

27 November 2012

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGER REPORT AND MINUTES FOR THE TRUSTEE MEETING 13  
NOVEMBER 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; Trustee Gamage, Southport; Trustee Climo, Southport; Jon Ziegler, Manager. Guest: Mr. Bob Walter, Boothbay Harbor. Absent: Trustee Carter, Boothbay (Clerk).

1. The manager reported on 6 November 2012 the voters of Boothbay, Boothbay Harbor and Southport approved the amalgamation of the Southport Water System and the Boothbay Region Water District in concurrence with LD – 1834 *An Act to Amend the Boothbay Region Water District Charter*. The results were verified by each municipality and reported as follows:

Municipality	Yes	No	Total	%
<b>Southport</b>	286	139	425	67.29%
<b>Boothbay</b>	1593	402	1995	79.85%
<b>Boothbay Harbor</b>	1109	246	1355	81.85%
<b>TOTAL</b>	<b>2988</b>	<b>787</b>	<b>3775</b>	<b>79.15%</b>

2. The manager reported that in accordance with the Charter of the Boothbay Region Water District (as amended), on 7 November 2012 the Southport Board of Selectmen appointed Gerald Gamage trustee for a the term expiring 14 May 2013 and Smith Climo trustee for the term expiring 13 May 2014. After significant discussion and both trustees begin service on 13 November 2012 in a capacity to be determined by the board of trustees. The board began discussion as to when the Southport contingent would have full voting rights affecting the affairs of the district and discerned that the transfer of assets and liabilities would not be officially conjoined until 1 January 2013 but because the district would be considering the 2013 budget as well as other long-term policies that would require participation from the town of Southport that the Southport Trustees become voting members immediately. The Southport trustees were made full voting members of the district as of 13 November 2012. *Trustee Marston motioned, Trustee Reed second, vote: (Boothbay, Boothbay Harbor, At-Large – unanimous)*
3. The minutes of the 23 October 2012 trustees meeting were approved with revisions (spelling errors).  
*Trustee Marston motioned, Trustee Reed second, vote: unanimous*
4. The **Payroll** for 23 October 2012, 30 October 2012 and 6 November 2012 were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*
5. The **Transactions** for the period of 22 October 2012 through 9 November 2012 were approved.  
*Trustee MacPhee motioned, Trustee Reed second, vote: unanimous*

6. The manager provided the board a **Financial Update**. The October financial report was in process and due on the second meeting of the month. The manager did report that the district was, as expected this time of year, liquid with November billing equaling \$488,476.33 for routes 3, 4 & 13 and seasonal coverage amounts equaling \$124,500.21 for an aggregate billing of \$612,976.54. The manager stated he would [provide the board projections as to financial health at the next meeting but all indications seem to indicate the district would be in good condition with the goal of replenishing 50% of the sinking funds achieved.
7. The manager next reported on the district's **Watershed Protection** program. There was no change in status with regard to building permits in the month of October. The town has provided the district and opportunity to attend training on septic systems for which the manager was evaluating. Trustee McPhee asked to see the materials for the workshop.
8. The manager next reported on **Safety and Training**. No injuries or violations were reported during the previous period. The safety review was on-going and all inspections were up-to-date.
9. The manager provided the board with an update as to **Treatment Division** operations. The plant was reported to be operating well. Total production had dropped to normal low conditions. The average production for the preceding seven-days was 261,185 gallons delivered. Water quality in Adams Pond continued to exhibit signs of "turnover" which had proven to be having a direct effect on plant performance. The pH of the raw water had risen requiring less sodium hydroxide but because of the increase in turbidity aluminum sulfate demand continued to rise. The manager went on to describe that the water was developing a slight, but noticeable, taste and odor issue but for which the district had received no complaints; treatment plant staff were monitoring the situation. Clarifier run times were reduced 9% because of the increase in turbidity and filter run times had been reduced 10% from optimum, for the same reason. It should be noted that the water quality of Adams Pond still remained within the normal range for this time of year.
10. The manager next briefed the board on **Distribution Division** activities. The manager reported that as of that morning, shutdown was officially complete. Because of normal freezing temperatures many mains and valves froze the previous week delaying the shutdown. However, upon inspection it appeared that sufficient water had been drained to prevent serious damage, but an assessment would be made in the spring to verify worthiness. Sawyers Island and some of the more outlying areas were the areas affected. The distribution division was now preparing for winter operations, special internal projects and the Southport town project.
11. The manager presented the draft **Cross-Connection Control Policy Change**. In short, the draft presented reinforced the contract that the customer had with the district and reminded the customer that it was the customers responsibility that if, at their choosing, they use an independent certified tester, it is their responsibility to insure that the proper reports are provided to the district, on-time. The draft also clearly spelled out, failure to do so would result in a 14-day disconnection procedure with the customer responsible for any costs generated by that action. Upon questioning by the board the manager stated that the document had been reviewed and approved by the district's legal firm as being consistent with law and existing policy. At that the board approved the new policy with the caveat that any notices sent be sent by certified mail.

*Trustee Marston motioned, Trustee Reed second, vote: unanimous*

12. The manager provided the board with an update on the **Southport Merger**. The second ballot initiative that the district must undertake, asking the region if municipal officers can be trustees, had begun. The manager reported that he had met with Kirsten Hebert earlier that day and had enlisted her help with the target for the special election being mid-February. The manager explained that by setting this time and date, this would leave enough time to determine the question before the first election for Southport trustee would be held, mid-March.

The manager then went on to inform the board that Ms. Hebert has made contact with the Maine Public Utilities Commission (PUC) and was verifying their needs and wants. Related to the merger the manager, and trustee contingent from Southport confirmed, that the district had received permission from the Southport selectmen to use Attorney Griffin and Terry Leighton Surveyors to transfer any property. The only property the district was interested in was the tank site along with securing a utility easement to the site. Trustee Gamage informed the board he would help the district determine the subdivision boundaries

Attorney Geoff Hole was drafting the agreement for moving any of the soft assets as well as moving the distribution system, meters etc., from the town of Southport to the district

Lastly, the manager reported that he would be meeting with Osman Page (OP) for a budget meeting the following day with the intent of scheduling a meeting with the administrative staff at Southport to begin the process of setting up accounts for budgeting purposes and making provisions to move any financial assets/liabilities.

The town of Southport had initiated the Cross Road project, making that project a liability that may be carried over, post-merger. The manager reported that several thousand feet of pipe were on the ground and the requisite hydrants were stored in the district yard. N. Reny Construction had won the bid for installation and will be completing the Cross Road project.

13. The manager next reported no change in status for the **Southport Interconnection and Tank Replacement Project**.
14. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. The manager reported that the project did not make the state revolving fund (SRF) primary list and therefore private funding would be necessary. The manager stated that this would be accomplished in the New Year through the district's lender for which the manager reported already having preliminary discussions. The manager then provided the board with a preliminary modeling run through provided by Wright-Pierce apparently confirmed the PAX system would work in mixing and reduce of ice formation. The manager concluded with informing the board that WP was now working on a detailed cost estimate.
15. The manager briefly updated the board on his activities with **the Maine Water Utilities Association (MWUA)**. The manager reported that the SRF Bond referendum was passed statewide by a 2:1 margin. Next the manager reported that the legislative session was cranking up and ground water ownership rights were going to be under assault.
16. Then manager reported no activity regarding the **NRPA Study** update. He began by distributing a draft introductory paper written by Lauren Stockwell which reported that there was no change in habitat from pumping related issues in Knickerbocker Lake. However, in relaying discussions with Ms. Stockwell the manager informed the board that Knickerbocker

Lake was showing stress from water quality. The manager stated that this was a more qualitative observation with hard science to follow. The manager stated that the flow or volumetric portion would be completed shortly after the monitoring season ended, 30 November 2012 finishing by telling the board the project remained on-schedule.

17. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no real activity.
18. The manger reported that because of heavy workload he had no choice but to put this task on Wright-Pierce with regard to the **Submerged Land Leases**. He reported that he would be meeting with Wright-Pierce the following week and had sufficient money in the engineering account to complete the work.
19. The board took up the question of a **Conflict of Interest Policy (CIP)**. The manager provided the board with a draft CIP. At this point Trustee MacPhee took the lead role instructing the board to make changes or comments and get them to him for whom he would present for action at a later date.
20. The manager updated the board as to the **Truck Procurement** process. The manager had no change in status.
21. The manager reported that staff had completed all actions necessary to initiate the **Credit Card** policy and submitted it to Maine Municipal Association. The district was now awaiting the next step
22. The manager reported on a new item entitled **Proposed Regional Coalition**. The manager reported the group has a tentative name; Five Rivers Regional Water Council. The next milestone was to meet on 29 November 2012 with the director of the Maine State Drinking Water Program to look for funds for seed money as well as meet with the attorney who set up the Southern Maine group during the Maine Rural Water Association show the following week.
23. The m manager informed the board that the process for the **2013 Budget**. The manager reported the 2013 Budget committee would be meeting twice before the next trustee meeting with the hope that a new chart of accounts could be completed, with a draft budget soon to follow with a target completion of the draft set for before the 27 December 2012 meeting.
24. Mr. Bob Walter addressed the board concerning a letter from **Turner Porter** requesting the district allow him to run a service line from Atlantic Avenue, down Breakwater Road, to his property to serve a new lawn sprinkler system for which he was claiming hardship. The manager countered that the district rules specifically state that he does need a separate service for his irrigation system and in order to serve his property a main extension would also be necessary. Because the seasonality of this request the board thought it prudent the manager write a letter to Mr. Porter explaining the alternatives he has including a seasonal water main extension to his property to serve his irrigation system.
25. The meeting was adjourned at 2017 hr.  
*Trustee Reed motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager

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