

8 January 2008

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27 DECEMBER 2007**

The Board of Trustees convened at 1400 hrs. In attendance Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Curtis (Treasurer) (per telecom), Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM) Guest: None Absent: Trustee Carter (Clerk), Trustee Marston.

1. The minutes of the 11 December 2007 trustees meeting were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
2. Warrants 74, 75 & 76 were approved.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
3. Trustee Pinkham instructed the board to consider the donation of the $\frac{3}{4}$ ton utility truck, chassis only, to the Boothbay Fire Department. The board approved this proposal.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous
4. Trustee Pinkham inquired on the status of the winter maintenance cycle at the treatment plant. The manager reported he had detailed one Class IV operator from distribution into treatment to assist with winter work and build redundancy in operators, this was reported to be a sixty day detail. Filter Unit #1 was reported to be coming down for a light overhaul beginning 7 January 2007. The overhaul of both treatment units was reported to include; rebuild and or replacement of influent valve and appurtenances, painting of filter interior, replacement of backwash flow control switches, and rebuild of the sluice gates.
5. The manager reported Reed Road complete
6. It was relayed to the trustees that on 18 December 2007 Express Electric met with the manager and treatment plant operators to discuss the schedule for the Knickerbocker Lake Intake generator installation. On 19 December 2007 staff made preparations for the installation of the propane tank and underground gas line installation. The manager went on to report the concrete pad to rest the generator was installed. The treatment plant operators had concerns over the cure time of the concrete pad and referred this question to Wright-Pierce. On 21 December 2007 the generator was delivered and placed over the pad with blocking but did not rest on the pad until it was properly cured. On 26 December 2007 the louvers were installed and Downeast Energy installed the propane system per plan.

The manager went on to inform the board that the transfer switch is scheduled to be installed that day. The 1,000 gallon propane tank was reported installed with the gas line and vaporizer scheduled to be installed within the week. The contractor is looking for start-up and testing during the first full week of January. T-Buck's portion (structural) will be completed today.

7. The Knickerbocker Lake Intake operations were next discussed by the board. On 19 December 2007 district personnel air tested the Knickerbocker Lake Intake effluent valve located at the raw water pump station. The board was reminded that over Thanksgiving weekend an electrical short was found in the valve and neutralized. Prior to the air test, operators manually closed the valve. It appears there is no structural leak. Wright-Pierce and Dezurick were reported to have been notified. The manager went on to state that it was his belief that the electronics associated with the valve were faulty and the previous leak by problems experienced during start-up could very well have been caused by this problem. With the valve still under warranty the district will have them re-built and tested this spring and put the system back on-line by May in-time for the 2008 season.
8. The manager had nothing new to report on the East Boothbay Standpipe demolition.
9. The manager next discussed the Seas Street community development block grant (CDBG) alerting the board to the fact the submission for the letter of intent (LOI) was due on 4 January 2007 and that everything was on-track. The manager reported that he had received the 100% drawings from Dirigo Engineering and they had been sent to Amy Winston to be added to LOI. Trustee Curtis asked if the sewer district was to be included in the CDBG. The manager reported in conversations with the sewer district they had not prepared any cost estimates and were still weighing their options and did not have a plan. Trustee Curtis asked how long did the sewer district have as to making a determination of course of action. The manager did not have the answer but said he would have one for the next meeting.
10. The manager reported Wright-Pierce had been in contact with the district concerning the new Phase II plans for Dora Highlands. The manager reported there were some outstanding items remaining with Phase I that needed to be addressed with Phase I, all minor but the main was in service. The manager told the board that he wanted Phase I totally complete before Phase II was considered.
11. The manager was asked to go over the draft 2008 budget. The manager acknowledged the written comments provided by Trustee Curtis. Trustee Pinkham instructed the manager and AM go through Trustee Curtis list and address each item. The manager explained that he prepared the budget with the priority list as a guide. The Adams Pond Dam was listed as a priority and the manager proposed the "time was now" to complete repairs as proposed by consultants in 2006 and board agreed. The manager reported the GIS numbers he put into the budget were in error and would be considerably less than the \$35,000 proposed. The manager could not justify the cost of overhauling the piping in the West Harbor Standpipe for 2007. As a stop-gap measure he informed the board that he would operate the tank as a seasonal tank. In addition the executive summary was discussed line item by line item and adjusted accordingly. The AM discussed with the board the need to study the possible need for rate hike and proposed the district spend \$4,000.00 to have a neutral third party ascertain the need. Also of note, the board approved the procurement new leak detection equipment to comply with Maine Department of Environmental Protection directives for water use. Trustee Curtis asked why there was no money budgeted for public notices. The manager could not answer that and was instructed budget \$500 in the line item. The board approved the 2008 budget with amendments.
Trustee MacPhee motioned, Trustee Curtis second, vote: unanimous

12. The manager reported Adams Pond and Knickerbocker Lake were at full capacity with “good” water quality.
13. The board voted to go into executive session pursuant to 1 MRSA §405 (6) (D) at 1442 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
14. The board came out of executive session at 1455 hr.
Trustee Curtis motioned, Trustee MacPhee second, vote: unanimous
15. The meeting was adjourned at 1459 hr
Trustee MacPhee motioned, Trustee Curtis, vote: unanimous

END OF MINUTES

Respectfully Submitted,
Jonathan E. Ziegra,
Manager