

24 September 2013

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 27  
AUGUST 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; Jonathan Ziegler, Manager. Guest: None. Absent: Trustee Lewis, Boothbay & Trustee Carter, Boothbay.

1. The minutes of the 13 August 2013 trustees meetings were approved with revisions.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
2. The **Payroll** for 13 August 2013, & 20 August 2013 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
3. The **Transactions** for the period of 12 August 2013 to 23 August 2013 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
4. **CELLULAR TOWER PROPOSAL** –The manager reported that earlier that day he and the distribution foreman had attended the pre-construction meeting with Mr. Dave Libby and the contractors of American Telephone and Telegraph (ATT) concerning the construction of the cellular array on the Mt. Pisgah standpipe. The manager explained that from the district's perspective, installation of the telecommunications equipment was going to be easy for the district in that only periodic security checks and access responsibilities requiring little amount of work time. The manager stated that ATT wanted to start this week but that he was holding that up. The manager reported that the district still had not received rental payment for the site since the contract began on 1 June 2013 and therefore no construction would commence until such time as the district and its site manager receive payment. The board approved of the manager's position. The manager then added the Mr. Libby stated that this was normal, ATT was a large company and once caught up the payments would "be like clockwork".
5. **FINANCIAL** – The manager provided the board a report *entitled Profit and Loss Budget Performance through 31 July 2013*. The manager stated that on-paper the district was showing a net loss of \$143,346.62 for the month of July and a net year-to-date loss of \$129,057.75. The manager then cautioned the trustees not to be alarmed in that July was a heavy construction month with historically low income. The manager then stated from a cash account perspective the district was not at a loss. The report had expensed \$271,416.67 in depreciation as of the end of July which, however real, reflecting the true cost of operation, had no bearing on the district's cash status. Backing out depreciation expense the manager indicated that the district, from a cash perspective, was showing a gross profit of \$142,358.92. The manager concluded the financial report by stating he saw no anomalies in revenue or expense other than those conditions previously discussed.

6. **WATERSHED PROTECTION UPDATE** - The manager relayed to the board a conversation he had with Ms. Susan Mello concerning her eligibility to once again work in a freelance fashion for the district on watershed and source water quality issues. The manager stated that Ms. Mello's employer had reversed its previous position and now did not consider her relationship with the district a conflict any longer. Trustee Climo inquired as to what changed for which the manager could not answer other than Ms. Mello would no longer cover district proceedings in that Trustee Lewis (her husband) had been duly elected to represent the town of Boothbay. The manager requested authority to hire Ms. Mello on a part-time, as needed basis keeping expenses within budgeted amounts. Trustee Reed inquired whether a conflict of interest existed between trustee Lewis and Ms. Mello for which the manager responded, after researching the question, no conflict existed provided Trustee Lewis recuse himself from trustee deliberations that may influence scope of service for Ms. Mello or compensation. The board approved the manager's request to be allowed to contract with Ms. Mello on source water related matters on an as needed basis.

*Trustee Climo motioned, Trustee Marston second, vote unanimous*

7. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries or violations during the previous period. All safety inspections were current and compliant.
8. **TREATMENT PLANT** – The manager reported that the district suspended withdrawal from Knickerbocker Lake on 21 August 2013 and had so far withdrawn 36.2625 million-gallons (MG). Trustee Gamage inquired as to what was the withdrawal limit was for which the manager reported 51.5 MG. Trustee Gamage went on to inquire as to why the district did not continue to withdraw to closer to the legal limit. The manager explained that it was his position to exercise the permit sufficiently each year to ensure adequate water reserves in Adams Pond are available to maintain sufficient water to the system through the winter into June of the following year while leaving a “cushion” on the permit in case of an emergency (i.e. spill into Adams Pond off of Rt. 27, etc.) where water could be withdrawn legally from Knickerbocker Lake. The board was satisfied with the strategy as presented.

The manager reported that finish water flow over the preceding seven days averaged 0.8745 MG with the max recording of 1.0320 MG on 24 August 2013, due largely to a 4” seasonal main break which the manager intended to discuss under the distribution report.

The manager then reported that both of the clarifiers and the two filters were now operating at 100% efficiency which the manager added was very odd for the time of year. Both aluminum sulfate and sodium hydroxide dosing rates remained correspondingly well below average as well.

Next the manager described a leak was discovered in the sodium hydroxide day tank fill line within a check valve, which the manager reported had been removed and replaced temporarily with a spool piece. A replacement check valve was on order with Portland Plastic Pipe and district treatment plant operators were monitoring closely the spool piece configuration to ensure no inadvertent filling on the sodium hydroxide day tank.

The manager next reported that the SCADA upgrade he was directed to complete still remained on-hold due to licensing issues with the Federal Communications Commission. No date for initiation of the contract was available.

The manager next provided the board with a report completed by Wright-Pierce concerning the treatment plant roof as a result of an inspection conducted 21 August 2013. The manager explained that he had brought this to the trustees attention because the Master Plan called for the replacement of the roof in 2020 but the provided report recommended strategies to replace the roof much sooner than that. Trustees Climo, Marston and Reed took the position that the district should “bite the bullet” and make the repairs forth with. The board instructed the manager to bid competitively the roof replacement and other repairs needed as specified by the engineer, to qualified contractors based in Boothbay, Boothbay Harbor or Southport only and complete the repairs at the earliest practicable occasion.

*Trustee Marston motioned, Trustee Reed second, vote unanimous*

Lastly the manager provided the board the table (see below) listing withdrawal rates from Knickerbocker Lake for July 2013 and August 2013 as previously requested.

Table 1							
2013 KNICKERBOCKER LAKE WITHDRAWAL (mgd)							
Date	MG	Date	MG	Date	MG	Date	MG
10-Jul-13	0.1227	21-Jul-13	1.0635	1-Aug-13	0.9716	12-Aug-13	1.0012
11-Jul-13	0.7600	22-Jul-13	0.9610	2-Aug-13	0.9353	13-Aug-13	0.8524
12-Jul-13	0.0019	23-Jul-13	0.8494	3-Aug-13	0.9625	14-Aug-13	0.9354
13-Jul-13	0.0000	24-Jul-13	0.9108	4-Aug-13	0.9706	15-Aug-13	0.9572
14-Jul-13	0.0000	25-Jul-13	0.9128	5-Aug-13	0.9943	16-Aug-13	1.0617
15-Jul-13	0.9420	26-Jul-13	0.9501	6-Aug-13	0.9999	17-Aug-13	0.9843
16-Jul-13	1.0184	27-Jul-13	1.0407	7-Aug-13	0.9813	18-Aug-13	0.9708
17-Jul-13	0.8391	28-Jul-13	0.8511	8-Aug-13	0.8471	19-Aug-13	1.0179
18-Jul-13	0.8000	29-Jul-13	0.8718	9-Aug-13	0.9607	20-Aug-13	1.0312
19-Jul-13	1.0503	30-Jul-13	0.9260	10-Aug-13	1.0411	<b>TOTAL</b>	<b>36.2625</b>
20-Jul-13	1.0272	31-Jul-13	0.9410	11-Aug-13	0.9462		

9. **DISTRIBUTION** – The manager reported that in addition to the required basic functions of the distribution division, since the previous trustees meeting the distribution division had been working on several projects to be completed before the Paine Road Water Main Replacement Project commenced. Over the previous two-weeks, portions of the division had been removing galvanized water main from Harris Point Road and replacing with high density polyethylene (HDPE) water main as part of the district’s capital improvement program. In addition this project was being accomplished at this time because the district had the opportunity to share paving costs with the town of Boothbay Harbor who was paving this road later in the year. The manager thanked the Boothbay Harbor public works director for his flexibility in allowing the district sufficient access and time to complete this mutually beneficial arrangement.

On 24 August 2013 the district suffered a catastrophic seasonal water main break on Southport adjacent to the Sawyers Pond Road. Approximately 100,000 gallons were reported lost creating some minor peripheral damage. The manager reported that the cause of break was a faulty HDPE weld and was repaired in a timely manner by on-call personnel and the assistant distribution foreman.

The manager reported that the distribution division had re-roofed the East Boothbay Garage and was nearing completion of repainting the structure as well.

Lastly the manager reported that the Squirrel Island water main repair easement had been referred to attorney Griffin's office for modification.

Trustee Reed alerted the manager to unusually high electrical bills for the West Harbor Standpipe and instructed the manager to investigate.

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

The manager reported that he had been in contact with Mr. Mike Jenkins, Rural Development (RD) and it was his belief that the district had supplied all pertinent information concerning any grant/loan package. The manager stated he and Mr. Lord, Dirigo Engineering were now just waiting for news.

The manager then informed the board on a subdivision currently under consideration by the town of Southport by developer Mr. Ed Jewett for five "55-year plus" housing units off of Route 238. The significance of this project to the district was that it would require a year-round water main extension off of the water main currently under design. The project was moving through the planning board process and the manager stated he would keep the board informed as to its disposition.

**11. MWUA/MRWA BOD –**The manager reported that the annual MWUA Lobster Bake was a complete success and thanked the trustees for their participation. The manager informed the board that the following day he would be at a MRWA board meeting in Richmond.

**12. BOOTHBAY COMPREHENSIVE PLAN COMMITTEE –**The manager had no new information to report.

**13. FIVE RIVERS –**The manager reported that he would be attending the August Superintendent's Meeting on 29 August 2013 and hoped to be able to report the status of the organizational formation after that. The manager reported that the first annual dues for the district would be approximately \$1,000.00.

**14. GIS –** The manager stated that the GIS project was moving forward. The project was restarted earlier that day with Mr. Linwood "Woody" Bailey, Wright-Pierce arriving on-site to train district personnel and program the two new Samsung Galaxy's. The manager stated that the project was very active.

Trustee Marston reported on a conversation he had had with staff at the MWUA Lobster Bake describing the scope and breadth of the GIS program. He was impressed with staff enthusiasm for the project and the apparent potential value added to the organization.

**15. PAINE ROAD WATER MAIN REPLACEMENT PROJECT –**The manager relayed to the board that since the previous trustee meeting, the Paine Road Water Main Replacement project had been on hold. The distribution foreman had made face-to-face contact with all of the residents making the need for a public meeting unnecessary. The manager reported that all of the necessary materials were on-site with limited pipe welding already accomplished. Construction was reported to begin in one week, 3 September 2013 and would last approximately four-weeks to completion.

- 16. WATER WITHDRAWAL COMPLAINT** – The manager informed the board that on 21 August 2013 he had received a complaint from Ms. Paula Arsenault, Boothbay concerning district withdrawal from Knickerbocker Lake. The manager stated that he had assured her that the weather has been abnormally dry and the lake was admittedly low, but not anywhere near record low as she contended. The manager informed the board that he had explained the district’s Natural Resources Protection Act (NRPA) permit and the monitoring work the district was required to complete and the district’s record of one-hundred percent compliance with the NRPA permit but would relay her concerns to the board.

On 23 August 2013 the manager reported that he had received an inquiry from the Maine Department of Environmental Protection (DEP) inquiring a status report with regard to Ms. Arsenault’s complaint. The manager stated that he had responded to DEP again stating the district was complying with the permit verbatim. The manager presented to the board an E-mail from the DEP confirming the district was operating within the bounds of its permit.

Trustees Reed, Climo and Marston inquired if the manager had asked Ms. Arsenault attend the meeting for which the manager responded in the affirmative. Trustee Marston asked if there was any record of delivery of compliance documents to the DEP with regard to the permit. The manager stated that the annual reports are hand delivered, stamped and the district receives a receipt but letters are sent through the mail. The board directed the manager to send all further communication with the DEP and other entities, not hand delivered and directly related to the NRPA permit, by registered mail to ensure a chain-of- custody is preserved.

- 17. MASTER PLAN UPDATE** – As directed the manager reported that he would be meeting with Wright-Pierce to develop a draft revised work plan for the master plan taking into account the change in district status with regard to the needs of Southport and the recently found changes in condition. The board instructed the manager to keep them advised.
- 18. CHAIRMAN’S INSTRUCTIONS** – Chairman Pinkham reminded the manager that as of 1 September 2013 he wanted the surrounding fields mowed per district policy.
19. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) A & C at 1937 hrs.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*
20. The board came out of executive session at 1943 hr.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*
21. The meeting was adjourned at 1949 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager