

27 August 2013

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 13  
AUGUST 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; Trustee Carter, Boothbay; Jonathan Ziegra, Manager. Guest: None. Absent: None.

1. The minutes of the 23 July 2013 trustees meetings were approved with revisions.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
2. The **Payroll** for 23 July 2013, & 6 August 2013 were approved.  
*Trustee Marston motioned, Trustee Climo second, vote: unanimous*
3. The **Transactions** for the period of 22 July 2013 to 9 August 2013 were approved.  
*Trustee Gamage motioned, Trustee Marston second, vote: unanimous*
4. **MANAGER'S CONFLICT OF INTEREST DISCLOSURE** – In accordance with the *Boothbay Region Water District Conflict of Interest Policy (latest rev.)* the manager disclosed that on 23 July 2013 his daughter, Heidi Ziegra was the guest of Wright-Pierce Engineering, Topsham, Maine and was given access to the staff as part of a career shadow for engineering. As a result of the tour Mr. Jeff Musich P.E., Vice-President, WP Water Group, wrote a letter of recommendation for Heidi to be used for upcoming college admissions. The manager also indicated that his daughter had been given gifts of minor value. However grateful for the experience afforded to his daughter, the manager stated that he had made it very clear with Wright-Pierce that this gesture did not warrant a *quid pro quo* as far as future work was concerned in which all parties were in complete agreement. The manager completed his report by stating Wright-Pierce had indicated to him that they were glad to provide the shadow day and it was actually part of their professional engineer recruiting process.
5. **WATERSHED PROTECTION UPDATE** – The manager stated that he had received a copy of the 7 August 2013 inspection report for the watersheds of Knickerbocker Lake and Adams Pond as prepared by the code enforcement division of the town of Boothbay. Because of its size and complexity the manager had printed one copy for the official record and provided each trustee an electronic copy via e-mail. The manager stated that he would print more for any trustee or citizen upon request.

The manager informed the board that on 12 August 2013 he and the chief treatment plant operator had attended the annual Knickerbocker Lake Association (KLA) and reported that the district was warmly received. The KLA had full access to all district records and disseminated those to all of its members. The manager stated that there had been a most definite shift from an adversarial relationship to a more cooperative relationship. The manager stated that the president of the KLA had indicated that both the district and the KLA had the same objective, albeit for different reasons, that being the continued health of Knickerbocker Lake. The KLA will be sending a letter to the town of Boothbay endorsing the expansion of sewer up Back River Road, a move the manager recommended the trustees also back. The manager stated that he also recommended to the board that they consider reactivating membership in the KLA and would bring the matter before them once an invoice for membership was received.

6. **CELLULAR TOWER** – The manager had nothing new to report concerning this project.
7. **FINANCIAL** – The manager reported the cash position for the Boothbay Region water District as of 31 July 2013 was \$25,000.00 in the checking account and \$178,102.02 in the sweep account. Table 1 was provided to the trustees, illustrating the status of the sinking fund, land acquisition and capital reinvestment accounts. Billing for August was reported to be \$303,416.36 which includes quarterly fire protection fees.

TABLE 1 – CASH ACCOUNT STATUS (31 July 2013)

| <b>ACCOUNT</b>                   | <b>Balance 6/30/13</b> |
|----------------------------------|------------------------|
| BBH 1994 SINKING FUND            | \$ 132,591.32          |
| BBH 1997 SINKING FUND            | \$ 29,777.37           |
| BBH 1998 SINKING FUND            | \$ 27,993.39           |
| BBH 2001 SINKING FUND            | \$ 80,817.79           |
| BBH 2004 SINKING FUND            | \$ 29,627.89           |
| BBH 2007 SINKING FUND            | \$ 12,206.43           |
| BOOTHBAY REGION LAND ACQUISITION | \$ 3,415.16            |
| CAPITAL REINVESTMENT FUND        | \$ 358.95              |
| EBB UPGRADE 91-20                | \$ 18,695.10           |
| <b>TOTAL</b>                     | <b>\$ 335,483.40</b>   |

8. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries or safety violations to report during the previous period. The manager went on to report safety training had been conducted earlier that day with the safety plan thoroughly reviewed Mew England Water and Wastewater Training Associates (NEWWTA). NEWWTA had established the required files, policies and procedures within the map room of the administration building in preparation of future inspections by the Maine Department of Labor (DOL). The manager commented on the tactics of the DOL and their arbitrary and capricious nature as related to installation inspections and relayed to the board that by centralizing and simplifying record retention, it would reduce the amount of DOL “cheap hits”.

The manager then informed the board that he had modified the scope of agreement with NEWWTA which now required that they complete unannounced safety inspections, averaging once per 60-days reporting back on installation compliance as well as employee compliance with existing rules. The manager stated that he had discussed this with all of the employees and had made it very clear that this was not an instrument for disciplinary action, however did not rule out disciplinary action should gross-dereliction of duty be discovered. Instead this arrangement was designed to find weakness in the plan and continually improve workers safety, and provide on-scene continual safety education. The board voiced support with the manager for this arrangement.

9. **TREATMENT PLANT** - The manager reported that the district remained extracting the water supply for the region from Knickerbocker Lake and as of 0700 hr. that morning had processed 27.3964 million-gallons (MG). The manager then reported that the flows were off somewhat averaging 0.8150 million-gallons per day (MGD) over the past week as compared to 0.8520 MGD in 2012. The manager reported that for the previous week the peak flow was recorded on 10 August 2013 at 0.8660 MG as compared to 0.9119 MG last year. The manager then stated that he still believed sales were strong and that the production drop was due more with regard to excellent delivery efficiency and not a drop in demand. Trustee Marston requested the manager provide a report on withdrawal rates from Knickerbocker Lake for trustee review and stewardship of the resource.

As compared to the previous year, aluminum sulfate dosing rates were down 20.1% and sodium hydroxide dosing rates were down 32.35%. Filter efficiency was at 96.85% with clarifier efficiency near 100%. The manager stated that the treatment efficiency was a surprise with better than normal raw water quality.

The manager then reported the physical plant was inspected by the district's insurance carrier, Maine Municipal Association and the following deficiencies were identified.

- Faulty light switch cover in the plant generator room;
- Non-compliant lights in the East Boothbay Garage;
- Southport Pit heater stuck on

The manager reported that all deficiencies had been repaired.

Next the manager reported that the roof of the treatment plant was found leaking. As a stop gap the manager sole sourced the spot repairs to contractor Chuck House, Boothbay. According to Mr. House significant wear and rot was found, seemingly due to improper installation. The manager reported that he had referred this matter to Wright-Pierce Engineering and was under investigation. Wright-Pierce had planned a site visit on 21 August 2013 to assess the condition report. The manager voiced concern in that the roof was scheduled for replacement in 2020 but will most likely need to be moved up. The board informed the manager to keep them up-to-date as to the situation so that they could make the final determination as to timing the repair.

Next the manager reported that all of the district's major emergency power generators had received their annual inspections by Cummins Northeast under contract. .

Wright-Pierce completed the Mt. Pisgah Standpipe project with the six-month check to ensure the mixing system was working well and that the interior coating was in good condition. The water in the tank was sampled and was found to be consistent from top to bottom. The manager stated that he was very happy with the consistency and quality of the water chemistry in the system.

Lastly the manager reported the supervisory control and data acquisition (SCADA) upgrade on various remote sites, as well as radio upgrades were on hold due to a licensing backlog with the Federal Communications Commission (FCC). The board asked the manager to keep them updated periodically as to the status of this effort.

10. **DISTRIBUTION** – The distribution division was reported to have been focused on meter reading, backflow compliance, Dig-Safe compliance and the Paine Road Water Main Replacement Project for which the manager stated he would report on later. On 6 August 2013 the manager reported the system experienced a substantial leak adjacent to *Coons Grill* on Route 27, in Boothbay. Trustee Climo inquired why the manager reported the break was “*resulting from a sub-standard previous repair*”. The manager responded in stating that a previous repair had been made on the main which was essentially a “*Band-Aid*” and had never been re-addressed, as is now the standard operating procedure, with a proper repair, resulting in a loss of water and limited outage.

The manager then reported that on 10 August 2013 distribution personnel responded to a water quality complaint at the end of Factory Cove Road in Boothbay Harbor. The complaint was very real with an undiagnosed cause. The cause and mitigation of reoccurrence is still ongoing.

Trustee Climo inquired of the manager why he reported that “space was becoming an issue”. The manager stated that as the system has consolidated, and with the amount of specialized equipment necessary to meet the mission the distribution division had essentially run out of room. The manager stated that he would try to put a proposal for additional space, or provisions for a study for more space, in his proposed 2014 budget. Trustee’s Marston and Gamage inquired about the possibility of co-locating some facilities with the towns, most notably the town of Southport and instructed the manager to think out as wide a degree of options as possible for the trustee’s consideration.

On a related topic, the manager reported the roof on the East Boothbay Garage was in the process of being replaced. The manager stated that because of the simple nature of the repair and the ease to provide required safety considerations for staff, this was being completed in-house. Mid-Coast Electric had previously upgraded lighting within the garage and the manager reported that he had ordered the sky-lights removed.

Trustee Gamage inquired as to why the district uses Midcoast Electric and does not use more local contractors. The manager updated the board in that the district used to use a series of very competent local electricians for electrical needs but found that the industrial nature of the treatment plant and its complexity the district established a relationship with Midcoast Electric because they had an electrical engineer on staff and specialized in industrial, high voltage, high amperage applications. Both trustee Gamage and Climo were satisfied with the explanation.

The manager then reported that on 10 & 11 August 2013, Sprucewold in Boothbay Harbor, had intermittent pressure issues due to a faulty variable frequency drive (VFD) on the Sprucewold booster pump. The VFD drive was replaced by Stultz Electric on an emergency call-in with no reported disruption in serviced since.

The manager reported the Squirrel Island water main feed is failing and needs to be addressed. The manager stated that he and the distribution foreman had met with Mrs. Maude who was very gracious and generous in allowing the district to adjust the easement for a water main to feed Squirrel Island. The manager reported that he had contacted attorney Griffin's office to adjust the easement allowing the district to abandon the existing galvanized pipe in the Maude front yard to be abandoned in place; the most desirable outcome for Mrs. Maude. The compliant fix will require the district installing 300 +/- feet of water main under Grandview Avenue adjacent to the Spruce Point Inn and is tentatively being looked at for winter 2013/2014 work.

Lastly the manager informed the board that he had been the guest speaker for the annual meeting of the Sprucewold Homeowners Association on 9 August 2013. The manager reported the discussion revolved around preliminary and conceptual plans to install fire protection in Sprucewold.

11. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT -**

On 1 August 2013 the manager reported he had met with Mr. Mike Jenkins, Rural Development (RD) and signed additional documents required for federal funding. The manager had no further information to report.

12. **MWUA/MRWA BOD** – The manager reported that the Maine 126<sup>th</sup> Legislature was considering rules to make it illegal for trustees to use remote means to attend meetings. News of this proposed rule sparked strong and united opposition from the board. The manager was instructed to get all of the information as to the bill status and future hearings for board use as well as impress upon Mr. Jeff McNelly, MWUA lobbyist the district's opposition. The manager stated he would be talking to Mr. McNelly at the MWUA Clambake concerning the proposed legislation and report back his findings.

13. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE** - The manager had nothing new to report with this initiative.

14. **5 RIVERS** – The manager had nothing new to report with this initiative.

15. **PAINE ROAD WATER MAIN REPLACEMENT PROJECT** – the manager reported that to date the following tasks had been completed;
- The existing gate valve to Paine Road was repaired for shutdown;
  - The Fullerton Street water main was tapped with temporary water already established in a loop between Paine Road and Barter Road, pressure to the last residence has increased from 10 psi to 42 psi;
  - The Sprague residence service has been moved to Barter Road as it should with the tap off of Paine Road abandoned;
  - The hydrant located at the intersection of Tupper Road and Fullerton Street was removed;
  - Due to malfunction the hydrant at the intersection of Fullerton Street and Barter Road was upgraded; and
  - The in-line gate valve located on the Top of Fullerton Street above Paine Road was discovered shut; the loop for Fullerton was reestablished.
16. **OAK STREET WATER MAIN REPLACEMENT PROJECT SRF APPLICATION** – The manager that this project was being reexamined as to the best course of action with other looping in the system more likely to gain grant money from the State. The manager stated he had met with Wright-Pierce the previous week and the priority list was being reshuffled to reflect the current workload and accomplishments made since the Master Plan had been adopted, as well as reflect the inclusion of Southport and the water needs thereof. The manager reported that Wright-Pierce has a tentative due date for a report on 27 August for trustee consideration.
17. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) A & C at 1947 hrs.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*
18. The board came out of executive session at 2011 hr.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*
19. The meeting was adjourned at 2013 hr.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

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