

22 May 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 MAY 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Marston, At-Large, (Treasurer); Trustee Carter, Boothbay, (Clerk); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager. Guest: Mr. Jim Chaousis, Town Manager, Boothbay; Mike Hills, Utilities Technician. Absent: Bob Raudenbush, Administrative Manager (AM).

1. The manager reported to the board the following election results as verified from the town clerks of Boothbay and Boothbay Harbor and declared Mr. Ken Marston the winner of the At-Large Trustee position for the term beginning 8 May 2012 to April 2015.

2012 AT-LARGE TRUSTEE ELECTION RESULTS

<u>Municipality</u>	<u>Ken Marston</u>	<u>Adam Macy</u>
Boothbay Harbor, 4 May 2012	162	60
Boothbay, 7 May 2012	233	39
TOTAL	395	99

2. The board elected the following district officers for 2012-2013:
Trustee MacPhee motioned, Trustee Reed second, vote unanimous.

<u>Officer Position</u>	<u>Trustee</u>	<u>Town Representing</u>
Chairman	Harry Pinkham	Boothbay Harbor
Vice-Chairman	Bernard "Skip" MacPhee	Boothbay
Treasurer	Ken Marston	At-Large
Clerk	Mark Carter	Boothbay

3. The minutes of the 24 April 2012 trustees meeting were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
4. The board approved the manager's request to report Payroll and Transaction Reporting on a trial basis and offer suggestions for improving and streamlining the reporting process.
5. The **Payroll** for 24 April 2012 and 1 May 2012 were approved with comment and suggestion.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
6. The **Transactions** for the period of 23 April 2012 through 4 May 2012
Trustee Marston motioned, Trustee Reed second, vote: unanimous
7. The manager introduced the district's newest employee, Mike Hills, to the board, explained the chain-of-command and the relationship of the board, to whom they represent and how they influence the direction the district takes. The board welcomed Mr. Hills to the district.
8. The board next took on the topic of enforcement of the **Watershed Protection Ordinance**, with Chairman Pinkham recognizing Mr. Jim Chaousis. Mr. Chaousis described work that had

been completed between him and the manager discussing the agreement. Both trustees MacPhee and Marston echoed that discussion of this matter be moved to a workshop setting due to the volume of questions and concerns each had. A workshop was scheduled between the board, manager, Mr. Chaousis and other relevant town of Boothbay officials for 0900 hr., 24 May 2012.

9. The manager reported as to the status of the request by the town of Boothbay Harbor to move the **Emergency Operations Center (EOC)** to district property. The manager stated that after interviewing the regional emergency response coordinator the request for relocating the EOC to the district was being withdrawn.
10. The manager reported on the **Financial Turnover**. The manager first described the new payroll system and how it was working thus far. The payroll was now being completed off-site and was found to be extremely accurate. Additionally all of the timing obligations required as part of the union contract was being met, including paper checks for two employees.

The manager next commented on the transaction reports and the procedure for processing invoices. Each non-payroll transaction request the trustees would be presented would begin the Monday before the previous meeting and accrued until the Friday prior to the next meeting. During that time period the manager explained that any invoices received would be sent to Osman Page electronically, archived, a payment check cut and debited on the district's account. At 0800 hr. on the day of a trustee meeting the manager would meet with OP and review the entire transaction report, accept the checks and include the check stubs with the transaction report for trustee review. The final review would then be as always, completed by the trustees. The manager reported that this procedure, from an auditing perspective, was far superior to that of the process previously provided.

11. The manager reported on **Safety and Training**. There were no accidents or safety incidents that occurred within the previous period. The turnover of Safety program, as well as Emergency Response requirements was still on-track to move from the AM to the Treatment Division beginning 16 May 2012. The manager added that once the transition was complete the AM would no longer have any responsibilities in this area freeing him for special projects, be on an as needed basis and/or assist in turnovers.
12. The manager reported on **Treatment Plant Operations** stating that operations were progressing well. The newly overhauled vertical turbine (VT) was operating without flaw. The manager provided the board with a report from Layne Christensen regarding the existing Raw Water VT's. Trustee MacPhee pointed out inherent flaws with the methodology and procedure employed by Layne-Christiansen making the raw water VT's look like they were operating substandard. The manager concurred and stated that on the surface, the pump efficiency curves looked terrible and that he had brought the matter to the attention of Dirigo Engineering who confirmed by attached e-mail, that the report was not as big a problem as it appeared. That said, the manager reported that he was going to have Dirigo Engineering evaluate the raw water VT's anyway using more technical, accurate and intrinsic methods.

