

28 October 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 OCTOBER 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: None. Absent: None.

1. The minutes of the 23 September 2014 trustees meetings were approved.
Trustee Climo motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 23 September 2014, 30 September 2014 & 7 October 2014 were approved.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
3. The **Transactions** for 22 September 2014 through 10 October 2014 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. **FINANCIAL** The manager provided a synopsis of the district's cash accounts as of 30 September 2014 (see Table 1)

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 30 September 2014	
Account	Balance
Old Business Checking	\$ -
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 197,587.39
Liquid Cash Total	\$ 222,587.39
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 12,229.19
Land Acquisition Fund	\$ 47,274.60
Capital Reinvestment Fund	\$ 359.62
Mt Dora Easement Escrow	\$ 4,750.00
Dora/Highland Park Bond	\$ 132,400.00
EBB Upgrade 91-20	\$ 18,729.96
Designated Fund Total	\$ 215,743.37
TOTAL CASH RESERVES	\$ 438,330.76

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents violations or missed inspections within the previous period. He reported further that on 2 October 2014 all staff completed annual fire extinguisher training as well as all staff that voluntarily wear air purifying respirators (APR) received medical surveillance and fit testing.
6. **WATERSHED** - The manager provided the board a copy of the draft watershed survey report completed and submitted by Ms. Mello. The manager stated that it was his intention to be meeting with Ms. Mello and Dirigo Engineering on 29 October 2014 to go over preliminary tasking for this project to begin the engineering review and design for the Section 319 Grant Application due during the first quarter of 2015. The manager reminded the board that the non-point source elimination grants can go as high as \$400,000.00 and were well worth the effort.

The manager then reported on an unrelated topic in that he had been contacted by the Maine Department of Environmental Protection (DEP) concerning the sand in the mudflats adjacent to Pear Street, resulting from the water main break of 5 September 2014. The manager explained that there existed a discrepancy as to how to “remediate” dirt on dirt and how it related to the Maine TORT Claims Act. The manager stated that Bernstein Shur was assisting the district in negotiations with DEP and the advice he had received was complicated in that the district could have a grounds to challenge DEP but from the rate-payers perspective it was far more cost efficient to submit a Permit By Rule (PBR) and have the sand that is currently resting on top of the natural sand in the harbor removed by vacuum truck. The manager informed the board that the PBR application was in-process.

7. **TREATMENT** - On 29 September 2014 the Chief Treatment Plant Operator (CTPO) was involved in a head on crash, injuring him and severely injuring his wife. The other individual who caused the accident died at the scene. The manager reported he was confined to his home under doctor’s orders with a broken leg, minor lacerations, bumps and bruises. His return to work was described by the manager as “open-ended” with staff, borrowing district equipment, retrofitting his entry to his house to allow access for his wife who will be confined to a wheelchair for the next several months. The manager thanked the board upon the request and behalf of the CTPO for allowing the assistance in the crisis situation. The manager added that the ratepayers paid for none of the upgrades to the CTPO’s home, that material cost was borne 100% by the CTPO.

Since the accident the remaining treatment staff was put on port/starboard watch with the operators of the Bath Water District on backup.

Raw water quality remained very good with no appreciable change in quality since the last report. Over the past week, the district averaged .6268 MG as compared to 0.5921 MG for the same period in 2013. Both the clarifiers and the filters remain at 100% efficiency on a timed basis.

Water reserves in Adams Pond were reported to be at 195 MG.

8. **DISTRIBUTION** – The manager reported that Since the previous trustees meeting, as usual for this time of year, the pace for the Distribution Division (DD) had picked up. Besides normal maintenance, the DD had completed 24 DigSafe mark outs and 57 billable job orders.

5,800 feet of 6” HDPE had been recovered from the Cross Road in Southport and was stockpiled for reuse at the Southport Public Works Department. The town of Southport had authorized the district to store materials at that location.

A great deal of manpower had been dedicated for the Dora Highlands project; see (10-CAMPBELL STREET AND HIGHLAND PARK LOOPING)

The manager reported that at 0700 hr. 18 October 2014 the DD will begin the seasonal water shutdown process which will take approximately one-month to complete. The manager reminded the board that due notice had been posted this on the district's website (www.bbrwd.org), other social media, the *Boothbay Register* and posted on a sign along Route 27. The manager informed the board that the district had made a good-faith effort to get the word out.

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

1. **Contract #1 – Tank Site Prep, Road & Water Main** – On 29 September 2014 Crooker Construction broke ground. The project sign had been erected and was reported in-place. The roadway layout had been accomplished, erosion control measures installed and tree clearing completed. The manager reported that blasting was 90% complete. PVC pipe installation was scheduled to begin the week of 20 October 2014 with final grading and restoration to follow. The manager reported that the district would support with potable water when pressure testing was to be accomplished but will hold off disinfection until such time as the tank is complete and ready for flooding. The next progress meeting was scheduled for 29 October 2014 at 0900 hr.
 - a. **Complaint #1 – Holmes -121 Newagen Road, Southport -** The manager provided the board complaint #1 for Contract#1 and explained that it was now in the hands of Crooker and being investigated by their insurance carrier.
2. **Contract #2 – Water Main Installation Project** – The manager reported that the bid opening for this project was to be on 16 October 2014 at 1300 hr. wherein the manager requested at least one trustee to be present to open bids. Chairman Pinkham and Vice-Chairman Gamage informed the board that they would be in attendance. The manager then reported that on 24 September 2014 the Southport Board of Selectmen voted to allow Route 238 and Plummer Road to be shutdown to detour during the construction. The manager explained that this act should transfer to a cost savings.
3. **Contract #3 – Tank Installation Project** – This project was reported to be still with Rural Development (RD) and not approved for bid.

10. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - The manager reported that as of that day he was able to inform the board that the district had reached substantial completion. The manager reported that the water main had been installed to district specifications, the landscaping was in process and the permitted restoration to the natural resources was complete. The paving was still with the town but the pre-paving was complete. The water main had been pressure tested and tested bacteria free and was now in-service. The manager recommended to the board to accept the 1,400 ft. SDR 9 high density polyethylene (HDPE). water main. The board accepted the new water main.

Trustee Gamage motioned, Trustee Reed second, vote: unanimous

The manager informed the board of the final construction meeting which was to be held on 16 October 2014 at 1330 hr.

11. **MWUA/MRWA BOD** – The manager had nothing new to report

12. **FIVE RIVERS** – Nothing new to report.

13. **GIS** –Nothing new to report.
1. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager reported that the project had met the requirements substantial completion earlier that morning. The manager informed the board that the tank was being refilled; anticipating that the tank would be back in service early during the week of 20 October 2014 Final construction meeting was to be announced.
- 14.
15. **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.
16. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) C. at 1921 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
17. The board voted to come out of executive session at 1934 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
18. The meeting was adjourned at 1935 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager

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