

14 January 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 DECEMBER 2013**

The Board of Trustees convened at 1800 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: None. Absent: Trustee Carter, Boothbay.

1. The minutes of the 26 November 2013 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for 26 November 2013 & 3 December 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 25 November 2013 to 6 December 2013 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. **CELLULAR TOWER PROPOSAL** – The manager reported that the final walkthrough was complete. The tank external coating had not been damaged at all with regard to the installation of the arrays. The manager stated that service had not yet been initiated in that ATT was still awaiting a T-1 line to the tanks site. The manager stated that district personnel had discussed with the contractor, and the districts contracted representative that with regard to safety, personnel could access the tank while the system was active. The arrays were of low enough transmission strength and were directional (pointing outward) in which district personnel working on the top of the tank would not be exposed to undue radiation.
5. **FINANCIAL** – The manager presented the board a status report of the district's cash accounts as of 30 November 2013 (See Table 1).

Table 1

| BOOTHBAY REGION WATER DISTRICT | |
|----------------------------------------------------------|----------------------|
| Cash Account Status Report as of 30 November 2013 | |
| Account | Balance |
| Business Checking | \$ 25,000.00 |
| Deposit Sweep Account | \$ 141,511.30 |
| Liquid Cash Total | \$ 166,511.30 |
| | |
| BBH 1994 Sinking Fund | \$ 132,695.25 |
| BBH 1997 Sinking Fund | \$ 29,795.65 |
| BBH 1998 Sinking Fund | \$ 28,010.57 |
| BBH 2001 Sinking Fund | \$ 80,867.41 |
| BBH 2004 Sinking Fund | \$ 29,646.08 |
| BBH 2007 Sinking Fund | \$ 12,213.92 |
| Land Acquisition Fund | \$ 3,417.26 |
| Capital Reinvestment Fund | \$ 359.17 |
| EBB Upgrade 91-20 | \$ 18,706.58 |
| Designated Fund Total | \$ 335,711.89 |
| TOTAL CASH RESERVES | \$ 502,223.19 |

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no workplace injuries over the preceding period. The manager did report that one of the district’s utilities technicians was on medical leave with a non-work related back injury. The manager stated that there was a possibility of surgery for which the manager stated this was actually during a time of year where the district could absorb a prolonged absence. The manager did inform the board that even though he could not work, the district had been advised that the individual was instructed by his health professional, with the required documentation provided to the district, to do specific exercise at the YMCA or out and about town, and if observed exercising, this is a medical requirement and not to be suspected as inappropriate activity.
7. **WATERSHED** –The manager had no new information to report..
8. **TREATMENT PLANT** – The manager reported that the district had begun to fill the local ice rink for \$100.00 per season. The finish water flows were reported to be down as compared to the same period in 2012 with the raw water quality significantly less desirable as well. Correspondingly the district chemical consumption per unit sold was well above average making the finish water, on a per unit basis, expensive to treat. The manager did inform the board that this was not unexpected. Adams Pond had not iced-in, the pond had “flipped” and coupled with the recent wind and rains the raw water was extremely turbid.

The manager reported that the district was receiving bids for 2014 chemical suppliers in conjunction with other districts in the *Five Rivers Regional Water Coalition* with very favorable pricing expected.

The manager reported that the treatment plant staff had located a secret location where in they would obtain the water sample for the annual Maine Rural Water Association (MRWA) taste test. The manager stated that this was considered “*very serious business*”.

The manager stated that the quarterly Stage II disinfectant byproduct samples had been taken and were sent to the lab with the district awaiting analysis. The manager explained the cause and effect of these compounds particularly to the avoided costs associated with below 50% allowable.

All of the test data for Adams Pond and Knickerbocker Lake was in and the manager reported that he was in the process of compiling the Knickerbocker Lake annual report due on 31 December 2013 At the Maine Department of Environmental Protection.

9. **DISTRIBUTION** - The manager reported that staff was very much into winter operations. The manager reported that tied to the proposed budget, the major thrust for the winter was to prepare a change in meters on Southport. Once approved by the board the acceptable meter packages will be ordered.
10. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The manager reported that much progress has been made by USDA in formulating a grant/loan package for the district. The manager stated that the district/engineer had completed the latest round of corrections and that an answer would be forthcoming. According to the USDA the funds had to be approved and obligated by the end of 2013. The manager stated that when the package was accepted that he would sign the letter of obligation to get the process started. However he reminded the board that he was not committing the district to any debt and the board could always overrule this action up until commencing any contract.
11. **MWUA/MRWA BOD** – The manager reminded the board that the MWUA conference would be starting the next day in Freeport and all that requested to be signed in were. The manager encouraged the board members to take the trustee course while there.

The MWUA reported that the deregulation bill was on its way to the legislature but was allowing public comment.
12. **BOOTHBAY COMPREHENSIVE PLAN COMMITTEE** – Nothing new to report.
13. **FIVE RIVERS** – The manager reported that the group was preparing a response to the proposed deregulation language.
14. **GIS** – The manager reported this project still in-process.
15. **PROPOSED 2014 BRWD BUDGET PRESENTATION** – The manager presented the board with the proposed 2014 BRWD Budget. The board listened to the manager’s presentation, asked many questions and tabled any possible action until 14 January 2014
16. **ANNUAL MANAGERS EVALUATION** – The manager, as directed, was completing his self-evaluation for 2013 and would be hand delivering copies to the board members once complete. The manager also stated that he had been given access to some salary surveys and was including those results as well. Chairman Pinkham instructed the board that they would convene in executive session pursuant to 1 M.R.S.A. §405(6) A during the 14 January 2014 trustee meeting to meet with the manager and discuss his performance over the previous year.

17. The meeting was adjourned at 1944 hr.

Trustee Gamage motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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