

28 August 2012

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 AUGUST 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 Reed, Boothbay Harbor; Jon Ziegler, Manager. Guest: None. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 24 July 2012 trustees meeting were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
2. The **Payroll** for 24 July 2012, 31 July 2012 and 7 August 2012 were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
3. The **Transactions** for the period of 23 July 2012 through 10 August 2012 were approved.  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*
4. The manager provided the board with a brief **Financial Update** stating all looked very good thus far but cautioned the trustees that the manager was inexperienced as to the annual ebb and flow of cash flow. The manager then informed the trustees that the sweep account was very cash heavy but he had no intention of depositing money in any of the cash accounts the district had until after the fall bond payments. In discussions with Osman Page (OP) the manager relayed that all appeared to be very healthy. On a separate note the manager informed the board that at the next meeting they would be receiving a report on financial status as of July. The manager concluded in that he explained that during the third quarter he would be meeting with OP and updating the construction of the annual budget, revamping the accounting line items which appeared to be largely extraneous, out of date and in need of review.
5. The manager next reported on the district's **Watershed Protection** program. The manager provided the board with a monthly report from the town of Boothbay listing the most recent building permits issued by the town of Boothbay code enforcement division within the watersheds of Adams Pond and Knickerbocker Lake. In the manager's estimation there was nothing of concern with any of the activities permitted. Additionally the "Mutt-Mitt" station for the Knickerbocker Lake public landing had been ordered and would be installed as soon as it arrived.

6. The manager next reported on **Safety and Training**. There were no injuries nor were there any safety violations to report during the previous period. New England Water and Waste Water Training Associates (NEWWTA) had made contact with the district and were now amassing all of the materials for the reassessment of the district's safety program. The manager discussed his idea of a more long-term arrangement with a training consultant to manage the district's safety program. The manager stated that it had always been a collateral duty and with the current regulatory climate, needed more specialized attention than the district could provide. The manager reassured the trustees that for all intents and purposes, the district was operating at a high level of safety compliance. What was difficult to manage was all of the "inconsequential" requirements, mostly documentation, and the arbitrary and capricious way the state enforces these rules which needed to be addressed. .
7. The manager provided the board with an update as to **Treatment Division** operations. The manager stated that demand was strong, hovering around a 1MGD average. In the manager's assessment, based on historical documentation, the district was at its annual peak usage with all indications showing a good year with regards to sales. The manager informed the board that on 31 July 2012 the district began withdrawing water from Knickerbocker Lake, continually withdrawing since then. As of 0700 hr. that morning, the district had withdrawn 11,713,800 gallons with all of the necessary notifications to the newspaper being made.

The manager then went on to describe the water quality of Knickerbocker Lake as "horrible" this year. It was described as "very turbid" and "lively". The manager reported that compared to Adams Pond, the district was consuming 49% more aluminum sulfate, 176% more sodium hydroxide and 18% more sodium bicarbonate to meet treatment parameters. Additionally clarifier run-times had to be reduced by 5% and filter run times reduced by 32%.

The manager informed the board that he would provide this information to the town to help them start correcting the land use issues surrounding Knickerbocker Lake. Concurrently the manager announced that after years of measurement it appears that ordinance changes and diligence in reporting violations to the town has begun to improve water quality in Adams Pond. A very good "compare and contrast" was developing comparing the two water sources.

8. The manager next briefed the board on **Distribution Division** activities. The manager began by explaining distribution personnel were engaged in normal summer operations with moderate job orders and repairs required. The manager reported that he was very pleased with the amount of valves that were being exercised even without the formalization of a valve exercise plan. In response to the McKown Point rock incident, two days previously the district took custody of a new diffuser that was truck mounted which allowed the district to direct water more safely, take energy out of the water discharges and allow personnel to flow hydrants at a very torrent pace. The McKown Point main was scheduled to be flushed very hard the following day, but the manager stated that no matter how intense the flushing program it will never guarantee any rocks not being discharged from hydrants.
9. The manager reported he had done nothing more with the **Cross-Connection Control Policy Change**.

