

14 July 2009

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 23 JUNE 2009**

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

1. The minutes of the 9 June 2009 trustees meeting were approved with revisions.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
2. Warrants 34, 35 & 36 were approved.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
3. The board voted to go into executive session pursuant to 1 MRSA §450(6)(E) at 1903 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
4. The board voted to come out of executive session at 1923 hr.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
5. The manager recommended that all bids be rejected for the Adams Pond Dam Replacement project with the board voting unanimously to do so and voted to allow an alternate method of completing necessary dam work by allowing the manager to act as a general contractor for the district.
Trustee Curtis motioned, Trustee Marston second, vote: unanimous
6. The AM reported the budget was still on target with a 107% of revenues being collected and expenses running 94% of expectations. The AM went on to warn the trustees that the budget numbers will most likely narrow as year progresses due to construction and maintenance activity.
7. The AM reported the safety program was on target. The AM informed the board that staff would begin fit testing of respirators as soon as possible. Saint Andrews Occupational Health was selected to conduct medical surveillance of the crew.
8. The manger reported that he met with E. J. Prescott (EJP) on 18 June 2009 and was optimistic in restarting the district GIS project The AM reported the district had completed much of the work in-house making the final project affordable. The manager recommended EJP to complete the project. The manger went on to report that the final product would be met for a fraction of what engineering firms had previously proposed. The manager told the board that he would be working within the approved line item in the budget on a time and materials basis with EJP.

9. The manager reported that on 17 June 2009 all parties involved with the Montgomery Road Main Replacement/Extension project had met and were very clear on obligations to each other, financial and otherwise. All materials for the project were reported to be on-site and are either stored in the distribution garage or at the Boy Scout Hall. The manager explained that the district was waiting for the weather to break so that construction can commence. In the mean time all of the valve assemblies were made up and were ready to go.
10. The manager had nothing new to report concerning Country Club Road.
11. The manager provided the board with an update concerning treatment plant operations. The status of the following was discussed:
 - a. Sodium Hypochlorite – The manager had met with Mr. Scott Whitney, Maine Drinking Water Program who provided the district authorization to proceed with the proposed pilot study. Wright-Pierce was now holding up the project due to inaction. The manager complained that he did not have a design for the pilot (required) nor did he have any benchmarking parameters.
 - b. LT2 Monitoring – The first round of sampling had been completed and the district average is now 2. The limit is 10.
 - c. Source Water Monitoring – Adams Pond and Knickerbocker Lake source water monitoring was reported ongoing. The illicit outfalls previously noted were turned over to the town of Boothbay for investigation
12. The manger reported the distribution crew was almost caught up on job orders. In addition the manager informed the board that the state labeled the district's cross-connection control program as a "model for the state".
13. Knickerkane Bridge was next discussed. Mid-Coast machine, Boothbay had provided a cost estimate of \$22,756.64 which exceeded the estimate provided by Wright-Pierce of \$8,000.00. Wright-Pierce was waiting for a quote from Coastal Metal Fabrication for comparison.
14. The manager had no news concerning the pending safety citation.
15. The manager reported on 17 June 2009 the Maine Drinking Water Program had conducted a sanitary survey for the district which went exceptionally well. The verbal report was the district would keep its license to operate with no deficiencies noted. The manager was awaiting the written report and summary to evaluate the districts performance.
16. The manger provided the board with a proposal from Ms. Sue Mello concerning updating the source water assessment program for Adams Pond and Knickerbocker Lake. It was the feeling of staff that this needed to be completed and was difficult to accomplish with district staff. The manger thought that if the costs could be contained within the existing budget that this could be very effective and of great value. The board concurred as long as the funding stayed within budget and was kept on a time and materials basis. The manager and the AM would next met with Ms. Mello and execute the update if feasible.
17. The manager reported he was attempting to make contact with the East Boothbay Methodist concerning their complaint with the district. No contact had yet been made.

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegra
Manager