

12 March 2013

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 FEBRUARY 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); : Trustee MacPhee, Boothbay, (Vice Chair); Trustee Marston, At-Large, (Treasurer); Trustee Reed, Boothbay Harbor; Trustee Gamage, Southport; Trustee Carter, Boothbay (Clerk); Jonathan Ziegler, Manager. Guest: Ms. Lisa Kristoff, *Boothbay Register*. Absent: Trustee Climo, Southport.

1. The minutes of the 12 February 2013 trustees meetings were approved with revisions.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
2. The **Payroll** for 12 February 2013 and 19 February 2013 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
3. The **Transactions** for the period of 11 February 2013 through 22 February 2012 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
4. The manager provided the board a **Financial Update**. The manager provided the board with the to-date budget report which at that point the manager stated that revenues and expenses seemed to be well within expected levels. The manager reported that as of the meeting date the district had total revenues of \$206,749.73 with total expenses equaling \$150,715.23. The manager also reported that several of the sinking fund deficits were to be corrected with the transfer of funds shortly.
5. The manager provided the board with an update on the **2012 Audit**, currently being conducted by Runyon, Kersteen and Ouellette (RKO). The manager stated that the audit had been on-going for the previous day and the day of the meeting, and with the auditor's permission, the manager reported that the audit was proceeding very well with all of the cash accounts being "spot on" and only two minor issues discovered as the result of staff. The manager informed the board that the auditors had stated that this was a "*worst to first*" situation when compared to the district's performance in the 2011 audit. The board was very pleased with the news.
6. The manager reported on the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**. The manager stated that the process was moving forward. The manager stated that the original compensation numbers for space on the Mt. Pisgah Standpipe for ATT equipment as negotiated with ATT, were acceptable to all parties. Ms. Kristoff was recognized by the chair where in the manager was instructed to provide an overview of the project to-date for her background. The manager then reported that the language of the contract had been reviewed by attorney Geoff Hole and sent on to Mr. David Libby for drafting into the lease agreement. The manager concluded that as of the meeting he was unaware of any permitting progress with the town of Boothbay Harbor but expected that ATT would be moving forward soon. Chairman Pinkham instructed the manager to keep them advised.

7. The manager next reported on the district's **Watershed Protection** program. On 13 February 2012, the manager met with the Boothbay planning board and reported that it was the planning board's intention to amend the current watershed protective ordinances in partnership with the district. The manager stated that he had proposed a more stringent but performance based set of standards. The manager stated that he had reintroduced the model standards included in the district's 2009 Surface Water Assessment Plan (SWAP) were redistributed amongst the board members and had received a somewhat favorable review on a conceptual basis. The manager stated that he would be inquiring on providing training for the planning board and was waiting for their next meeting where he hoped that they would define a timetable and ascertain the objectives of the ordinance overhaul. The manager reported that he did state for the record that whether it be the new ordinances or community awareness, the water quality in Adams Pond had improved over the past eight or so years for which he could scientifically prove and that the district was not going to allow the town to backslide without a serious legal challenge. The manager reported that that message was clearly understood by the planning board.
8. The manager next reported on **Safety and Training**. The new safety plan continued to be honed. Maine department of Labor required inspections were reported to be up-to-date with the second mandatory training module conducted earlier that day. The board instructed the manager to keep this as an agenda item and keep them informed.
9. The manager provided the board with an update as to **Treatment Division** operations. Currently the district was bleeding 64,800 gallons per day to maintain water quality. The bleeders are located at East Boothbay, Thrill Hill; East Boothbay, Presley Drive; Boothbay Harbor, Lobster Cove; and Factory Cove, Boothbay Harbor. The manager stated that this use corresponded to the increase nominal winter flow which for the preceding seven days averaged 0.2772 mgd as compared to the 2012 average 0.2639 mgd.

The manager then reported that the raw water quality appeared to be stabilizing in that the clarifier run times were now extended to maximum with filter run-times reported at 92% of optimum. As expected the aluminum sulfate dosage requirements had dropped due to the reduced incoming turbidity. However with ice-in and the inevitable lowering of pH of the raw water, a normal increase in consumption of sodium hydroxide was taking place, well within the normal range.

Filter 2 was taken off-line on 19 February 2013 for mid-level maintenance (mostly corrosion control). The work was progressing smoothly with the filter train scheduled to be put back on-line 1 March 2013.

The manager reminded the board that as noted in previous reports, Backwash Pump #1 was underperforming and had been offline for several months. It was suspected that there was a problem with the vertical turbine and as budgeted it was scheduled to be pulled early in March, analyzed for deficiencies and rebuilt. The manager stated that he would keep the board updated as to the pumps condition.

The manager provided the board with the “low quote” for security cameras, well within the approved budget guidelines, and for which he stated was scheduled for installation in late April to early May. Chairman Pinkham recognized Ms. Kristoff who was provided background information as to illegal activity on district property and the district’s commitment to keep that element off of its property. The manager continued by informing the board that there would be a viewing station located within the administration building for security monitoring and recording purposes. The manager then informed the board that even though images would be stored locally, as a warning to potential thieves, all images would also be instantly sent through a secure connection to “the cloud” thereby preserving any nefarious images indefinitely.

Lastly the manager reported that the treatment plant operator had undergone surgery for a non-work related issue, was on leave with a favorable prognosis for a full recovery.

10. The manager next briefed the board on **Distribution Division** activities. The distribution staff was well into winter operations with much work continuing indoors. The manager stated that he had instructed the distribution foreman to develop a cost-estimate to rehabilitate the old converter truck for use on Southport which would consist of a new box. The manager stated that all of the tools are being color coded by truck. The district was reported to be current on meter maintenance and cross-training in both the treatment and administration division ongoing.

The manager reported that the Assistant Distribution Foreman remained on medical leave following surgery for a non-work related condition. The prognosis for a full recovery was reported to be excellent

11. The manager provided the board with an update on the **Southport Merger**. The manager reported that he and Ms. Kirsten Hebert had made several attempts to discuss with the Maine Public Utilities Commission the status of closing for the merger but as of meeting had been unsuccessful. The manager then reported to the board the results of the second referendum completed that day as to the question of municipal officers eligibility. The results were as follows:

<b>Town</b>	<b>Yes</b>	<b>No</b>
Southport	47	28
Boothbay Harbor	27	33
Boothbay	37	33
<b>TOTAL</b>	<b>111</b>	<b>94</b>

The board deferred further discussion on the matter until a later date.

12. The manger next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The manager provided the necessary report needed to satisfy the requirements of the National Oceanographic and Atmospheric Administration (NOAA). The advised the board that the cost from Stockwell Environmental was very reasonable and the volunteer contributions to this report by Mr. John Lewis, Maine Department of Marine Resources (DMR) created a substantial savings for the district.

The manager stated that the engineering report was ongoing and the district was waiting for PUC to approve the merger and to close before moving any farther forward.

13. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. The manager reported that Wright-Pierce had negotiated a tank painting contract, with the verbal blessing of the board, with Mr. Marcel Payeur for well below construction estimate. The manager described Mr. Payeur as “the class of Maine” for tank coatings and was very comfortable with him completing the job. The manager provided a hard copy of his proposal to the board.

The manager then reported the Electrical Installations Inc. (EII) had reprogrammed the SCADA system making it possible for the water district to operate off of either Mt. Pisgah Standpipe or Kenniston Hill Standpipe, adding the needed flexibility required to complete the project. The manager informed the board that he was adding a line item to the scope of services to comply with the trustees wish for SCADA monitoring at all of the pressure reducing valve (PRV) sites. EII was compiling a cost estimate for trustee review. EII’s phase of work was reported to be completed by 29 March 2013.

The hardware for the by-pass was almost entirely on-site where-in a combination of treatment and distribution staff would complete the bypass within the Kenniston Hill Pump Station per a beneficial suggestion by the chief treatment plant operator.

Lastly the manager reported that Wright-Pierce was obtaining bids for the installation of the PAX system to be completed in conjunction to work provided by EII.

14. The manager reported legislative and policy issues currently under review with the **Maine Water Utilities Association (MWUA) and Maine Rural Water Association (MRWA)**.
15. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no real activity.
16. The manager reported no new information with the **Five Rivers Regional Water Council**.
17. Chairman Pinkham had an addition to the agenda concerning the property owned by the district on the **Eastern Shore of Adams Pond** adjacent to Route 27. The manager was instructed by the board to have the dead wood between Route 27 and the shore, as well as the low lying scrub brush removed. Trustee Marston quoted a previously completed forest management plan that required all material had to be chipped in-situ. The manager fully understood his tasking and would report back progress at the next trustee meeting.
18. The meeting was adjourned at 1952 hr.  
*Trustee Reed motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