10. The manager provided the board with an update on the **Southport Merger**. The manager provided a list of milestone dates provided to the district by Ms. Kirsten Hebert, Maine Rural Water Association for the questions to be put on the ballot. The manager stated that he had attended the 8 August 2012 Southport selectman's meeting and briefed the water commissioners of all effort, to-date. The manager stated the Chairman Pinkham and he would be providing a presentation to the Rotary Club the following Thursday evening and was working with Fire Chief Spofford to be on the agenda of an upcoming Boothbay Fire Department meeting to describe why the merger was a good deal for them. Lastly the manager reminded the board that he and the distribution foreman were still working on a bid package for the town of Southport so that they can bid out the Cross Road Water Main project at their leisure.
11. The manager then presented to the board the **Mt Pisgah Mixing System and Interior Recoating Project Engineering Proposals**. On 7 August 2012 the district received engineering proposals from Dirigo Engineering and Wright-Pierce Engineering for the project. The manager stated that both proposals were very good, with both firms taking the same basic approach to the project, including:
  - a. They both will not specify the coating system the manager preferred, a single coat NSF approved "green" epoxy coating, instead opting for the traditional two-part NSF approved system;
  - b. They both favored the PAX mixing system, which the manager stated was in use in Old Town and was cost effective, met the district's expectations and therefore acceptable;
  - c. Dirigo was more creative in a passive system but weak in modeling;
  - d. Wright-Pierce (WP) was very strong in modeling but lacked imagination;
  - e. Dirigo went to outside third-party inspection of paint (highly specialized); while
  - f. WP was able to inspect paint in-house by a trained professional engineer.

Inspection was the difference with the two cost estimates wherein WP ended up \$17,000.00 less expensive. The manager also favored the modeling plan of WP as being stronger and performance based. Even though the manager repeated, Dirigo Engineering and WP were both outstanding engineering firms with long track records with the district, in this case the WP proposal was stronger, recommending the board, they award to Wright-Pierce Engineering for an estimated \$44,950.00 with instructions to start immediately on securing state revolving fund (SRF) funding for the project, preliminarily estimated at \$360,000.00.

The board took the manager's recommendation under advisement and began questioning the manager on technical points of the proposal. After thorough deliberation the board voted to award the **Mt Pisgah Mixing System and Interior Recoating Project Engineering Services** contract to Wright-Pierce Engineering, Topsham, Maine for an estimated \$44,950.00 with work authorized to begin immediately.

*Trustee Marston motioned, Trustee Reed second, vote: unanimous*

12. The manager briefly updated the board on his activities with **the Maine Water Utilities Association (MWUA)**. The manager stated that the MWUA was currently working on the SRF Bond referendum that would be up for authorization.
13. Then manager reported no activity regarding the **NRPA Study** update.

14. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The process was moving along well with the committee now beginning to split into subcommittees. Infrastructure improvement and watershed protection were among the two greatest priorities thus far. The manager is working towards being appointed to the natural resources and infrastructure subcommittee.
15. The manager next reported as to the status of the **Gilead Street Water Main Replacement** project. The manager showed the trustees the existing condition and right of way map, certified by Leighton and Associates. Surprisingly the existing right-of-way was pretty small, forcing the district to compress the project somewhat. The manager provided a copy of an e-mail from town manager of Boothbay Harbor from a concerned citizen regarding the project. The manager informed the board that he had met with the town manager the previous Friday and had scheduled a public meeting for 30 August 2012, at 1800 hr. at the Boothbay Town Hall. Lastly, the manager informed the board that the sewer district had yet to commit to any participation forcing the district to leave them out entirely. The manager stated that the district planned to use the existing water main trench which was hoped to save on blasting. The manager stated that the district would most likely need to replace the upper third of private sewer main because it was clay tile which is easily damaged. Lastly, a pre-construction meeting was scheduled the following morning as well as delivery of flyers to all affected property owners announcing the public meeting.
16. The manger reported he had made no further headway with the **Submerged Land Leases**.
17. The manager updated the board as to the **Truck Procurement** process. The 1-ton was delivered to O'Connor's for which the manager delivered the appropriate paperwork to Gorham Leasing with the intention to take delivery later in the week. The manager stated that once in possession the truck was to be shipped off a body, lights, plow package and then to John Marsh for signs.
18. The board went to into executive session pursuant to 1 M.R.S.A. §405 (6) (A) & (E) at 2007 hr.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
19. The board came out of executive session at 2030 hr.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
20. The board ordered the manager to prepare a draft change to the Boothbay Region Water District's as prescribed by law showing a proposed change to change trustee compensation from a yearly fee of \$1,000 per annum to the same amount but based on a per meeting accrual of \$41.67 (equal to \$1,000/year). The draft change was ordered to be posted on the district's website and delivered to the trustees for deliberation via e-mail. The manager was then ordered to put the matter on the 28 August 2012 agenda as new business for trustee consideration.  
*Trustee Reed motioned, Trustee MacPhee second, vote: unanimous*
21. The meeting was adjourned at 2034 hr.  
*Trustee Reed motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager