

28 July 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 JULY 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: Sue Mello, Natural Resources Program Manager; Bill Pearson, Boothbay Register. Absent: None

1. The board approved the minutes for 23 June 2015 without revision.
Trustee Climo motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 23 June 2015, 30 June 2015 & 7 July 2015 were approved.
Trustee Marston motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 22 July 2015 through 10 July 2015 were approved.
Trustee Marston motioned, Trustee Climo second, vote: unanimous

FINANCIAL – The manager reported to the board a record of the district’s cash accounts as of 13 July 2015.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 13 July 2015	
Account	Balance
Business Checking	\$ 2,229,275.08
Deposit Sweep Account	\$ 788,370.48
Liquid Cash Total	\$ 3,017,645.56
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 14,246.18
Land Acquisition Fund	\$ 240,503.03
Capital Reinvestment Fund	\$ 100,484.81
Mt Dora Easement Escrow	\$ 4,751.84
EBB Upgrade 91-20	\$ 24,930.02
Bank of Maine Unemployment CD	\$ 10,314.87
Designated Fund Total	\$ 395,230.75
TOTAL CASH RESERVES	\$ 3,412,876.31

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* - \$1,913,477.30 to pay The First Interim Financing 14 June 2015

** - \$368,759.15 to pay Contract #2 Pay Req.

- a. **Water Rate Review** – The manager reported that he had been in contact with Maine Water Company and was assured the project was nearing completion. The manager also reported that he had discussed with Maine Water Company the possibility of running the next rate case through them to the Maine PUC whenever that is necessary.
- b. **On-Line Bill Pay & Presentation** –The board was informed that the district had contracted with Northern Data and Invoice Cloud to offer to our customer’s on-line billing and payment including E-Checks, Bank Transfers and on-line credit card transactions. Any fees incurred were transferred to the customer allowing no fee to the district other than a one-time set-up fee. Answering trustee questions the manager stated that all transactions were automatically updated in the districts billing software and the link was secure. The manager stated that this option for the district’s customers will reduce district mailing costs and will answer the district’s single most requested service by its customers. The manager stated that this service was being used by several water districts in the state including Bangor and Belfast.
- c. **SCAM ALERT** – the manager informed the board of a scam being perpetrated in parts of the state requiring persons to send a money order from Walmart to the “water company” at a third party address or risk being disconnected. The manager iterated to the board that the BRWD has never and will never invoke such a policy and urged all its customers to not pay any bill that was suspicious or issued by the water district without first directly contacting the water district. The alert to the district was the result of the Customer Service Representative’s membership in the state FLUSH Group.

4. **WATERSHED REPORT** - The Natural Resource Program Manager (NRPM) reported that she had met with the Hamrin’s and Mr. John Field, noted limnologist, on-site to discuss a state land acquisition grant for the Adams Pond 64-acre watershed protection land acquisition. As part of the grant application the NRPM requested the board approve matching funds for land acquisition and authority for a third party appraisal. The board approved both measures with the grant application equaling \$75,000.00

Trustee Marston motioned, Trustee Reed second, vote unanimous

Mapping of streams and natural resources was reported to be progressing nicely.

The manager presented to the board an agreement with Boothbay Region Cable Television (BRCTV) a signed agreement for the production of a conservation video to be aired everywhere. The manager updated the board that the cost of the video would be covered through previously reported state and federal grants with the district just an intermediary.

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.
 - a. **Human Resources** –The two new hires and engineering intern received the mandatory safety training suite required by law on 30 June 2015 and 1 July 2015.
 - b. **Fire Hydrant Operations Training** – The manager reported he had been in contact with the Boothbay Fire Chief was trying to arrange the training for 18 August 2015 at the Boothbay Fire Department.

6. **TREATMENT DIVISION** - Then manager reported that production was up as compared to a year ago. The manager was of the opinion the district was having a strong tourist season and the region had only recorded 7/100 inch of rain in the past 21-days.

Staff attempted to switch over to Knickerbocker Lake the previous week but failed due to multiple water quality issues due to air and sediment, causing the filters to be so inefficient that the attempt had to be aborted. During the startup process staff discovered that the section of 12” ductile iron pipe in the pipe gallery directly underneath the aluminum sulfate addition had rotted through. It was temporarily banded and then permanently repaired within 24-hours. Additionally during the start-up attempt one of the filter effluent turbidimeters malfunctioned requiring extensive repairs.

Adams Pond raw water quality remained excellent with chemical additions below average and clarifier/filter efficiency at 100%.

The manager concluded his report by relaying to the board the PAX Mixer in the Pinkham standpipe fell over in the tank and had been shut down. Staff will address maintenance after Labor Day, and after the Southport Tank comes on-line. At a minimum draining the standpipe is required with possible coating damage.

7. **DISTRIBUTION DIVISION (DD)** - The DD was making headway in catching-up with the backlog of job orders and other commitments. The fire hydrant adjacent to the Congregational Church was repaired and was in service.

- a. **Meter Upgrade Project Phase I** – this project was moving forward.
- b. **Cross-Connection Control** – The manager reported that the DD had caught up with required backflow testing and upgrades and were considered current.
- c. **North Adams Pond Draft Site** –Nothing new to report.

8. **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 the notice of substantial completion and punch-list as of 7 July 2015, the last major Pay Request totaling \$368,759.15 and minutes from the 24 June 2015 progress meeting. Overall the project was complete
- c. **Contract #3 – Tank Installation Project** – DN Tanks was reported to be on-site and has settled on the worksite. The casting basins were nearing completion and the base and ring forms were in process. The first pour was scheduled for 17 July 2015 and would continue every few days thereafter.

- d. **Contract #4 – USDA FORCE Account Project** – At the 24 June 2015 Progress meeting, Rural Development state engineer, Scott Emery P.E., based on the fact that Crooker had summarily refused to connect the project to Cross Road with the left-over grant funds, and taking into account the district’s success rate with FORCE Account work, granted permission to the district to proceed with the left over grant proceeds to make the connection from Sawyers Pond Road to Cross Road in Southport. RD is requiring the district sign off as the general contractor, get three quotes for heavy lifting, blasting and restoration (Reny Construction, Wood Construction & Hagar Enterprises) and that the district bid the pipe of its choice (12”HDPE). The manager was confident that the district will complete this project on or under budget.

9. **CAMPBELL STREET LOOPING PROJECT** –Since the previous meeting Campbell Street had been completed short of paving, including; drainage repairs, service realignment and installation, internal service modifications and electrical hazard safety for the district’s affected customers. All Campbell Street Customers were now on the permanent service.

Temporary water had been established to High Street customers, the trench was reported to have been blasted and as of that morning 100–feet of main has been laid starting 35 feet in of the Atlantic Avenue intersection. The next progress meeting would be held 6 August 2015 and it was the district’s plan to have the project completed and paid for at that time.

10. **FIVE RIVERS** – Were awaiting capacity development proposals.
11. **GIS PROJECT** – The manager reported very good progress since the last meeting. With the exception of McKown Point seasonal services, the town of Boothbay Harbor was complete. Back River was complete with attention now being directed to Sawyers Island, Barters Island, Hodgdon Island and Route 27 in Boothbay. 75% of the district’s swing ties have been digitized and indexed and we are well on our way with stream and natural resources mapping, of which one-day per week is dedicated.
12. **LAND ACQUISITION PROPOSAL –(See Section 4, WATERSHED REPORT)**
13. The board approved the Boothbay Region Water District IT & Electronic Communications Policy after lengthy discussion.
Trustee Climo motioned, Trustee Reed second, vote unanimous
14. The meeting was adjourned at 1940 hr.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra

Manager