

26 March 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 MARCH 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 Climo, Southport; Trustee Gamage, Southport; Jonathan Ziegler, Manager. Guest: Ms. Lisa Kristoff, *Boothbay Register*. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 26 February 2013 trustees meetings were approved.
Trustee Reed motioned, Trustee Climo second, vote: unanimous
2. The **Payroll** for 26 February 2013 and 5 March 2013 were approved.
Trustee Reed motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 25 February 2013 through 5 March 2012 were approved.
Trustee Marston motioned, Trustee Gamage second, vote: unanimous
4. The manager provided the board a **Financial Update**. The manager stated that the February Budget report was due on 26 March 2013. The manager stated that the district was in a solid cash position with March billing being \$39,077.23 and revenue so far in March totaling \$48,431.09.
5. The manager provided the board with an update on the **2012 Audit**. Runyon, Kersteen and Oullette (RKO) completed the field portion of the audit on 1 March 2013. The manager reported that the exit interview was very favorable. The cash postings for the year were entirely correct with no deficiencies noted. Only two cash deficiencies were found including one minor billing mistake and a single minor issue with some receipts. In addition the manager reported that the audit would show a deficiency with regard to division of duties with cash receivable. Even with the addition of Osman-Page (OP) this will remain a deficient situation because the district does not employ enough people to meet the ideal situation. That said the manager reported that RKO was impressed with the controls the district did have, again finding no deficiencies. The manager expected the formal report within the next month in which he would schedule the auditors to appear before the trustees to provide a formal report. Lastly the manager reported that the accounts payable and general ledger function of the district had been so improved in both accuracy and efficiency with the district eliminating the in-house position and transferring those duties to OP, that the district was afforded a serious discount by RKO because no re-work or correction was needed. The manager did comment that the field time necessary by RKO personnel was significantly shorter this year than any other year when the duties were handled in-house.

6. The manager reported on the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**. The manager presented the board with a copy of the approved agreement between American, Telephone and Telegraph Inc. (ATT) and the district (as approved by attorney Geoff Hole). The board instructed the manager to take whatever steps necessary to assist ATT in obtaining a proper permit from the Town of Boothbay Harbor but not to allow any construction of communication equipment until such time as all proper permits have been obtained. The manager concluded his report by stating that he, ATT and the town were meeting the following Monday to discuss the matter and that he would update the board at that time.
7. The manager next reported on the district's **Watershed Protection** program. Since the previously reported planning board meeting concerning an overhaul of the watershed protection ordinances, the manager reported that he had met with the Boothbay code enforcement officer (CEO) and was putting together a list of experts to address the planning board in a workshop setting to help them formulate a set of ordinances that would be effective. This project was reported as an ongoing effort.
8. The manager next reported on **Safety and Training**. There were no safety violations or any injuries within the previous period. All of the required inspections were current. The manager then provided a summary from NEWWTA as to the safety status of the BRWD.
9. The manager provided the board with an update as to **Treatment Division** operations. The manager reported that currently the district remained bleeding 64,800 gallons per day to maintain water quality. The nominal winter flow for the previous seven-days averaged 0.2627 mgd as compared to last year's average 0.2550 mgd for the same time.

The manager reported that the raw water has degraded since the previous report with clarifier run times remaining at maximum and filter run-times cut from 92% efficiency to 88% efficiency. The manager went on to report the aluminum sulfate dosage has increased since the previous report due degradation in water quality due most likely to recent runoff as well as a very marked increase in sodium hydroxide to control ph.

Filter 2 reportedly went through shakedown 1 March 2012 and was then put back into service that afternoon.

The treatment office painting was reported complete.

Lastly the manager reported that both Matt Wade and Mike Hills passed their Class III water treatment license exams. The board asked the manager to send their congratulations.

10. The manager next briefed the board on **Distribution Division** activities. The distribution staff was well into winter operations with much work continuing indoors. The manager stated that he had instructed the distribution foreman to develop a cost estimate to rehabilitate the old converter truck for use on Southport which will consist of a new box. Meanwhile all of the tools were being color coded by truck; meter maintenance continued and cross-training was ongoing.

The manager then provided the following statement that was posted on the district's web page.

A. *Seasonal Water System Start-Up Update*

In a few short weeks the Boothbay Region Water District will begin to activate the district's nearly 100-miles of seasonal water main and prepare for the 2013 summer season. The process is exhaustive.

The first operation to occur once the snow pack begins to recede is a visual inspection of all of the surface water mains and repair of any winter damage.

Next the water mains are flushed, in that several volumes of water are moved through the water mains at high velocity. At this time we often receive many telephone calls from concerned citizens reporting "water main breaks". It appears we are wasting very valuable water, when in fact this is a very necessary process to ensure public health.

*The next process requires the water mains be disinfected. We accomplish this task with calcium hypochlorite moved through the mains in excess of 300 parts per million (ppm) (potable drinking water usually has 2 ppm) to kill any remaining pathogens that may have found their way into the seasonal mains while shut down for the winter. Again after sitting and disinfecting for 24-hours, this water is thoroughly flushed from the system. **BE ADVISED, THE WATER IN THE MAINS DURING THE DISINFECTION PROCESS IS NOT POTABLE...IT IS TOXIC.DO NOT TRY TO BEAT THE SYSTEM BY INSTALLING A JUMPER, IF THE WATER IS CONSUMED IT WILL BE DANGEROUS TO YOUR HEALTH!***

At this point the seasonal water mains are almost ready for service installation, but not quite. In accordance with Maine and federal law, the district withdraws many samples from the system at pre-determined points. The samples are then analyzed by the Maine Water Company Laboratory (highly respected, certified lab!) in Rockland.

Once the mains are scientifically determined to be free of pathogens, district personnel will then begin connecting services by installing individual water meters. District technicians install the seasonal meters, along with the required backflow prevention device, but will not activate the service. Activation of the service can be simply accomplished by the service owner by opening the valve before the meter once the property is ready to accept seasonal service.

Every year we are often asked when the water will be turned-on. Maine Law requires that the seasonal service be installed by 1 May each year, a date that we have made every year. That said it is the goal of the district to get service to its customers as early as possible. THE ACTUAL DATE YOUR SERVICE WILL BE TURNED ON WILL BE DIFFERENT YEAR TO YEAR, IT IS COMPLETELY WEATHER DEPENDENT. However, rest assured, the board of trustee's policy is to establish water as early as practicable.

This year we are going to try something new. In a few weeks we are going to try to add a REAL TIME SEASONAL START-UP UPDATE, which will be updated continuously with the intent of keeping our nearly 2,000 seasonal customers fully informed as to the status of the seasonal turn-on. Please check back towards the beginning of April to follow our progress.

The manager concluded his report informing the board that Trevor Morin had successfully passed his Class III water distribution exam.

11. The manager provided the board with an update on the **Southport Merger**. The manager discovered that the Maine Public Utilities Commission (PUC) approved the merger on 28 January 2013 but failed to inform the district, its consultant or PUC Staff. The manager reported that he would now begin the transfer of assets and liabilities complete the Cross Road Water Main project and move on.

The manager presented the board with an E-mail from trustee Climo, and the support of three other trustees to that e-mail, to retry question #2 in Boothbay Harbor. The manager reported that in order to meet the time window for the May town meeting he had to bring the matter to the Boothbay Harbor board of selectmen the previous evening. The vote to put the measure on the ballot passed 3 to 2. The manager reported that there were three individuals in the audience who objected to the revote, possibly causing the split vote. The manager stated that, as directed, the measure was moving forward with the public hearing scheduled to take place on 8 April 2013 in Boothbay Harbor. The manager warned the board that there would likely be opposition to the measure due to the political nature of the discussion.

12. The manger next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The manager provided the draft Preliminary Engineering Report (PER) for the boards review. The manager reported that the project was moving forward on schedule. PER for your review. The board supported the PER
13. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. Several action items have progressed since the last meeting:
 1. By direction the district contracted with Marcel Payeur to complete painting services.
 2. The bypass was completed within the Kenniston Hill Booster Pump station by district staff.
 3. Wright Pierce developed a SCADA design, submitted it to EII and received a price of \$7,650.00 to complete the work, well within the budgeted range.
 4. Wright-Pierce developed a scope for the PAX system and received quotes from the two authorized dealers of the system that will serve Maine. The Utility Services Inc. submitted a bid of \$25,900.00 installed well within guidelines. The manager recommended the trustees accept this proposal and grant him authority to sign the other approved contracts for which the board agreed.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
 5. Recomputed costs for the project with the total projected cost going from estimated \$317,450.00 to \$237,950.00.
14. The manager reported legislative and policy issues currently under review with the **Maine Water Utilities Association (MWUA) and Maine Rural Water Association (MRWA)**.
15. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no real activity.
16. The manager reported no new information with the **Five Rivers Regional Water Council**.

17. The manager reported that he had met with the CEO of Boothbay concerning the tree thinning on the **Eastern Shore of Adams Pond** adjacent to Route 27. The manager reported that he was in contact with Tim's Tree Service and would be requesting a quote for the permitting and execution of the project.
18. The manager informed the board that there was interest in selling the **Hamerin Property** adjacent to Adams Pond. The board informed the manager to proceed with gathering information on a possible sale to the water district.
19. The meeting was adjourned at 1952 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager