

23 September 2014

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 SEPTEMBER 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 Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Ms. Sue Mello, BRWD Water Resources. Absent: None.

1. The minutes of the 26 August 2014 trustees meetings were approved with revisions.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 26 August 2014 & 2 September 2014 were approved.  
*Trustee Marston motioned, Trustee Gamage second, vote unanimous*
3. The **Transactions** for 25 August 2014 through 5 September 2014 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
4. **FINANCIAL** The manager provided the board a status report on the districts cash accounts as of 31 August 2014 (see Table 1)

**Table 1**

<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 31 August 2014</b>	
<b>Account</b>	<b>Balance</b>
Old Business Checking	\$ 23,279.64
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 435,850.19
<b>Liquid Cash Total</b>	<b>\$ 484,129.83</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 12,227.68
Land Acquisition Fund	\$ 179,660.61
Capital Reinvestment Fund	\$ 359.57
EBB Upgrade 91-20	\$ 18,727.66
<b>Designated Fund Total</b>	<b>\$ 210,975.52</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 695,105.35</b>

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** -- The manager reported no accidents violations or missed inspections within the previous period. The manager informed the board that he and Ms. Mello would be attending a water resources seminar in Oakland, Maine the following day.
6. **WATERSHED**– The manager deferred to Ms. Mello who provided the board with the following report.
  - a. **Watershed runoff survey.** Volunteer survey on June 7; survey completed by me and DEP on June 24. In July obtained pollutant loading estimates of major sites with DEP. Survey report will be out this month and then we will need to draft a “watershed protection plan” with partners. We are on track to apply for DEP 319 grant money to address major sites in 2015.
  - b. **Signs.** Seven signs for Knickerbocker Lake in the works. Four “entering watershed signs - 2 for Barter’s Island Rd and 2 for Back River Rd; two “protect the source” signs for shore access (town access and Y camp) and one “public water supply” sign to hang under Knickerbocker Lake access sign on Barter’s Island Road. Source water protection grant will pay for signs.
  - c. **Education/community outreach.** Attended Knickerbocker Lake Association meeting in August and sponsored a Knox Lincoln County Soil and Water Conservation education program on shoreline buffer zones. Videod for Channel 7; has been run a lot. Source water protection grant will pay for workshop.
  - d. **Comprehensive plan/planning board.** Working to ensure comp plan being developed by town adequately protects watershed. Provided planning board with overview of parameters to consider for revising town’s 2004 watershed protection ordinances. Expect to begin meeting with planning board on ordinance revision in October.
  - e. **Forest Management Plan/Timber.** In process. YMCA is also having a plan done for their property on Knickerbocker Lake. Once completed, will need to undertake permitting and public education.
  - f. **Invasive plant survey.** Attained basic DEP training in July, but field training in Damariscotta Lake in August was cancelled. With everything else, probably will not do this work until next year.
  - g. **GIS.** Wright Pierce worked up reporting system using the Fulcrum Mobile Location app so we could collect all watershed survey data in the field. Worked great and has simplified report generation. Not much progress yet on the bigger watershed GIS.

7. **TREATMENT** - The manager reported that the water main break of 5 September 2014, on Pear Street had required substantial pumping to catch up and meet fire capacity requirements. 6 September 2014 was recorded as the high production day of the year with 1.2050 MGD. Taking the water main break of 5 September 2014 out of the equation, the manager reported that average production during the previous period was 0.6236 MGD

On 4 September 2014 treatment staff suspended operations at Knickerbocker Lake with a total withdrawal of 40.7310 MG thus far for 2014. On 7 September 2014 Knickerbocker Lake was reported to still be discharging into Campbell Creek at a rate of 0.1680 MGD.

With the plant now acclimated to Adams Pond, aluminum sulfate dosing rates had dropped 23% of that used for Knickerbocker and 8% less than the same period in 2013. Likewise sodium hydroxide dosing rates had dropped 26% of that used for Knickerbocker and 2% less than in 2013.

The filters were set at 93% efficiency while the clarifiers remained at 91% efficiency on a timed basis.

The “Seasonal Shutdown Sign” was posted on Route 27 in accordance with town of Boothbay ordinance.

The manager concluded his report by informing the trustees that several security motion sensors were being replaced throughout the campus due to multiple failures system wide.

8. **DISTRIBUTION** – The manager reported that even though the district had several pending, no new services were added in the previous period. The distribution division performed 23 DigSafe’s and completed the Southport meter change outs; with the exception of 7 services which were exceptionally difficult to access, requiring re-plumbing or were large meters.

On 5 September 2014 at approximately 2100 hr., the district experienced the single largest main break in the district’s history. The active break was located under the lower third of Pear Street, Boothbay Harbor which effectively demolishing that road, and rendered existing drainage systems useless down gradient of the break. The break included a 113-inch lateral crack on the existing 12” cast iron (CI) water main. The manager reported the district lost 600,000 gallons of water effectively robbing pressure and fire protection temporarily from Boothbay Harbor. The average flow rate was estimated to be 30,000 gallons per minute equating to financial loss in water value of just over \$5.00 per-second. The manager reported that he had solicited the services of E.M. Wood Construction who he reported did an excellent job. As of the meeting the manager informed the board that Pear Street was closed but was now prepped and ready for paving. The manager hoped to have the road restored within twenty four hours to which Trustees Reed, Pinkham and Higgins stated it had been completed late in the day. All work was being completed through E.M. Wood Construction through an emergency contract.

The manager also informed the board that the district had enlisted the services of the Ted Berry Company to clean the affected catch basins owned by both the town of Boothbay Harbor and the Maine Department of Transportation (DOT).

The manager provided the board with a letter to the editor he had submitted to the Boothbay Register which would be published in the 11 September 2014 issue thanking the following for their assistance in the very efficient and safe response to the main break. The manager thanked the following:

Boothbay Harbor Fire Department;  
Boothbay Harbor Police Department;  
Boothbay Harbor Sewer District;  
E.M. Wood Construction; and most of all  
The Boothbay Region Water District Treatment and Distribution Divisions

The manager concluded his report stating how very he was of the staff's response and recovery. He stated "we truly have a professional crew and even though the situation really stunk, it was amazing to watch them operate". In total, most of the town of Boothbay Harbor had water pressure restored within an hour, the main was repaired and back in service within 5-hours, all the necessary notifications with the Maine Department of Health and Human Services were complete by sunrise, samples were taken within 3-hours of returning to service and Fire Protection was completely restored within 12 hours of the incident.

## 9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -

1. Contract #1 – **Tank Site Prep, Road & Water Main** – The manager reported that the bid opening for Contract #1 took place at 1400 hr. 29 August 2014. Sargent Corporation and Harry Crooker submitted bids with Crooker being the apparent low bidder, submitting a bid of \$267,669.25. Since that time, the manager reported that the bid had been reviewed by Dirigo Engineering and was found to be consistent with the contract and deemed a "good bid". The manager then informed the board that Harry Crooker had bid bell and spigot PVC pipe, which in the manager's estimation was the lowest life form of water main but was now required to be bid from USDA.

The board understood the manager's reluctance to introduce this pipe class into the system and asked many questions on how this could be avoided. The manager informed the board that Dirigo Engineering was investigating the cost of upgrading from PVC to an acceptable pipe class of which the manager would report for board deliberation at the next meeting. After more discussion the board authorized the manager to sign the letter of intent and contract to initiate the project.

*Trustee Gamage motioned, Trustee Climo second; vote: **Yea** – Lewis, Climo, Higgins, Pinkham, Gamage & Reed; **Nea** – Marston.*

2. Contract #2 – **Water Main Installation Project** – The manager informed the board that United States Department of Agriculture, Rural Development (RD) had commented on the proposed contract. Dirigo Engineering had addressed all of the comments and was going over the contract one last time for polish review. The package was then scheduled to go back to RD at which time the manager expected authorization to proceed towards the end of the week at which time Dirigo Engineering had been instructed to immediately advertise.
3. Contract #3 – **Tank installation Project** – The manager updated the board by informing them that the district had conceded this construction season. That said the contract was right behind Contract#2 awaiting RD's comments. Once the comments were sent to Dirigo Engineering, they will be addressed, resubmitted for final concurrence with RD and as with Contract #2; Dirigo Engineering had been instructed to immediately put out for bid.

4. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - The manager reported that he had not set up the escrow account but would complete that tasking later in the week. On 2 September 2014 the project started. The entire pathway was reported to be cleared, the test borings had been completed, erosion control had been properly installed, HDPE pipe was being moved into location and fused, and the tap & sleeve & valve was installed earlier that day.
5. **MWUA/MRWA BOD** – The manager had nothing new to report
6. **FIVE RIVERS** – Nothing new to report.
7. **GIS** –Nothing new to report.
8. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager reminded the board that the bid opening for this project was scheduled for 1400 hr. 12 September 2014 here.
9. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) D at 1951hr.  
*Trustee Marston motioned, Trustee Climo second, vote: unanimous*
10. The board voted to come out of executive session at 2019hr.  
*Trustee Marston motioned, Trustee Climo second, vote: unanimous*
11. **LAND ACQUISITION PROPOSAL** – The manager reported on the two land acquisition tracks currently under consideration.
  1. Farrin Property – In process
  2. Hamrin Property – In process.
12. The meeting was adjourned at 2020 hr.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager