

9 October 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 25
SEPTEMBER 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee Marston, At-Large, (Treasurer) Trustee Carter, Boothbay (Clerk); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager. Guest: None. Absent: Trustee MacPhee, Boothbay, (Vice Chair).

1. The minutes of the 11 September 2012 trustees meeting were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
2. The **Payroll** for 11 September 2012, and 18 September 2012 were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
3. The **Transactions** for the period of 10 September 2012 through 21 September 2012 were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
4. The manager provided the board with a brief **Financial Update**. A budget report through 31 August 2012 was distributed to the trustees. The manager reported that for the month of August the district's total income was \$369,755.46 and total expenses were \$163,761.68 realizing a net income of \$205,993.78. For the year, as of 31 August 2012 the district had taken in \$1,623,397.46 and expended \$1,236,795.31 for a total net income \$386,602.15. The manager reminded the board that during the months of October and November, in addition to normal income from year-round services, the district would receive a quarterly installment for fire protection as well as the currently uncalculated seasonal overage charges. On the latter the manager believed, based on tightening the system versus economic activity and apparent tourist population, may be above average. The manager concluded that overall, the financial outlook for the district looked good.

The manager then reported that on 21 September 2012 the 2013 BRWD Budget process began. The manager stated that he had met with Osman Page (OP) and was in the process of clearing the remaining uncategorized bills as well as beginning the process of realigning the chart of accounts to accurately reflect the districts true operation. The next meeting is in mid-October and a new chart of accounts should be in place for trustee review. The board instructed the manager to provide the new draft chart of accounts as soon as they were ready.

5. The manager next reported on the district's **Watershed Protection** program. On 21 September 2012 the manager reported on an impromptu meeting trustee MacPhee and he had with Mr. Dan Bryer, Code Enforcement Officer (CEO) for the town of Boothbay. The manager reported that he had stopped in and provided an update with regard to the remediation effort for the failed septic system adjacent to Knickerbocker Lake as well as logging operations adjacent to Adams Pond. The CEO informed the district the logging operations had been temporarily suspended pending planning board approval. However, the CEO did inform the district that all applicable best management practices were being followed by the land-owner and the contractor performing the harvest was "reputable". The CEO stated he would keep the board informed.
6. The manager next reported on **Safety and Training**. The manager reported no injuries or safety violations during the previous period. On 18 September 2012 the manager reported that he hosted the regions fire departments, the district's emergency first responders, to a tour of the treatment plant in compliance with the BRWD Emergency Management Plan. The tour was well attended and positively received.
7. The manager provided the board with an update as to **Treatment Division** operations. On 18 September 2012 the source water was changed from Knickerbocker Lake to Adams Pond. The total withdrawal from Knickerbocker Lake to date was reported to be 40,747,000 gallons. The water level in Knickerbocker Lake remained within normal parameters and was now at rest, with the final 10,000,000 gallons being held in reserve. The manager then reported that average demand has dropped to approximately 0.5 mgd. The water quality in Adams Pond was reported to be much better than that in Knickerbocker Lake, resulting in a reduction of chemical dosing of 15%. Correspondingly the filter beds run time was reported to be lengthened from 18 hours to 29 hours and clarifier runs lengthened from 4.75 hours to 5.5 hours. The new Verizon 4G node for the SCADA Laptop was working very well and at a reasonable price.
8. The manager next briefed the board on **Distribution Division** activities. The distribution division was focused primarily on Gilead Street with very little in the way of preventive maintenance being completed on the remainder of the system. The district did experience a break adjacent to the Barters Island Bridge on the new river crossing installed in April. The manager then reported that the distribution division had identified two flaws in construction which will be addressed shortly after seasonal shutdown with permanent fixes. Preventing further breakage.
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** which remained very busy. The manager then informed the board that the previous evening he had conducted the required public meetings in both Boothbay and Boothbay Harbor clearing the way for the question to get on the ballot. The Southport Public Hearing was still scheduled for 10 October 2012. On 2 October 2012 the manager reported he would be making a presentation at a dinner meeting of the Boothbay Harbor Fire Department.

The manager stated that trustee Marston got the go ahead for the manager to include a PowerPoint presentation to be run on channel 7. The manager stated he was still working on the presentation.

11. The manager then presented to the board the **Mt Pisgah Mixing System and Interior Recoating Project Engineering Proposals** from Dirigo Engineering and Wright-Pierce Engineering. The board had lengthy discussion to the merit of both proposals, finding both to be of very high standards. Because the strength of the proposals were so high the board decided the winner on estimated cost as follows:

Trustee Marston motioned, Trustee Reed second, vote: unanimous

Tasks	Wright Pierce	Dirigo	Difference
Task 1	\$ 5,900.00	\$ 5,000.00	\$ 900.00
Design	\$ 109,500.00	\$ 107,000.00	\$ 2,500.00
Bidding	\$ 11,000.00	\$ 3,000.00	\$ 8,000.00
Contract Administration	\$ 70,600.00	\$ 30,000.00	\$ 40,600.00
Total Engineering Costs	\$ 197,000.00	\$ 145,000.00	\$ 52,000.00
1000 hour delivery	\$ 249,000.00	\$ 217,500.00	\$ 31,500.00
1500 hour delivery	\$ 275,000.00	\$ 253,750.00	\$ 21,250.00
2000 hour delivery	\$ 301,000.00	\$ 290,000.00	\$ 11,000.00

12. The manager then reported on the **Mt. Pisgah Mixing System and Interior Recoating Project**. Wright – Pierce Engineering had reportedly collected samples and was currently awaiting the modeling information to verify the PAX system was a viable alternative. Once this information was obtained the design phase would be initiated. All of the paperwork for the SRF was submitted to the state and the district would have to wait until after the November election to measure the state’s commitment to the project.
13. The manager briefly updated the board on his activities with **the Maine Water Utilities Association (MWUA)**. The manager reported an extremely active schedule. The manager reported that he was very active with the SRF issue; Food and Water Watch trying socialize the state’s groundwater and an initiative by the Maine Public Utilities Commission (PUC) to force deregulation of water utilities. The board had a lengthy discussion on all of the above topics but adopted no official positions. The manager reminded the board of the bi-monthly meeting to be held on 11 October in Boothbay Harbor. He reminded the board that HE WAS signing both boards up as well as most of the crew.
14. Then manager reported no activity regarding the **NRPA Study** update.
15. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no activity in that the past two meetings had been cancelled.
16. The manager next reported as to the status of the **Gilead Street Water Main Replacement** project. The manager reported that then project was proceeding ahead of schedule. The foreman has had to deal with some very trying situations and has remained professional throughout. There have been some coordination issues that have been worked through.

The manager reported that substantial completion of the project was achieved on 18 September 2012. The town of Boothbay Harbor presented the district the written drainage plan on the same day, after wrestling with design options for in excess of a year. As of the meeting all of the drainage had been professionally installed by the district and its contractor, exceeding Maine Department of Transportation (DOT) construction standards and the road base has been compacted in excess of state standards. The final grading was scheduled to take place 26 September to be ready for paving, at the town's leisure.

17. The manger reported he had made no further headway with the **Submerged Land Leases**.
18. The manager updated the board as to the **Truck Procurement** process. Both new vehicles were at Messer's being outfitted for district use.
19. The manager reported the **Conflict of Interest Policy** was in process.
20. The manager presented the board with a plan, developed by the customer service representative, allowing the district to accept **Credit Cards**. The manager explained that the practice of using credit cards by districts throughout the state was common place. However, due to PUC rules it was slightly different than what non-regulated commerce. The district was not allowed to take on any fees with regard to credit cards. The board, consisting on many local business professionals discussed the pros and cons of credit card use, being generally in favor of the concept. Before any vote to proceed the manager was to investigate the following:
 - The district would experience no hidden costs;
 - Poll other district's accepting credit cards to avoid pitfalls; and
 - Prepare a formal report for trustee action.
21. The meeting was adjourned at 2015 hr.
Trustee Reed motioned, Trustee Carter second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager