

24 November 2015

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 NOVEMBER 2015**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Reed, Boothbay Harbor (Clerk); Trustee Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** Mr. Andy Hamblett, Executive Director, Boothbay Region YMCA. **Excused:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman).

1. The board approved the minutes for 27 October 2015 without revision.  
*Trustee Climo motioned, Trustee Lewis second, vote unanimous*
2. The **Payroll** for weeks ending 27 October 2015 & 3 November 2015 were approved.  
*Trustee Lewis motioned, Trustee Climo second, vote unanimous*
3. The **Transactions** for 26 October 2015 through 6 November 2015 were approved.  
*Trustee Lewis motioned, Trustee Climo second, vote: unanimous*
4. **ADDRESS THE BOARD** – Mr. Hamblett addressed the board on behalf of the Boothbay Region YMCA, thanking the board for the recent grant to partner with the YMCAN in correcting pollution contributors to Knickerbocker Lake originating at the YMCA camp. Mr. Hamblett also thanked the board for the efforts of the Natural Resources Program Manager in protecting water quality of Knickerbocker Lake.
5. **FINANCIAL** – The manager provided the board with *Cash Account Status Report as of 10 November 2015* (see Table 1.)
  - a. **Cash flow and Billing Status Report -** The manager reported that on 4 November 2015 he had moved \$100,000.00 from the district's Capital Reinvestment Account to the Sweep Account after the Sweep account registered a \$0.00 balance with only approximately \$10,000.00 remained in the checking account. This action was anticipated to be only a short term move in that the November billing in total was expected to be in the \$550,000.00 range. The manager explained that in spite of the temporary cash flow issue, the district was in an excellent position for the year. The manager informed the board that once sufficient funds are built up in the Sweep Account from the November billing, the Capital Reinvestment Account will be replenished with a \$100,000.00 transfer.

Table 1

<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 10 November 2015</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 36,363.68
Deposit Sweep Account	\$ 266,564.04
<b>Liquidity Total</b>	<b>\$ 302,927.72</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 14,253.38
Land Acquisition Fund	\$ 240,624.63
Capital Reinvestment Fund	\$ 535.61
Mt Dora Easement Escrow	\$ 4,753.12
EBB Upgrade 91-20	\$ 24,942.62
Bank of Maine Unemployment CD	\$ 10,314.87
<b>Designated Fund Total</b>	<b>\$ 295,424.23</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 598,351.95</b>

- b. **Preliminary Water Rate Review** –No change in status
  - c. **SOS Android Application** – As directed, the presentation of the program for the trustees is tentatively scheduled for 8 December 2015 at the trustees meeting.
  - d. **Issuance of SRF Municipal Bonds** – The manager reported this effort complete and in-place.
6. **NATURAL RESOURCES PROGRAM UPDATE** –The NRPM was reported to be continuing with stated and directed objectives as previously reported. Of note, the manager reported that he and the NRPM would be meeting with the town of Boothbay to iron out an agreement in principal with regard to renewing the arrangement for code enforcement on 13 November 2015 The manager provided the board with the district’s proposed changes to the existing agreement
7. **SAFETY & TRAINING UPDATE** – The manager reported no accidents, safety violations or missed inspections during the previous period.
- e. **Human Resources** – Nothing new to report. .
  - f. **Fire Hydrant Operations Training** – this effort had come to fruition and was running concurrently with the trustees meeting.
8. **TREATMENT DIVISION** –. The manager reported that both clarifier and filter efficiency both remain at 100% with chemical additions remaining unchanged. Accurate average flows for comparative purposes still could not be determined due to flushing, tank changes and repair and changes in operation.

The Pinkham Standpipe had been repaired and recoated in accordance to AWWA specifications. The PAX mixer was reported to be repaired with motor and impeller replaced, securely fastened to the Pinkham Standpipe internals, tested and in optimum operating condition. The manager reported that on the previous week the tank was flooded and disinfected using the slug method with two clean bacteriological tests recorded. Because parts of the interior were recoated the district drew and obtained a clean volatile organic compound (VOC) sample as well. The Pinkham Standpipe was put back into service on 9 November 2015 at 0930 hr.

The manager reported the district has received no bill from either PAX, Marcel Payeur or Wright-Pierce concerning this incident and believed that all work was done under warranty.

Lastly the manager informed the board that he would be detailing Utility Technician Weston Alley into the treatment plant to become qualified to stand watch. His detail was scheduled to run from 14 December 2015 through 15 March 2016.

9. **DISTRIBUTION DIVISION (DD)** – Seasonal shutdown is nearing completion with only a portion of Southport remaining, all seasonal meters were reported to be in district possession and safely stowed for winter. As of that morning the DD had to test 20 meters because of zero use readings and verify the operation of 3 other large meters. Once completed with that task final overage billing could be tabulated and released.

**Cross-Connection Control** – This program was reported to be current, legally compliant and up-to-date.

**North Adams Pond Draft Site** – the manager reported that a permit by rule (PBR) with the Maine Department of Environmental Protection (DEP) was ready to be launched once funding stabilized to cover the fee with DEP. Construction for this modification was scheduled for spring 2016.

10. **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 – Tank Installation Project** – The manager reported that during the winter of 2014/2015, Crooker Construction entered private property in Southport, without permission of the landowner, and used the property as a laydown area. During this time Crooker Construction inadvertently destroyed a skiff hidden on the private property under the snow. Later the boat owner to have the skiff replaced in-kind by Crooker Construction who began a longstanding process, ultimately not replacing the boat owner’s boat but offering a minimum settlement, through its insurance company of \$550.00. The manager then reported to the board that he was no longer willing to waste time with Crooker Constructions questionable practices, and in consultation with the Vice Chairman committed the district to replace the skiff (estimated value \$2,000.00) with the district making up the difference from the insurance settlement. Trustee Climo stated that “even though Crooker Construction was unwilling to make the situation right, the water district would do the right thing.”

The completed pay request was reported to be part of that evenings warrant with the federal funding already received by the district.

**Contract #4 – USDA FORCE Account Project** – The road work was reported complete and the water main now in service. The manager stated that this now left the town of Southport with active fire hydrants from the Southport Bridge up Plummer Road, south along Route 238 to the Cross Road terminating then at the westerly end of the Cross Road at the intersection of Route 27 just short of the village.

The fence installation was to take place within the following two-weeks completing the project in its entirety.

Like contract #3 the manager reported that the final pay request was in the warrant as well and fully funded by federal grant in possession of the district.

11. **5 RIVERS REGIONAL WATER COUNCIL** – The group met with Wright-Pierce earlier that day with the manager unable to attend, he would pass along updates as they became available.
12. **GIS PROJECT**- Complete and in maintenance mode.
13. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** The manager reported that on 28 October 2015 he was notified by Mr. Norm Lamie PE, State Engineer, Drinking Water Program, that this project made the 2016 SRF Primary Project List for which the manager included in the trustee materials, with \$242,400.00 funding allocated in subsidized bonding. The manager reported that the determination was not yet official but award was virtually assured.
14. **MARINER WAY INVESTIGATION & RECOMMENDATIONS** - the manager presented the board a chart entitled *Mariner Way Water Main Pressure Observations (5-minute intervals)* which recorded over one-week, rapid and lengthy swings in residual pressure that one normally would not see in a properly sized water main. The manager stated that it was a good bet that the water main serving Mariner Way was incredibly undersized, tuberculated, or a combination of both. However, the minimum residual pressure during this one-week observation never went below 20-psi, the legal minimum, maintaining legal pressure during the time monitored. The manager went on to address spikes of 30 psi are unacceptable and clearly there was no engineering forethought in the construction of this water main. The manager recommended this project be bundled with the Rice Road project and scheduled for replacement later in the decade. The board tabled further discussion or action.
15. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** –Nothing new to report.
16. The meeting was adjourned at 1827 hr.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
Manager

