

13 March 2012

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 28
FEBRUARY 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: None. Absent: None.

1. The minutes of the 14 February 2012 trustees meeting were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
2. Warrants 8, 9, 10 & 11 were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
3. The manager provided the board with a status report for the **East Boothbay Water Main Replacement Project**. According to attorney Hole, the contract documents for the agreement had been sent to the Surety for signature. The district was now awaiting a date for the final pay request meeting.
4. The manager had nothing new to report concerning the **Bigelow Laboratories** project
5. The manager reported on **Safety** matters. The manager provided the board with a proposal from New England Water and Waste Water Training Associates (NEWWTA) outlining operator training for certification exams. Beginning 22 February 2012, and continuing on for the next five Wednesdays, personnel taking licensing exams would be attending training. The class II licensing test review was scheduled to be held from 0800 hr to 1100 hr. with the class III/IV review being held from 1200 hr. to 1500hr. There were no lost work accidents nor any safety violations within the previous period,
6. The manager provided the board with a report on **Treatment Plant Operations**. Winter operations continue and the new laboratory was working out better than expected. The manager updated the board as to the status of Filter Unit #1 which had been repainted at the air/water interface and was now back in service. Currently, it was reported that the crew was completing a cleaning and organization effort. The manager concluded that the plant never looked more organized and cleaner.

The manager reported that Layne-Christensen Company (LC) had been on-site to survey the Finish Water Pump #1 vertical turbine removal. The LC crew was currently in Orono and would be at the district the week of 5 March 2012. Once the vertical turbine was extracted from the clearwell, depending on the deficiency found, the reinstallation date was undetermined. Trustee Reed inquired as to the vulnerability for which the manager replied there was very little choice but to run on one pump, but the demand remained low, lessening the chance for issues. The manager stated that the vertical turbine would, in all likelihood need to be sent to the LC Massachusetts plant for repair

Production remains at historical low levels and Adams Pond remains 100% full to winter level (215,000,000 gallons usable)

7. The manager reported on **Distribution Division** activities. Winter operations continue. The meter change out program continued to meet objectives. The meter failure rate was reported to be approximately 20%. The garage area project, including: new bench, removal and change of location of archival items, installation of new metal bench, new peg board installation and detailed organization/cleaning, was reported complete.

On 24 and 25 February 2012 district personnel corrected a leak adjacent to the high school under Route 27. The leak was the culmination of a two-fold problem. First the water main apparently had been removed and relocated in 1994, in which the then Boothbay Harbor Water System allowed the installation of a sewer line, under the existing water main; most likely to avoid ledge. The existing water main was also elevated by the use of several 45 degree fittings, reducing its water carrying efficiency, adding several weak points within the system. The main was now too shallow.

The second problem encountered was the cause of the leak. The leak occurred on a mechanical joint which exhibited complete degradation of a mechanical grip ring. The appurtenance was installed in 1994. The manager concluded that the reason for the degradation was galvanic corrosion; corrosion caused when electrons are robbed from steel because of an electrical current. Apparently at the connection where the failure occurred, and electronic bridge had formed where electrical current, most likely from an illegal neutral wire somewhere in the system.

The manager went on to expound on the Maine Electrical Code which still calls for electricians to connect to the public water system for grounding. The manager called this practice "*completely stupid*" policy. The manager provided the board, the model of a home that has a high density polyethylene (HDPE) service line. If an electrician were to ground the home to this line the home would effectively not be grounded, exposing the home to the potential of fire. The manager concluded that this practice "*is the result of laziness on the part of an electrician, unwilling to drive in grounding rods as required by code*". The manager reminded the board that this situation is not uncommon within the system.

8. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. The manager reported that on 15 February 2012 the committee met. The Southport contingent had a problem with language in the bill that excluded municipal officials from serving as trustees. As a result of considerable debate the committee voted to eliminate that prohibition as long as any individual runs separately for the water trustee position, allowing for competition. The manager provided the board with a change in the draft bill, LD-1834 *An Act to Amend the Boothbay Region Water District Charter* which was released the previous day. The manager explained that the amendment did not make it in time to the Reviser so it was not included. The manager stated that he had discussed the matter with Kirstin Hebert who assured him that this was not uncommon and the revision presented to the board would be included during the public hearing in-front the Utilities and Energy committee.

Chairman Pinkham reported that the previous night he and the manager had addressed the Boothbay Harbor Selectmen who approved support of LD 1834. The manager reported that he would be meeting with the Boothbay Harbor town manager to secure a letter of the boards support.

9. The manager reported on the status of the **GIS Upgrade**. Work was ongoing. The manager provided the board with an executed contract with Wright-Pierce for \$34,400.00 to develop the system for the district.
10. The manager had no new news concerning the **SCADA Upgrade**. The manager reported that the district had had problems securing the main drive computer from Burgess Computers, but had finally arrived the previous week. Electrical Installations Inc. (EII) had fabricated the new logic panel and which was installed that day. The manager reported that he had been assured that the installation would commence within the next two weeks.
11. The manager reported that Mr. Mike Hills had begun 27 February 2012 as the district's newest utilities technician. The manager stated that he would be bringing him by at a future meeting for a meet and greet.
12. The AM provided the board with a demonstration of the **Video Conferencing Center**. Trustee Marston was issued a laptop for his extended stay in Florida and a dry run was successful during the meeting.
13. The manager informed the board that payroll had been completed improperly during 2011 assessing too much federal tax from employees pay and understating FICA. The manager alerted the board that earlier that day he had contracted with Osman and Page to recalculate, and reissue the W2C's to all employees as well as recalculate the amount of FICA tax underpaid by the district and settle those accounts, on each employee's behalf, with the federal government. In addition, the contract allowed five hours per month of consulting services for the district. The cost of the contract was \$9,600.00.
14. The manager reported that the audit of the 2011 finances had begun.
15. The meeting was adjourned at 1956 hr.
Trustee Reed motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager