

27 October 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 OCTOBER 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 Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** Bill Pearson, Boothbay Register. **Absent:** Trustee Lewis, Boothbay (Treasurer).

1. The board approved the minutes for 22 September 2015 without revision.
Trustee Reed motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 22 September 2015, 29 September 2015 & 6 October 2015 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 21 September 2015 through 9 October 2015 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – Table 1 – *Cash Account Status Report as of 30 September 2015*

Table 1.

| BOOTHBAY REGION WATER DISTRICT | |
|---|------------------------|
| Cash Account Status Report as of 30 September 2015 | |
| Account | Balance |
| Business Checking | \$ 26,700.97 |
| Deposit Sweep Account | \$ 611,888.89 |
| Liquidity Total | \$ 638,589.86 |
| DESIGNATED FUNDS | |
| BBH 2007 Sinking Fund | \$ 14,249.81 |
| Land Acquisition Fund | \$ 240,564.31 |
| Capital Reinvestment Fund | \$ 100,510.41 |
| Mt Dora Easement Escrow | \$ 4,753.12 |
| EBB Upgrade 91-20 | \$ 24,936.37 |
| Bank of Maine Unemployment CD | \$ 10,314.87 |
| Designated Fund Total | \$ 395,328.89 |
| TOTAL CASH RESERVES | \$ 1,033,918.75 |

- a. **Preliminary Water Rate Review** – Nothing new to report.

- b. **On-Line Bill Pay & Presentation** – On-line billing went active 30 September 2015. Project Complete.
 - c. **SOS Android Application** – This project was reported to be 80% complete. The manager reported that staff had been trained and the software was loaded but there remained some behind the scene issues that NDS must address before the system, went live.
 - d. **SRF Municipal Bonds** – The manager reported that he had been working with the district’s attorney on a petition to the Maine Public Utilities Commission (PUC) for the Maine Bond Bank to issue the permanent bonds for the now completed state revolving fund (SRF) looping and Pinkham standpipe projects. The manager stated that it was his objective to have the bonds in-place by the end of November.
5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager relayed the following report provided to him by the Natural Resources Program Manager (NRPM) with regard to program status.
- 1) *We (NRPM and manager) met with Dan Bryer and Lori Colton and are moving forward on renegotiating town contract.*
 - 2) *Chapman (Knickerbocker Lake auto repair shop) appraisal expected this week.*
 - 3) *We are revisiting the Farrin property purchase/ transfer deal; Sue walked property with Farrin and Bruce Tindal last week and Tindal will provide his assessment of property value.*
 - 4) *Education projects funded under 2014 grant have been completed.*
 - 5) *Still waiting for plans on YMCA erosion control project.*
- The manager then reported that the watershed PSA had been completed and was “awesome”, a sentiment echoed by the board of trustees. The manager stated that he had posted it on the BRWD Facebook page and website. Trustee Lewis had sent the link to all of the trustees and the manager reported he had provided the link statewide and reported it was universally well received.
6. **SAFETY & TRAINING UPDATE** – The manager reported no accidents, safety violations or missed inspections during the previous period.
- e. **Human Resources** – The manager reported that the district’s consultant had been at the district briefly the previous week to take care of some housekeeping but there were no issues reported.
 - f. **Fire Hydrant Operations Training** – The manager reminded the board that the training would commence at 1800 hr. on 10 November 2015 at the Boothbay Fire Department for the regions fire departments. The board double checked attendance to ensure a quorum for the trustees meeting which was running concurrently, with adequate trustee attendance assured.
7. **TREATMENT DIVISION** – The manager reported that the fields had been mowed.

Clarifier and filter efficiency remained at 100% with chemical additions down another 5%, which is normal for this time of year. The earthy water taste, previously reported had subsided with finish water aesthetics reported back to normal.

The manager reported the district was producing on average 520,000 gallons per day which was slightly elevated as compared to the same period last year.