The manager then described an incident that had occurred 29 April 2012 in which the chief treatment plant operator observed Raw Water #1 motor making unusual noises. It was taken out of service and inspected by Stultz Electric. No deficiencies were noted. The manager stated that it may have been a simple "hiccup" or that there may be a dead spot in the motor. Trustee Reed questioned if the pump could be inducting significant materials causing problems. The manager stated that it was possible but at that time had no indication that

there was anything large in the raw water wet-well because the inspection of the intake within the previous six-months indicated no breaches.

The manager concluded his report by stating that this motor was approaching twenty years of service and even though rated to surpass this lifespan, was now considered a “run to failure” item. The district would still maintain a high degree of preventive care for the pump motor but it was going to stay in service until non-operational and then replaced.

13. The manager provided the board with an update on **Distribution Division Operations**. The manager reported that on 27 April I treated the crew to lunch partly because to the very fine turn on effort for seasonal turn-on and to review the Drinking Water Program boil water order guidance document.

The manager stated that starting that day Matt Wade and Mike Hills had begun a four-day course for cross-connection control testing. The course was being held at the Brunswick Topsham Water District office in Topsham. It was expected that these technicians would become certified allowing the cross-connection control program to become just a work order process, freeing Scott Campbell to concentrate on safety program and emergency response. The manager also informed the trustees that the remaining utilities technician was slated for the next available class to fully compliment the distribution staff.

14. The manager stated that he was arranging a meeting with Maine Public Utilities Commission staff to begin pulling all of the needed materials together to submit in the event of a merger with the **Southport Water System**. The manager reported everything to be on-track and was reviewing all of the materials needed for the election in November.
15. The **SCADA Upgrade** was next discussed. The manager reported that the punch list was continuing to shrink by the week. The pH and aluminum sulfate controllers were in the process of being digitized and brought into the computer which was the most technical final analog aspects that needed to be converted to digital. The manager reported that on 7 May 2012 he met with Burgess Computers and begun the process of developing a VPN network for remote access. This news was followed by discussion amongst the board of various security issues and data storage options. The manager was instructed to update the board on a periodic basis as to progress.
16. The manager provided the board with a brief update as to his **Maine Water Utilities Association (MWUA) Board** activities. On 11 May 2012 the manager was slated to meet with Governor LaPage’s staff to discuss funding to the state revolving fund (SRF) match needed to access \$25,000,000 in federal funds. Additionally the manager reported that a location had tentatively been located for the October bi-monthly meeting that was to be held in Boothbay Harbor.
17. The manager reported on the status of the **2011 PUC Report and the 2011 Audit**. The management letter had been completed with a detailed narrative explaining details revolving around cursory findings of the audit. The manager expected the draft audit to be released by the next trustees meeting. The PUC Report was completed and submitted the previous week to the PUC and was available on the PUC website for inspection.
18. The manager reported that Stockwell Environmental Services had located all of the transect sites necessary to begin the environmental report for the **Knickerbocker Lake NRPA Report** due in December. The project was said to be on-track.

19. The manager reported that the corrective action for the **Commercial Street Warranty Issue** had been agreed to by all parties and was set to be completed by Memorial Day.
20. The board picked up discussion on **Seasonal Service Shutdown**. As directed, the manager provided the board with meteorological data for freezing in October. A discussion of acceptable risk ensued with the manager tasked with looking into additional insurance to be added to the district's portfolio to protect the district from catastrophic loss due to freezing. The manager stated he would work on that he would investigate. The board stated that it was strongly considering the methodology adopted by Southport to be used with or without a merger. No official action was taken.
21. The meeting was adjourned at 2017 hr.
Trustee Reed motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager