

13 October 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 SEPTEMBER 2015**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** Sue Mello, Natural Resources Program Manager (NRPM); Bill Pearson, Boothbay Register. **Absent:** Trustee Reed, Boothbay Harbor (Clerk).

1. The board approved the minutes for 8 September 2015 without revision.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 8 September 2015 & 15 September were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 7 September 2015 through 18 September 2015 were approved.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
4. **FINANCIAL** – The manager provided the board with the *Profit & Loss Budget Performance Summary as of 31 August 2015* (see Table 1).
 - a. **Preliminary Water Rate Review** – The Maine Water Company (MWC) was reported to be still gathering data for the fall rate case. No date for completion of the project was forthcoming.
 - b. **On-Line Bill Pay & Presentation** – The manager informed the board that he would be meeting with Burgess Technology the following day in order to make the final linkages from the district’s website (www.bbrwd.org) for on-line billing. The manager was confident that the district would make the 1 October 2015 “go live” date.
 - c. **SOS Android Application** – The manager estimated that this project was at 50% completion with an expected “go live” date sometime after seasonal shutdown was completed.

Table 1

	Aug 15	Budget	Jan - Aug 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	-596.28	8,891.62	68,279.72	73,380.97	100,000.00
419 - Interest Income	235.77	58.55	1,331.74	419.71	750.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	622,795.74		696,074.49		
461 - Revenue Accounts	313,401.07	316,964.31	1,719,345.68	1,745,192.80	2,452,994.00
Total Income	935,836.30	325,914.48	2,510,031.63	1,818,993.48	2,553,744.00
Gross Profit	935,836.30	325,914.48	2,510,031.63	1,818,993.48	2,553,744.00
Expense					
403-Depreciation Expense	43,500.00	41,666.66	348,000.00	333,333.28	520,770.65
407-Amoritization Expense	0.00	0.00	0.00	0.00	0.00
408 -- Taxes other than Income	3,686.88	3,413.78	31,152.38	29,900.55	46,000.00
427-Interest Expense	16,880.19	41,185.41	150,302.17	105,741.53	206,949.14
601 - Wages	43,393.68	38,710.18	356,213.80	335,242.09	508,123.20
603 - Trustee Fees	0.00	0.00	9,183.84	9,703.68	9,703.68
604 - Employee Pen. & Benefits	16,446.50	28,368.68	234,488.86	253,935.29	368,673.89
615 - Electricity	7,552.43	10,741.74	42,267.53	45,828.27	62,750.00
616 - Generator Fuel	0.00	0.00	589.80	678.75	750.00
618 - Chemicals	5,001.44	10,035.52	28,876.89	35,320.89	47,800.00
620 - Materials & Supplies	8,066.28	23,696.30	121,934.18	248,840.53	328,001.00
620.7 - Postage	0.00	0.00	895.38	0.00	0.00
631 - Contr.-Engineering	1,620.00	387.19	13,424.65	9,951.66	12,500.00
632 - Contr. Accounting	3,500.00	4,495.42	49,042.50	54,051.16	73,000.00
633 - Contr. Legal	675.00	4,182.30	1,398.40	15,440.44	20,000.00
634 - Other Professional Fees	1,273.25	2,353.08	31,551.60	11,144.58	20,000.00
635 - Contr-Other	15,248.44	12,501.55	119,689.04	123,194.42	170,250.00
642 - Rental of Equipment	0.00	0.00	450.00	1,058.82	2,000.00
650 - Transportation	6,868.03	5,638.60	22,025.44	31,804.50	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	27,624.50	22,000.00	22,000.00
658 - Insurance-Workers Comp.	0.00	0.00	11,160.35	7,146.73	6,000.00
660 - Advertising	0.00	0.00	444.00	0.00	0.00
667 - Regulatory Expense	0.00	0.00	15,409.50	19,244.07	20,000.00
675 - Misc. Expenses	317.49	800.01	7,181.17	6,218.62	8,250.00
680.00 · Uncategorized	0.00		0.00		
Total Expense	174,029.61	228,176.42	1,625,720.48	1,699,779.86	2,499,521.56
Net Ordinary Income	761,806.69	97,738.06	884,311.15	119,213.62	54,222.44
Net Income	761,806.69	97,738.06	884,311.15	119,213.62	54,222.44

5. **NATURAL RESOURCES PROGRAM UPDATE –**

The NRPM presented a full report (see below) as to the current status Natural Resources Program.

1) *Grants - We submitted two grant applications last week. One for erosion control work (DEP 319) in both watersheds, for which we requested \$69K, and one to buy the Hamrin property (Maine Natural Resource Conservation Program), for which we requested \$85K. Hamrins have tentatively agreed to appraised value (\$120k).*

2) *Lake friendly grants - We are ready to issue checks for 4 projects. With technical assistance (we pay Knox Lincoln Soil and Water for this), our total grant costs so far are \$4858. (We have \$10K from state grant for this project.) Major site work to address the YMCA camp is in planning stages and expected to be completed this fall. We had originally offered \$2K in grant to Y, wonder if we can increase to \$3K - since that would be roughly a 50:50 split, since it's a community project and it will be a great opportunity for public education.*

3) *Stream survey work has resumed. Goal to complete basic mapping before leaves drop; with little to no water in streams will have to return to many for additional work next spring.*

4) *Farrin and Browne interested in land transfer, purchase or something; awaiting Chapman appraisal. Have begun process of using GIS to prioritize land for acquisition in watershed.*

5) *Watershed brochure produced; video expected this week. These are final parts of 2014 \$5K grant.*

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

a. **Human Resources** – Nothing new to report in the previous period. .

b. **Fire Hydrant Operations Training** – The manager reported the training would commence at 1800 hr. on 10 November 2015 at the Boothbay Fire Department for the regions fire departments (Southport, Boothbay, Boothbay Harbor & Edgecomb). The manager reminded the board that the program would be catered by the district but had yet to have been confirmed as to who would be providing the service. Because the program conflicted with the district's trustee meeting and the Chairman and Vice-Chairman would be expected to attend the training, Chairman Pinkham took a roll to insure a quorum would be present for the 10 November 2015 trustee meeting, for which sufficient membership would be available. Trustee Reed (Clerk) was assigned to chair the meeting in the absence of the Chair and Vice-Chair.

7. **TREATMENT DIVISION –** The manager reported that clarifier efficiency remained at 100% and filter efficiency has improved to 100% on a timed basis. Since the last meeting there had been an additional 4% reduction in sodium hydroxide and aluminum sulfate consumption rates.

The finish water production remained elevated as compared to the same period in 2014, averaging 628,300 gallons-per-day.

The manager reported that he had been interviewed by Chanel 13 News concerning the taste issue with Adams Pond as previously reported. In the manager's opinion the resulting segment concerning the issue was fair and accurate. The manager went on to inform the board that the taste and odor issues had been much less than in previous years with only a few complaints. The problem was reported to be "tailing off".

Lastly the manager provided the board a copy of correspondence that he had written to the Boothbay Harbor Sewer District (BHSD) Superintendent & Board of Trustees entitled *Letter of Appreciation for Dave Pratt*. The manager stated that Mr. Pratt responded to an emergency with the district's main back-up generator getting it back on-line in a very expeditious manner as an employee of the sewer district. The manager stated he was impressed with the level of cooperation and very thankful.

8. **DISTRIBUTION DIVISION (DD)** – the manager reported that hydrant maintenance remained in full swing with many hydrants being operated and receiving corrosion control maintenance. With that however, DD attention had shifted to Southport (**See SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT - Contract #4 – USDA FORCE Account Project**)

Cross-Connection Control – Current, Legal and Up-To-Date. Seasonal cross-connection control surveys were now in process. The manager reported that he had contacted the Drinking Water Program and received a ruling concerning hose bibs service docks, with no apparent hazards as defined by the state, needing only a residential dual check valve and vacuum breaker to meet compliance within the BRWD distribution system.

North Adams Pond Draft Site – Under revised design no change in status

Hydrant #26 (H-26) - As required, this hydrant had been inspected of which the manager reported DD personnel would attempt to raise before turn-off. The manager explained that H-26 was a Smith hydrant with parts hard to come by but was confident DD personnel would be able to make the repair. If a repair kit could not be secured, the DD would schedule a removal and replacement with a new Waterous Pacer hydrant for next year.

Maine Department of Transportation (DOT) Utility Meeting – The manager informed the board that the DOT called for a utility coordination meeting which was hosted by the BHSD and provided the board minutes of that meeting. The manager stated that he was very happy with Mr. Mike Barden (DOT) for the heads-up and forewarning of DOT paving for 2016. The manager stated that he had forwarded a copy of the minutes to the town of Southport after not seeing them in attendance at the meeting. The impact for the district would be minimal for support of the project in that this is a maintenance mix, requiring one UT to be with the pavers making sure no gate boxes are buried. Very few gate boxes would require modifications. For the town of Boothbay Harbor and the BHSD it would be a different story with district personnel available for assistance as necessary.

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

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

Contract #2 – Water Main Installation Project – Project Complete.

Contract #3 – Thompson Tank Installation Project – the manager provided the board the following status report by Dirigo Engineering, dated 22 September 2015:

Good morning Jon.

