

14 October 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 SEPTEMBER 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: Carl "Chip" Griffin J.D., Griffin Law Offices; Absent: None.

1. The minutes of the 9 September 2014 trustees meetings were approved with revisions.
Trustee Climo motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 9 September 2014 & 16 September 2014 were approved.
Trustee Climo motioned, Trustee Marston second, vote unanimous
3. The **Transactions** for 8 September 2014 through 19 September 2014 were approved.
Trustee Marston motioned, Trustee Gamage second, vote: unanimous
4. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) C. at 1902 hr.
Trustee Marston motioned, Trustee Climo second, vote: unanimous
5. The board voted to come out of executive session at 1952 hr.
Trustee Climo motioned, Trustee Reed second, vote unanimous
6. **FINANCIAL** The manager provided the board a copy of the *August 2014 Profit & Loss Budget Performance Statement*. As of 31 August 2014, for the month, the district's total revenues were \$322,351.63 with total expenses equaling \$192,240 of which \$41,666.66 were depreciation expense leaving a net profit on cash accounts of \$171,777.55. For the year the district had taken in \$1,807,180.20 and expended \$1,665,450.45 of which \$333,333.28 is depreciation expense leaving a year-to-date cash profit of \$475,063.03.

The October billing was reported to be \$68,798.74

As directed, the manager reported that he had opened two separate savings accounts with *The First*. The first account was for posting a bond for the current SRF project on Highland Park Road. The manager reported that this account was funded from the *Land Acquisition* account.

The second transaction was setting up an escrow account in an interest bearing account for the purchase price for the eminent domain easement within the Dora Highlands property. The manager explained that the reason for setting up this escrow account was due to the fact that no legal entity had clear title to the property as of the time of acquisition by the district leaving the district no option other than setting aside the funds to be paid out to the legal title owner once established. The manager explained that this account was funded with a portion of the leftover balance in the "old" checking account which was closed with the remainder deposited into the sweep account.

7. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents violations or missed inspections within the previous period.
8. **WATERSHED** - The manager reported that he and Ms. Mello attended a source water protection workshop in Oakland on 10 September 2014 which was put on by the MWUA. She made some good contacts and picked up some good ideas as related to the education and partnering piece for watershed protection.
9. **TREATMENT** - The manager reported that the average production during the previous period was 0.5688 MGD as compared to 05683MG during the same period in 2013.

Aluminum sulfate and sodium hydroxide dosing rates remained outstanding as raw water quality in Adams Pond was very good. The manager went on to explain that it was abnormally dry and Adams Pond was dropping slowly but that he was not overly concerned at this point in the season. As of that morning there remained 207MG in reserve.

With excellent raw water quality, the both the filters and clarifiers are back to 100% efficiency on a timed basis.

The latest round of tri-annual lead and copper testing was completed with the district awaiting the results. .

On 17 September 2014 the treatment staff hosted an educational session for the homeschoolers in the Boothbay region. The manager stated that he started them with a PowerPoint and the Chief Treatment Plant Operator finished them off with a tour and some hands-on activities. The manager informed the board that the district had received a very nice thank you card from Ms. Eve Conlin.

10. **DISTRIBUTION** – The manager reported that one new service was added during the previous period. Additionally the distribution division had performed 12 DigSafe's and has stayed current with all job orders. With the fall project in full swing a significant amount of manpower has been devoted to that effort.
11. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -
 1. Contract #1 – **Tank Site Prep, Road & Water Main** – The manager reported that as directed the letter of award was issued and the contract had been signed with Harry Crooker Construction. The manager provided the board with a copy of the Gantt chart for the Contract #1 project. The contractor would be mobilizing on 29 September 2014, with blasting beginning 30 September 2014. Pipe installation was scheduled to begin on 6 October and continue through 24 October after which Road construction and site work will begin. The project is scheduled to be completed 12 November 2014.
 2. Contract #2 – **Water Main Installation Project** – The manager reported that Rural Development (RD) had not released this contract for bid as of yet but should be released the following week.
 3. Contract #3 – **Tank installation Project** – The manager reported this specification had not been released by RD.

12. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - The manager reported that as of this morning all of the blasting was complete with approximately 700 feet of 8” SDR9 HDPE installed. A tracing wire pit was being installed that day because the project was at the halfway point. As previously described the first pay request had been issued.
13. **MWUA/MRWA BOD** – The manager had nothing new to report
14. **FIVE RIVERS** – Nothing new to report.
15. **GIS** –Nothing new to report.
16. **MT PISGAH STANDPIPE PAINTING PROJECT** – At 1400 hr. 12 September 2014 Chairman Pinkham opened the tank painting bids with the apparent low bidder was Limerick Steeplejacks, Inc. with a bid of \$68,900.00 followed by Marcel Payeur Inc. who bid \$89,000.00. Since then Wright-Pierce has investigated the bid and found Limerick Steeplejacks to be qualified to do the work and the manager recommended the board award the contract to Limerick Steeple Jacks allowing the manager to sign all contract documents initiating the contract.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
17. **LAND ACQUISITION PROPOSAL** – The manager reported on the two land acquisition tracks currently under consideration.
 1. Farrin Property – In process
 2. Hamrin Property – In process.
18. The meeting was adjourned at 2016 hr.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager