2008 per state requirements.
16. The manager reported he would be sending district personnel to meet with landowners to discuss the availability of an easement for the Montgomery Road main extension. Nothing had been accomplished to that point.
17. The board accepted a 20-foot main extension provided to the district by Mr. Richard Moribale at the southern end of Mathews Road in Boothbay as recommended by the manager.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
18. The board voted to go into executive session pursuant to MRSA Title 1, Chapter 13, §405, 6 (E) & (F) at 1450 hr.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
19. The board came out of executive session at 1500
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
20. The meeting was adjourned at 1501 hr
Trustee MacPhee motioned, Trustee Curtis, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler,
Manager