- *interior of the tank has been cleaned and inspected.*
- *a crane is scheduled for 1 p.m. today for DN tanks to install the ladder on the side of the tank for access to the roof*

- roof rails and access hatches are being installed today.
 - the electrical contractor is on site putting up conduits on the side of the tank in preparation for a wiring controls.
 - the new utility pole has been put in place and the power hook up has been scheduled.
 - the transducer manhole is in place.
 - the 12 inch Main and valve has been connected to the tank
 - the tank drain pipe and valve has been connected to the overflow drain pipe
 - the overflow drain pipe has been installed
 - the rip rap splash pad in place
 - mean mean from route 138 up the hill to the tank is being flushed today and bacteria tested
- Going forward items to be finished
- SCADA system
 - tank perimeter drain
 - leak test
 - backfill tank
 - final grading of tank construction area including DN Tank staging area.
 - disinfection
 - fill tank and put on line

John DN tanks has a crew here EII Electric is working on electrical and Cooker is up here working. They are all trying to work together in the small area and they are doing very well coordinating their efforts. There is no hard schedule right now as to when the tank will be ready for leak testing and then disinfection. George is not on site any longer Gary Coburn is on site for DN tanks. Gary will only be here part time, he is here today but plans on being gone by the end of the day. I will see if he can get us a schedule for the work moving forward.

Allen Knowles
Dirigo Engineering
Fairfield, Maine

Contract #4 – USDA FORCE Account Project – On 14 September 2015 the DD began fusing the 12” HDPE water main into long sections at a site adjacent to Sawyers Pond. By weeks end – 2 X 280-foot, 2 X 240-foot, 1X 200-foot and two single sections were completed and are now ready for installation. Blasting was mobilized on 18 September 2015 and is progressing ok right now. The northern terminus will be exposed tomorrow with the first section being installed where Crooker left off. We will be off to the races at that point. We have had only a few complaints pertaining to the project in that the one-lane road is perceived as a drag. The DOT has told staff that Rte. 27 will most likely be back in service by Friday of this week which will reduce that issue. We may visit a detour for 238 after that time.

Last week I met repeatedly with Sumner Lipman who is the current owner of Osprey Landing Road. We will be installing a future use 8” valve assembly because he understands that he will have to complete a 400 to 600-foot water main extension to serve two of the lots in his approved subdivision. The Capital Island Association is looking at extending that main to serve the island once installed.

10. CAMPBELL STREET AND HIGHLAND PARK LOOPING – Project Complete

11. 5 RIVERS REGIONAL WATER COUNCIL - On 10 September 2015 the manager reported that he had met with Wright-Pierce and had completing tables pertaining to district status for the mid-coast regional master plan.

12. **GIS PROJECT**- The manager reported that the Distribution Foreman continued to work with Wright-Pierce refining the district's maps and reported the project to be 95% complete and accurate. . Wright-Pierce continued to work with Norther Data Systems for the final link-up and estimated the system would reach its full potential within a month or two.
13. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – Per board action, The State Revolving Fund Application was submitted to the Maine Drinking Water Program on 9 September 2015 and it was now a waiting game to see if funding would be forthcoming.
14. **MARINER WAY INVESTIGATION & RECOMMENDATIONS** - As promised, the manager met with Mr. Dudley and Mr. MacPhee on 11 September 2015 at Mariner Way, east Boothbay. Even though this water main was not on the district's inventory there was a strong case that it was a district public water main due to its configuration. The manager also reported that due to a lack of records from the former East Boothbay Water District explaining history, and current PUC rules, the preponderance of evidence led to the water main being district property. Therefore the manager informed the board that he had made the determination that this was district property and any problems with that main were his responsibility to correct.

DD personnel were still investigating the pressure complaints using sensors to record pressure fluctuations. The manager did clarify for the board that it was unclear whether or not the main was actually leaking as claimed by residents. Numerous and extensive sound surveys had been already completed on the main and although not 100% conclusive, yielded no evidence of leaking equipment.

The manager did concede that the original install was of such poor quality that he did not dare complete any exploratory excavations on the main. All of the available evidence suggested most likely the main is severely undersized, probably full of sediment, possibly leaking and most likely heavily tuberculated. The original installation provided no flush points for maintenance so these conclusions were admittedly just an educated assumption.

The manager stated that this configuration was on a par with horrendously substandard Barlow Hill water main which was currently scheduled for renewal as a PayGo project in 2018. The manager proposed the Barlow Hill and Mariner Way replacement projects could be blocked together as a single PayGo project and were in the same general area. Mariner Way would require a state DOT road opening but because the road was not paved, and a short run, it would be of relative low cost. The synopsis of the proposed project would be 440 feet of six-inch high density polyethylene (HDPE) with four service connections and a new Waterous Pacer fire hydrant installation at the terminus.

The manager provided the board with a draft work plan through the 2022 construction season and recommended inserting this project into the 2018 construction season with the Barlow Hill Water Main Replacement Project. Trustees Marston and Climo voiced concern in that the 2018 construction season was too far out. The manager stated he did not yet have enough information to present to the board to say definitively either way. The board tabled further discussion concerning this matter until such time as a clear recommendation could be made.

15. The meeting was adjourned at 1948 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager