

11 September 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 28 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 Carter, Boothbay (Clerk); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager. Guest: None. Absent: None.

1. The minutes of the 14 August 2012 trustees meeting were approved.
Trustee Reed motioned, Trustee Marston second, vote: unanimous
2. The **Payroll** for 14 August 2012, 31 July 2012 and 21 August 2012 were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
3. The **Transactions** for the period of 13 August 2012 through 24 August 2012 were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
4. The manager provided the board with a brief **Financial Update**. The manager reported the districts liquidity was in-excess of \$400,000.00 in the checking account. The manager provided the board with the July Profit and Loss Report noting performance versus budget. The manager stated that due to changes in accounting the budget performance per line item may be off this year but the 2013 would have a very accurate view of accounting line items. As of the end of July the district had received \$107,336.44 more than expended but spent \$127, 069.59 more than received for the month.
5. The manager next reported on the district's **Watershed Protection** program. The Mutt Mitt station was installed at the public landing of Knickerbocker Lake and reported fully outfitted. The town of Boothbay had made aware. The manager went on to report that E-Coli sampling from Knickerbocker Lake showed all samples below threshold for which had been reported to the town's public health officer.
6. The manager next reported on **Safety and Training**. The manager reported no injuries or violations during the previous period. NEWWIA was reported engaged working on reviewing the district's safety manuals for completeness and compliance. The manager concluded that any training gaps identified, with none known at that time, would be promptly addressed.
7. The manager provided the board with an update as to **Treatment Division** operations. It was reported that from a production perspective the district past peak, but still averaging about 0.9MGD finished water. The district was still withdrawing water from Knickerbocker Lake and had experienced no operational (i.e. engineering) problems. As of 0700 hr., 24 August 2012 the district had withdrawn 25,002,500 gallons. All necessary notifications to the newspaper were reported current. The manager reported that that the district would suspend Knickerbocker operations during the week of 17 September 2012, leaving some cushion on the NRPA permit in the event to return to the source was required prior to freezing weather. The manager concluded his report by stating the water quality of Knickerbocker Lake had

shown signs of improvement but remained far worse than the water in Adams Pond on all parameters tested.

8. The manager next briefed the board on **Distribution Division** activities. Typical summer activities were reported with moderate job orders and repairs. Water main valves continued to be exercised. The new diffuser was used on the McKown Point line as well as other areas within the town. The manager reported debris removed from that main, showing the trustees what was found. On 17 August 2012 the manager reported a utilities technician was involved in an accident on the Southport Bridge. It was determined that he was not at fault wherein Southport Bridge operator did not see him coming around the eastern corner onto the bridge due to the fact the Maine Department of Transportation failed to keep bushes mowed down, impeding the bridge operators sight line. The bridge operator dropped the stop gate onto the windshield of the district vehicle. The insurance company was notified but the manager reported that the district would make the repair due to the low cost of the fix and the difficulty in reimbursement from DOT.
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 presented the board with a briefing sheet provided by Ms. Kirsten Hebert, Maine rural Water Association concerning the critical dates for the ballot measure. Ms. Hebert, the manager and Mr. Smith Climo, Southport Commissioner met with the Boothbay board of selectmen the previous evening getting commitment to meet the dates and delivering the merger message on channel 7. Boothbay was on board provided the costs for the ballots were borne by the district. The manager stated that he was still awaiting word from Boothbay Harbor to finalize dates

The manager then reported that the final legislation was not as the utilities and energy committee had intended the bill to read. After the November 6 vote, assuming the merger is approved the district will have to start the process again to get a vote to allow municipal officers to serve. The word "then" was inserted in the final bill which meant questions 1 and 2 had to be held in succession. The process Kirsten was working on needed to be repeated shortly after the November 6 election with a special election in early winter. Trustee Marston inquired if specific towns could vote to allow municipal officers to serve with others not allowing it. The manager did not know the answer but stated he would find out.

The manager then reported that on 16 August he met with Mr. Mike Jenkins, Rural Development (RD) who provided the board with an application for a RD grant/loan for the project to link up Southport and the mainland. In order to complete the application package the manager needed engineering services, and as authorized by the board previously, was working on a request for proposal (RFP) for engineering services. The manager reported that neither the districts section of application nor the RFP was yet complete. The manager had trustees Pinkham and Carter sign materials completing the district's portion of the application.

The manager finally reported that he was close to delivering a specification to the town of Southport so that they can bid out the main project they want to do.

The manager concluded his report stating him and Ms. Hebert would be meeting with the Southport Selectmen the following night and with the Boothbay Harbor Selectmen on September 10. Trustees Pinkham, Reed and Marston stated they would be in attendance.

11. The manager then presented to the board the **Mt Pisgah Mixing System and Interior Recoating Project Engineering Proposals**. The manager met with Wright-Pierce (WP) on 22 August and signed the contract hiring WP as the district's engineer for this project; he trustees were provided a copy of the contract documents. A state revolving fund (SRF) application for the project was reported to have been submitted to the state for consideration. The manager reported that he was pleased with the progress thus far.
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 meeting scheduled for 20 August 2012 was cancelled due to the St. Andrews fiasco. The manager stated that he was still committed to getting on the proper subcommittees.
15. The manager next reported as to the status of the **Gilead Street Water Main Replacement** project. On 6 August 2012 a pre-construction meeting was held at the Boothbay Harbor Town Hall where all of the details including: water, sewer, drainage and paving were worked out. The town of Boothbay Harbor is requiring the district provide an electric sign to be placed somewhere near Hannaford's listing the shutdown/detour of Union Street that will take place on 4 September 2012 so that the district can perform a tap and sleeve and valve and get one section of pipe across the road. A public informational meeting was reported to be set for 30 August at the Boothbay Harbor Town Hall at 6:00pm. All residences and businesses were hand delivered invitations and personally visited by district personnel. The manager relayed that Mr. Eugene Damon will allow parking at his property, temporarily for residents during construction. On Wednesday N Reny Construction will strip all of the paving. Work will begin from the back of the road and work towards Union Street.

The manager reported that there is no sewer element and the previous report as to expect sewer damage was premature. The clay tile pipe at the end of the project was reported to be out of the construction zone and inactive. The sewer district has asked, and the district has granted, excavation services to ascertain the disposition of the tile with the use of the sewer districts TV once the district has the road open. The manager reported that the sewer district was working well with the district. The establishment of temporary water was in process.
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 $\frac{3}{4}$ -ton was delivered to Bill Dodge and the paperwork for this vehicle has begun. On 24 August the district took delivery of the 1-ton which was in the shop waiting an appointment to be outfitted.
18. The board approved **Revision 2 to the Bylaws of the Boothbay Region Water District** which will now base trustee pay on attendance retroactively to 8 May 2012.
Trustee Marston motioned, Trustee Reed second, vote: unanimous

19. The board instructed the manager to put all excess plant property with a value of greater than \$500 or that has not been committed to another public institution, out to the general public for bid. The policy did not prohibit district employees bidding on excess property.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
20. Trustee MacPhee inquired as to the **Conflict of Interest Policy** the manager was to draft. The manager stated that he had not begun the process of putting together a policy but would in the upcoming weeks and present to the board for their consideration.
21. The meeting was adjourned at 2004 hr.
Trustee Reed motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager