

11 February 2014

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 28 January 2014**

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Marston, At-Large (Trustee); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Lewis, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Gamage, Southport (Vice-Chairman); Trustee Carter, Boothbay.

1. The minutes of the 14 January 2014 trustees meetings were approved with revisions.
Trustee Climo motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 14 January 2014 & 21 January 2014, were approved.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
3. The **Transactions** for the period of 14 January through 25 January 2014 was approved.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager provided the board with the *Profit & Loss Budget Performance through December 2013*. For the month of December the district took in \$57,583.58 and expended \$187,841.33 of which \$38,773.81 was depreciation leaving cash expenses at \$149,067.52, for a net monthly cash profit of -\$91,483.90 Through 31 December 2013 and completing fiscal year 2013, the district took in \$2,458,900.85 and expended \$2,293,315.94 of which \$486,368.14 was depreciation, leaving cash expenses at \$1,806,947.80, for a year-to-date cash profit of \$651,145.03, much of which was principle for existing infrastructure. Overall the district ended the year on the plus side.

The manager then reported that on 23 January 2014, I met with the Maine Bond Bank and was waiting for a proposal for debt restructuring through a municipal bond.

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no workplace injuries over the preceding period. All inspections were current and compliant. On 11 February 2014 all required refresher training was scheduled for staff with forklift training/licensing scheduled for 20 February 2014.
6. **WATERSHED** – The manager reported that Ms. Sue Mello had submitted “to-date” payroll with payment for services rendered in process. The manager then stated that reports that the Boothbay planning board has taken the tact that they will not modify the existing ordinances until such time as a suitable replacement has been completed and blessed by the district. This turn of events the manager described as “good news”.

Ms. Mello also relayed that it was not her recommendation to further pursue phosphorous control performance standards. It was reported that she recommended before any ordinance modification be made an accurate inventory of watershed threats needs to be made and maintained. She stated the town of Boothbay has no GIS capabilities and requested to have the source water inventory added to the district's GIS system. The manager stated because there is room within the budgeted amount for GIS that on 31 January 2014 Ms. Mello and he would meet at Wright-Pierce in Topsham to include a natural resource layer(s) into the district's GIS system. The manager reported that much of the needed information was free and could be added onto the district system easily. For site specific inspections, the manager stated that he was purchasing another Samsung Galaxy 10 out of the GIS budget and assigning it to source water resources.

The manager then stated that in addition to creating and maintaining an inventory of threats, the system would make it very easy for the district to recommend priority projects and concerns, based on science as well as develop a land acquisition priority list.

The manager then reported that he had been contacted by the Mrs. Hamerin who was to be making a proposal to the board for purchase of the land in woodlot management.

7. **TREATMENT PLANT** –The manager reported that the average finish water production during the preceding period equaled 0.2850 MGD as compared to 0.2716 MGD in 2013. Water quality was showing some improvement in that aluminum sulfate needs were declining meaning the incoming raw water was less turbid but the sodium hydroxide dosing levels were on the rise.

The increased caustic needed to raise pH was due to ice formation. The manager explained that in winter the oxygen level in the pond will decrease in part due to the ice blocking interface with the atmosphere. Even though the plants and animals are thriving in a reduced and sluggish state, there is still is a certain amount of respiration going on increasing the carbon dioxide levels in the water. With increased carbon dioxide a weak acid is formed, often leaching iron and manganese from the natural strata, but also requiring more sodium hydroxide to raise the finish water pH to 8.4 as required by Maine regulators. Filter and clarifier efficiency remains low, unchanged from the previous report

Much work was reported to have been completed in the Southport Pit with the removal of the old booster pump, replacement of the existing, defunct and undersized meter and installation of two water sampling ports. Most of the components were prefabricated so that the town of Southport was without water from only 0905 hr. to 1315 hr. on 16 January 2013.

Post installation the fire flow through the first hydrant was 850 gpm with the old maximum at 440 gpm.

Northeast Security had installed a low temperature alarm at the raw water pump station with a new module to be installed at the plant to activate the new hardware. The heater at the raw water pump station was finally replaced; the heat for the past few weeks has been from portable rented heaters.

The required state bacteriological sampling was reported to have been completed.

Filter #2 was currently off-line for mid-level maintenance. The manager expected it to be put back in service within a few days with Filter #1 to be brought down thereafter.

Corrosion control activities were reported as a focus within the raw water pump station.

Lastly, the manager reported that he had ordered 3,000 lbs of filter media to be added to Filter Unit #2 as part of normal maintenance.

8. **DISTRIBUTION** - As approved in the 2014 budget, the manager reported that four additional plows had been ordered with three already installed. Winter operations continue with an emphasis on gathering GIS data and producing the next edition of the district's cross-connection control plan. The manager reported that the distribution division was continuing preparations for the Southport meter change-outs.

Lastly, job orders and meter reading was current.

9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – Dirigo Engineering was reported to be on-site to complete the field survey work which will be used to base the design and work plan for the project. On 17 January Lauren Stockwell, Jim Lord and the manager met with the Army Corp of Engineers and the Maine Department of Environmental Protection (DEP) to discuss the required natural resources protection act (NRPA) permit for the Townsend Gut crossing. The manager stated that upon review this did not seem to be a “huge deal” but remained guarded in his optimism.

The manager then provided the board with correspondence he had had with a concerned Southport resident questioning what the survey work was.

The board then led discussion believing it prudent that as soon as the preliminary plans became available, the district sponsor a town meeting in Southport to discuss the project to obtain public input. The manager recommended that as minimum, trustees Climo, Gamage and Marston (via Skype), Dirigo Engineering, the distribution foreman and he is in attendance.

The board recommended that once the project was awarded that the district again hold a public meeting in Southport. Trustee Climo and the manager stated this would be critical because the fact of the matter was that this project was “going to be loud, messy and create a certain amount of inconvenience”.

10. **MWUA/MRWA BOD** –The MWUA show will be in Portland on the 4th and 5th of February with all but three employees scheduled to get needed training contact hours. Trustee Climo also inquired of the manager to prepare a report on the implications of the bill being introduced by Portland Water District for deregulation. The manager reported that there was a meeting on this subject on 12 February 2014 of which Chairman Pinkham expressed interest to attend and provide comment. The board asked the manager to provide a report on the bill as well as provide the board with the 5-Rivers position.
11. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE** – Nothing new to report.
12. **FIVE RIVERS** – See 10. MWUA/MRWA BOD.
13. **GIS** – See 2. WATERSHED & 5. DISTRIBUTION).

14. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) C & D. 1835 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
15. The board came out of executive session at 1900 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
16. The meeting was adjourned at 1901 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES



Respectfully Submitted,

Jonathan E. Ziegra
Manager