

9 June 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 26 MAY 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 Marston, At-Large; Trustee Higgins, Boothbay; Jonathan Ziegra, Manager. Guest: None. Absent: Trustee Climo, Southport.

1. The board approved the minutes for 12 May 2015 without revision.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 12 May 2015 & 19 May 2015 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 11 May 2015 through 22 May 2015 were approved.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
4. **FINANCIAL** – The manager provided the board with Budget Performance Report as of 30 April 2015 (see below). The manager reported no anomalous accounts. Discussion as to labor accounts took place amongst the trustees with the slight overrun to-date understood.

	Apr 15	Budget	Jan - Apr 15	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
414-Gain on Sale-Misc Inc.	0.00	0.00	25,000.00	0.00	0.00
415 - Jobbing	6,337.19	4,488.32	25,436.60	17,564.59	100,000.00
419 - Interest Income	55.56	52.78	314.66	170.49	750.00
461 - Revenue Accounts	615,005.72	619,202.61	1,015,387.89	1,033,701.99	2,452,994.00
Total Income	621,398.47	623,743.71	1,066,139.15	1,051,437.07	2,553,744.00
	621,398.47	623,743.71	1,066,139.15	1,051,437.07	2,553,744.00
Expense					
403-Depreciation Expense	43,500.00	41,666.66	174,000.00	166,666.64	520,770.65
407-Amoritzation Expense	0.00	0.00	0.00	0.00	0.00
408 -- Taxes other than Income	4,248.27	3,712.98	15,386.21	14,238.82	46,000.00
427-Interest Expense	16,880.19	4,599.14	70,297.17	18,396.56	206,949.14
601 - Wages	49,602.90	44,485.54	175,248.52	160,941.94	508,123.20
603 - Trustee Fees	0.00	0.00	0.00	0.00	9,703.68
604 - Employee Pen. & Benefits	26,580.51	24,462.98	127,888.67	132,385.14	368,673.89

615 - Electricity	4,605.22	4,569.65	19,955.57	19,945.18	62,750.00
616 - Generator Fuel	0.00	114.34	516.32	678.75	750.00
618 - Chemicals	1,570.12	7,548.20	5,223.56	15,408.74	47,800.00
620 - Materials & Supplies	18,582.20	51,992.21	62,245.42	115,875.16	328,001.00
620.7 - Postage	197.23	0.00	368.80	0.00	0.00
631 - Contr.-Engineering	4,563.00	2,501.04	10,178.29	5,869.00	12,500.00
632 - Contr. Accounting	3,500.00	4,491.24	26,942.50	32,288.84	73,000.00
633 - Contr. Legal	0.00	0.00	0.00	1,569.77	20,000.00
634 - Other Professional Fees	6,128.71	2,125.77	14,872.54	5,634.99	20,000.00
635 - Contr-Other	10,399.34	15,420.02	39,008.55	77,056.65	170,250.00
642 - Rental of Equipment	0.00	0.00	0.00	1,058.82	2,000.00
650 - Transportation	719.87	2,705.48	4,037.20	16,812.34	46,000.00
656 - Insurance-Vehicles	0.00	0.00	2,414.50	0.00	0.00
657 - Insurance - Gen. Liab.	0.00	0.00	12,342.50	10,966.48	22,000.00
658 - Insurance-Workers Comp.	3,105.30	2,631.39	9,607.70	5,871.13	6,000.00
660 - Advertising	0.00	0.00	0.00	0.00	0.00
667 - Regulatory Expense	0.00	62.99	0.00	125.98	20,000.00
675 - Misc. Expenses	375.42	251.46	6,103.47	3,933.77	8,250.00
Total Expense	194,558.28	213,341.09	776,637.49	805,724.70	2,499,521.56

- a. **Water Rate Review** –the manager had nothing new to report.

WATERSHED REPORT - The manager reported that the Non-Point Source (NPS) Grant application was the natural resource program manager (NRPM) top focus. She had already met with Dirigo Engineering and the Maine Department of Environmental Protection (DEP) regarding the draft engineering documents which should be complete within the week. Once in hand, the manager informed the board that he and the NRPM would meet with the town to gauge their willingness to commit resources in correcting the deficiencies noted. As of now the deadline for application had not been announced.

The NRPM was tracking a grant program separate from above for culvert replacements of which many would qualify. The NRPM would report on this next month.

Dirigo Engineering was working on a preliminary design for the new approach for the North Adams Pond Draft Site. I have shifted construction of this project to MRPM given the environmental sensitivity that would be required to complete this project. The area had been surveyed by Dirigo Engineering.

The manager had no further news regarding Clifford playground.

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

- a. **Human Resources** – Since the previous meeting the district had received 11 applications with three finalists already interviewed. The manager informed the board that he would be holding one last round of interviews if any of the most recent applications held promise. The manager concluded his report by informing the board that the district had a “good pool of applicants” to choose from and anticipate making an offer to at least one candidate early the following week.
 - b. **Fire Hydrant Operations Training** – The manager reported no new news concerning this effort.
6. **TREATMENT DIVISION** - The manager reported that finished water flow remained elevated by 0.1000 MGD from the same period previous year. Some was being lost in transmission to Squirrel Island with the rest being addressed in seasonal leakage, a situation that was being tracked down and corrected. Overall though the manager informed the board that demand seemed to be up with more seasonal visitors and new services accounting for some of the uptick. Aluminum Sulfate and Sodium Hydroxide dosing levels were normal for the time of year.
7. **DISTRIBUTION DIVISION (DD)** - The manager reported that with two major projects, non-work related injuries, a resignation and military call-up, the perfect storm for draining manpower had occurred. The manager informed the board that the district was struggling to meet minimum requirements and knowingly forgoing required maintenance. The manager informed the board that he was augmenting the DD by scavenging the entire treatment staff, at the cost of treatment maintenance and upkeep. Additionally the manager informed the board that the engineering intern was now acting as the inspector for the Southport Interconnection and Tank Replacement Project instead of completing the intended GIS mapping. The manager reported that the district was maintaining minimum commitments and was very low in strength.
- a. **Meter Upgrade Project Phase I** – No manpower available at this time to support.
 - b. **Cross-Connection Control** – No manpower available at this time to support.
8. **FORMAL REQUEST FOR ADDITIONAL DISTRIBUTION STAFFING** - The manager presented the board with a formal request for the addition of another full-time equivalent (FTE) is added to the distribution division. The manager provided detailed analysis as to the district’s position with regard to staffing, mission and district configuration as compared not only to the 5-Rivers district’s but like district’s statewide with regard to seasonality.

The board then debated the merits of the request. The manager was questioned as to changes in workload, capital improvement strategies, collective bargaining constraints and true need. After much discussion concerning future manning needs and mission, the board approved the manager’s request for an additional FTE to be added immediately to the DD.

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

Note: Later in the meeting Vice-Chairman Gamage inquired of Trustee Higgins if he would share with the board why he was opposed to adding a FTE. Trustee Higgins consented to the request and stated he was not opposed to adding labor but believed that 1 FTE was insufficient. He stated he “*would have voted in favor if two (FTE) had been proposed*”.

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 provided the board with a report by Dirigo Engineering (see below). The manager went on to add that Crooker had accepted the additional 9-days for the project, bringing Contract #2 to substantial completion on 2 July 2015. During the previous week, Crooker experienced a catastrophic failure during the only “live” tap of the project. During the tapping process *Rapid Crack Propagation* occurred, opening 48” crack instantly, in a twelve-inch main with 200 feet of head pressure. In 8-minutes the manager reported that two-feet of water were robbed from both Mount Pisgah and West Harbor Standpipe’s, estimating peak flow between 3,500 and 4,000 gpm. One Crooker employee was injured and transported to urgent care, but was reported to back to work and in good condition. The incident was under investigation with proper training from the manufacturer being part of the final solution. The Progress Meeting is 0900 hr. 27 May 2015 in the Conference Room. .

*Southport Interconnect Water Main Project
Contract #2 & #3*

*Progress Report
For period: 5/12/15 ~ 5/26/15*

The Hendrick's Hill main and the Gut Crossing pipe have passed the water quality tests and were put into service. Water services and tie-ins were started and are about 75% complete. Replacement paving on Hendrick's Hill Rd. is about 75% complete. Clean up is about 50%.

The Plummer Rd main installation was completed and we're just getting started on the testing & disinfection process.

The Cape Newagen main installation, from Sawyer's Pond Rd to Plummer Rd., is about 350' shy of being completed.

At the tank site: The old tank was dismantled and hauled off. Work has taken place to construct the designated laydown areas.

*Dirigo Engineering
Greg Ireland*

- c. **Contract #3 – Tank Installation Project** – The manager reported that the old Southport tank is no more with site work ongoing. The Progress Meeting is 0900 hr. 27 May 2015 in the Conference Room.

10. **CAMPBELL STREET LOOPING PROJECT** – Since the previous meeting the blasting for this project had been completed. The exploratory dig on the Mt Pisgah water main found that an 8” tee had been installed with no valve. The manager reported that a short duration shutdown was necessary with a new 8” valve installed. Since that time 200 feet of 8” HDPE installation had been completed, in a southerly direction on Campbell Street. The manager reported that the district was installing service taps as it went slowing the per-foot-per-day but requiring no return work. Reny Construction was crushing on Campbell Street keeping the vehicle traffic to a minimum and recycling the blast material onsite. The manager reported that the project remained on-schedule with the next progress meeting not yet scheduled.
11. **FIVE RIVERS** – The request fo0r proposal (RFP) to be sent to select engineering firms for the Capacity Development Grant was in draft. The proposed move of the Maine Drinking Water Program from the Maine Department of Health and Human Services to the Maine Department of Environmental Protection was reported scrapped.
12. **GIS** – The manager reported that Wright-Pierce would be at the 9 June 2015 trustee meeting and would present a plan of action and milestones as well as detailed report as of now. The intern was making limited progress due to her being needed for construction inspection in Southport.
13. **LAND ACQUISITION PROPOSAL** – Nothing new to report.
14. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC)** – Nothing new to report.
15. The meeting was adjourned at 2005 hr.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager