

25 April 2006

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: MANAGER REPORT AND MINUTES FOR BOOTHBAY REGION WATER
DISTRICT MEETING 11 APRIL 2006

**MINUTES FOR 11 APRIL 2006 BOOTHBAY REGION WATER DISTRICT BOARD OF
TRUSTEES MEETING**

The Board of Trustees convened at 1400 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee (Vice Chair), Trustee McNelis (Clerk), Trustee Curtis (Treasurer), Trustee Carter, and Manager Jon "Ziggy" Ziegler Guest: Mr. Hank Farrah C.P.A., Runyon, Kersteen and Ouellette (RKO). Absent: Administrative Manager (AM) Bob Raudenbush.

1. Trustee Pinkham called the meeting to order at 1400 hr.
2. The minutes of the 14 March 2006 and the 30 March 2006 meetings were approved.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous
3. The board approved warrants 16, 17, 18, 19, 20 & 21.
Trustee MacPhee motioned, Trustee McNelis second, vote: unanimous
4. Trustee Pinkham recognized Mr. Hank Farrah, C.P.A., RKO, presented the board with the audit findings for 2005. In short it was reported the district was adhering to accepted accounting practices. Trustee Curtis asked if there were any "red flags" noted. Mr. Farrah replied he found no discrepancies in the finances of the district. Mr. Farrah reviewed key performance indicators including a review of the district's assets, property and equipment debt, liabilities, revenues, expenses, net assets, income by source and operating income and change in net assets. Lastly, Mr. Farrah took an opportunity to thank the manager, AM and customer services representative for their help in preparing the audit. He relayed to the trustees that the management cooperation is excellent with the district.
5. The manager provided the board with an update of the Knickerbocker Lake Intake project. It was reported the evening of 10 April 2006 into 11 April 2006 the foot valve required with the Adams Pond Intake Wet well was completed. It was further reported the manager would be arranging a public informational meeting for early May to update interested citizens on the status of the project and proposed work dates.
6. The manager reported attorney Geoff Hole had not yet completed a draft presentation for road opening policy changes for the town of Boothbay. The manager reported attorney Hole would have a draft ready for trustee review 25 April 2006.

7. The manager relayed the legislative action taken on L.D. 2070 "*An Act to Ensure the Availability of Public Drinking Water Supplies*". The manager thanked trustee's McNelis, MacPhee and Pinkham for accompanying him to testify in support of the bill at the Joint Standing Committee of Natural Resources on 4 April 2006. The manager reported the bill then went to the committee in a series of workshops where the language was adjusted. It was reported by the Maine Water Utilities Association the end product was acceptable. It was sent to the legislature as "ought to pass". The manager also informed the board the town manager of Boothbay did a very good job relaying the municipal perspective and was the only municipal representative to testify. The board encouraged the manager to write a letter of appreciation for his efforts. The manager said there was one in the works.
8. The manager reported the AM had received a proposal from Wright-Pierce Engineering concerning GIS and would provide an analysis to the board in the near future.
9. The manager presented a proposal to the board Kleinschmidt Energy and Water Resource Consultants concerning a study of the Adams Pond Dam. The board reviewed the proposal and authorized the manager to proceed into a contractual arrangement with Kleinschmidt to proceed. The manager reported the work would not be able to begin until there was zero flow exiting the pond. The manager estimated the work would commence sometime in early to mid-June 2006.
Trustee McNelis motioned, Trustee MacPhee second, vote: unanimous
10. The manager reported the PUC appeal by Mr. George Whitten was over with the district's argument upheld. The manager reported Mr. Whitten's attorney was still requesting billing information.
11. The manager acknowledged the district had taken delivery on the new service vehicles for 2006. They were now being outfitted for service. As soon as they were put into service, the district will donate the existing 1-ton to the town of Boothbay Harbor and sell the Ranger outright through sealed bid.
12. The manager reported the Sodium Hydroxide Overhaul was almost complete minus a check valve and a switch on back order with Sullivan and Associates. Trustee Curtis informed the manager that this was unacceptable. Trustee Curtis instructed the manager to make it happen or find another vendor who could. The manager acknowledged his instructed and told the trustees it would be done.
13. The manager described the progress of several subdivisions currently under consideration by the district in the towns of Boothbay Harbor and Boothbay.

Dora Highlands – No change in status

Sunset Acres – It was reported phase II water main installation was complete and was constructed to the district's satisfaction.

High Ledge – The manager reported on 23 March 2006 he, the distribution foreman and attorney Hole met with Mr. Neil Ward and his attorney to discuss the status of the project. Each of the district's objections was discussed in detail. Mr. Ward promised to hire a contractor acceptable to the district to complete the main installation. This was reported acceptable by the district and would await a submission by Mr. Ward.

Boothbay Country Club – The manager reported Phase I of the ductile iron installation was in process and the district inspector was engaged full time. It was further reported the installation was proceeding consistent with AWWA construction methods.

Gordon Alexander – No change in status.

14. The manager reported he was still working on an update to the district policies and procedures. The highlight of the re-write is to allow high density polyethylene (HDPE) to be used as transmission and lateral water main. The manager stated he would have a draft for review in the near future.
15. The manger relayed a conversation he had with the town manager of Boothbay concerning Mr. Ross Maddocks. The town manager relayed that for a load of loam Mr. Maddocks would be satisfied. The manager reminded the board that Mr. Maddocks complaint was a year overdue and rejected by the district contractor and Wright-Pierce Engineering as not being valid. The board acknowledged the district had no compulsion to provide any material to Mr. Maddocks, but as a good neighbor, a load of loam was and acceptable arrangement. The board asked the manager to work with the town manager to make this happen.
16. The manager reported he had been in contact with the town manager of Boothbay and proposed an idea of replacing a substandard culvert, a perennial source of pollution in the water supply, on Adams Pond Road with a box culvert. The manager told the trustees that he offered to pay for the design, cost estimate and permitting if the town would pay for the installation. The manager relayed the town manager was agreeable to this and would propose it to the board of selectmen. The board of trustees instructed the manager to proceed.
Trustee McNelis motioned, Trustee Curtis second, vote: unanimous
17. The manager reported the sale of the mobile generator for the sum of \$7,500.00 to Mr. Tim Brown of Boothbay Harbor for use at Brown Brothers Wharf.
18. The manger proposed a meter consolidation for Harborfields Inc. of Boothbay Harbor. The board approved the meter consolidation in accordance with good engineering principals and consistent with AWWA standards and the Boothbay Region Water District Terms and Conditions of Service.
Trustee McNelis motioned, Trustee Carter second, vote: unanimous
19. The meeting was adjourned at 1440 hr.
Trustee MacPhee motioned, Trustee McNelis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager

