

25 June 2013

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 11 JUNE 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor; Trustee Gamage, Southport; Trustee Marston, At-Large; Trustee Reed, Trustee Carter, Boothbay (Clerk); Boothbay Harbor; Trustee Climo, Southport; Trustee Lewis, Boothbay. Guest: Ms. Lisa Kristoff, Boothbay Register. Absent: Jonathan Ziegra, Manager.

1. The minutes of the 28 May 2013 trustees meetings were approved with revisions.
Trustee Reed motioned, Trustee Gamage second, vote: unanimous
2. The **Payroll** for 28 May 2013, 30 April 2013 & 4 June 2013 were approved.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
3. The **Transactions** for the period of 27 May 2013 to 7 June 2013 were approved.
Trustee Marston motioned, Trustee Climo second, vote: unanimous
4. The board reviewed the managers written report prepared for the meeting discussing the following:
5. **CELLULAR TOWER PROPOSAL** –Since the approval by the Boothbay Harbor Zoning Board of Appeals (ZBA), the manager had had no further contact with the ATT but anticipated mobilization very soon with very limited engagement of district staff.
6. **FINANCIAL** – Although earmarked during the fourth-quarter of 2012 the Phase 1 deposit to the sinking funds was not completed until 7 June 2013. This was due to the sinking funds had been locked in certificates of deposit (CD) wherein the manager could not add money until they matured. The manager reported that he had converted all of the CD's to savings accounts. It was the manager's judgment that the loss in interest on an annual basis was nominal given the much improved flexibility. The Chairman, Treasurer and manager had signature authority over the funds. Osman Page had been granted "view only" privileges for accounting purposes. All of the paperwork was reported delivered and complete. On 10 June 2013 the manager transferred from the sweep account just over \$169,000.00 to various accounts making five of the sinking fund accounts now compliant. The three remaining non-compliant funds were scheduled to have the remaining \$170,000.00 transferred on 30 December 2013 to make the sinking funds entirely compliant for the 2013 audit. The manager concluded that the board would receive the May budget report/profit and loss statement.

7. **WATERSHED** – On 4 June 2013 New England Water and Wastewater Training Associates (NEWWTA) provided the general public with an education session on phosphorous contamination in the drinking water supply and the effort to update the watershed ordinances to performance based standards. The meeting was currently running on Channel 7 with the town of Boothbay linking the final presentation to their website. The manager wrote that once up on the town’s website it was his intention to link it to the district’s website as well. The meeting was lightly attended but very well done with the right media present.
8. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – No injuries or violations to report during the previous period.
9. **TREATMENT PLANT** –The finish water flows remained below average while plant efficiency remained very high. The manager was convinced that the demand side efficiencies that were being gained due to continual leak detection and repair were the reason for the continual downward trend in finish water flow. The seasonal water system was reported “super-tight” with a dramatic reduction to the Southport flows noted thus far in the season. As far as Southport was concerned the manager reported the correction of leaks in very remote areas, but reserved analysis conclusions because the traffic was light thus far in the tourist season with the reduced flows just an abjuration.

The treatment plant operator on Family Medical Leave Act (FMLA) was now returned to full-day, light duty assignments. The prognosis for full recovery, and corresponding return to on-call status, remains very good and it was hopeful that eventuality would occur in June.

10. **DISTRIBUTION** – The distribution staff was in the summer routine. It was reported that they were catching up with job orders and heavy into maintenance cycles, particularly services and hydrants. The distribution foreman would be leaving for a three-week vacation out-of-state with the assistant foreman taking over the foreman’s duties on 18 June 2013. The manager anticipated no disruptions with service or readiness in that the cross-training within this division was excellent.
11. **SOUTHPORT** –The manager met with Attorney Griffin on 7 June 2013 and the district was in “full scale turnover mode”. The manager would have the land turnover materials for the Southport Selectmen’s meeting on 19 June 2013 with the final accounting to be closed out soon after. According to Attorney Griffin’s office the transfer will not be a complicated procedure as far as the infrastructure, which increased in value by \$500,000.00 since the beginning of the year. Most of the water main in Southport that is not located in the state or town right-of-way is accessible by Southport Water System prescriptive rights or through adverse possession. The manager wrote that it was imperative that these rights and privileges transfer over with at the closing.

The district had completed this exercise previously with Boothbay Harbor, and again in East Boothbay, once the previous merger was completed. The manager wrote that it was his intention to propose in the 2014 Budget certain figure be earmarked over the next 3 to 5 years authorizing him to contract with Griffin Law to clean-up the easements in Southport by quadrant, using district standard language easements. The necessity of completing this project was further explained as needed for future Rural Development (RD), Community Development Block Grant (CDBG) or State revolving Fund (SRF) packages in the future.

12. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** –

The manager reported that on 6 June 2013, he sent Mr. Mike Jenkins, RD a request outlining the need for this project primarily to protect the health of the children at the Southport School, providing am permanent solution to those fresh water issues and fire protection issues. The manager also outlined the town of Southport’s commitment to this effort by installing in excess of one-mile of main trunk line as an in-kind contribution.

The manager reported that he had visited the school superintendent’s office and have officially requested all documentation concerning the E-Coli contamination issue, all correspondence with the Center for Disease Control, and all stop gap mitigation completed to-date. The manager was promised all of this information by 14 June 2013. This was of the highest priority with the fed.

13. **MWUA/MRWA BOD** –The manager had a New England Rural Water Meeting on 17 & 18 June 2013 but would only miss part of one day of work with the first meeting not until 5 p.m. in Portsmouth, NH which was commutable.

14. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE.** The manager wrote that he would be flying back on Thursday, 13 June 2013. He had been requested to appear at a joint Planning Board meeting at the Boothbay town offices to discuss the future of infrastructure in the Boothbay region. The manager felt he would be able to make it by 6:00 pm barring no delays. The manager requested a trustee or two, if possible make the meeting to pinch hit for manager. The manager expressed watershed protection and fire protection expansion regionally was a long-term goal. The manager went on to express that the group needs to understand that the BRWD is truly a regional planning and regional minded organization taking the collective strengths to make all three communities served better.

15. **5 RIVERS** –The manager provided the board a copy of the resolution being considered by the various boards of trustees throughout the group, to approve the formation and admittance of the individual water districts. Additionally the manager provided a copy of the final by-laws for your review, as well as a copy of the presentation made earlier. The manager requested the board consider the resolution and was recommending its passage. All of the board members signed the resolution for the Boothbay Region Water District to join the Five Rivers Water Coalition.

16. **HAMRIN PROPERTY** – The manager provided the board with a full appraisal of the two Hamrin properties. The board accepted the appraisals which were immediately made public information with a full copy provided to the Hamrins. The board scheduled an executive session pursuant to 1 M.R.S.A. §405(6) C be scheduled at the 25 June 2013 to discuss any possible offer on the property(s).

17. **RATE REVIEW** - The manager reported that he was working up the paperwork as time allows getting appropriate RD loans in consideration by the Maine Bond Bank for consolidation and the ability to dissolve sinking funds for RD loans that may, at the discretion of the board, get rolled over.

18. **GIS** –The manager reported that he and the distribution foreman had met with Wright-Pierce on 6 June 2013 to discuss re-starting the GIS project. The technology had apparently changed making it very cost effective to make the new mapping layers. The manager wrote the district would need to obtain a few I-pads (\$800.00/per unit) which the new technology is based upon. There was the need for one more meeting and detailed description to be provided to the board in the near future.
19. The meeting was adjourned at 1920 hr.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager