

13 January 2009

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 23  
DECEMBER 2008**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer), Trustee Marston, Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: None. Absent: Trustee Carter (Clerk).

1. The minutes of the 9 December 2008 trustees meeting were approved with revisions.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
2. Warrants 73, 74, & 75 were approved.  
*Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous*
3. The board reviewed two requests for proposal; the first from Wright-Pierce Engineers and the second from Dirigo Engineering for the potential upgrade of water main in East Boothbay to supply necessary fire flow to support the Washburn and Doughty reconstruction. After considerable debate the district accepted the proposal made by Dirigo Engineering citing a lower Phase I cost, \$6,000 vs. \$30,000. In addition it was the consensus of the board that Dirigo Engineering had a clearer sense of what was asked for in the district's request and did not add work that was not necessary in phase I. The board instructed the manager to sign a contract with Dirigo Engineering immediately and begin the support documentation to aid the town in securing grant funding for the proposed contract. Trustee Pinkham additionally instructed the manager to contact Wright-Pierce and explain to them why they were not chosen.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
4. The manager reported that he would be getting with the Boothbay Harbor town manager and public works director after the first of the year to answer an information request by Mr. Andy Begin, the newly appointed state drinking water engineer, so that the district could have additional money added to the existing state revolving fund (SRF) loan to cover cost overruns accumulated during the Sea Street project with regard to paving.
5. The AM provided the board with a budget update and reported that the year would end with expenses approximately 4% over budget. The reasons for this overrun were tied to unexpected costs to comply with safety regulations, unprecedented increases in chemical and energy costs, and unplanned but necessary projects taken on by the district. The AM reported that even with the additional work overall labor costs remained under budget. On the revenue side the AM expected to significantly exceed budget projections with the year actually ending with a small surplus.

6. The board reviewed the draft Boothbay Region Water District 2009 Budget. The trustees thanked staff for providing copies in advance so that the trustees had ample time to review. The total proposed budget totaled \$2,003,705.64. The board addressed a series of questions proposed by trustee's MacPhee and Curtis. Several changes were made to the text of the executive summary. Trustee Curtis brought to the attention of the board, language proposed in the executive summary concerning the "economic stimulus" package and the need to be flexible during the year. The board concurred with staff's opinion that 2009 should be a year where the focus is replenishment of the capital reserve account. The board approved the 2009 budget with revisions.  
*Trustee Curtis motioned, Trustee Marston second, vote: unanimous*
7. The manager reported that he had not completed the 2008 annual report for Knickerbocker Lake as required by the Maine Department of Environmental Protection (MDEP) due no later than 31 December 2008. The manager informed the board that the report would be submitted on-time.
8. The manager reported he was behind on the submission of materials for the ammonium sulfate conversion to the drinking water program. The manager informed the board the submission would be made soon after the first of the year.
9. The manager reported he had talked to Mike Tomicelli, Mid-Coast Machine and Fabrication, concerning the repairs needed for the raw water air scour system. Mr. Tomicelli had yet to look over the repair needed and no cost estimate was available.
10. The manager reported the distribution crew was still shoveling out the district's hydrants from a recent 16"+ snow storm. The manager did inform the board that he would be detailing personnel into the treatment plant to aid the operators in winter maintenance of the treatment system.
11. The manager reported no new information concerning the many subdivisions in the Boothbay Region in various stages of completion.
12. According to the manager he had been in contact with Wright-Pierce and the master plan update was significantly late. The AM expressed concern in that the financial review portion of the master plan was scheduled to be the final portion of the analysis and was hoping he could have had some preliminary data by the end of the year.
13. The manager had been contacted on 10 December 2008 by the Department of Labor (DOL) to answer a data call on corrective actions the district had taken concerning the alleged violations regarding the 30 April 2008 sodium hydroxide incident. The due date given the district was 12 December 2008 which was reported to be met. The manager went on to report that the district was now waiting for the DOL to assign a time for a meeting concerning final resolution.
14. The manager reported that all performance evaluations had been completed in accordance with the union contract.
15. The manager informed the board that the town of Boothbay had requested the manager's report to the town. He informed the board he was working on that and would have it available sometime in January 2009.

16. The manager reported the all district personnel had received their annual hazardous material refresher training on 16 December 2008 conducted by Mr. Gregg Kidd in accordance with state law.
17. The meeting was adjourned at 2020 hr  
*Trustee Marston motioned, Trustee MacPhee second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager