

8 July 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 24 JUNE 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 10 June 2014 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 27 May 2014 and 3 June 2014 were approved.
Trustee Climo motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 26 May 2014 through 20 June 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** –The manager provided the board a copy of the *May 2014 Profit & Loss Budget Performance Statement*. As of 31 May 2014, for the month, the district's total revenues were \$316,703.66 with total expenses equaling \$229,074.73 of which \$41,666.66 were depreciation expense leaving a net profit on cash accounts of \$129,295.59. For the year the district had taken in \$1,301,906.72 and expended \$1,120,554.86 of which \$208,333.30 was depreciation expense leaving a year-to-date cash profit of \$389,685.16.

The manager reported that five of the RD loans were now officially paid-off, freeing the sinking funds in those accounts to be moved into either the district's capital reserve account or land acquisition account. The board directed the manager to move the funds, in their entirety, into the land acquisition account.

Trustee Marston motioned, Trustee Climo second, vote unanimous

State Revolving Fund (SRF) Status – The manager reported that he was awaiting official notification of issuance of the SRF bonds by the Maine Bond Bank (MBB).

Rural Development (RD) Loan Status –The manager reported that he was awaiting final design and bid documents from Dirigo Engineering which would require an additional round of advertisement and a future resolution of the board.

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The chairman reported no accidents violations or missed inspections within the previous period. The manager reported that staff that attended the American Water Works Annual Trade Show in Boston reported a very valuable experience.

6. **WATERSHED**– The manager reported that the previous day the field work for the watershed survey was completed by Ms. Sue Mello and personnel from the Maine department of Environmental Protection (DEP).

Additionally the manager presented the board with a copy of a grant application prepared by the West Harbor Pond Association (WHPA) for a municipal project in the Maine Coastal Zone, valued at \$18,500.00 to address the effects of land use activity on water quality and restoring coastal habitats. The association was asking for a letter of support from the district, which the manager reported was currently in draft form. Trustee Higgins, who had been working with the WHPA elaborated on the history of the grant application and its purpose.

The manager then reported that the district had received the application packages for the 2015 Grants for Nonpoint Source Pollution Control Projects. The manager reported that DEP anticipated allocating approximately \$800,000.00 in CWA, Section 319 funds with individual awards ranging from approximately \$50,000.00 to \$150,000.00. The manager reported the deadline for proposals was 12 August 2014 and in order to access these grants the district needed the citizen's survey.

The manager concluded the watershed report by informing the board that the underground storage tanks used for gasoline adjacent to Route 27 and Country Club Road in Boothbay were to be replaced. The manager stated that he would be working with the town of Boothbay in reviewing this project as well as independent inspection/review.

7. **TREATMENT PLANT** – The manager reported that finish water production for the previous week averaged 0.6654 MGD as compared to 0.6499 MGD during the same period in 2013. The filters and clarifiers remained at 100% efficiency even though the aluminum sulfate dosing rate had increased 12.6% and sodium hydroxide dosing was up 47.8% as compared to 2013. The manager stated that raw water quality, although still in acceptable range, was much poorer than it had been in recent years. A somewhat lengthy discussion regarding cause and effect of factors influencing raw water quality ensued.

The manager then informed the board that Adams Pond had 228 MG in raw water reserve while Knickerbocker Lake was holding steady with 350MG. The manager stated that he was now tracking the Palmer Drought Index which was showing no at that time with soil moisture and rainfall near normal.

The manager stated that he was awaiting a proposal by Woodard and Curran to install redundancy in the SCADA computer. Trustee Higgins suggested contacting Control Point Inc. for a proposal as well, for which the manager stated he would.

8. **DISTRIBUTION** –The manager reported that normal summer operations were continuing. The manager stated that there was a large effort was now underway completing the GIS mapping for the district distribution system. The manager reported that a few “mystery valves” had been located on the east side of Boothbay Harbor. The manager reported that the district had installed 6 new services since the previous meeting and that jobbing revenue was well ahead of projections.

The manager stated that the new utility truck was nearing completion. Because of the district's financial position due to refinancing, the manager asked to purchase the truck outright and not take on debt unnecessarily. The board approved the manager's plan who was authorized to pay cash for the new utility truck once it was ready.

Trustee Climo motioned, Trustee Marston second, vote unanimous

9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The manager informed the board that since the previous meeting the easements from both Pinetree Conservancy as well as Mr. Drummond Boord had been completed. The manager then stated that he had not met with Mr. Winslow for the final easement but that was a priority to complete.

Dirigo Engineering was waiting for final approval from the state before bid documents could be completed.

10. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** – The manager reported that the bid opening for the Highland Park/Sophia Way loop was scheduled for 27 June 2014 with Chairman Pinkham scheduled to officiate. The manager updated the board stating that there were three plan holders (Eric Wood Construction, Harry Crooker & N. Reny Construction). The manager reported further that the district had hit a snag with the easement at Dora Highlands with Attorney Geoff Hole now taking over negotiations.

11. **MWUA/MRWA BOD** – The manager reported that he had a board meeting for the MWUA on 27 June 2014 with the legislative front pretty slow at this time.

The manager then discussed the Maine Rural Water Association which he described as being on the verge of bankruptcy. However, on a more positive front, the board was informed that Ms. Kirsten Hebert was now the Executive Director following the retirement of the previous executive director and with her appointment the manager was more optimistic that the organization would survive. The board asked the manager to keep them apprised of the situation.

12. **FIVE RIVERS** – The chairman had nothing new to report.

13. **GIS** – The manager reported that the Wright-Pierce intern had begun the 10-week field data gathering project the previous week with good progress made.

MT PISGAH STANDPIPE PAINTING PROJECT – The manager informed the board that Wright-Pierce committed to providing the 95% plans and specifications for the review and submittal to the Maine Drinking Water Program the following week. A discussion ensued as to need of submittal drawings and the procedure required for federally funded projects and Drinking Water Program review of projects in excess of \$10,000.00 on behalf of public safety.

14. **2007 EXTENDED CAB TRUCK DISPOSAL** – The manager was unclear as to his negotiation limits in disposing of the excess vehicle. The manager stated he was only allowed to sell the vehicle for “Blue Book Low” at which the vehicle was listed. The board asked the manager to also advertise the vehicle on “Craigslist”. The board did not provide any guidance on negotiating the selling price.
15. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) C & D at 1944 hr.
Trustee Climo motioned, Trustee Marston second, vote unanimous
16. The board came out of executive session at 2000 hr.
17. The meeting was adjourned at 2001 hr.
Trustee Marston motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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