

27 March 2012

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13  
MARCH 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 Ziegra, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: None.

1. The minutes of the 28 February 2012 trustees meeting were approved.  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*
2. Warrants 12, 13 & 14 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**. On 9 March 2012 Trustee Pinkham signed pay request #19 insuring the district reimbursement of \$31,466.00 from Whorff's retainage. The manager informed the board that the contract, now complete took 833 days.
4. The manager had nothing new to report concerning the **Bigelow Laboratories** project
5. The manager reported on **Safety** matters. No injuries or violations with set polices were reported for the previous reporting period. The manager added that employee operator certification for Class II, III, IV licensing continued.
6. The manager provided the board with a report on **Treatment Plant Operations**. Winter operations were reported to be continuing. The manager reported that Layne Christensen was on-site 8 & 9 March 2012 and extracted the vertical turbine for Finish water Pump #1 (FWP1). The on-site inspection showed no obvious deficiencies so the pump was packed and sent to Massachusetts for testing and possible rebuild. The board was made aware that the current status meant the district only had one operational finish water pump.

The manager stated that this year "was starting eerily like 2001" which was a year of record drought. The flood gate on the Adams Pond Dam was reported to be closed in an effort to maximize capture of spring runoff. The winter runoff is very low and the manager explained that he was taking the "conservative approach". As reported, Adams Pond contained about 215,000,000 gallons of usable water. By closing the flood gate, with normal rainfall, the goal was to impound 232,000,000 gallons of storage before the start of the tourist season.

7. The manager reported on **Distribution Division** activities. The meter change out program continued to meet objectives, recording a meter failure rate of approximately 20%. The distribution crew had made the shift from winter ops to pre-season activities. The seasonal system has been thoroughly toured and repairs were reported to be underway. The installation of seasonal “Blow offs” had begun with the manager expecting expect between 20 and 30 installed before seasonal turn-on. The consensus is that if the weather holds the meter installation will be able to occur the second week of April. The board instructed the manager to keep them posted.
8. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. On 5 March 2012 the Utilities, Energy and Technology (UET) Committee heard testimony on LD 1834 *An Act to Amend the Boothbay Region Water District Charter* and promptly held the required workshop directly after the hearing. The bill was passed “ought to pass” with the following amendment. Instead of one vote there will be two ballot questions. The first question will ask if Southport should join the district with the second question asking if municipal officers should be allowed to be trustees. There is a meeting at the Southport Town Hall on 21 March 2012 where the manager will deliver the first PowerPoint presentation on the merger. According to the manager, the PowerPoint was about 60% complete and would be completed in time. The manager provided the board with a copy of his testimony.
9. The manager reported on the status of the **GIS Upgrade** The manager reported that this project was on-hold temporarily.
10. The manager had no new news concerning the **SCADA Upgrade**. The manager reported that the project was in full swing with a target date for switch over of 19 March 2012.
11. The manager reported that Osman Page was working through the payroll issue and would be issuing the W2C forms promptly.
12. The meeting was adjourned at 1928 hr.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager