

24 April 2012

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 APRIL 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee Marston, At-Large, (Treasurer); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Carter, Boothbay, (Clerk); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: Gerald "Gerry" Gamage, Water Commissioner, Southport Water System. Absent: None

1. The minutes of the 27 March 2012 trustees meeting were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
2. Warrants 18, 19 & 20 were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
3. The manager reported on the **Financials**. The turnover of financial responsibilities including bank reconciliation, accounts payable and general ledger to Osman Page (OP) was proceeding far better than expected. The district was reported to complete its first payroll the following day. The manager stated that if all goes well that will be the first of the AM's duties turned over. OP was still working on reconstructing the general ledger and was awaiting the adjusted balances from 2011 which the auditor was working on. The manager went on to explain that OP was now receiving and processing all of the accounts payable information (i.e. invoices) and were preparing all of the checks for payment. The current warrant, found to be complete by the trustees, was the first warrant assembled by OP. The manager informed the board that all of the computers in administration had been "hot linked" to the district's books at OP which were continually updated and reconciled every hour. The manager stated that he could download bank reconciliation, budget reports, current vendor lists and balance sheets on demand, a goal previously unattainable. The manager stated that he would be providing financial reports as soon as the books were squared up on a monthly basis. OP estimates the total turnover would be in early May.
4. The manager reported on **Safety** matters. There were no accidents or safety incidents in the previous period. The manager also reported that on 16 May 2012 the Safety Program & the HAZMAT Program would be put into the treatment division with the AM being relieved of his duties. The manager reported that the AM was instructed to assist the treatment division during the transition but the treatment division was a natural fit for this program. .

The manager then reported that the following licenses had been earned:

Weston Alley earned his Class II Distribution License and his Class I Treatment License while Matt Wade earned both his Class II Treatment and Distribution License.

5. The manager provided the board with a report on **Treatment Plant Operations** which were progressing very well. The Chief Treatment Plant Operator was taking a week of well deserved rest. On 4 April 2012 the vertical turbine for FWP1 was reinstalled by Layne Christiansen. The pump had been reworked and was now in very good condition. The manager showed the trustees the component that had worn out. Trustee Carter questioned the value and validity of the Layne Christensen bill stating the labor costs appeared high. The manager reported that a pump test had been completed on the pump and it was working to normal parameters.

The manager further alerted the board that on 6 April 2012 the district began two-filter operations due to seasonal start-up. Adams Pond remains at 228,000,000 gallons usable with very little waste; much lower than normal.

6. The manager reported on **Distribution Division** activities. Seasonal turn-on had begun. The manager reported that to-date all of the mains, with the exception of BarTERS Island, were flushed; disinfected, flushed and bacteriological tests had been taken. On 5 April 2012 all of the bacteriological samples came back from the Maine Water Company, reporting no contamination present with the meters going out steadily since then. The manager estimated the process stood at about 45% complete with the majority of the seasonal system up and running by Patriots Day weekend.

The manager stated that BarTERS Island would not be charged until 13 April 2012 at the earliest. The reason given for this delay was that the channel crossing feeding BarTERS Island had to be replaced by Fuller Marine Services. The manager stated that at present BarTERS Island was cut off and there was no way to initiate service to the island. Once the new crossing was in-place, the BarTERS Island system would require the flushing and disinfection process which would take 24 hours at a minimum. The manager concluded that BarTERS Island would be up and running by 18 April 2012 for which the manager reminded the board was still two weeks ahead of schedule.

Trustee's MacPhee and Marston began a debate as to the adjustment of the seasonal shutdown date, noting the date for 2012 was 11 October 2012. The board invited Commissioner Gamage to discuss the matter in that Southport has longer season. After much discussion the board tabled further action until the next meeting and the manager was instructed to provide meteorological data as part of a previously compiled report concerning this topic.

7. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. On 28 March the manager reported that he had been invited to give the presentation to the Boothbay harbor Lion's Club. The talk went very well with many questions. Trustees Reed and Pinkham, who had been present at the presentation, echoed the manager's assessment saying it was well received and allowed to go on much longer than previous presentations.
8. The manager reported he had to suspend the **GIS Upgrade** until 2013 because of funding issues surrounding the need to hire OP for financial management services, a much higher priority item. The board concurred with the manager's assessment.

9. The manager reported on the **SCADA Upgrade** stating that Electrical Installations Incorporated (EII) has fine tuning the system on a weekly basis, addressing any problems that were noted during the week by the operators. The new system seemed to be operating very well with the project moving towards completion. When asked if the “fine tuning” was normal the manager replied that it was. The manager stated however that there still remained three controllers requiring special code that needed to be switched over, which were still several weeks away from fruition. Additionally the entire package was still not accepted until all of the bugs had been worked out, a process the manager estimated would take “a month or two”.
10. The manager informed the board that he and Mr. Chaousis, town manager of Boothbay, had yet to sit down and discuss the agreement for **Watershed Protection Ordinance**, but hoped to within the next week or so.
11. The manager reported that his duties on the Board of Directors for the **Maine Water Utilities Association (MWUA)** required him to attend the New England Water Works Association (NEWWA) Conference the previous week in Worcester, Massachusetts and would require him to be in Lincoln, Maine on 12 April 2012 to preside over the bi-monthly meeting. Trustee Pinkham brought up the discussion concerning Boothbay Region hosting the October bi-monthly meeting. The manager informed the board that the Spruce Point Inn was too expensive. The manager was tasked with finding another suitable location and was given multiple leads to go on from the trustees.
12. The manager reported on the status of the **Audit and Public Utilities Commission (PUC) Report** stating he was currently working through the management letter for the audit and answering the findings. As soon as that was complete the audit would be reviewed and ready for printing. The manager stated that he was waiting for the final PUC Report having submitted the district’s data the previous day.
13. The manager informed the board as to the status of the **Natural Resources Protection Act (NRPA) Study** required in 2012 for the Knickerbocker Lake withdrawal permit. The manager reported that he had been in talks with Stockwell Environmental (Lauren Stockwell) for the five-year Knickerbocker Lake monitoring study and was having a hard time narrowing down the scope because of rather vague language in the permit. He and Ms. Stockwell were looking to get a meeting as soon as possible with Mr. Mark Margerum, Maine Department of Environmental Protection (DEP) to clearly define the scope of work. After this meeting it was his hope that Ms. Stockwell could hone in her cost estimate for which the manager still believed would be under budget.
14. The board next took up the topic of the **Emergency Operations Center (EOC)** being moved to the district offices. The town of Boothbay Harbor had requested that the EOC be moved to the district office in lieu of the Boothbay Harbor town garage because of security concerns. This was brought to the manager’s attention the previous day in a face-to-face meeting with Mr. Tom Woodin, Town Manager; Mr. Jody Lewis, Public Works Director and Ms. Julia Latter, Finance Director. The manager stated to the board that he was ok with the idea because the district met the criteria for the operation of the EOC. Trustee’s Carter and MacPhee had security concerns and questions that the manager could not answer. Additionally Commissioner Gamage had questions as to the efficacy of locating the EOC at the plant. Opinions amongst the board were divided. The manager was instructed to have the regions Emergency Management Agency (EMA) director available for the next meeting. The board tabled any further action until such time as the EMA director could testify.

15. The manager reported a warranty defect brought to his attention by the public works director of Boothbay Harbor concerning paving on **Commercial Street**. Observed within the paving were areas of “spawling”, mostly in the southbound lane. The manager stated the concern of the town was very legitimate and that he had brought the matter to Mr. Jim Lord P.E., Dirigo Engineering who dispatched Mr. Allan Knowles, Field Inspector, Dirigo Engineering who had viewed the site earlier that day, officially recording the problem. It was Mr. Knowles estimation that there had been a problem with the top coat mix. Dirigo Engineering was in the process of contacting Nitram Construction and Mariner Paving to schedule a meeting in the very near future. Trustee Carter inquired that if the fix is not completed by the time the warranty expires would the district be responsible. The manager stated that Mr. Knowles had informed him earlier that day that would not be the case and that, in fact, once the remedy was agreed to and executed, that work would be warranty for an additional year. Chairman Pinkham instructed the manager to keep the board posted.

16. The manager next reported on the success he had had earlier that week with regard to the **Consumer Confidence Report (CCR)**. The manager presented the board with a letter from the Maine Department of Health and Human Services granting the district a waiver from having to mail directly CCR’s to each customer. The manager stated that this would be a significant savings. Instead of having to mail direct the district would have to post the CCR in an issue of the *Boothbay Register* and *Lincoln County News*. The board immediately recognized the opportunity in that this could be a very convenient mode to move forward the merger and showcase the district. The manager stated that this would be required to run in June. The waiver was granted to the BRWD because of its size, excellent operations record and water quality.

17. Trustee MacPhee brought to the manager’s attention his concern for the repaving for several patches in Route 27 as not being acceptable for district work. The board concurred with Trustee MacPhee’s concern. The manager stated that he was unaware that it was a problem but at the board’s direction he would investigate and would remedy the situation.

18. The meeting was adjourned at 2014 hr.
Trustee Reed motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager