

23 July 2013

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 9 JULY 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Marston, At-Large (Trustee); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Lewis, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Carter, Boothbay;

1. The minutes of the 25 June 2013 trustees meetings were approved with revisions.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for 25 June 2013, & 2 July 2013 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
3. The **Transactions** for the period of 24 June 2013 to 5 July 2013 were approved.  
*Trustee Gamage motioned, Trustee Marston second, vote: unanimous*
4. **CELLULAR TOWER** – The manager reported that he had signed off on the ATT proposed construction plans and that construction of the tower was approved to begin at any time.
5. **FINANCIAL** – the manager reported that as of the end of June the district had completed Phase I of the replenishment of the sinking funds by moving from the sweep account \$177,525.18 into specific sinking fund accounts. The cash position at the end of the month was \$25,000.00 in the checking account and \$339,079.63 in the sweep account. Table 1 is status of the sinking fund, land acquisition and Capital Reinvestment accounts.

TABLE 1 – CASH ACCOUNT STATUS (30 June 2013)

ACCOUNT	Balance 6/30/13
BBH 1994 SINKING FUND	\$ 132,591.32
BBH 1997 SINKING FUND	\$ 29,772.32
BBH 1998 SINKING FUND	\$ 27,988.63
BBH 2001 SINKING FUND	\$ 80,804.07
BBH 2004 SINKING FUND	\$ 29,622.86
BBH 2007 SINKING FUND	\$ 12,204.35
BOOTHBAY REGION LAND ACQUISITION	\$ 3,414.58
CAPITAL REINVESTMENT FUND	\$ 358.89
EBB UPGRADE 91-20	\$ 18,691.93
<b>TOTAL</b>	<b>\$ 335,448.95</b>

6. **WATERSHED** – The manager reported that the town manager of Boothbay had requested that New England Water and Waste Water Training Associates (NEWWTA) provide a draft phosphorous control ordinance for the watershed of Adams Pond and Knickerbocker Lake to be delivered to the Boothbay planning board (PB) for consideration. On 3 July 2013 the manager stated that he had attended the planning board workshop and testified as to the need for a watershed-wide ordinance. The PB was awaiting the new ordinance to review. The manager reported that he had answered questions as to the problems and costs of poor water quality and what the district would accept in the form of new ordinances. The manager reported that he had relayed the trustees not accept backsliding but were open to accepting watershed-wide performance standards allowing land owners more options for their land as long as source water quality was preserved. NEWWTA was compiling data and preparing the draft ordinance for review, and the manager pointed out invoices in the current warrant reflecting those efforts. Upon questioning from the board the manager stated the district was underwriting this effort, thereby assuring the draft ordinances would be sound from a scientific perspective.
7. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – No injuries or violations to report during the previous period.
8. **TREATMENT PLANT** – The manager reported that the chief treatment plant operator (CIPO) had returned from vacation in good spirits. The plant was now averaging 0.8026 million gallons per day (mgd) as compared to 0.7590 mgd in 2012. The manager stated that this was positive, taking into consideration the tightness of the system. The manager reported that the raw water extracted from Adams Pond continued to be outstanding requiring lower than normal aluminum sulfate and sodium hydroxide dosing rates. Both the clarifiers and the filters were operating at 100% efficiency even with the increased flow of 880 gallons per minute (gpm). The manager stated that the plant was now operating an average of 20-hours/day.

The manager reported sending to the federal Communications Commission (FCC) on 1 July 2013 requesting narrow band licensed channels for our SCADA system. Once received the district's contractor will complete the upgrades to the field telemetry systems as directed by the board and funded under the Mt. Pisgah Standpipe Interior Recoating and Mixing project.

The manager then reported that Matt Wade, Utilities Technician had been transferred back to distribution until after seasonal shutdown.

Next the manager reported that an expansion joint on the bulk sodium hypochlorite tank was found to be leaking with new fittings ordered and received from Portland Plastic Pipe Inc. In addition the backwash waste tank level sensor and the raw water pH sensor were reported to be malfunctioning. The level sensor was replaced by Sullivan and Associates with the pH/temperature meter on back order. The manager informed the board that the pH/temperature meter was original plant equipment and nearly 20 years-old.

Lastly the as part of his report the manager informed the board that the new security cameras were operating superbly, allowing a record of all vehicle and foot traffic on the campus at all times.

9. **DISTRIBUTION** – the manager informed the board that under the direction of the chairman, the hole in the pavement adjacent to the main the parking lot was scheduled for repair. This tasking had been given to the distribution division for resolution. The hydrant on Lakeside Drive was replaced on 27 June 2013 but was not in service due to a defective seat ring. EJP was working the problem and the hydrant was scheduled for repair on 10 July 2013.

The Cross Road hydrants were reported to have been painted with the manager generally happy with the effort with the exception of excessive over-spray for which trustees Gamage and Climo agreed. However the trustees acknowledged that this will be short-lived because of additional paving in 2014. The manager informed the board that he had instructed the distribution crew to better control overspray in the future.

The manager reported one service break on Lobster Cove Road, two seasonal water main breaks on Southport, two seasonal water main breaks on Back River Road and one seasonal water main break in Sprucewold. The manager stated that four of the six main breaks were caused by mowers, all but one of which the person(s) who accidentally hit them had reported and were responsible for the cost of restoration. The manager then showed the trustees an eight foot section of pipe that had been mangled by a mower as an illustration of this type of main break.

Lastly the manager reported that all required backflow testing, Dig Safe and meter reading were current and up-to-date.

10. **SOUTHPORT** – The manager presented a draft final balance sheet for the Southport Water System that was to be transferred. The manager then proceeded to provide the board an e-mail from Ms. Marcia Wilson, Osman-Page, succinctly updating the final status of the merger.

*Hi Jon,*

*I just wanted to give you an update on our progress with the Southport financials.*

*I have met with Ms. Tibbetts and Donna Climo and received paper copies of the SWS, Quick books financials by month, and have recorded the intercompany transactions by month.*

*Mo and I met this morning and I have placed a call to William Brewer, (Southport Water System's auditor) so that we can receive copies of the fixed assets and other various schedules, as well as a call to Donna Climo regarding a computer copy of the Quick books files themselves, so that we can book the entries within the SWS quickbooks system.*

*I believe we are in good shape and should be able to get draft financial statements to Rural Development within the next day or so, after Mo completes the final review.*

*Please let me know if you have any questions.*

*Best,*

**Marcia Wilson**  
**Management Accountant**

11. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT**  
Rural Development (RD) had been provided the final SWS Balance Sheet closing out the asset portion of the merger with all of the paperwork in place. The manager reported that he had requested a ban on PVC pipe which was denied by RD. This news sparked much conversation over the legality and efficacy of the federal government to dictate materials over local standards and control. In short it was explained that with federal dollars comes conditions, largely from congress that are devoid of common sense and are politically driven. The manager then stated that it was in-line to hear news within the next few weeks as to any type of package. The manager relayed the intention of Mr. Jim Lord P.E. who wanted the Townsend Gut crossing completed sometime during the next available construction window which is November 2013 through March 2014.
  
12. **MWUA/MRWA BOD** – The manager provided the board a listing of legislation the MWUA was working on as well as questionable recent rulings made by the Public Utilities Commission (PUC) shifting all existing distribution main within condo units, trailer parks and shopping malls, if the district sub meters and private distribution grids were constructed between 1965 and 1987, to public water main. The manager explained that statewide this was shifting millions of dollars of substandard and decaying infrastructure from private to public. Trustee Climo asked if the board should get involved for which the manager responded they already had through the paid lobbyist at MWUA.
  
13. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE.** The manager stated that he had attended 1 July 2013 meeting in that the committee was working on specific draft appendices to the proposed comprehensive plan. The manager then distributed the appendices to the trustees for review. The manager then informed the board that there would be a public meeting at the Boothbay Fire House for the public to weigh in on the proposed comprehensive plan thus far. Several board members stated that they would be in attendance.

The manager then informed the board that he had been invited by the town of Boothbay Harbor to a meeting on 24 July 2013 to discuss infrastructure issues for their Comprehensive Plan Review Committee as well as draft language as proposed. Again several board members were interested in attending that meeting as well

14. **5 RIVERS** – The manager answered several question posed by Chairman Pinkham concerning the formation of Five Rivers by deliberating with the other superintendents. The manager provided the following answers:

*What is an Associate Member?*

An Associate Member is not a member of the original group but operates a regulated, non-municipal water system. Examples include some schools (Center for Teaching and Learning), trailer parks, campgrounds & some hospitals.

*Article 6: FISCAL MANAGEMENT – How many are required to sign checks or is it a warrant system?*

Dispersal of funds will be based on a warrant system pending future policy (it can be amended). The board will approve an agent for any expenditure over \$500.00.

On 27 June 2013 the Five Rivers board met and discussed the next step. All of then members with the exception of Bowdionham, had approved the formation of the council. Mr. Trevor Hunt, Bath Water District was authorized to contact MRWA to assist the council in letters of incorporation etc. Officers were elected: Mr. Scott Abotoni Great Salt Bay was elected chairman. The manager mentioned that an unofficial policy was set up where in no more than two of the larger district's to have officer positions on the board at any one time. Chairman Pinkham went on-record, after lengthy discussion with the remainder of the board, as he being very-opposed to that policy. The board took no official action, neither for nor against, concerning the unofficial policy of Five Rivers with respect to officer elections.

15. After discussion led by Trustee Lewis as to the need for an executive session, the board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) C at 1955 hr.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*
16. The board voted to come out of executive session at 2004 hr.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
17. The meeting was adjourned at 2005 hr.  
*Trustee Gamage motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

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