

13 May 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES BOARD OF TRUSTEES MEETING 22 APRIL 2014**

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Lewis, Boothbay (Treasurer); Trustee Reed, Boothbay Harbor (Clerk); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Carter, Boothbay; Jonathan Ziegler, Manager. Guest: None. Absent: None.

1. The minutes of the 8 April 2014 trustees meetings were approved with revisions.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 8 April 2014 & 15 April 2014, were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 7 April 2014 through 15 April 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL REVIEW** – The manager provided the board with a copy of the *March 2014 Profit & Loss Budget Performance Statement*. As of 31 March 2014 for the month the district's total revenue was \$48,266.12 with total expenses equaling \$187,103.29 of which \$41,666.66 was depreciation leaving a net profit on cash accounts of (\$97,170.51). For the year the district had taken in \$367,856.23 and expended \$587,870.80 of which \$124,999.98 was depreciation expense leaving a year-to-date cash profit of (\$95,014.59).

SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE – The manager reported no accidents violations or missed inspections within the previous period.

5. **WATERSHED** – The manager stated that Ms. Mello would be presenting her bi-monthly watershed report at the 13 May 2014 trustee meeting at the request of the manager due to a new board being assembled. The manager reported that Ms. Mello had made contact with all of the parties she invited to organize the upcoming watershed citizen's survey. The manager also made special mention of the Boothbay YMCA and the town of Boothbay who had also committed resources for the survey. The survey was being conducted to update the district's GIS system layers concerned with water quality and to be used in the ongoing formulation of new ordinances.

The manager then presented the board with a copy of the completed 2014 Source Water Protection Grant Application for \$5,000.00 to be used in conjunction with the activities listed above for educational materials, signs, videos, brochures and conservation workshops; all to be used in protecting Adams Pond and Knickerbocker Lake. The manager reinforced to the board the fact that he just signed the grant application but all credit for the work behind it was through the hard work of Ms. Mello.

The manager then reported that Ms. Mello had attended the Boothbay planning board meeting on 16 April 2014 and reported that the YMCA is moving forward in a compliant manner correcting the previously described violations.

6. **TREATMENT PLANT** – The manager reported that the district was averaging 0.3650MGD finish water production. The manager reported that chemical dosing was now dropping off considerably to more average seasonal levels. The improvement in raw water quality was due in large part to “ice-out” which occurred on 12 April 2014. Filter and clarifier capacity were reported to remain at 100% of design capacity on a time basis.

Midcoast Electric was reported to be in-process performing the annual preventive maintenance (PM) servicing for all of the motor connections and high voltage equipment. The manager informed the board that in addition to the main treatment plant, PM was being completed at the Knickerbocker Lake Pump Station and the Kenniston Hill Booster Pump Station.

All of the seasonal water main clearance samples were obtained and tested free of bacteria in accordance with Maine Department of Health standards.

The manager reported the first-quarter disinfection by-product (DBP) samples were obtained and the results were less than 50% of the maximum contaminant level (MCL). By keeping DBP levels at or below 50% of the MCL the district could get a waiver from mailing the consumer confidence report (CCR) and only post it in the newspaper.

The manager reported that the West Harbor Standpipe was flooded, tested clean and now back in service.

Lastly the manager praised the treatment staff that assisted the distribution division to a great degree with the seasonal start-up.

7. **DISTRIBUTION** – The manager informed the board that as of 1800 hr., 21 April 2014 all of the seasonal water distribution system was up and running. However, the manager also informed the board that due to the late start of the seasonal system and the time constraints on the district, normal repairs were skipped with the intention of completing those repairs post-startup. As a result the manager stated that distribution personnel would be affecting repairs over the next few weeks requiring sporadic shutdowns. This condition was reported to be posted on the district website

The Pratt’s Island Bridge project was reported to be complete. Trustee Gamage reported that it had been stress tested already with a loaded fire engine stating: *“It was a Boothbay fire truck so (he) did not worry about it much!”* **Note: the preceding is humor!**

The manager reported that the meters largely slated to upgrade the existing meters in Southport had arrived and would be deployed over the following few months.

The manager then reported that he was tracking freeze damage, to the seasonal system sustained during start-up. The manager explained that the district found itself in an unfavorable position after fully committing to the turn-on an unexpected cold front came into the Boothbay region. The manager reported that as a result the district had experienced multiple water main breaks, blown valves and destroyed meters. The manager informed the board that he expected a spike in repairs over the upcoming weekends in that the service valves were very susceptible to breaking and once they get turned on many broken valves will be discovered.

Trustee Gamage asked the manager to revisit the policy concerning tying in the meters because of accidental flooding and recommend changes to the policies and procedures if necessary.

The new inverter truck that Trustee Gamage and the manager had negotiated with O'Connor Motors was reported to be on the way and I expect over the next few weeks.

The manager requested permission from the board to advertise for sale the 2007 Chevrolet 1500 extended cab, for sale, as is for bluebook low, first internally and then via advertising in the media. The board approved this request.

Trustee Climo motioned, Trustee Reed second, vote unanimous

8. SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT –

The manager provided the board with an executed quitclaim deed granted from the Pine tree Conservancy for necessary additional property surrounding the new tank. It was handled quickly and professionally and the manager stated to the board that the Pine tree Conservancy was very generous to the district.

The manager reported that Dirigo Engineering was in touch with Southport officials and was in process for applying for all necessary permits. Attorney Griffin was reported to be working the Board and Winslow easements with no resolution reported for either as of that time.

The manager informed the board that there was to be a public informational meeting at the Southport town hall on 23 April 2014 will be a meeting tomorrow night at the Southport Town Hall at 6:00 pm, we got it all together.

Lastly, Jim and I need to get with the Southport Fire Chief to get the location of the new fire hydrants hammered out, possibly after the meeting tomorrow night??

9. CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT – The manager presented the board with a copy of the proposed the Carter/Dora Highlands Easement and reported that progress was being made in finalizing it. The project was put out to bid on 14 April 2014 with the following contractors taking out plans:

- N. Reny Construction;
- E.M. Wood Construction;
- Atlantic Mechanical;
- Drilling and Blasting Specialists; and
- T-Buck.

The manager reminded the board that the bid opening is 30 April 2014 at 1400hr. and requested at least one trustee to open the bid. Chairman Pinkham stated that he would officiate the bid opening. The manager then requested that trustee be given authorization to award to the low bidder pending Wright-Pierce concurrence for completeness. The board approved that request.

Trustee Climo motioned, Trustee Reed second, vote unanimous

10. MWUA/MRWA BOD – LD- 1809 passed the Senate by a single vote. The manager then presented the board with a letter he wrote on district letterhead without authorization to Governor LePage asking him to veto the measure. The manager stated that he only did that because he was sure of the board's position on the matter and that speed was of the essence. In addition all of those opposed through the MWUA contacted the Governor as well. The manager stated that earlier that day the Governors Chief of Staff had informed the MWUA that Governor LePage is intending to veto the bill, and was preparing a letter to the Legislature explain his position.

The manager then informed the board that the Democratic leadership is calling back the house on 1 May to overturn all of the Governors vetos. The manager asked the board to keep up the pressure on the local legislators.

The manager informed the board that he had attended a two-day MRWA board of directors meeting with Atlantic States. Mr. Steve Levy was no longer in charge of the MRWA; he was replaced by Ms. Kirsten Hebert and was acting as a transitional advisor to her.

11. **FIVE RIVERS** – The manager had nothing new to report.
12. **GIS** – A detailed scope of work was in-process by Wright-Pierce to be executed 5 May 2014.
13. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager reported that this project was on-hold until the state match for SRF funding was obtained.
14. The board did not need to go into Executive Session pursuant to 1 M.R.S.A. §405(6) C & D.
15. The board thanked Trustee Mark Carter for his ten-years of service and wished him farewell.
16. The meeting was adjourned at 1845 hr.
Trustee Carter motioned, Trustee Climo second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager