

12 February 2012

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 JANUARY 2013**

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; Trustee Gamage, Southport; Trustee Climo, Southport; Trustee Carter, Boothbay (Clerk); Jonathan Ziegler, Manager. Guest: None. Absent: None.

1. The minutes of the 11 December 2013 & 2 January 2013 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
2. The **Payroll** for 1 January 2013, 8 January 2013 and 15 January 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 24 December 2012 through 4 January 2013 and 7 January 2013 through 18 January 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. The manager provided the board a **Financial Update**. The manager asked and received permission to have the year-end financial report for 2012 be a part of the upcoming audit report. However, the manager did state that the district was at the bottom from a cash-flow perspective and had not made the 2012 contribution to the sinking funds as of yet. The manager stated that he expected this to be rock bottom, with the district climbing to a better cash flow status very soon. The board reminded the manager that the 2012 contribution to the sinking fund replenishment was of the highest priority.
5. The manager reported on the status of the **Cell Tower initiative for Mt. Pisgah Standpipe**. The manager reported that he would be meeting with the district's consultant, Mr. Dave Libby later in the week as well as representatives from the cellular carrier interested in citing transmission equipment on the Mt. Pisgah standpipe. The manager stated that he would have further information at the next trustees meeting for the trustee's consideration.
6. The manager next reported on the district's **Watershed Protection** program. There was no new information to report. Trustee MacPhee inquired from the manager why the gas station located adjacent to the Boothbay Common had had work done on the underground piping system over the preceding weeks. The manager did not have an answer but would find out and report back at the next meeting.
7. The manager next reported on **Safety and Training**. There were no injuries or violations recorded within the previous period. The manager reported that he had been in discussion with New England Water and Waste Water Training Associates and as outlined in the 2013 budget, because of the specialized competency required, not justifying a permanent position at the district, shifting the entire safety program to NWWTA. The manager reported that on 8 January 2013 he had met with Mr. Greg Kidd to discuss the formulation of a proposal to contract out the entire safety program which included; training, record keeping and local plan

maintenance as well as periodic documented inspections. A copy of the proposal was distributed to the board and because the matter had already been approved in the 2013 budget, the board instructed the manager to proceed and keep them informed as to milestones.

8. The manager requested that the treasurer duties be transferred from Trustee Marston (serving in Florida electronically) to another trustee still physically in residence to handle day-to-day financial needs in his absence. The board agreed and elected Trustee Reed, Treasurer until further notice or return to the area by Trustee Marston.

Trustee Climo motioned, Trustee Marston second, vote: unanimous

9. The manager provided the board with an update as to **Treatment Division** operations. The treatment plant continued to operate well with December production averaging 266,700 gal/day. For comparison the district produced in December 2011 an average 265,700 gal/day which is essentially the same consistent pumping level. No additional bleeders had been requested or were necessary at this time.

There had been only minor breaks in service mains and only one home freeze-up where the house had been flooded leading then manager to report that he had little indication that there was a rise in unaccounted for water.

It was reported that on 19 December 2012 Adams Pond froze in. Since that time, as normal, the raw water pH had begun to drop due to the increase in carbonic acid requiring more sodium hydroxide to compensate in the treatment process. The manager went on to explain that he anticipated that as a result in the drop in pH the iron and manganese levels would also begin to rise, increasing the chlorine demand as well as opening the possibility of nuisance complaints of either “black” or “orange” water as well as fouling certain equipment in the treatment process. However the manager reminded the board that this was completely normal for Adams Pond during winter.

Filter and clarifier run-times remained at 90% of optimum due to turbidity. Although the turbidity is somewhat higher than normal, the manager reported that he was overly concerned.

Staff was preparing for light maintenance on the filter trains. The air water interface of the filter was scheduled to receive spot grinding and painting. Filter #1 was also slated to receive a new head-loss sensor which was to be installed during the week in conjunction with Sullivan and Associates.

Finally the manager reported that one of the operators remained physically unfit to stand on-call as directed by his physician. As earlier reported, the prognosis for a full recovery remained well, but no time-table has been given for his return to full duty. Therefore the remaining operators remained on a port-starboard rotation. Because this on-call rotation is so stressful and can be a detriment to operations, the manager stated that he had been monitoring the employees ensuring that this condition was not creating unreasonable stress associated with prolonged a tight on-call rotation. Because this is not an open-ended condition, the remaining two operators’ spirits remain high.

10. The manager next briefed the board on **Distribution Division** activities. The distribution staff was completing winter operations while the Southport project is on-hold. The manager

reported that the district had not experienced serious winter damage as of yet with only two services reported rupturing, one due to a plow hit and the other due to an accidental excavation accident within the legal tolerance of Digsafe.

11. The manager provided the board with an update on the **Southport Merger**. From 11 December 2012 until the time of the meeting the manager stated that he had devoted very little time or energy to the merger. The manager stated that he would be meeting with Ms. Kirsten Hebert and Ms. Stephanie Morancie the following day to expedite the final paperwork with the Maine Public Utilities Commission (PUC) and complete the transfer of materials from Southport into the district.

The manager reported that he was working with Attorney Chip Griffin's office but was behind with them. However the transfer of property was still in-process.

District staff was working with Southport office staff towards transferring records for which the manager stated, was progressing well. The manager also stated that he was developing a Southport welcome letter to send to the new Southport customers which he hoped to send for approval via e-mail.

Trustee Gamage provided the manager with key contact information for the possible procurement of property as needed from adjacent land owners to the Southport standpipe site.

12. The manager next reported no change in status for the **Southport Interconnection and Tank Replacement Project**. The manager reported that he was to be meeting with the engineer the next day and would have a full report as to the status at the next trustee meeting.
13. The manager reported to the board as to the status of the **Mt. Pisgah Mixing System and Interior Recoating Project**. The manager reported that during the week of 14 January 2012 he met with Ms. Brenda Blackman, The First and arranged a line of credit. The manager then informed the board that he was looking to split the contract, sourcing the PAX Mixer and tank painting separately to save money. The board concurred with this strategy.
14. The manager briefly updated the board on his activities with **the Maine Water Utilities Association (MWUA)**. The manager reminded the board of the MWUA annual meeting to take place in Portland on 5 & 6 February 2013 and requested the board provide him information for registration as soon as possible.
15. The manager reported no activity regarding the **NRPA Study** update. The manager stated that this was the final report on this effort in that it had been completed and delivered to the Maine DEP on 31 December 2012 at a weight of 4.5 lbs. The manager stated that he was looking forward to their review and comment. As a synopsis the manager stated that the data suggested the district had very little effect on the quantity, quality and availability of water for recreational purposes and anadromous fish passage. The manager stated that he planned to put portions of the report on the website soon.
16. The manager reported next on the **Boothbay Comprehensive Plan Review Committee**. The manager reported no real activity.
17. The manager reported Wright-Pierce with regard to the **Submerged Land Leases** and that progress was being made. The manager was to meet later in the week with Wright-Pierce to finalize the effort.

18. The manager reported the entire staff had been trained in the newly adopted **Conflict of Interest Policy (CIP)** as of 27 December 2012
19. The manager updated the board as to the **Truck Procurement** process. The manager provided the board with the final status report in that the district has finally taken delivery of the trucks and that they were now in service. .
20. The manager reported the **Credit Card** policy went live on 16 December 2013 with great success. The district was now making plans to add credit card payment to the website for customer ease.
21. The manager reported on a new item entitled **Five Rivers Regional Water Council**. The manager stated that the area superintendent was working towards putting by-laws together for the various boards to review.
22. After being reminded by the board, the manager next reported a claim filed on the district by the owners of **9 Gilead Street**. The manager stated that this property is adjacent to the Gilead Street Water Main Replacement Project. It was found that in December the cellar had flooded due to a floor drain that had become inoperable. Both the district's contractor and the district responded to see if the district had done anything to cause the situation. It was determined, after extensive exploratory excavation that the district had severed, what was thought to be an abandoned gas line within the right-of-way of Gilead Street, which was, in fact, the cellar drain (severely corroded galvanized pipe). The pipe had crossed Gilead Street with no record or markings as to its existence or origin. The manager stated that he had reported the occurrence to the district's insurance company and was waiting for further discussion and resolution.
23. The manager provided the trustees a **120-Letter from Teamsters Local No. 340** and draft response letter to the union to begin negotiations on the triennial labor contract. The manager stated that during the previous two contract negotiation cycles the Teamsters had sent the letter in January in that they had made the assumption the contract runs with the typical fiscal year beginning in July. Because the district's fiscal year is the calendar year, negotiations need not begin until September.
24. The meeting was adjourned at 2008 hr.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager