

10 April 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 27
MARCH 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee Marston, At-Large, (Treasurer); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager; Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Jim Chaousis, Manager, Town of Boothbay; Mr. Bill Harvey, Boothbay Region Cable TV. Channel 7 (recording the session). Absent: Trustee Carter, Boothbay, (Clerk).

1. The minutes of the 13 March 2012 trustees meeting were approved.
Trustee Reed motioned, Trustee Marston second, vote: unanimous
2. Warrants 15, 16 & 17 were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
3. The AM announced his retirement effective 31 December 2012, staying on for nine-months to assist in the transition of his duties to those who will be responsible in the future.
4. The manager reported on the **District Financials**. As a response to the AM's retirement a thorough cost benefit analysis of the position was completed by the manager. It was found that instead of hiring a replacement for the AM the essential functions of the position would either be covered by cross training existing employees or be contracted out. The manager was emphatic that the financial functions would be contracted out and a contractor had been already selected for the interim, Osman Page (OP) located in Boothbay Harbor. The manager reported that he had signed an open-ended contract with OP with a no penalty "opt out" clause. The manager went on to report that the payroll function had already begun moving over to OP with that function totally transferred within a few weeks. Concurrently the general ledger bookkeeping was also in transit with OP taking full custody within six week of all general ledger and accounts payable functions. The manager explained that he very much liked the arrangement because of the significant operational savings it will afford in the next budget cycle as well as meeting the security objectives as outlined in his annual review conducted by the trustees the previous January. The manager stated that if he now "got run-over by a bus, the bills would still get paid, the check book would be balanced and the troops would get paid."
5. The manager had nothing new to report concerning the **Bigelow Laboratories** project

6. The manager reported on **Safety** matters. No injuries or violations with set polices were reported for the previous reporting period. Operator training was completed by New England Water and Waste Water Training Associates. The following classes were given at a total cost of \$3,900.00:

(4 individuals) - Class II Distribution Systems- Feb. 22, 29 & March 7, 14, 21, 2012

(3 individuals) - Class III Distribution Systems - Feb. 22, 29 & March 7, 14, 21, 2012

(1 individual) - Class IV Treatment – Feb. 23 & March 8, 15, 2012

The manager reported that the various operators had begun to schedule their exams with results being passed to trustees as they become available.

Lastly, the manager reported that the following evening the Lincoln County HAZMAT crew would be conducting a drill at the district chemical loading area with the scenario being a spilled load of sodium hydroxide. The local EMA was conducting the drill in conjunction with the district, with the district receiving credit for the drill.

7. The manager provided the board with a report on **Treatment Plant Operations**. Layne-Christensen was reported to be making repairs to the vertical turbine for FWP1 with no date for reinstallation scheduled as of yet. There is no report as to status of the pump at this time.

Adams Pond was reported to have 232,000,000 gallons of usable storage.

8. The manager reported on **Distribution Division** activities. The seasonal “blow-offs” continued to be installed offering the regions fire departments convenient locations to extract water from the system without the need of “chain-sawing” seasonal mains to obtain water. The manager also reported that after consultation with the distribution crew, given the current weather condition, the target date for seasonal start-up would be Patriots Day weekend.

9. The manager next updated the board as to the status of the **Southport Water System/BRWD Amalgamation**. On 21 March 2012, the manager presented the first PowerPoint, outlining the need for the amalgamation, to several residents of Southport. The manager reported that the effort went well and that he received beneficial feedback from the community. At that meeting were trustees MacPhee, Pinkham and Reed who also offered constructive criticism. The manager stated that he would be going through the PowerPoint with the trustees later that evening in an effort to fine tune the message. Lastly, the manager reported he would be delivering a presentation the following evening to the Boothbay Harbor Lion’s Club.

10. The manager reported no change in status for the **GIS Upgrade**.

11. The manager had no new news concerning the **SCADA Upgrade**. On 23 March 2012, Electrical Installations Incorporated (EII) transferred the analog controls to the digital controls and the system was now controlled by the master computer. The manager informed the board that he would like to give them a tour that evening to inspect the new system and see the systems capabilities. The manager reported some “glitches” which have been attended to by EII. The manager described the next month as the “shakedown period”. The operators have been keeping track of the programming errors which so far were reported to be minor. The manager concluded his report by stating; overall the transition was rather easy with the new found control over the treatment process “amazing” with the district already reaping pretty big benefits.

12. The manager reported that the **Payroll Problem** pervasive in 2011 had been corrected by OP. The district filed amended FICA payments to the US Treasury totaling approximately \$4,400.00, squaring the district's liability, on behalf of each employee, to the federal government. The manager went on to inform the trustees that the same problem existed with payroll to this point in 2012, but the error was caught early enough to correct with no penalty to the district. Amended W2C's were reported delivered to all employees who worked in 2011.

13. Mr. Chaousis was recognized by Trustee Pinkham. Mr. Chaousis began discussions concerning the town's responsibility to protect the watersheds of both Adams Pond and Knickerbocker Lake and the district's responsibility to pay a portion of those related costs. This ignited long, constructive debate. The town of Boothbay admitted that in the past the district had not received what it had been promised but was under the impression that the agreement was still in effect. The trustees agreed with the town's assessment in that in the past the value was lacking and the program was a political tool of the town to exert power by a corrupt few over the district. However the trustees were under the impression that the agreement was null and void.

Mr. Chaousis proposed that the manager, he and town staff get together and precisely line out expectations and report back to the board. The board agreed and stated that within the next few trustee meetings they would revisit the issue and discuss keeping the program after considering the improved scope of service.

14. The manager and the board went through the PowerPoint presentation concerning the amalgamation effort. The board informed the manager on what was to be included and removed.

15. The board voted to go into Executive Session pursuant to 1MRSA § 405 (6) (A) (F) at 2020hr.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous

16. The board voted to come out of Executive Session at 2048 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

17. The meeting was adjourned at 2049 hr.
Trustee Reed motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager