

13 November 2003

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MINUTES FOR BOOTHBAY REGION WATER DISTRICT MEETING 28 OCTOBER
2003

**MINUTES FOR 28 OCTOBER 2003 BOOTHBAY REGION WATER DISTRICT BOARD
OF TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee (Chair) Irving, Trustee Pinkham (Vice Chair), Trustee Crawford, Trustee Curtis, Trustee McNelis, Administrative Manager Bob Raudenbush, Manager Jon "Ziggy" Ziegler. Guests: William Brown, President, Wright-Pierce Absent:

1. Trustee Irving called the meeting to order at 1400 hr.
2. The minutes of the 14 October 2003 meeting were approved with changes to paragraph 9 as recommended by Trustee Curtis
Trustee Curtis motioned, Trustee McNelis second, vote: unanimous
3. The Board approved warrants 60, 61 & 62
Trustee McNelis motioned, Trustee Pinkham second, vote: unanimous
4. The Board recognized Mr. William Brown, President, Wright-Pierce, to discuss relational issues between the District and Wright Pierce, for Mr. Brown to listen to concerns and to ascertain if the relationship between the two entities can be maintained in the future. Mr. Brown stated he had come to listen to the concerns of the Board and explain any actions Wright Pierce had taken in the past. Trustee Curtis opened that he believed there were inconsistencies with billing and he had noticed a gradual increase in percentage cost of project, by Wright Pierce, during and since the construction of the Treatment Plant. Mr. Brown responded with an explanation of cost versus quality, maintaining his assertion that the rates of Wright Pierce are in line with industry standards and the quality of the work provided is good. Also, the District maintained the engineering costs for the Fluoride project were excessive. After joint review a billing error was discovered which put the engineering costs for that project back to acceptable levels. As a precaution Wright Pierce agreed to send the District monthly summaries of billing so that the District could cross-reference each with the particular project (Fluoride, Kenniston Hill, Knickerbocker Intake or general services). After lengthy conversation, the Board decided to maintain a relationship with Wright Pierce for engineering services.
5. The Manager reported the Boothbay Region Elementary School 5th Grade would be visiting the facility, October 29,2003, being given a detailed presentation of water treatment by the Chief Treatment Plant Operator, including a PowerPoint® presentation, and touring the facility. Preparations for the visit were reported complete.
6. The Manager presented a case to clear up chain-of-command issues with the organization. The Manager reported in his absence there was no one left in-charge or final authority. The Manager proposed the Administrative Manager (AM) be left in charge in his absence with the

same authority as the Manager during that time. The Board agreed and instructed the Manager to reconfigure the AM's work agreement and job description and include a stipend for time in-charge.

Trustee Curtis motioned, Trustee McNelis second, vote: unanimous

7. The Board reviewed Draft 2 of the revised Boothbay Region Policies and Procedures for approval. The Manager went through comment-by-comment and explained the changes made to the document. The Board of Trustees with an effective date of 28 October 2003 accepted the revised copy.
Trustee Curtis motioned, Trustee Pinkham second, vote: unanimous
8. The Manager reported the Kenniston Hill Standpipe/East Boothbay Interconnection project was moving along. It was reported the closing for the Kenniston Hill property had been postponed due to a late request by JJR Associates concerning issues with the access road and utility right-of-way. The Manager reported he had been in contact with Carl R. Griffin, Esq. who had written a letter to JJR Associates attorney requesting this issue be resolved or the District would exercise its eminent domain rights. The Manager then requested if the Board wished him to sign the Phase II contract with Wright-Pierce for \$123,000.00. The Board approved the contract.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous
9. The Manager reported the Fluoridation Project was nearing completion with only punch list items remaining. It was also reported that no fluoride could be taken on until the contractor completed labeling the equipment, per Department of Environmental Protection (DEP) regulations. In the District's favor, the final payment of \$63,000.00 +/- was being held in reserve until the punch list was complete.
10. The Knickerbocker Intake project was next discussed. It was reported the District had received the completed submerged land permit application from Wright Pierce and would be sending that and \$100.00 to the State for consideration. Additionally, Mr. Alden Turner, Rural Development had contacted the AM and stated the proposed grant funding was no longer available due to changes in USDA rules. The Manager reported he had contacted Mr. Steve Levy, Maine Rural Water Association to ascertain if an income survey would help acquire grant money or if he had other suggestions. No other information was available at that time.
11. The Board reopened the Manager's request for a \$25.00/test assessment to services requiring testable backflow prevention devices. As requested, a list of services was presented to the Board of customers requiring testable devices. The Manager reported the Cross-Connection Control Program required 0.8 full time equivalents (FTE), a vehicle, data tracking, training and testing equipment. Currently the ratepayers fund the program. The Manager stated this would be an effective way to defray some of the costs to maintain the program. Trustee McNelis reported that the Kennebunk, Kennebunkport and Wells Water District currently charges for this service and the cost to be reasonable. The Board adopted the policy effective 1 January 2004.
Trustee Curtis motioned, Trustee Crawford second, vote: unanimous
12. The Manager reported the seasonal shutdown was proceeding on schedule and smoothly.
13. The Manager reported the Public Utility Commission (PUC) tariff request (freeze determinations), submitted in March 2003, and was still with the PUC. He went on to report

- he had filed a complaint with the PUC because of the lack of attention to this matter. Completion was promised by 7 November 2003.
14. The Board instructed the Manager to pursue termination with CC-Net for breach of contract. The Manager was instructed to notify the towns of Boothbay and Boothbay Harbor after a letter had been generated by the District's attorney terminating the contract.
 15. The water resources were reported to be adequate.
 16. The Board rescheduled the next meeting to 13 November 2003 at 1400 hr.
 17. The Board went into Executive Session at 1550 hour.
 18. The Board came out of Executive Session at 1610 hour and adjourned at 1611 hr
Trustee Pinkham motioned, Trustee Cranford second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager