

24 September 2013

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 SEPTEMBER 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 & Trustee Carter, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: None.

- 1 The **Payroll** for 27 August 2013, & 3 September 2013 were approved.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
- 2 The **Transactions** for the period of 26 August 2013 to 6 September 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
- 3 **MANAGERS STATEMENT** – The manager apologized to the board for not being prepared for the meeting. The manager stated that he was currently serving on the Grand Jury of Lincoln County, Maine which included four, one-week commitments for the year 2013/2014 with the next required appearance beginning 9 December 2013.

The manager then informed the board that he would not be able to attend the board meeting scheduled for 8 October 2013 because that was his 25th wedding anniversary and that “his wife would shoot him”. The board thought it would be fun for her to attend but in the end granted the manager leave for that meeting. The manager stated a full report would be prepared and set out for trustee deliberations and that he would catch up by recording after the fact.

- 4 **CELLULAR TOWER PROPOSAL** –The manager reported back payment of \$12,000.00 rent had been received and that Mr. Libby’s fee was included in the warrant leaving the district with a net positive cash flow of \$10,200.00. The manager informed the board that he had informed ATT that they could now proceed with establishing their telecommunications station at their convenience.
- 5 **FINANCIAL** - The manager presented the board a status report of the district’s cash accounts as of 31 August 2013 (See table 1).

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 31 August 2013	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 328,141.63
Liquid Cash Total	\$ 353,141.63
BBH 1994 Sinking Fund	\$ 132,636.37
BBH 1997 Sinking Fund	\$ 29,782.43
BBH 1998 Sinking Fund	\$ 27,998.14
BBH 2001 Sinking Fund	\$ 80,831.52
BBH 2004 Sinking Fund	\$ 29,632.92
BBH 2007 Sinking Fund	\$ 12,208.50
Land Acquisition Fund	\$ 3,415.74
Capital Reinvestment Fund	\$ 359.01
EBB Upgrade 91-20	\$ 18,698.28
Designated Fund Total	\$ 335,562.91
TOTAL CASH RESERVES	\$ 688,704.54

- 6 **WATERSHED UPDATE** – The manager reported that he had not contacted Ms. Sue Mello concerning a watershed strategy and status report as of yet but would in the near future. The manager reported that the district had taken several rounds of E-Coli samples in Knickerbocker Lake with one round abnormally high. All analytical results were reported being provided to the town of Boothbay.

Chairman handed the manager correspondence he received from the Knickerbocker Lake Association (KLA) supporting the extension of sanitary sewer along Back River Road in Boothbay. The manager was instructed to write a letter to the KLA stating that the district had received the correspondence and that the matter would be taken up with the town.

- 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 UPDATE**- The manager reported both the clarifier and filter efficiency remained at 100%, flows were dropping off as expected but were in-line with the previous year and there were no abnormalities with chemical or electrical usage. Adams Pond raw water quality was described as “very good” with the reservoir at approximately 95% capacity.

The manager reported that he had met with Wright-Pierce who was working on the bid specification for the treatment plant roofing project. The manager proposed to the board that the contract would be structured to allow a contractor to either complete the project in the fall of 2013 or spring of 2014.

Trustee Climo voiced reservations concerning this strategy and inquired several times of the manager that if he was comfortable allowing another winter on the roof in its present state. The manager responded in the affirmative and stated that it was his feeling that because of the lateness in the construction season, the district would receive a greater cross-section of bidders if they were given some latitude as to a completion date and that Wright-Pierce had assured the manager that the roof was secure for one more winter. The board approved of this approach.

The manager then confirmed with the board that the contractors bidding on this project would be restricted to those qualified bidders based in either the towns of Boothbay, Boothbay Harbor or Southport. The board instructed the manager that this was in fact their policy for the treatment plant roof replacement and would be published accordingly.

- 9 **DISTRIBUTION UPDATE** – The manager reported that all compliance work (i.e. backflow prevention, meter testing etc.) was up-to-date. The majority of the focus was on the fall construction project (see 15. PAINE ROAD WATER MAIN REPLACEMENT PROJECT) and tying up loose ends before seasonal shutdown. The manager stated the distribution division was in a very efficient mode and very productive.
- 10 **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** - The manager reported that Mr. Mike Jenkins, RD had submitted a list of questions and clarifications which were generated in Washington D.C. concerning the state of the district's sinking fund replenishment strategy, new debt (i.e. *Mt. Pisgab Internal Tank Painting and Mixing System project*), increases in contractor costs in the 2013 budget, strategy to realign fire protection charges after the project is completed, an up-to-date breakdown of the district's users by type, procedure for maintaining short-lived assets, projected water sales and a review of the preliminary engineering report (PER). The manager briefly described each concern and the district's actions pertaining to each. Additionally the manager stated that the PER had been updated and along with the district's narrative had been resubmitted for approval. The manager gave no time-table for a grant/loan package. The manager did caution the board that because of permitted constraints, if a package did become available, the board would have to approve the expenditure quickly for the process to meet the winter timeline for the channel crossing north of the Southport Bridge.
- 11 **MWUA/MRWA BOD** – The manager had nothing to report but would try to get a legislative update for the next meeting. Trustees Climo and Marston inquired as to the status of proposed legislation to limit trustee involvement in board meetings by electronic means. The manager reported that that initiative was “now dead”.
- 12 **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE** –The manager had no new information to report.

- 13 **FIVE RIVERS** - The manager reported that he attended the 29 August 2013 meeting and the annual dues for the district were to begin at \$978.00 per year. The board concurred.
- 14 **GIS** - The manager reported steady progress on the project and great enthusiasm and acceptance of the new technology. As work progressed the manager stated he was going to have the distribution foreman attend a future trustees meeting and give a presentation on work completed thus far and functionality.
- 15 **PAINE ROAD WATER MAIN REPLACEMENT PROJECT** – The manger updated the board as to the status of this project. The project commenced on 3 September 2013. Key milestones and/or occurrences since the previous meeting included:
 - a. Pavement was saw cut and removed leaving half intact;
 - b. A new six-inch valve was installed at the intersection of Paine Road and Fullerton Street to support the project requiring a short shutdown;
 - c. Approximately 200 lineal feet of six-inch high density polyethylene (HDPE) had been installed;
 - d. Installation had exposed unexpected groundwater which would need to be dealt with; and
 - e. Reny Construction was bringing in a large hoe ram to remove the expected ledge

The manager described some of the hardship of customers at the tail end of Paine Road in that just changing service to temporary increased usable pressure within the dwellings by 30 psi. Overall the manager stated he was happy with the way the project was progressing and that according to the official time-table; the project was ahead of schedule.

- 16 **MASTER PLAN UPDATE** – The manager stated he had met with Wright-Pierce and this was in process and would be available for trustee consideration in October.
- 17 The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) A & C at 1936 hrs.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
- 18 The board came out of executive session at 1941 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
- 19 The meeting was adjourned at 1942 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager