

23 June 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 JUNE 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 Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Dale Harmon, Distribution Foreman; Mr. Pat Farrin, Farrin Construction; Mr. Michael Pare, East Boothbay; Ms. Corey Hartford, East Boothbay; Mr. Linwood “Woody” Bailey, Wright-Pierce Engineering; and Mr. Dan Flaig P.E. Wright-Pierce Engineering. Absent. None

1. The board approved the minutes for 26 May 2015 without revision.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 26 May 2015 & 2 June 2015 were approved.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
3. The **Transactions** for 25 May 2015 through 5 June 2015 were approved.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous
4. **FINANCIAL** – The manager reported on the district’s cash position as of 29 May 2015 (see table 1)

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 29 May 2015	
Account	Balance
Business Checking	\$ 40,685.13
Deposit Sweep Account	\$ 586,995.15
Liquid Cash Total	\$ 627,680.28
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 14,242.61
Land Acquisition Fund	\$ 240,442.74
Capital Reinvestment Fund	\$ 100,459.62
Mt Dora Easement Escrow	\$ 4,752.84
EBB Upgrade 91-20	\$ 24,923.77
Bank of Maine Unemployment CD	\$ 10,314.87
Designated Fund Total	\$ 395,136.45
TOTAL CASH RESERVES	\$ 1,022,816.73

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

5. **WATERSHED REPORT** - the manager reported that on 4 June 2015 he and the Natural Resources Program Manager (NRPM) met with the Town Manager of Boothbay to discuss the town of Boothbay’s “buy in” on the upcoming 319 Grant application. The group reviewed the preliminary plans with the town manager stating he would support bringing the proposal to the selectmen. The manager explained to the board that having the support of the town of Boothbay was critical because the majority of the water quality problems for Knickerbocker Lake originate from improper engineering of town infrastructure. The total cost to Boothbay of either cash or in-kind service would be around \$15,000 which in-turn would be matched with \$70,000.

The Lake Smart Grant Applications had been released with five applications returned for consideration. The NRPM was working through those applications and would make recommendations for funding with the board at a later date.

The birdhouse project undertaken in conjunction with the Boothbay Region High School should be completed by weeks end. When asked, the manager anticipated that the installation of the bird/bat-houses would take place over the next few weeks.

The manager reported that the district had identified a bad septic install along Knickerbocker Lake which was reported to the town of Boothbay. It was found that the installer was not certified by the state to work in the shoreland zone. To-date the town of Boothbay had done nothing to rectify the situation.

The Maine Department of Environmental Protection (DEP) was reported to have been on-site the previous day and held stream identification training to selected staff and town officials. The manager stated that district personnel were taking the state definition of “stream” and was now evaluating and mapping all of the streams in the Adams Pond and Knickerbocker Lake watersheds. Many legally defined streams have not been previously mapped or accepted as streams by the town of Boothbay. We will be presenting the streams once legally identified to the town of Boothbay for inclusion in their protective strategy and ordinances.

The manager concluded the Natural Resources report reminding the board that the bill for the CEO was due by close-of- business 30 June 2015. The manager requested guidance as to which direction to proceed with payment. The board tabled any discussion until the 23 June 2015 meeting.

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.
 - a. **Human Resources (HR)** – for the two vacant positions interviews were completed and two-offers were made. Both offers were accepted. The new employees were; Taylor Timberlake who would begin 10 June 2015 and Shawn Simmons who would begin 17 June 2015. The manager reported the HR contractor was handling all of the initial training and paperwork required. The manager then informed the board that uniforms and safety equipment and a new work station had been ordered. The manager informed the board that all employees were excited for the help.

- b. **Fire Hydrant Operations Training** – The Boothbay Fire Chief would be providing the manager prospective dates for the training, EJP excited to bring the travelling show to Boothbay and the district would provide a dinner to the regions fire department personnel that attend the training. The manager had no suspense date.
- c. **North Adams Pond Draft Site** - Modifications were currently in design with the manager to submit to the town of Boothbay for required permitting once the final design was in hand.

7. **TREATMENT DIVISION** - The manager reported that even with most of the leaks in the seasonal system repaired, overall finished water production remained elevated. The manager simply stated that there were a lot of people here. The raw water quality remained good. The required level measurements for Knickerbocker Lake were current but the analytical for the two ponds was behind due to the manager syphoning labor out of treatment to meet the shortfalls in distribution.

The manager then reported that Trevor Morin would begin part-time in the plant that week. He had already served one winter in the treatment plant so the manager was confident he would be on-call ready in a few weeks, putting the treatment staff back on a three-week rotation for treatment plant operators.

8. **DISTRIBUTION DIVISION (DD)** The division was returning to acceptable manning levels. Weston Alley had returned from Active Duty with the United States Coast Guard that morning which has significantly lightened the collective load. The manager reported that critical functions were getting caught up.

- a. **Meter Upgrade Project Phase I** – No manpower available at this time to support.
- b. **Cross-Connection Control** – Progress in catching up was reported to being made been made.

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 Progress Meeting was held at 0900 hr. 27 May 2015 (see attached minutes) where in \$734,974.90 was authorized to be dispersed. We are nearing substantial completion with water main installed and all services installed. Work continued with paving and cleanup. The manager then reported on the matter with the live tap catastrophic failure which remained unresolved. Dirigo Engineering and Crooker Construction were under pressure to resolve the issue with USDA is very serious as to the cause and ongoing risk to the system as a result of the incident. As of the meeting there was been no answer as to the reason for the problem, required equipment for the district and training.

Below is the report on the project by Greg Ireland:

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

Progress Report

For period: 5/27/15 ~ 6/8/15

Hendrick's Hill Rd.: All services have been completed. Replacement paving is about 95% complete. Clean up is about 80%.

Plummer Rd: The main passed all testing & disinfection requirements. All services have been installed. Minor restoration efforts at this point.

Cape Newagen Rd.: The main installation was completed and has passed all testing & disinfection requirements. All services have been installed. Pavement replacement is just getting underway

Tank Access Rd: The new main (installed last fall) from Cape Newagen Rd. to the tank site was disinfected and has passed all requirements.

Tank Site: Work is getting underway today to remove the old tank bases and to begin site prep for the new tank.

*Dirigo Engineering
Greg Ireland*

- c. **Contract #3 – Tank Installation Project** –The Progress Meeting was held at 1000 hr. 27 May 2015. Site work continued with DN Tank yet to mobilize.
10. **CAMPBELL STREET LOOPING PROJECT** – As of that morning the manager and the distribution foreman reported that 610 feet of 8-inch high density polyethylene (HDPE) pipe had been installed along with ten services. The final Campbell Street tie-in would be completed by 12 June 2015 with disinfection and pressure testing to follow. The first progress meeting was held on 4 June 2015 at 1500 hr. The Maine Drinking Water Program (DWP) authorized the pay request of \$78,067.20.
11. **FIVE RIVERS** – The RFP for a region-wide capacity study had been released to selected engineering firms.
12. **GIS** – Mr. Bailey and Mr. Flaig presented to the board a demonstration of exactly how much has been achieved in development of GIS system for the district. The distribution foreman and the Wright-pierce staff expounded on the capabilities and functionality of the system, milestones to yet be achieved and a description of the final product. The board has a lengthy conversation with the presenters and was satisfied with progress made.
13. **LAND ACQUISITION PROPOSAL** – Nothing new to report.
14. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC)** – The manager informed the board that he had been notified by the Knickerbocker Group that phase II was on-hold indefinitely.
15. **ADDRESS TO THE BOARD – HARTFORD** - Mr. Pare and Ms. Hartford demanded the district take responsibility for several failures of the overboard discharge (OBD) line associated with 235 Ocean Point Road in East Boothbay claiming the damage discovered with the OBD line was the result of the district project in East Boothbay in 2010. The manager presented to the

board the report written with regard to this matter in August 2014, including certified engineering reports, pictures and records associated with this claim. The board heard testimony from the distribution foreman who was the district's on-site inspector as to the condition of the OBD as found during the project.

After lengthy arguments the Chairman informed Mr. Pare and Ms. Hartford that the matter was closed and if they wished to pursue the matter further they do so in Superior Court. Mr. Pare and Ms. Hartford accused the manager, distribution foreman and Dirigo Engineering in colluding in a cover-up and told the board of trustees that they should be ashamed of themselves.

16. Vice-Chairman Gamage motioned that two brass plaques be erected with the first honoring the Thompson family at the Southport Standpipe changing its name to the Thompson Standpipe and the second being installed at the Mt. Pisgah Standpipe honoring Harry Pinkham and renaming the standpipe the Pinkham Standpipe.

Trustee Gamage motioned, Trustee Climo second, vote: Yea: Lewis, Climo, Higgins, Marston, Gamage & Reed; Nea: None; Abstain: Pinkham

17. The meeting was adjourned at 2019 hr.

Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager