

10 June 2014

MEMORANDUM

From: Manager

To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 27 MAY 2014**

The Board of Trustees convened at 1900 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 Higgins, Boothbay; Jonathan Ziegra, Manager. Guest: None. Absent: None.

1. The minutes of the 13 May 2014 trustees meetings were approved with revisions.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 13 May 2014 and 23 May 2014 were approved.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
3. The **Transactions** for the period of 21 April 2014 through 9 May 2014 were approved.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

FINANCIAL REVIEW – The manager provided the board with a copy of the *April 2014 Profit & Loss Budget Performance Statement*. As of 30 April 2014 the month the district's total revenues were \$617,346.83 with total expenses equaling \$275,235.12 of which \$41,666.66 were depreciation expense leaving a net profit on cash accounts of \$383,778.37. For the year the district had taken in \$985,203.06 and expended \$864,067.03 of which \$166,666.64 was depreciation expense leaving a year-to-date cash profit of \$287,802. The board asked the manager to amend the format of the financial report for future meetings.

4. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents violations or missed inspections within the previous period.
5. **WATERSHED** – The manager reported that preparations were underway for the 7 June 2014 Citizens Watershed Survey. He reported that Ms. Mello had the situation well in hand. The manager stated that the general public seemed very supportive, only being rejected from entering three properties by their land owners. The district as hosting the effort and would be providing all food and refreshments on that day.
1. **TREATMENT PLANT** –The treatment plant was reported to be averaging 0.4777MGD as compared to 0.5079MGD over the same seven-day period last year. The manager stated that the weather was not conducive to extra water use. However, the manager went on to report that the Memorial Day weekend had been strong. Aluminum sulfate and sodium hydroxide dosing levels remained within the normal range for the time of year while filter and clarifier capacity remained at 100% of design.

The manager reported that the plant SCADA computer had failed and was replaced with new computer with the older computer being rebuilt. The manager was seeking quotes to add the rebuilt computer to be reinstalled for redundancy. There was no loss of control or data.

The manager then relayed to the board that the district had received several complaints for taste and odor. Those affected described a “metallic” or “earthy” taste which was verified at the plant. The occurrence was short lived and at no time was the water delivered out of compliance. The manager suspected that the aesthetic concerns were due to the pond starting to roll helped by strong northerly and southerly winds. The manager concluded by stating Adams Pond had since settled with consistent and good raw water quality.

Motor #1 on the pneumatic compressor, responsible for all valve actuations within the treatment plant, failed. It was replaced by Trask-Decrow the previous week. The manager reminded the board that these components were twenty years-old and were listed as “run to fail” within the capital improvement plan.

The manager then reported that at the request of the Boothbay fire department, the districts second-largest customer, a “Mutt-Mit” station was installed at the Boothbay Fire Station, a location apparently popular for dog exercise. The manager reminded the board that the district maintained these stations at the plant and the Knickerbocker public access as well.

The manager concluded the treatment report by reporting that modifications had been completed within the fluoride room making drawdowns and feed isolation easier to perform.

2. **DISTRIBUTION** – The manager reported that during the previous period the distribution division had added an additional 3 new services and completed 18 backflow prevention tests. In addition the division had completed 84 Service Orders and begun to complete the backlog of small dig jobs (service box repairs).

The manager reported that Wawenock Trail, Boothbay Harbor, received three new service boxes, replacement of a faulty hydrant gate valve and a 200-foot replacement of two-inch high density polyethylene (HDPE) seasonal water main.

In other news, a new 6” HDPE fusing machine had been ordered to augment the existing fusing machines because of the heavy demand for this size machine and breadth of the system had made it necessary. There was sufficient funding in the tools account to cover this estimated \$5,000.00 purchase for a used, refurbished machine.

Lastly it was reported that as of that morning, the distribution division had begun deploying upgraded seasonal meters in Southport as well as cross-connection control upgrades, which were to continue through the summer.

6. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – (See 4. FINANCIAL REVIEW, RD Loan Status). The manager stated that he needed to revisit the easements with David Winslow and check on the status of the Pinetree Conservancy Easement as well as the Boord Easement with Griffin Law Office.

The manager then stated that the district would appear before the Southport Board of Appeals on 2 June 2014 at 1600 hr. at the Southport Town Hall to attempt to obtain a variance for the height restriction for the proposed Southport standpipe. The manager concluded his report by informing the board that Stockwell Environmental had completed and would be submitting, the required environmental permitting required by the Maine Department of Environmental Protection.

7. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** – The manager reported that he had received a copy of the 95% bid documents which he was reviewing. The project has been split in two with state approval. The manager intended to rebid the Highland Park portion of the project as soon as possible. The board had no objection.

The manager provided the board correspondence he had sent in response to trustee Higgins' question concerning financial gain or loss continuing with the SRF with related engineering costs as opposed to private financing, completing all engineering services in house. Even with added engineering costs the district was due to save \$198,598.92 if the district leveraged capital dollar for dollar. Admittedly the manager did not find the breakeven point because it was far less than the added cost of Wright-Pierce.

Additionally trustee Higgins had a question concerning the Davis-Bacon wage rates and reporting requirements. The manager explained that Davis Bacon is a federal regulation that sets a minimum wage and fringe for trades in federally funded projects. The manager provided the board the current wage rates and the reporting sheets. The manager reported that he had surveyed some contractors in the area finding well tenured and well paid crews; easily meeting the Davis Bacon requirements.

Even though the district easily meets Davis Bacon requirements, because it is the intention of the district not to recoup any labor costs from federal funds, the manager stated the district was not required to report.

8. **MWUA/MRWA BOD** – The manager had nothing new to report.
9. **FIVE RIVERS** – The manager had nothing new to report.
10. **GIS** – The manager reported that this project was on schedule. The foreman will take two-days to get that Wright-Pierce intern up-to-speed and be the contact point throughout the summer.
11. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager reported that the state had released funds and that the project was now eligible for bonding. The manager stated that he was awaiting notification from the state however. The timing of the project was critical because it had to take place after Labor Day due to the fact, Mt. Pisgah standpipe will need to be taken off-line with Kenniston Hill and West Harbor as a reserve, driving the system.

12. **2007 EXTENDED CAB TRUCK DISPOSAL** - The manager was awaiting interest from the Wiscasset Fire Department for the truck to be used as a “brush truck.
13. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) C & D at 1939 hr.
Trustee Climo motioned, Trustee Lewis second, vote unanimous
14. The board came out of executive session at 2008 hr.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
15. The meeting was adjourned at 2010 hr.
Trustee Marston motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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