

24 March 2015

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 MARCH 2015**

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 Climo, Southport; Trustee Marston, At-Large; Jonathan Ziegler, Manager. Guest: Ms. Sue Mello, BRWD Water Resources Manager. Absent: Trustee Higgins, Boothbay.

1. The minutes of the 24 February 2015 (special) trustees meetings were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 24 February 2015 & 3 March 2015 were approved.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
3. The **Transactions** for 23 February 2015 through 6 March 2015 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
4. **FINANCIAL** – The manager provided the board with a status report of the district’s cash reserves as of 10 March 2015 (see Table 1).

Table 1

<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 10 March 2015</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 28,166.10
Deposit Sweep Account	\$ 228,221.43
<b>Liquid Cash Total</b>	<b>\$ 256,387.53</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 14,239.04
Land Acquisition Fund	\$ 240,382.48
Capital Reinvestment Fund	\$ 200,420.67
Mt Dora Easement Escrow	\$ 4,751.84
EBB Upgrade 91-20	\$ 24,917.52
Bank of Maine Unemployment CD	\$ 10,314.87
<b>Designated Fund Total</b>	<b>\$ 495,026.42</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 751,413.95</b>

- a. **Audit** - The manager reported that the auditors were on-site only three days and left on a positive note. The manager reported that he was missing three receipts for all of 2014. Trustee Pinkham asked the manager to search and see if they were recoverable. The target date for a report was late-April/early May.

5. **WATERSHED** – The Water Resources Manager (WRM) provided the board with a report on on-going issues and efforts with source water protection. The WRM provided the board with a copy of the *Draft Adams Pond & Knickerbocker Lake Watershed Protection Plan*. She explained that this document was required in order for the district to move forward on its Section 319 Grant Application with the Maine Department of Environmental Protection (DEP). After much discussion over the phased approach for maximum grant funding opportunities and future commitments by the district, the board approved the *Adams Pond & Knickerbocker Lake Watershed Protection Plan* as written.

*Trustee Climo motioned, Trustee Gamage second, vote unanimous*

The manager reported that on 9 March 2015 he had signed a letter of Agreement with the Knox-Lincoln Soil & Water Conservation District to administer any grant funding should it become available.

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.

- a. **Human Resources** – The manager reported that the summer intern had received all of the required training and completed all of the legal pleasantries and is ready to hit the ground running at the end of the UMaine semester. The manager then informed the board that the union employees had been put on the teamster insurance plan as of 1 April 2015 with an invoice pending.

7. **TREATMENT DIVISION** - All annual winter maintenance was reported wrapping up with only chemical dosing pump upgrades/maintenance left to be completed. With that in mind the treatment staff had been spending a great deal of its time working with the distribution division helping meet the inordinate winter needs (mostly shoveling hydrants). As of that morning's staff meeting the manager relayed that the Chief Treatment Plant Operator (CTPO) reported that he suspected "some leaks" which are quite possible with all of the freezes that have occurred over the past three weeks.

Raw water quality remains very good with both clarifier and filter efficiency at 100% and sodium hydroxide and aluminum sulfate demand at or slightly below historical levels.

Lastly the manager reported that the Simplex Grinnell had inspected all of the fire extinguishers and the fire alarms finding several extinguishers out of specifications. New extinguishers were on order and would be replaced promptly. All upgrades to the old pump station were reported complete.

8. **DISTRIBUTION DIVISION (DD)** - The manager reported that snow removal, hydrant maintenance and freeze-ups remained the focus of the DD. The number of freeze-ups was subsiding but as eluded to in (7. TREATMENT DIVISION); there remained suspected leaks.

The manager then reported that the previous evening a severe leak was found on the service for 35 Oak Street, Boothbay Harbor on the customer's side. The service break had been corrected by E M Wood Construction but may have long lasting implications in that it may have undermined Oak

Street. The manager informed the board that the town of Boothbay Harbor was aware of the situation and understood it was not the responsibility of the water district to correct.

The manager then informed the board that the DD had been sub-contracted (fully refundable costs) to E.M. Wood Construction to install both the new service and new fire sprinkler line for the Hannaford expansion. The manager reasoned why he had allowed this in that because it was not going to cost the rate-payers and that it guaranteed that the connections would be completed correctly in a place not easily accessed for repair.

Lastly the manager reported that the DD is getting caught up with backflow inspections and will be again full force changing meters.

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

A. **Contract #1 – Tank Site Prep, Road & Water Main** – Complete.

B. **Contract #2 – Water Main Installation Project** – The manager reported that Pay Request #6 had been signed by Vice-Chairman Gamage on 25 February 2015 at the Town of Boothbay Municipal Offices Conference Room. Since the last trustee meeting the manager relayed the following:

- a. The submerged land lease had been modified with the State of Maine to accommodate the change in condition needing to skirt Fairpoint Communication unmarked cables not in, or close to their permitted submerged land lease;
- b. Vice-Chairman Gamage had obtained sign-off from land owners affected from the above change in condition;
- c. The district had received a change in permit from the Army Corp of Engineers for the change in condition as described above; and
- d. The manager had calculated that due to Fairpoint Communications incompetence, the added cost to the district rate-payers would most likely be between \$40,000.00 and \$50,000.00 in added engineering, construction and legal costs.

Lastly the manager reported that the hydrant on Plummer Road was within the Clayton Pottle right-of-way by two-feet and would be moved in the spring.

C. **Contract #3 – Tank Installation Project** – The bid opening was held on 27 February 2015 at 1100 hr. The manager reported that the apparent low bidder was DN Tanks for \$977,160.00 which was nearly \$100,000.00 over estimate. The manager then explained that even with the cost overrun several actions had been agreed upon to bring the contract within original budget. The manager informed the board that he felt, barring any further change orders, there should be sufficient funds to make it to the Cross Road and hopefully get a security fence around the tank. The board awarded contract #3 to DN Tanks.

*Trustee Marston motioned, Trustee Gamage second, vote unanimous*

10. **CAMPBELL STREET LOOPING PROJECT** – The manager reported no change in status.

11. **FIVE RIVERS** – the manager reported that the group was working on a Capacity Development Grant Application for long-range regional planning and a political effort to thwart the legislature from inflicting a Groundwater Tax on “bottled water suppliers” which the manager was of the opinion would eventually be turned on water districts to tax rate payers.

12. **GIS** –nothing new to report.

13. **LAND ACQUISITION PROPOSAL –**

1. Farrin Property –Nothing new to report.
2. Hamrin Property - Nothing new to report.

14. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC)** - The manager reported that they were trying to get a meeting together between the district, Wright-Pierce and the Knickerbocker Group to layout the districts requirements for the new water main installation currently proposed. The manager informed the board that he was not happy with Wright-Pierce's lack of movement with regard to this project and that he still did not have even a preliminary design for the project.

15. The meeting was adjourned at 1946 hr.

*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager

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