

9 September 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 AUGUST 2014**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Reed, Boothbay Harbor (Clerk); Trustee Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Pat Farrin, Boothbay. Absent: None.

1. The minutes of the 12 August 2014 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 12 August 2014 & 19 August 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 11 August 2014 through 22 August 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **ADDRESS TO THE BOARD – FARRIN-** Chairman Pinkham recognized Mr. Pat Farrin who discussed with the board the possible sale of a 23 acre tract of land located within the Adams Pond and Knickerbocker Lake watersheds, which are significant in that not only being resource protection property, the property also home to a significant portion of the Knickerbocker Lake feed line within a protected utility easement. After Lengthy discussion Mr. Farrin's asking price was \$130,000.00 plus 4.9 acres of existing watershed property adjacent to his pit. The board took the offer under advisement, tasked the manager to check with the land appraiser to ascertain any change in property value and tabled further discussion until the 9 September 2014 board of trustees meeting.
5. **FINANCIAL** – The manager provided the board the *July 2014 Profit & Loss Budget Performance Statement*. As of 31 July 2014, for the month, the district's total revenues were \$79,122.63 with total expenses equaling \$202,802.48 of which \$41,666.66 were depreciation expense leaving a net profit on cash accounts of (\$82,013.19). For the year the district had taken in \$1,429,896.41 and expended \$1,482,801.15 of which \$291,666.60 is depreciation expense leaving a year-to-date cash profit of \$238,761.86.

The manger then reported that September billing will be \$44,674.23

Lastly the manager informed the board that he would be meeting with Osman Page, beginning the process of formulating the 2015 Budget. He went on to describe the first order was to review all transactions to-date and make sure proper line item accounting to get a true picture of cash flow as related to the current cash flow.

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – – The manager reported no accidents violations or missed inspections within the previous period.
7. **WATERSHED**– The manager had nothing new to report with this effort.

8. **TREATMENT PLANT** – The manager reported finish water flow for the preceding period averaged 0.7673MGD as compared to 0.8744MGD for 2013. He went on to state that in 2013 the system was tight and was not sure if the district had gained in efficiency or was actually selling less. The manager stated that that question would be answered once the seasonal usage was calculated towards the end of October.

Water quality remains below what it was 2013 requiring 9% more aluminum sulfate and 18% more sodium hydroxide per unit produced. The filters were reported operating at 83% efficiency while the clarifiers remained at 91% efficiency on a time weighted basis.

The manager reported that so far the district had withdrawn 33.5431MG from Knickerbocker Lake and was planning on suspending operations shortly after Labor Day. On 24 August 2014 Knickerbocker was discharging 0.1569MG per day. The manager explained that this was significant insofar as during this period, withdrawing from Knickerbocker Lake or not, more often than not, Knickerbocker Lake would be expected not to be discharging.

An expansion joint on the chlorine bulk tank failed, was secured, bypassed and replaced with a better model supplied by Portland Plastic Pipe.

Lastly the manager informed the board that on 23 August 2014 the plant was ramped up to near test capacity to support firefighting activities on Country Club Road without any problems.

9. **DISTRIBUTION** – The manager reported that so far this season 410 services on Southport had been upgraded with another 115 to go. Additionally the distribution division had responded to 14 DigSafe's and supported the GIS project. Activities were described as normal summer operations.

During the previous period there were no new service installations. However the manager reported many new services were pending and possibly completed over the following period.

10. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – the manager received permission to report on the Southport project in the following format; from now on he would break this down project into the three contracts for discussion. The district executed Pay Request #1 and had been reimbursed \$132,755.88.

1. Contract #1 – **Tank Site Prep, Road & Water Main** - The bid opening for this project was scheduled for 1400 hr. 29 August 2014. So Far Sargent Corporation, Harry Crooker and N Reny Construction have taken out plans.
2. Contract #2 – **Water Main Installation Project** – The final plans and specifications were at the Rural Development state office for the state engineers review and approval. The manager informed the board that the plans had been modified to take into account winter conditions for both extended dates as well as if PVC pipe is selected by the contractor special provisions for installation due its inferior quality and characteristics. The manager reported no advertising or bid opening date as of yet.
3. Contract #3 – **Tank installation Project** – The final plans and specifications were in process and were scheduled for delivery to USDA on 2 September 2014. No dates for advertising or bid opening have been set.

4. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - The manager reported that the Eminent Domain easement was complete and that the district's attorney had approved the manager's request to proceed with the project. The manager reported that he had since met with the town of Boothbay Harbor and the sub-contractor. The project was scheduled to begin on 2 September 2014.

The manager then informed the board that N. Reny Construction had not found suitable bonding but were now in touch with entities that specialize in bonding. That said, the manager stated that the construction window was very tight and he wanted to get the project in in 2014. Because the district was the general contractor the manager requesting authority to move \$132,400.00 into a separate savings account as guarantee of the project, which would satisfy state requirements. The manager went on to inform the board that he had made it clear to Reny that this was the only time the district would make this arrangement and that he needed to get proper bonding before the next phase of the project. The board queried the manager as to risk of which the manager stated it was relatively low. The only entity that would call in the bond was the district, which was the entity doing the work. The board approved the transfer of funds.

Trustee Gamage motioned, Trustee Marston second, vote unanimous

5. **MWUA/MRWA BOD** – The manager had nothing new to report
6. **FIVE RIVERS** – Nothing new to report.
7. **GIS** – The Wright-Pierce intern and staff came very close to completing the year-round portion of the project. . It was expected to be completed within a week. The manager stated that the software had run into a glitch, wherein so much information had been put into the system this summer the district had run out of space on the cloud. The manager reported Wright-Pierce was correcting that problem that day after which he expected the data gathering to recommence. The manager informed the board that the district was receiving space on the cloud at a rate of \$0.12 per Gigabyte/year.
8. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager informed the board that the project was approved by the Maine Department of Health and Human Services (DHS) State Engineer and was currently out for bid. The bid opening was scheduled for 1400 hr., 12 September 2014 with a scheduled start date of no later than 17 October 2014. The manager reminded the board that the treatment division is well versed in supporting the Mt. Pisgah standpipe being out-of-service so district preparation would be minimal. Mr. Dave Libby had been involved with the project and ATT was all set to support.
9. **LAND ACQUISITION PROOPOSAL** – The manager reported on the two land acquisition tracks currently under consideration.
 1. Farrin Property – (See 4 - **ADDRESS TO THE BOARD – FARRIN**).
 2. Hamrin Property - Attorney Griffin had been in contact with the Hamrin's and was preparing a letter for the district to discuss purchase options.
10. The meeting was adjourned at 1952 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager