

22 December 2015

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 DECEMBER 2015**

The Board of Trustees convened at 1800 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 24 November 2015 without revision.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 24 November 2015 & 1 December 2015 were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 23 November 2015 through 4 December 2015 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager provided the board with the *BRWD Cash Account Status Report as of 8 December 2015* (see table 1)

Table 1.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 8 December 2015	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 287,364.69
Liquidity Total	\$ 312,364.69
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 14,255.14
Land Acquisition Fund	\$ 240,654.29
Capital Reinvestment Fund	\$ 100,537.32
Mt Dora Easement Escrow	\$ 4,758.38
EBB Upgrade 91-20	\$ 24,945.70
Bank of Maine Unemployment CD	\$ 10,331.65
Designated Fund Total	\$ 395,482.48
TOTAL CASH RESERVES	\$ 707,847.17

- a. **Cash Flow Report** – The manager pointed out as annotated in Table 1, the cash standing of the district is much improved and stable. The \$100,000.00 taken from the Capital Reinvestment Fund to meet short term cash flow has been returned with interest to the fund.
- b. **Preliminary Water Rate Review** – Table 2. Was presented to the board and the *Boothbay Register* outlining the upcoming rate case with the Maine Public Utilities Commission (PUC) limited to the proposed reapportioned fire protection rates for the towns of Boothbay, Boothbay Harbor & Southport.

In addition the manager was still awaiting the final version of the district’s rate-policy from MWC which was reported to be close pertaining strictly to capital improvement fees, if any and funding system depreciation.

Table 2. Annual Public Fire Protection Rates Proposed			
Municipality	Current Fee/Yr.	Proposed Fee/Yr.	Delta
Boothbay	\$ 245,632.00	\$ 227,938.00	\$ (17,694.00)
Boothbay Harbor	\$ 471,612.00	\$ 437,640.00	\$ (33,972.00)
Southport	\$ -	\$ 51,666.00	\$ 51,666.00
TOTALS	\$ 717,244.00	\$ 717,244.00	\$ -

2016 Budget Progress Report – The manager informed the board that the delivery date for the *Boothbay Region Water District 2016 Budget - Draft* to the trustees was still on-track for the week of 14 December 2015 with preliminary discussions to commence at the 22 December 2015 board meeting. . Much progress was reported to have been made with a thorough review of 2015 expenditures completed. Assumptions of revenue would be based on changes to the district’s rate policy.

- 5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager reported that he was awaiting approval of the agreement by the town of Boothbay board of selectmen with regard to the subsidization of the Boothbay CEO, by agreement before he formally presented it to the board for approval. The board concurred that it would take action once approved by the town of Boothbay.

The manager then reported that the bird houses had begun to be deployed with only the bluebird and bat houses needing to be installed.

The Natural Resources Program Manager (NRPM) was in Augusta earlier that day and relayed to the board that the final vote of the Natural Resources Council of Maine awarded the district \$85,630.00 for restoration and purchase of the Hamrin property. The board instructed the manager to pass along its congratulations to the NRPM for her hard work.

Other land acquisition efforts were moving forward.

Lastly, the NRPM was actively working with the town of Boothbay in the development of the Clifford Playground to ensure reasonable environmental protections were put in place.

6. **SAFETY & TRAINING UPDATE** – The manager reported no accidents, safety violations or missed inspections during the previous period.
 - c. **Human Resources** – Annual employee evaluations were reported to be in process and would be completed per contract by 18 December 2015. Utility technicians Shawn Simmons and Taylor Timberlake were made permanent employees with their six-month and annual review completed.

7. **TREATMENT DIVISION (TD)** – The manager reported that clarifier and filter efficiency both remained at 100% with chemical additions unchanged. Average finish water flow was down to 0.2889 MGD which was on par with the previous year. Raw water quality was described as “good” but the manager did inform the board that raw water turbidity was on the upswing.

The winter maintenance cycle was reported to about to begin with chipping, painting and cleaning of lines on the docket. There was no major maintenance operations scheduled for the upcoming winter. The manager stated that the district was still having radio issues with Kenniston Hill Standpipe, which remained under investigation. The Boothbay Harbor Sewer District superintendent had reported similar problems and had made an observation that the problem he had observed may have been attributed to large research vessel anchored offshore, just over the horizon.

Lastly finish water pump (FWP) #1 is out of service due to a faulty cooling fan within the Toshiba variable frequency drive (VFD). The part is on order with Stultz to install ASAP. Bleeders remain active at reported levels

8. **DISTRIBUTION DIVISION (DD)** – the manager informed the board that repairs to the system would continue as long as the weather held out. The backlog of valve replacements and additions to the seasonal system was shrinking as was the box/rod replacements. The manager reported that all road cuts were repaved the previous week leaving the district with no winter cuts requiring winter maintenance.

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

Contract #3 – Tank Installation Project – The security fence remained unfinished due to lack of proper parts. Dirigo Engineering and the contractor were reported to be fully engaged to complete the contract as soon as possible.

10. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report

11. **GIS PROJECT**- Complete and in maintenance mode.

12. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The manager reported that he had signed an agreement for engineering services with Dirigo Engineering to complete this project. The manager went on to relay that he had been in contact with state engineer and had authorization to “fast track” this project to stay ahead of DOT paving activities in Southport during the summer of 2016. The project would be administered as a FORCE Account authorized.

- 13.

The plan of action and milestones (POAM) was reported as follows;

- In design now;
- Meet with DOT
- Bid mid-February to March
- Open Bids Mid-March to April
- Start Date 1 May 2016
- Completion no later than 15 June 2016
- Fall MBB Bond issue

Dirigo Engineering, Osman Page and Verrill & Dana were reported to all be working on their specific tasking's the manager had laid out for them. The manager informed the board that after discussions with staff this aggressive turn-around would be very achievable.

14. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report.
15. The board went into executive session pursuant to 13 MRSA §405 6 [A] *Personnel Matters* at 1827 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
16. The board came out of executive session at 1830 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous
17. The meeting was adjourned at 1831 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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