EII had been on-site the previous week and had completed all of the necessary SCADA modifications for the Thompson Standpipe. The Thompson Standpipe went operational at 1430 hr. on 9 October 2015. The treatment staff was reported to be acclimating themselves to operations with the two standpipes working in tandem, but the learning curve was reported to be slight.

The manager reported that West Harbor standpipe was about to be taken off line, drained and then mothballed permanently. .

8. **DISTRIBUTION DIVISION (DD)** - The DD is cleaning up nagging job orders (sleeves and boxes/rods) and gearing up for seasonal shutdown which will commence at 0700 hr. on 15 October 2015. A sizable contingent of the crew has been on Southport completing Contract #4 (See **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT - Contract #4 – USDA FORCE Account Project**)

Cross-Connection Control – Current, Legal and Up-To-Date.

North Adams Pond Draft Site –In process

Hydrant #26 – This hydrant replacement was reported to be on-hold until spring 2016.

Traffic and Pedestrian Plates – the manager reported the district had purchased three (3) steel plates to help allow the district to maintain traffic and public safety with its construction projects and service lateral connections on limited access peninsulas. The manager reported the district had purchased one, 1” steel plate for trench traffic and two, 1/2 “ steel plates for covering trenches during pipe laying at the end of the day.

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 13 October 2015 status report by Dirigo Engineering: As stated above, the Thompson Standpipe was now in service.

Good morning Jon.

- *the tank was filled and disinfected.*
- *the tank successfully passed the leak test there were a few places where the tank had weaps. These weaps were repaired using a proven sealer injection technique.*
- *the tank was tested for bacteria and VOC'S and has passed both those tests.*
- *the SCADA system is working it will likely need some fine tuning by the district.*
- *the temporary office trailer and storage site has been restored, loamed and seeded.*
- *the tank has been backfilled and stone drip edge installed*

- *final grading, loam & seed are done*
- *the tank is on line and operating*

NOTE..the painting of the tank will happen next spring.

*Allen Knowles
Dirigo Engineering
Fairfield, Maine*

Contract #4 – USDA FORCE Account Project – The manager reported that since the previous meeting the blasting had been completed and 1,040 feet of 12” HDPE had been installed and as of that afternoon connected to the existing infrastructure on Cross Road in Southport. Much of the loaming and seeding had been completed with minor housekeeping remaining. All services and appurtenances were installed along the way as the pipe was laid.

The manager informed the board that the previous week he had modified the work plan by having a 12” tee with a future use 12” valve installed at the southern terminus of the project on the eastern side of Route 238 where previously only a 90° elbow was specified. The manager stated that this would give flexibility in future extensions of permanent service and was still unconvinced that 8” water main for the remainder of Route 238 to Cape Newagen was sufficient to meet future needs. The manager then stated that the district had been granted a two day window for a detour was likely it will not be used to any great extent.

Remaining action included flooding, pressure test, disinfection, flushing and testing. The contractor has clean-up and paving left to complete. The manager stated that he was targeting to have the new water main in-service by the end of the week.

It was reported that Mr. Sumner Lipman was in the process of applying for a 400 to 600-foot water main extension for Osprey Landing Road with a tentative petition to the board for approval sometime in early 2016.

- 10. 5 RIVERS REGIONAL WATER COUNCIL** – The manager reported that Wright-Pierce was working on the science of the report. We will be meeting later this month for a status report.
- 11. GIS PROJECT**- The manager reported that Wright-Pierce had been working with the NRPM and had developed an overlay on her data set that now provided science to target land acquisition. The water mains and appurtenances were reported to be complete.
- 12. PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The manager informed the board that he was waiting to see if this project would make the primary project list.
- 13. MARINER WAY INVESTIGATION & RECOMMENDATIONS** - The manager provided the board with the most recent gathered data on pressure of which he suspected to be compromised and would have the data logger redeployed. However the manager pointed out that the report did show significant swings in pressure, all above the minimum 20 psi.
- 14.** The meeting was adjourned at 1930 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager