

12 April 2011

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 MARCH 2011**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham (Chair), Trustee MacPhee, (Vice Chair), Trustee Marston (Treasurer), Trustee Carter (Clerk), Jon Ziegra, Manager, Bob Raudenbush, Administrative Manager (AM). Guest: Mr. Allen Knowles, Dirigo Engineering Absent: Trustee Curtis.

1. The minutes of the 8 March 2011 trustees meeting were approved with revisions.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous
2. Warrants 15, 16 & 17 were approved.
Trustee MacPhee motioned, Trustee Marston second, vote: unanimous
3. The manager reported that all of the complaints revolving around the East Boothbay Water Main Replacement Project had been forwarded to Colonial Adjusters. The manager was still awaiting word concerning resolution to the complaints.
4. Mr. Knowles submitted the following report as to the status of the Commercial Street Water Main Replacement Project:

The following list is a summary of work done to date.

- *Temporary water main is in place and tested.*
- *Most customers are connected to temp. water although one customer (Sherman's Bookstore) will need some more work done to secure their connection to the temp. water. The goal is to get Sherman's connection taken care of today. The existing main cannot be shut down until this is done.*
- *A new 12" tee with a 12" valve is being cut into the existing 12" main at the intersection of Route 27 and Commercial St. today, instead of the tapping sleeve and valve assembly.*

The manager added the project was very quiet. In the upcoming weeks the contractor would be pouring a few samples of concrete to match color and texture for the sidewalk from Boothbay House Hill to Captain Sawyers Inn. The manager submitted the most recent timeline for the project and stated that Nitram was on-schedule and doing a very good job.

5. The manager reported no activity during the previous period in regards to the Bigelow Laboratory Project.
6. The manager presented the board with an updated budget report format that he said would be provided to them at the first meeting of each month. The report format was the culmination of trustee requests and audit findings requiring the manager to add greater oversight to the administrative managers accounting to meet generally accepted accounting principles required of public institutions. The board reviewed the monthly report format and confirmed their satisfaction as to it meeting their needs.

7. The AM presented a report prepared by Raftelis answering the questions raised by the trustees at the previous meeting with regard to the impending rate case. The report gave the trustees four scenarios for rate structure, each with a single tier billing structure. Trustee Pinkham instructed the board, and the manager, to review the document and hoped that a single rate structure could be identified at the 12 April 2011 board meeting so that rate setting proceedings could move forward.
8. The AM reported no safety issues in the previous period.
9. The manager reported Mr. Greg Kidd, New England Water and Waste Water Training, had completed a Treatment Operator Grade IV Examination Preparatory course with the treatment plant operators. The manager reported that Adam Macy was sitting for his Grade IV exam that day. The treatment plant was reported to be operating well.

As reported previously, the state had taken the total organic carbon (TOC) samples from the filter effluent with the manager reporting the results as acceptable. The manager went on to correct his previous report in that there existed possible implications on district operations if the TOC level reaches ½ of the maximum contaminate level (MCL) on a running twelve month average. The manager did report that as of his report the state had not dictated to the district to sample for twelve-months. The manager finished by stating there would be a significant cost to the district if forced into TOC monitoring and that he would keep the board current on the situation.

10. The distribution division was reported to be gearing up for seasonal turn-on and that repairs to seasonal mains were progressing as the mains appeared from the snow-pack.
11. The manager reported the town manager of Boothbay was interested in moving forward with a proposal to fine tune the district's "needs and wants" for source water management services. The town manager was reported to have asked to set up a meeting between the manager and the town of Boothbay assessor (Second in command) to begin drafting a scope of services. The meeting was pending.
12. The manager reported as to the status of the Knickerkane Bridge, in particular the re-establishment of water main inadvertently, albeit illegally, destroyed under the supervision of the Maine Department of Transportation (DOT). The manager reported that two utility technicians were busy making the repair and DOT had been very accommodating to the district's needs. The manager was confident that the district would be able to serve its customers on Hodgdon Island and Barters Island on-time.
13. The manager reported that he, as vice-president of the Maine Water Utilities Association (MWUA) would be travelling to Washington D.C. as part of the AWWA Fly-In on 4 & 5 April where he would meet the Maine congressional delegation. Trustee Pinkham reminded the manager to thank Senator Collins and Congresswoman Pingree, on behalf of the board, for their assistance in securing the recent federal grant used in East Boothbay and on Commercial Street in the wake of the Washburn and Doughty fire. The manager promised a full report at the next trustee meeting and reminded the board that the cost of the trip would be picked up by the MWUA.
14. The manager reported that district had submitted the Infrastructure Needs Survey as requested by the Drinking Water Program, the first in the state to do so.

15. The manager reported the district was awaiting the RFP for the 319 Grant proposals from the Maine Department of Environmental Protection which were due within the month. The manager stated that he would be looking to the town of Boothbay for partnering opportunities to better the chances for grant funding.
16. The meeting was adjourned at 1935 hr.
Trustee MacPhee motioned, Trustee Carter second, vote: unanimous

Respectfully Submitted,

Jonathan E. Ziegra
Manager