

26 February 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 FEBRUARY 2013**

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; Trustee Gamage, Southport; Trustee Climo, Southport; Trustee Carter, Boothbay (Clerk); Jonathan Ziegler, Manager. Guest: None. Absent: None.

1. The minutes of the 22 January 2013 trustees meetings were approved with revisions.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
2. The **Payroll** for 22 January 2013, 29 January 2013 and 5 February 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 21 January 2013 through 8 February 2012 were approved.
Trustee Reed motioned, Trustee Climo second, vote: unanimous
4. The manager provided the board a **Financial Update**. The manager stated that through Osman Page he would be providing the board with the first monthly budget report of 2013 at the next meeting. The manager reported that financially the district had “scraped the bottom of the barrel” towards the end of January but now the financial picture was greatly improving. The manager was anticipating transferring funds to the sinking fund with the next infusion of fire protection which should be at the end of the month.

Current Data calls include information requested by the United States Department of Agriculture (USDA) and a several other requested items from the districts auditor. The manager reminded the board that the **annual audit** was to begin 25 February 2013. Lastly, billing for February 2013 was \$297,124.50

5. The manager reported on the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**. By direction of the board, the manager stated that he had met and signed the representation agreement with Mr. Dave Libby to represent the district in selling cellular telephone tower space on the Mt. Pisgah standpipe. On 24 January 2013 the manager went on to inform the board that he and Mr. Libby met with representatives from ATT who developed a site plan for a proposed tower which was provided to the trustees. The manager stated that he had been provided the proposed lease agreement which he was seeking permission to send to Bernstein, Shur, Sawyer and Nelson to have reviewed. The board concurred and instructed him to have the lease agreement reviewed and to continue the permitting process.
6. The manager next reported on the district’s **Watershed Protection** program. Since the last meeting the Boothbay code enforcement officer (CEO) had informed him the town was unhappy with the current watershed protection ordinances. The manager explained that the town apparently was now finding that the 500-foot arbitrary limit to the watershed that was established several years ago is now too restrictive. The town of Boothbay was now holding workshops with the intent of amending current rules for which the manager reported he had

been invited to attend. The manager stated that he was amenable to recommending changes in the existing ordinances only if the replacement controls were science based and enforceable. The manager stated that he had provided the Boothbay planning board a copy of the model phosphorous ordinances for Lake Auburn, and York Water District as well as a set of very restrictive ordinances regarding septic systems. The board pointed out that the model ordinances that the manager had provided had been originally submitted to the town of Boothbay In 2010 as an appendix to the Source Water Assessment Plan (SWAP) update.

Upon questioning by Trustees MacPhee and Reed the manager answered the town of Boothbay was looking to provide an overall more comprehensive ordinance plan for the entire watershed but allow many more activities. The board cautioned the manager to use extreme caution entering any discussions with the town of Boothbay and to report back regularly any changes in status.

7. The manager next reported on **Safety and Training**. The manager reported that New England Water and Wastewater Training Associates had begun the safety program with the first training module administered earlier that day. The manager reported no injuries or deficiencies in the previous period.
8. The manager provided the board with an update as to **Treatment Division** operations. The treatment plant continued to operate well with the normal range. The average flow is 0.2896 mgd as compared to last year's .02584 mgd. Part overage is the above mentioned water main break which the distribution staff had been searching for about a week. The aluminum sulfate dosing rate was reported normal for the time of year, while the sodium hydroxide dosing continued to rise because of ice formation creating a rise in carbonic acid levels in the source water lowering the incoming pH.

The manager then reported that the distribution staff had completed maintenance on Filter #1 which was now back on-line with Filter #2 scheduled to be taken off-line for maintenance on 19 February 2013, for mid-level maintenance. In addition to corrosion control a new 6-inch air-valve was installed to the filter of Filter 1 which had been tested, put through shake down and was now operational.

The manager alerted the trustees to an occurrence discovered by Mid-Coast Electric while performed the annual electrical inspection which discovered evidence of burned wires on Raw Water Pump #2 for which the manager ordered full replacement of feed wires for both pumps. Trustee MacPhee asked the manager a series of technical questions concerning the wiring and mentioned top the board that he was not happy that aluminum feed wire existed in the plant. Trustee Reed and Marston asked the manager if he thought that an annual inspection was sufficient to which the manager replied according to good engineering practices, American Water Works Association (AWWA) directives and the owners- manual it appeared to be. The new feed wires were scheduled for replacement on 15 February 2012.

Lastly the manager reported the treatment division is painting the administration spaces and preparing for a new floor.

9. The manager next briefed the board on **Distribution Division** activities. The distribution staff was well into winter operations performing as much indoor maintenance to equipment as possible in preparing for the 2013 tourist season. Two technicians were assigned to other divisions on a full or part-time basis, one of which assigned full-time to treatment with another assigned part-time to admin. Both were doing exceptionally well in their respective collateral duties. The assistant foreman was reported out on extended leave, nursing foot

surgery resulting from a non-work related condition. His recovery was expected to be full and prompt.

Because of the recent blizzard, the manager reported the district incurred overtime the preceding weekend incurred while shoveling out fire hydrants. At straight time the district incurred an additional 6 man-days of additional payroll for this mission critical effort.

On 7 February 2013 the district experienced its second main break of the winter. A section of 6" ductile iron pipe in **Lobster Cove Road** experienced a circular split which was promptly repaired within shift. Trustee Pinkham pointed out that this was the fourth main break on this line within the last three-years and discussed having this water main replacement be added to the district's priority list. The board concurred with this observation in instructing the manager to make this happen.

Trustee Reed and Gamage discussed electrical consumption at the district's pressure reducing valves (PRV). The manager stated that as compared to the previous year the weather had been colder and that the PRV's required more electric heat. Trustee Gamage asked if the manager had any way of knowing if the heat went out inadvertently to which the manger replied, other than the periodic inspections by distribution staff he did not. The board instructed the manager to provide to the board a cost estimate for adding three supervisory control and data acquisition (SCADA) nodes at the PRV stations to measure internal temperature. The manager asked, and was granted permission to expand slightly the scope to add pressure sensors both upstream and downstream of the PRV so that flow and leaks could also be alerted. The board approved this add-on as well for consideration.

10. The manager provided the board with an update on the **Southport Merger**. The manager stated that since the last report the case filing was in the pipeline with the Maine Public Utilities Commission (PUC), churning towards board action. The manager stated that he was attempting to arrange one more meeting with PUC staff with little success. The manager discussed with the board the need to prepare for transferring assets on the trustee level. The manager relayed that even though the closing has yet to happen it was his recommendation that the books for Southport be closed and be accounted for on the district side. The manager restated that the Cross Road and Church Road project was a current liability that would be completed as designed at the earliest possible time.

As of the previous evening all of the public hearings were completed for the 26 February voted on the trustee eligibility question.

Lastly the manager reported that attorney Griffin was good with the question on the ballot for the land transfer in Southport so after the Southport town meeting the district could begin the property transfer for the standpipe site.

11. The manger next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The manager reported that he was to be meeting with the engineer the next day and would have a full report as to the status at the next trustee meeting.
12. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. The project remains on-schedule. The manager reported that the previous week, he had procured a line of credit with The First which will be paid monthly on any of the project the district financed. The line of credit is up to \$350,000.00. and as of the time of the meeting the updated schedule included:

- Bid packages for interior painting to be sent selectively on 23 February 2013;
- Painting contractor bids due by 15 March 2013 and
- Contract to commence on or around 29 March 2013.

The manager stated that there were provisions in the contract that the contractor would be assessed liquidated damages if the project was not completed as of 0700 hr. 24 May 2013 at a rate of \$1,000.00 per day.

13. WP is writing the SCADA Scope of Services that will be provided to EII to have completed by 29 March 2013. The district will complete the piping configuration within the Kenniston Hill Pump Station with the materials currently on order. WP will be bidding the PAX system between two vendors which will be selected by 29 March. All in all we are moving along
14. The manager reported nothing new from a policy perspective with the **Maine Water Utilities Association (MWUA) or Maine Rural Water Association (MRWA)** but did report that the Portland MWUA Annual meeting of 5 & 6 February 2013 was a complete success and that he was no longer president of the MWUA. .
15. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no real activity.
16. The manger reported **Submerged Land Leases** work complete. .
17. The manager reported on a new item entitled **Five Rivers Regional Water Council**. The manager stated that the area superintendent was working towards putting by-laws together for the various boards to review.
18. The manager requested permission to attend the American Water Works Association (AWWA) national conference in Denver, Colorado in June. The board approved the request. *Trustee Marston motioned, Trustee Climo second, vote: unanimous*
19. The board voted to go into executive session pursuant to 1 MRSA §405(6) (F) at 1959 hr. *Trustee Reed motioned, Trustee Marston second, vote: unanimous*
20. The board came out of executive session 2006 hr. *Trustee Marston motioned, Trustee Reed second, vote: unanimous*
21. The meeting was adjourned at 2006 hr. *Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager