

9 July 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 25 JUNE 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Marston, At-Large (Trustee); Trustee Climo, Southport; Trustee Lewis, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Robert Conlin & children. Absent: Trustee Reed, Boothbay Harbor (Clerk); Trustee Carter, Boothbay;

1. The minutes of the 11 June 2013 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
2. The **Payroll** for 11 June 2013, & 18 June 2013 were approved.
Trustee Marston motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 10 June 2013 to 21 June 2013 were approved.
Trustee Marston motioned, Trustee Climo second, vote: unanimous
4. Chairman Pinkham recognized Mr. Robert Conlin and four of his children who laid out a case for not mowing the district's fields adjacent to the main campus of the district and the Conlin's residence. The reasoning was that of natural habitat preservation, at a minimum preserving a rookery for Bobolink and habitat for snakes. After considering the presentation the board moved to limit mowing of the fields to once per year to commence after 1 September each year.
Trustee Pinkham motioned, Trustee Climo second, vote: unanimous
5. **CELLULAR TOWER** –The manager reported that ATT had waited thirty-days before beginning any construction activity for the cell tower on the Mt. Pisgah standpipe. This was done to allow any opposition from the town of Boothbay Harbor citizenry to the proposed co-location of the ATT tower on the Mt. Pisgah Standpipe. The manager then reported that he was reviewing the final construction plans. The manager then reported that ATT began paying rent for the space. The manager reported that the review would be completed and a letter authorizing construction would be issued within the week.
6. **FINANCIAL** – The manager reported that the apparent financial picture was looking good. The manager reminded the board that he had sent each member a copy of the Profit & Loss Budget Performance (P&L) report via e-mail. He went to explain that through May the district had accumulated a total income of \$1,291,222.96 with total expenses equaling \$987,180.04 leaving a net income of \$304,042.92. Of the expense, \$193,869.05 was depreciation, or non-cash, expense which illustrated that the district's cash reserves were well within acceptable limits for the time of the year.

7. **WATERSHED** – the manager reported that the previous week he met with the Boothbay town manager and code enforcement officer to discuss an apparent change of heart by the planning board to adopt performance based phosphorous standards within the watersheds of Adams Pond and Knickerbocker Lake. The manager informed the board that he was invited to attend the 3 July 2013 Boothbay planning board meeting to discuss the philosophy and intent of performance based phosphorous standards. In addition the manager informed the board that the town manager had instructed the code enforcement officer (CEO) to prepare draft ordinances with or without planning board participation if for no other reason to have a base from which to work. The manager relayed that the planning board was apparently looking for a water quality crisis for which the district had not reported nor would not be factual. The manager stated that the point of the current ordinances is to prevent a crisis, which may or may not have been effective thus far. Members of the board were concerned that the Boothbay planning board continue the arbitrary 500-foot watershed and relax current standards. The manager answered this point by stating he had made both the town manager and the code enforcement officer aware of many negative connotations with relaxed standards including the district pulling funding the town watershed efforts and taking over reporting to the Maine department of Environmental Protection (DEP). Both the town manager and CEO agreed with the district's position and were reported to have stated that they had no interest in relaxing standards within the watershed areas. Chairman Pinkham instructed the manager to provide the board a full report on his meeting with the Boothbay planning board at the 9 July 2013 board meeting.
8. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – No injuries or violations to report during the previous period.
9. **TREATMENT PLANT** –The manager reported that the treatment plant operator who had been four-months on the Family Medical Leave Act (FMLA) for a non-workplace injury was now back on full duty and had been placed on-call. The manager stated the district was now at a three man rotation as designed, first since 27 November 2012. The chief treatment plant operator (CTPO) was on three-weeks of vacation scheduled through 3 July 2013.

The finish water production average for the preceding week was .6499 MGD with a maximum production day at .7281 MGD as compared to the same time span in 2012 which was .6500 MGD. Likewise the raw water average for the preceding seven days was 0.6991 MGD with a maximum production day of .7762 MGD as compared to the previous year's 0.6994 MGD. The manager stated that he was amazed to see how close the water production was tracking from 2012 to 2013.

Raw water average turbidity was .64 nephthlometric turbidity units (NTU) with a max of .74 NTU. That is very clean and easy to treat. Both the clarifiers and the filters are operating at 100% efficiency which is uncharacteristic for this point in the season, but we will take it. Correspondingly there is a 14% reduction in aluminum sulfite and a 36% reduction in sodium hydroxide demand. Clean water has real cost savings.

Northeast Security had finished the new surveillance system for which the manager reported it worked very well. The manager stated that the suspected drug dealers "need to smile because they are now on camera".

The manager then reported that the slues way had come open on the dam releasing an estimated 10,000,000 gal. to 15,000,000 gal. The manager stated that it was unclear as to the cause but he did not suspect tampering. Trustee Gamage and Trustee Climo inquired as to how the problem was discovered for which the manager reported it was part of regular surveillance tours by the treatment plant operators but should have been caught earlier in that the level of the pond is electronically recorded to the 100th of an inch. The treatment plant operators had been instructed to keep a closer eye on the dam and the slues way in particular.

10. **DISTRIBUTION** – The manager reported that a stop gap repair was made on Campbell Street wherein an old hydrant was removed and a flushing port was installed to ensure clean water going to that dead end. The manager reported that after testing the effort was found to be a successful management strategy. The manager stated that the situation was stable but would be proposing the permanent correction to the problem, looping Campbell Street to the Mt. Pisgah trunk line, in a future budget request.

A defective hydrant was identified and taken out of service on Lakeside Drive and was scheduled for replacement on 27 June 2013.

Disconnection notices to delinquent seasonal customers were reported to have been sent out that day wherein the manager expected heavy foot traffic over the following days. Those unpaid as of the evening 27 June 2013 will be shut off for non-payment. The manager reminded the board that this was a normal occurrence and most of the bills are settled promptly and the result of simple oversight.

11. **SOUTHPORT** – The transfer of property and other conveyances was completed on 19 June 2013 and has been registered with Lincoln County. Osman-Page was closing the books and tabulating the net-worth of the Southport physical plant for determining accumulated depreciation.

The manager discussed with Trustees Climo and Gamage the location and number of customers in Southport on public assistance to ensure potable water was being provided all to those who need it. It was determined that the records and services were in order.

12. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The transfer of property has been provided to the United States Department of Agriculture, Rural Development (RD) for which the manager stated was one of the largest remaining hurdles that needed be cleared. The manager reported that he had petitioned RD to exempt the project from having to accept polyvinyl chloride (PVC) pipe being specified for the project and was hopeful the district would get an exemption for its use within the system. The manager also reported that he had been promised the Southport School water history by 14 June 2013 and had yet to see it. The manager reported that he had visited the school superintendent's office earlier that day and was told the school would redouble the efforts to get the district the needed documentation and clearly understood its importance. Once received the material will be forwarded on to RD.

13. **MWUA/MRWA BOD** – the manager provided the board a brief report on his experience at the American Water Works Association (AWWA) national convention and again thanked them for the opportunity to check this off his “professional bucket list”. The manger found that the next meeting will be in Boston where he unintended to send key staff members because the trade show was so impressive and far reaching.

The manager then reported on the New England Rural Water Annual Directors Meeting he attended the previous week. The manager informed the board that Mr. Steve Levy announced his retirement effective 14 June 2014 and that a closed committee was considering changes to the by-laws of the organization.

Lastly the manager reported on the lobbying activities of the Maine Water Utilities Association (MWUA) and provided the board a matrix of water related legislation, MWUA positions and bill status. The manager informed the board as to efforts by Food and Water Watch to limit absolute dominion rights of water purveyors and their attempt to communalize the aquifer in Fryeburg with regard to the extraction and sale of water by Poland Springs. Trustee Lewis, Climo and Marston had expressed opinions on this occurrence with no resolution by the board neither for nor against the ongoing effort.

14. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE.** The manager stated that he had missed the joint meeting with Boothbay Harbor due to flight delays. Trustee Pinkham and Trustee Marston explained that they attempted to attend but were unable because the manager had given them improper location and time. The manager apologized for not providing proper documentation of the meeting. The manager reported that the Boothbay Harbor Comprehensive Planning Committee wanted him to appear tentatively on 11 July 2013. The board directed the manager to keep them informed.
15. **5 RIVERS** – Trustee Pinkham provided the manager a list of questions he had concerning then by-laws of the organization was concerned and was to get with the other superintendents and answer the list at the next meeting. The managers stated that he would be meeting with the other superintendents and provide an update as to the status of the organization as well at the next meeting.
16. **GIS** –This project was on-hold until all the parties had completed their summer vacations and other projects.
17. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) C at 2007 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
18. The board voted to come out of executive session at 2014 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
19. The board authorized the manager to offer the Hamrins \$80,000.00 for the 64 acre woodlot, Boothbay tax map R3-64 for the purpose of watershed protection of Adams Pond. The manager was also granted leeway as he saw fit while in negotiations to be ultimately approved by the board. The board also instructed the manager to ascertain any tax liability the district would be responsible for taking the property out of tree-growth and moving it into tax-exempt status.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
20. The meeting was adjourned at 2018 hr.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager