

10 July 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 JUNE 2012**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor, (Chair); Trustee MacPhee, Boothbay, (Vice Chair); Trustee Marston, At-Large, (Treasurer); Trustee Reed, Boothbay Harbor; Jon Ziegler, Manager. Guest: Mr. & Mrs. Albert Greenleaf, Boothbay Harbor. Absent: Trustee Carter, Boothbay (Clerk).

1. The minutes of the 12 June 2012 trustees meeting were approved.
Trustee Reed motioned, Trustee Marston second, vote: unanimous
2. The **Payroll** for 12 June 2012 and 19 June 2012 were approved.
Trustee Reed motioned, Trustee MacPhee second, vote: unanimous
3. The **Transactions** for the period of 11 June 2012 through 22 June 2012 were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
4. Chairman Pinkham added Mr. and Mrs. Albert Greenleaf to the agenda and recognized them as the first order of business. The Greenleaf's were protesting a bill for in excess of \$600.00 for water use accumulated at their home in Boothbay Harbor during the winter months when they were away in Florida and the property had been under the care of their son who lived on the adjacent property. The Greenleaf's stated that nobody had stayed in the building and was at a loss on how any water above minimum could have been used.

The manager stated that this being an unexpected addition to the agenda left him with no background information for the trustees but explained to the Greenleaf's that this being a water bill the board could not pardon any or all of the charges. The manager provided the Greenleaf's with the telephone number for the Maine Public Utilities Commission, Consumer Assistance Division and encouraged them to call if they intended to protest the bill.

When asked if the meter had been tested, Mr. Greenleaf stated that district personnel had visited his home promptly to take the meter for a test but because it seemed to be working normally, Mr. Greenleaf told the district not to test the meter. Trustee MacPhee instructed the manager to have the meter pulled and tested to which the Greenleaf's agreed.

5. The manager provided the board with an update on the district's **Financials**. The manager introduced a detailed profit and loss statement to be delivered to the trustees on the second meeting of each month showing where the district stood financially against each required line item in the budget, monthly performance and an overall look at the month end budget. There was general discussion amongst the board concerning specific line items. In the end the manager reported as of 31 May 2012 the district had accumulated \$1,094,465.95 in income and \$805,195.41 with a net surplus of \$289, 300.54. The manager stated that without a reasonable frame of reference under the new rate structure it was hard to pinpoint exactly how the district stood but generally everything, with the exception of financial management budgets, looked extremely positive.

6. The board next took on the topic of enforcement of the **Watershed Protection Ordinance**. The manager pointed out that in the current warrant is an invoice by the town of Boothbay for \$30,000.00 was due by close of business 29 June 2012. This invoice was for the 2011/2012 watershed protection service. The manager then presented the board two copies of the updated and previously agreement between the district and the town, signed by the Boothbay board of selectmen. The board members present signed the agreement and instructed the manager to release the funds. The manager then stated that per agreement he and the town manager of Boothbay will begin negotiations for the next fiscal year's payment and told the board that in the preliminary discussions the town will be seeking a 10% decrease from the 2011/2012 cost share. This was explained by the town as being due to decreased labor costs.
7. The manager reported on **Safety and Training**. The manager reported no safety problems in the previous period. There was no change in status with the safety updates.
8. The manager next reported on **Treatment Plant Operations**. Finish water flows remain down significantly. The previous week the manager reported that the district averaged .6531 MGD. The twelve year average for the same period of time is 0.7513 MGD. The manager stated "the jury is still out". The manager admitted that the district had gained efficiency particularly with the replacement of the Commercial Street main and the replacement of the East Boothbay main. However the still was concerned with the possibility of reduced sales. The last quarterly billing of year was slightly above average.

The manager reported that the treatment plant staff did a good job while the chief treatment plant operator was on vacation. The plant ran well, with no major issues. The manager identified some minor knowledge deficiencies for the chief treatment plant operator was addressing with staff threw continuing training.

Overall the plant was running at very good efficiency even with the source water turbidity elevated. Clarifier and filter run times were at maximum clarifier runs at 5 hours with the filter runs at 30 hours.

9. The manager provided the board with an update on **Distribution Division Operations**. The assistant distribution foreman was completing his second week as acting distribution foreman and had done an excellent job in the foreman's absence. The distribution crew continued to meet all objectives including hydrant maintenance and continued service leak repair.

On 12 June 2012, as part of the cross-training effort, I detailed Mike Hills into the administrative division to train with customer services representative (CSR) for which he had taken to that responsibility very well and was doing a good job. The CSR was on two weeks leave with administrative operations still running smoothly.

The manager requested permission to pursue funding for the Mt. Pisgah Mixing System and Interior Coating project which will require him to publish an RFP with selected engineering firms and select an engineer. The manager explained that he needed to do this now so that a concept plan and detailed cost estimate, as well as any permitting issues could be worked out and funding could be obtained. If he began the process now he could make the fall 2013 construction cycle with the required project complete by 13/14 winter. The board granted the manager authority to proceed.

Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

10. The manager reported on the status of the **Southport Water System**. The manager provided the board with an update provided by Ms. Kirstin Hebert outlining some of her plan. The manager reported that on 20 June 2012 the amalgamation committee met, allowing him to give a good update as to the status of the merger. In that report he provided the board with a synopsis of work that is scheduled to be completed. The following day the manager reported that he met with Mr. Dan Flaig P.E. who provided him with a memorandum updating the initial master plan work for Southport at \$3,379,000.00. The manager provided the board with a cost breakdown.

The manager requested permission to pursue funding for the Southport Interconnection Project which would require him to write an RFP and select an engineer. He explained that because of the concept to funding to construction cycle takes approximately two years the “ball needed to get rolling”. The manager needed a detailed cost estimate, as well as all permitting issues worked out to begin the process of securing funding. If begun now the project could make the spring 2014 construction cycle and be completed in the 2014. The board approved the manager’s request with the caveat that he not release the RFP until the third quarter of 2012.

Trustee Marston motioned, Trustee MacPhee second, vote: unanimous

11. The **SCADA Upgrade** was next discussed. The punch list items remain was very small, mostly revolving about code that controls pH. The manager stated that they were in the process of working with Burgess Computers putting together the remote computers and having issues. The manager stated that he would need to get with Verizon to have a wireless modem attached.
12. The manager provided the board with a brief update as to his **Maine Water Utilities Association (MWUA) Board** activities. The manager stated that as part of his presidential duties the previous evening he had attended a board of trustees meeting for the Dexter Utilities District to lend support to the district to stop a proposed subdivision within 1,000 feet of the district’s water intake. The story was long with many questionable twists and turns. In the end the board supported the manager’s efforts.
13. The manager updated the board as to the status of the **Knickerbocker Lake Natural Resources Protection Act (NRPA) Report** due in December. The chief treatment plant operator was delegated to arrange the GPS training for himself, trustee MacPhee and Ms. Lauran Stockwell with the Wiscasset Water District. The manager informed the board that he was going to write an open letter of appreciation at the conclusion of this project thanking the Wiscasset Water District and have it published in the *Wiscasset News*.
14. The manager reported on his activities with the **Boothbay Comprehensive Plan Review Committee**. The second meeting of this group was held on 18 June 2012. Chuck Cunningham was elected to chair the committee with Nell Tharpe elected as the vice-chair. A virtual bulletin board had been set up where the board could work on ideas and text at their leisure. The manager reported that he very much was enjoying the process and was learning a lot about the community and the local economy. Attracting younger people and developing intellectual or high-tech business was an early theme. Business development was the leading
15. The manager updated the board as to the status of the **Gilead Street Water Main Replacement Project**. The district was awaiting word from the sewer district whether they or out of the project. The manager was in the process of researching one of the deeds to see if the utility right-of-way exists; the town had no record of a paper road. The manager wanted to assemble a work plan in July and formulate cost estimate.

16. The manager reported that he was in the process of reapplying for some of the **Submerged Land Leases** held by the district. A copy of the survey of the Barters Island water main was provided which showed the main emerging on Barters Island on private property by a couple of feet. The manager stated that he would be working through it that it could present potential problems.
17. The manager stated that the 50-seat restaurant expansion of **Boothbay Craft Brewery Inc.** was still under review by the town with the initial planning board meeting being quite contentious.
18. The manager reported the **replacement truck procurement** was still in process.
19. The manger relayed concerns about cross-connection control procedure respectfully submitted by Mr. Fred Munroe of the Blue Moon Café. The manager promised to bring the matter to the board's attention and would be writing a letter explaining district policy back to Mr. Munroe.
20. The board voted to go into executive session pursuant to 1 M.R.S.A. §405 (6) (A) & (E) at 2025 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
21. The board voted to come out of executive session at 2029 hr.
Trustee Marston motioned, Trustee MacPhee second, vote: unanimous
22. Trustee Pinkham instructed the manager to provide the trustees a copy of the Boothbay Region Water By-Laws as well as any documents surrounding modification of trustee compensation, to the trustees at the next regularly scheduled meeting.
23. The meeting was adjourned at 2032 hr.
Trustee Reed motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager