

9 April 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 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: None. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 12 March 2013 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
2. The **Payroll** for 12 March 2013 and 19 March 2013 were approved.
Trustee Reed motioned, Trustee Gamage second, vote: unanimous
3. The **Transactions** for the period of 11 March 2013 through 22 March 2012 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. The manager reported on the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**. On 18 March 2013 the manager met with representatives for ATT, the town manager of Boothbay Harbor and the code enforcement officer (CEO) of Boothbay Harbor to discuss the permitting of communications the tower. In order for the permitting process to move forward the manager explained that he had to give ATT Right, Title or Interest to the property and signed the approved agreement with ATT with the stipulation that absolutely nothing happens at the tank site until all permits are in place with the town of Boothbay Harbor. The manager stated that he was well aware that the board had approved the contract but had instructed him not to sign it at the previous meeting but wanted the permitting to move forward. Once the manager had explained his rationale for his decision making, the board approved of his actions.
5. The manager provided the board a **Financial Update**. Billing as of 1 April 2013 was reported to be \$592,067.53 comprising of quarterly billing for routes 1 & 2 and the entirety of seasonal billing. The manager reported that the matter with the United States Internal revenue Service (IRS) stemming from district inaction in 2010 and 2011 was closed with all parties satisfied as to resolution. The manager praised the action of the Customer Service Representative for tracking down, through the district's archives, the missing documents which were used to clear this matter. Additionally the manager provided, and went through the February Budget report, or profit and loss statement where in the board was satisfied the district was on solid footing.
6. The manager provided the board with an update on the **2012 Audit**. The audit was reported to still be in process.

7. The manager next reported on the district's **Watershed Protection** program. The manager had been in contact with the Boothbay CEO and Ms. Mary Jane Dillingham, Auburn Water District who recommended the manager meet Mr. Jeff Dennis of the Maine Department of Environmental Protection (MDEP), who is the state's expert on phosphorous rules and regulations, to arrange training for the Boothbay planning board as well as advise the district in drafting phosphorous control ordinances for the Adams Pond and Knickerbocker Lake watersheds. The manager stated that Mr. Dennis was on vacation until 8 April with contact to happen after that date.
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 are current. The manager provided the board with a summary from New England Water and Wastewater Training Associates (NEWWTA) as to the satisfactory safety and training status of the BRWD.
9. The manager provided the board with an update as to **Treatment Division** operations. Finished water production continued to be more than 2012 for the same time of year. The previous seven-day average was 0.3241 MGD compared to 0.2399 MGD in 2012. The manager theorized that the spike in average production was due to the warmer weather in 2012 which necessitated less use of bleeders and the fact that the district was billing more because of greater human activity.

The raw water from Adams Pond was reported to have more color in it than in 2012 but not as much turbidity. The manager explained that this was due to the ice being in so long, creating a lower pH which has led to higher iron and manganese levels causing color. These were explained to be only nuisance and not violating any state or federal limits. The manager expected this color situation to improve as the pond re-oxygenated

The filters were reported to be running at 100% efficiency.

Kenniston Hill tank operating level was being moved up in preparation for seasonal start-up. West Harbor tank was reported to be full for the same reason and was biologically sampled on the 19th and biologically cleared on the 21st by Maine Water Company Laboratories.

Layne Christensen was reported onsite and was pulling Backwash Pump #1's vertical turbine for inspection and repair. The manager stated that the pump was severely underperforming, indicative of a pump problem.

The treatment plant operator remained on leave after surgery.

10. The manager next briefed the board on **Distribution Division** activities. The manager stated the division was preparing for seasonal turn-on and was now waiting for the weather to improve.

Two utility technicians had successfully passed the American Water Works Association (AWWA) certification for cross-connection surveying, which took place in Holliston, Massachusetts during the week of 18 March 2013. The manager went on to state that the district could now survey business' and determine the level of backflow prevention needed, making it possible in some cases to reduce the need depending on business function with the goal of reducing district and consumer costs. The board was happy with this addition of expertise.

The assistant distribution foreman remained on leave after surgery.

11. The manager provided the board with an update on the **Southport Merger**. On 22 March 2013 the manager met with attorney Griffin who was preparing the deed and easement for the Southport tank site. The manger explained that once that was in-hand he would present it to the Southport Board of Selectmen for their consideration and subsequent transfer which would conclude real estate transfers. The manager then requested direction as to the transfer of cash assets and timing thereof. Trustee Gamage began by stating that the Cross Road project was nearing completion, which was a liability of the Southport Water System and felt it would be cleaner for the town of Southport and the contractor to complete the project, settle all debts and then transfer the remaining cash assets and liabilities to the district with a “clean slate”. Trustees Reed, Climo and MacPhee agreed with that position and the manager was instructed to wait until the Cross Road project liability was completed by the town of Southport before beginning the closing proceedings for the administrative portion of the Southport Water System. Concurrently, the manager was instructed to present the land title transfer immediately upon receipt so that a speedy transaction could be completed.
12. The manger next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The environmental review was complete as was the preliminary engineering review which had been submitted to the United States Department of Agriculture, Rural Development (RD) state engineer for review. The manager went on further to explain any funds for the project remained sequestered while Washington debated the federal budget and that a timetable for any funding was unknown.
13. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. The manager reported that all of the contracts were signed and that treatment and distribution personnel were in the second day of testing the Kenniston Hill Standpipe feed bypass which the manager reported was working exceedingly well. The manager also informed the board that the district had begun to deep cycle the Mt. Pisgah standpipe to begin breaking up the ice. The board was reminded that the pre-construction meeting was at 1000 hr. 28 March 2013 and any trustee that could make it would be appreciated. .
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 on the forestry management project on the **Eastern Shore of Adams Pond** adjacent to Route 27. The manager reported that he had met with Mr. Tim Wilcox who he had instructed to obtain all of the necessary permits to complete the project in accordance with the trustee’s instructions. The board approved of the managers decision to use Mr. Wilcox and expected a status report by the next trustees meeting.

18. The manager provided the board with an update on the disposition of the **Hamerin Property**. The manager reported that he had met with attorney Griffin who agreed to represent the district when and if the district structures a negotiated deal for the Hamerin Property. The manager reported that he was in contact with the Hamerins and was keeping them up-to-speed. The manager was in the process of obtaining the services of an appraiser recommended by attorney Griffin and it was his hope to have the property appraised very quickly. The board agreed with the manager's approach and instructed him to keep them informed.
19. Trustee Marston excused himself explain a power outage in Florida, where he was Skyping from meant that he could no longer stay connected via Skype due to a computer with depleted batteries.
20. The meeting was adjourned at 2004 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager