

26 August 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 AUGUST 2014**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Reed, Boothbay Harbor (Clerk); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Dale Harmon, Distribution Foreman. Absent: Trustee Lewis, Boothbay (Treasurer).

1. The minutes of the 22 July 2014 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 22 July 2014, 29 July 2014 & 8 August 2014 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 23 July 2014 through 8 August 2014 were approved.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
4. **FINANCIAL** – The manager provided the board the following is a status report on the districts cash accounts as of 31 July 2014
(See Table 1).

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 31 July 2014	
Account	Balance
Old Business Checking	\$ 21,808.90
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 97,488.79
Liquidity	\$ 144,297.69
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 12,226.12
Land Acquisition Fund	\$ 179,637.72
Capital Reinvestment Fund	\$ 359.53
EBB Upgrade 91-20	\$ 18,725.27
Designated Fund Total	\$ 210,948.64
TOTAL CASH RESERVES	\$ 355,246.33

The manager reported the August billing was \$331,511.15.

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** -- The manager reported no accidents violations or missed inspections within the previous period. The manager provided the board the following status update provided by Ms. Erica Kidd, New England Water & Waste Water Training Associates.

On July 14, 2014 we delivered three copies of the revised BRWD Safety Program to the main office. While on-site, we took some time to review and organize the safety documents.

On August 5, 2014 we conducted training on blood-borne pathogens – collateral duty and voluntary use of respirators. We requested the staff (John Orne & Dale Harmon) to purchase blood-borne pathogen kits for distribution and treatment personnel.

*During the training on voluntary use of respirators, we also reviewed the medical evaluation requirements from the ME Bureau of Labor Standards (ME BLS). Each crewmember has been informed of the last time they had a medical evaluation and fit test performed. The frequency of the medical evaluation is based upon age (please see the **Compliance Directive** in the next paragraph.) The staff will need to complete the medical survey attached and bring it with them to their medical evaluation and fit test appointment. We have requested that the crew schedule appointments based on both their compliance and work schedules, with either their personal health care provider, or with the Occupation Health Associates of Maine in West Bath.*

Compliance Directive from ME BLS:

Directive Number: 8-05

Revised 9/2013

Effective Date: April, 2005

Subject: Public Sector Respiratory Protection Standard

Purpose: *The purpose of this Compliance Document is to define the 29 CFR 1910.134 (e) and Appendix C, Medical Evaluation and Medical Questionnaire.*

29CFR1910.134(e)(7)(iv): Periodic medical evaluation shall be administered according to the following schedule: Employees: Up through 35 years of age –at least every 5 years

36 to 40 years of age

–at least every 2 years

Over 40 years old

–at least annually

We will continue to update the program as state and federal safety regulations change. We will also schedule a meeting with John Orne to go over the updated LOTO controls to include the changes in the Safety Program. To ensure compliance with the Safety Program, we will perform random safety inspections with the crew, in house and on-site.

While discussing the Safety Program with the crew, they made requests for certain equipment at the Water District:

- anti-vibration gloves for jackhammering*
- a protective curtain for welding operations in the garage*

6. **WATERSHED**– The manager informed the board that two rounds of E-Coli Sampling on Knickerbocker Lake had been completed showing lower than average levels. The manager stated that staff was expecting rain midweek and would conduct another round of sampling after the flush. Ms. Sue Mello, the chief treatment plant operator and the manager attended the Knickerbocker Lake Association (KLA) annual meeting held on 4 August 2014. The manager relayed to the board that the Knox Lincoln Soil and Water Conservation District provided a useful, and well received, presentation with the overall tenor of the meeting positive.

The manager shared a “thank you” e-mail from Gary Arnold, West harbor Pond Association.

- 7. TREATMENT PLANT** – The manager reported as of 10 August 2014 the district had withdrawn 6.3798 MG for the previous week, using 20.6901 MG for 2014, leaving a balance of 30.8099 MG potential withdrawal remaining for 2014. The district permit allows 51.5MG withdrawal during a normal calendar year.

Finish flow was averaging 0.8120 MGD which was almost exactly the same as the same time period in 2013. However the raw water quality remained poorer in quality, roughly requiring 15% to 20% more aluminum sulfate and sodium hydroxide per unit produced than that in 2013.

Because of the water quality and relatively elevated flows, the filters were averaging 83% efficiency while the clarifiers are at 91% efficiency.

Knickerbocker Lake was reported to have not stopped discharging to Campbell Creek this year which is above average.

The manager reported that the treatment division had completed non-health threat problem repairs with the fluoride delivery system.

Lastly on 6 August 2014 the plant was ramped up to test capacity to support fire-fighting efforts in East Boothbay without incident.

- 8. DISTRIBUTION** – The manager reported the new truck was delivered on 1 August 2014, had been registered, lettered and was now in service. Since the previous meeting the distribution crew had installed 5 new service connections, performed 16 DigSafe's and completed around 70 new meter conversions.

The manager reported a main break on Sawyers Island created when a “Bush Hog” mangled a 3-inch seasonal water main. The repair was made in a timely fashion with only minimal disruption of service.

The manager stated that the focus of the distribution division remained GIS mapping (see report below) and general distribution activities.

The manager then shared with the board two presentations formulated with just released Maine Department of Health and Human Services data, illustrating the district’s performance in both “non-revenue” and “unaccounted for” water rates as compared to all other Maine water utilities with sales in excess of 100MG. The district ranked 5th & 7th respectively out of 32 utilities with loss rates well below industry standards.

9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The manager stated that much has happened since the last meeting. All of the easements required for the project had been obtained and the district had received the following permits:

- Army Corp of Engineering Permit;
- Submerged Land Lease;
- Permit By Rule;
- Southport Concurrences; and
- Successfully negotiated expanded work window with Maine DOT allowing work window the same as the Commercial Street project.

Contract 2 (Tank site prep and tank piping) was reported to be out for bid with the bid opening scheduled for 1400 hr., 29 August 2014 at the Administration Office, 184 Adams Pond Road, Boothbay, Maine. Contract 1 (tank construction) and Contract 3 (piping) was still under United States Department of Agriculture (USDA) review and was tentatively scheduled to go out for bid on 29 August 2014 with a projected bid opening scheduled sometime 26 September 2014. The manager requested that the officers stay after the meeting to sign required forms for sealing interim financing for the project.

10. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - The manager informed the board that the eminent domain waiting period for acquisition of an easement on the Mt. Dora Highlands would be over in approximately one-week. The manager stated that the pre-construction meeting was completed 31 July 2014 and the project was ready to begin.

Lastly the manager informed the board that because the bid from Reny Construction was so favorable and that Reny Construction committed to holding the same unit pricing, The Maine State Engineer ruled that the Campbell Street Looping Project can be extended as a change order to the current contract.

11. **MWUA/MRWA BOD** – The manager reminded the board of the MWUA Annual Clambake at Thomas Point Beach, Thursday, 14 August 2014 with the bus leaving at 0900 hr.
12. **FIVE RIVERS** – Nothing new to report.
13. **GIS** – The manager and distribution foreman updated the board on the ongoing GIS efforts. The year-round infrastructure in Boothbay Harbor was complete with East Boothbay year-round to the East Boothbay General Store also complete. The manager stated that the goal was to complete the year-round main while the intern was here, with her last day being 19 August 2014.
14. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager informed the board that this project was to go out for bids on 22 August 2014 with the bid opening undetermined.
15. **LAND ACQUISITION PROOPOSAL** – The manager reported the following on two parallel land acquisition tracks.

Farrin Property – The manager reported he had not made contact with Mr. Farrin.

Hamrin Property - Attorney Griffin was working on proposals to meet both parties' needs.

16. **VARIANCE REQUEST** - Trustee Reed reported that he had represented the district the previous evening at the Boothbay Harbor Appeals Board concerning the Rotary Club of Boothbay Harbor requesting a variance from Boothbay Harbor code to not provide public water into a planned subdivision as required. Trustee reed reported that the board denied the request.
17. **SPECIAL REPORT** – The manager and distribution foreman presented the board with a special report concerning the poor condition of the an overboard discharge (OBD) line owned by Mr. Michael Pare, 235 Ocean Point Road, East Boothbay wherein the district was alleged to be the cause of its inoperability. After review and discussion the board accepted the report with minor revisions, stating the poor condition of the OBD line was a pre-existing condition prior to any district construction activities and that the district was not responsible for any functional issues associated with the OBD. The manager stated he would provide a copy of the report to Mr. Pare. *Trustee Climo motioned, Trustee Reed second, vote: unanimous*
18. The board went into executive session pursuant to 1 M.R.S.A. §405(6) D at 1956 hr. *Trustee Higgins motioned, Trustee Marston second, vote: unanimous*
19. The board came out of executive session at 2006 hr. *Trustee Climo motioned, Trustee Reed second, vote: unanimous*
20. The meeting was adjourned at 2007 hr. *Trustee Climo motioned, Trustee Reed second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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