

13 August 2013

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 23 JULY 2013**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Marston, At-Large (Trustee); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Lewis, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Jim Chaousis, Boothbay Town Manager (TM); Mr. Art Dunlap, Boothbay Code Enforcement Officer (CEO); Mr. Ryan Leighton, Boothbay Register. Absent: Trustee Carter, Boothbay;

1. The minutes of the 9 July 2013 trustees meetings were approved with revisions.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for 9 July 2013, & 16 July 2013 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
3. The **Transactions** for the period of 8 July 2013 to 19 July 2013 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
4. **WATERSHED PROTECTION UPDATE** – Chairman Pinkham recognized the TM whop provided the board an overview of the town of Boothbay’s activities in protecting the district’s water resources, in particular, watershed protection efforts for Adams Pond and Knickerbocker Lake. The TM turned the discussion over to the CEO who provided the board an up-to-date matrix of the parameters that were being inspected and a conditional report. The board had many questions and both the TM and CEO inquired as to any other parameters to be surveyed. The board was satisfied as to the planned level of surveillance as described by the TM. Trustee’s Climo and Marston noticed that the survey as incomplete and inquired as to the frequency of the surveys. The CEO stated that he had not completed the first pass being “60% complete” with the TM following up stating; surveillance and update of the matrix would be continual. The board thanked the TM and CEO for their efforts thus far.
5. **CELLULAR TOWER** – The manager reported nothing new but the first payment was on the way.
6. **FINANCIAL** – The manager provided the board with the profit and loss budget performance report through 30 June 2013. The manager stated that overall the district was in a good cash position. It was reported that for the month of June the district brought in \$44,316.90 and expended \$168,322.08 for a net monthly loss of \$124,005.18. Major outlay’s for the month included \$38,773.81 for depreciation expense which did not affect the district’s cash accounts and \$28,431.11 in interest expense. The manager reported heavy maintenance and operation costs through the month of June.

For the midway point of the fiscal year (FY) the districts total income was \$1,157,994.59 with total expense at \$1,152,491.42 leaving a gross profit of \$5,503.17. Accumulated depreciation accounted for \$232,642.86. The manager explained that the aggregate accounts seemed to be where they should be with the exception of the contracted accounting which accumulates in a non-symmetric fashion accounting for the audit in the first quarter but should show a \$1,500.00 surplus at the end of the year. The manager explained that the overrun for liability insurance was a mistake on his part during the budget making process and some of the high engineering expense could be recovered once the Southport project commenced. Trustee Marston liked the report for the thoroughness and trustee Gamage inquired on the status of several cost accounts.

7. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – No injuries or violations to report during the previous period. New England Water and Wastewater Training Associates (NEWWTA) reported progress in ensuring compliance with the current plans as well as establishing a central repository for safety manuals in the district’s map room, open to all employees all of the time.
8. **TREATMENT PLANT** – The manager reported that the district began withdrawing water from Knickerbocker Lake on 11 July 2013 where in operators experienced alarms immediately reflecting a computer “glitch” in the programming for the Knickerbocker Lake Pump Station. EII responded and found the problem, inadvertently created during the Pisgah Tank project. The problem was quickly resolved and the station was now behaving well.

The manager reported the district was producing an average 0.8582 mgd as compared to 0.8713 mgd in 2012. Aluminum Sulfate dosing rates were only 3% less than the same time in 2012 with sodium hydroxide dosing up 14%, both expected with Knickerbocker Lake chemistry. The manager reported that the filter and clarifier efficiency had dropped with the clarifier efficiency now at 90% efficiency and the filters operating at 86% efficiency.

The manager reported that the treatment division had completed repairs to the faulty expansion joints within the sodium hypochlorite farm as previously reported, with all piping in optimum working order.

The manager concluded the report by informing the board that the distribution staff had completed a standard operating procedure (SOP) for the operation of the Knickerbocker Pump Station and the coagulated pH monitor had been replaced the previous day by Sullivan and Associates.

9. **DISTRIBUTION** – the manager reported that as directed the defect in the main parking lot had been corrected. The manager then informed the board that both hydrants on Lakeside Drive had now been replaced because of faulty swing arms and were both operational. The distribution division was reported to be involved with heavy summer operations, mostly reactionary to seasonal complaints as well as completing special projects.

The manager described an initiative where in the distribution personnel would be roofing the East Boothbay Storage building within the next few weeks.

Lastly, all required backflow testing, Dig Safe and meter reading was current and up-to-date.

10. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT -**  
The manager reported no change in status.

11. **MWUA/MRWA BOD** – the manager reported that he would be attending the monthly MWUA directors meeting in Caribou on 1 August 2013 and was preparing the budget for that organization.

12. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE.** The manager recapped a meeting conducted by the Boothbay Comprehensive Plan Committee held at the Boothbay Fire station on 15 July 2013 where he was a facilitator and trustee's Pinkham and Marston were in attendance. The purpose of that meeting was to obtain feedback where the consultant was in the process of compiling a report on the comments. The manager stated that "it was a real eye-opener" where he had thought the focus was to attract younger families to even out the skewed demographics of the area with the general consensus being; accept the trends and build on them. The manager stated that he did not believe that that approach was sustainable but it opened a much new conversation.

The manager then announced the following evening he was to appear before the Boothbay Harbor Comprehensive Plan Committee to speak about water district activities on 23 July 2013. Trustee Pinkham stated that he would be in attendance to back the manager up and Trustee Climo instructed the manager that "honesty was the best policy".

13. **5 RIVERS** – The manager had nothing new to report with this initiative.
14. **PAIN ROAD WATER MAIN REPLACEMENT PROJECT** – the manager went through a preliminary listing of the milestone dates for this project which was scheduled to begin shortly after Labor Day 2013 and would encompass approximately a 400 –foot water main replacement requiring a rebuild of the one-rod road. The manager reported that he had already met with the Boothbay Harbor Public Works Director and the district's contractor. The manager reported no problems thus far.
15. **OAK STREET WATER MAIN REPLACEMENT PROJECT SRF APPLICATION** – the manager reported that this project was the next capital improvement project on the Master Plan and that he had asked Wright-Pierce to assist the district in preparing a state-revolving fund (SRF) Application which is due by 23 September and would be included in his 2014 budget request. Trustee Climo inquired as to the need for the project and the manager replied the water main had had a history of leaks and was original equipment beginning its service life in 1894.
16. The meeting was adjourned at 2012 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler

Manager