

26 January 2016

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 JANUARY 2016**

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; Jonathan Ziegra, Manager. **Guest:** None. **Absent:** Trustee Lewis, Boothbay (Treasurer); Trustee Higgins, Boothbay.

1. The board approved the minutes for 22 December 2015 without revision.  
*Trustee Marston motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 22 December 2015, 29 December 2015 & 5 January 2016 were approved.  
*Trustee Climo motioned, Trustee Reed second, vote unanimous*
3. The **Transactions** for 21 December 2015 through 8 January 2016 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
4. **FINANCIAL** – The manager provided the board with the following update:
  - a. **Preliminary Water Rate Review** – The manager had had a conference with Ms. Stephani Morancie, Maine Public Utilities Commission (PUC) concerning the institution of a 3% surcharge, based on consumption, dedicated solely to capital infrastructure. The manager stated that the district was the first public water district to use this provision in state law and after his conversation with PUC, found that the process was easier than he had anticipated. The manager informed the board that the System Infrastructure Assessment was in process with a target submission date of 20 January 2016. Once that is uploaded to PUC the 90-day clock begins. During that time the district will have to notify its customers of the new rate strategy after which the board must ratify the rate strategy. Once the 90-day period is complete we can then submit the system infrastructure surcharge to PUC and put it into effect 30-days afterwards. All subsequent surcharges will only require submitting to PUC and waiting 30-days to activate.

Vice-Chairman Gamage led a spirited conversation as to need and timing of future infrastructure surcharges in which all of the trustees weighed in. The manager reminded the board that once the policy was in effect it was any future surcharges within the framework of the rule were completely at the discretion of the board. The board inquired of the manager that all funding resulting from system development surcharges could only be used for financing infrastructure upgrade or replacement costs only after the infrastructure is put in service for which the manager responded in the affirmative.

- b. **2016 Budget Progress Report** – The board reviewed the *Boothbay Region Water District Budget – 2016 DRAFT Rev. II*, found it incorporated all of the board’s edit of the original budget and approved the budget as edited.  
*.Trustee Marston motioned, Trustee Climo second, vote unanimous*
  - c. **SRF Bond Bank Application** – The manager updated the board as to the status of the Maine Bond Bank Application to support the Plummer Road/Nickerson Road Water Main Looping Project currently approved under the Maine State Revolving Fund (SRF). All was reported on-schedule
5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager reported no change in status.
6. **SAFETY & TRAINING UPDATE** – The manager reported no accidents, safety violations or missed inspections during the previous period. Work on SHAPE designation had begun with no date defined as of yet for the Department of Labor visit and baseline inspection. The manager informed the board that as far as he knew, on the paperwork/training side the district was in full compliance but did caution the board as to the arbitrary and capricious manner in which the Maine Department of Labor has historically treated the district with regard to enforcement and its notorious inequitable treatment of the organizations it regulates, leaving the manager with no confidence of emerging from this process unscathed and or targeted.
- d. **Human Resources** – Nothing new to report.
  - e. **Safety Training** - Since the previous meeting we have completed all of the required annual refresher training including:
    - 1. Fire Extinguisher Training;
    - 2. Confined Space Entry;
    - 3. Lock-Out/Tag-Out (LOTO);
    - 4. Dust Mask and Respirator Training; and
    - 5. Non-Entry Confined Space Rescue.

In addition management was scheduling Class I & II Distribution training and Class I & II Treatment certification training for new hires and those transitioning to the treatment division.

7. **TREATMENT DIVISION (TD)** – The manager reported clarifier and filter efficiency remained at 100% with chemical additions remaining unchanged. Average flow was 0.3155 MGD as compared to 0.3086 MGD during the same period in 2015. Raw water quality was good and turbidity was stable. Weston Alley continued his training and detail with the CTPO reporting excellent progression. Training was now concentrating on telemetry operation and preventive maintenance as well as ongoing mastery of laboratory operations and procedures.

All bleeders were monitored and all have chlorine residual. The system was bleeding 70,956 gallons per day being recorded as process water with excellent water quality throughout the system.

Treatment Unit #1 had been taken out of service for mid-level maintenance during the last week of December and was put back into service on 10 January 2016. On 11 January 2016 Treatment Unit #2 was taken offline and was now undergoing maintenance. Maintenance included corrosion

control, replacement of lines and sensors and the replacement of the waste gate apparatus. In addition the district took delivery of 60 ft<sup>3</sup> of filter media which was scheduled to be added in appropriate amounts to the filters at the conclusion of the maintenance cycles.

The systems three generators were undergoing annual maintenance with no critical deficiencies noted thus far.

Lastly the manager informed the board that the district was to receive it's triannual sanitary inspection conducted by the Maine Department of Health, Center for Disease Control, necessary tom maintain the district's ability to operate. The manager stated that little had been done above and beyond to prepare for the inspection in that the district was always in a state to pass the inspection. That said this was an "all hands on deck" event to answer any and all operational questions presented by the inspection team.

8. **DISTRIBUTION DIVISION (DD)** – On 4 January 2016 the DD experienced a main break on Middle Road in Boothbay Harbor adjacent to Dr. Andrews's Dental Office. The break was handled during daylight with minimum disruption to service. Even so, Dr. Andrews shut down for the day. The main was a radial split requiring minimal technique to repair. The manager reported that the district was assisted by E.M. Wood Construction with minimal overtime required.

On 11 January 2016 a car nearly ended up in the northern end of Adams Pond due to driver error. The Boothbay Fire Department quickly responded and made preparations to contain any spill. There was no loss of gasoline or other pollutants and the car was removed without further incident.

The cross-connection control program was current and in compliance with state law. The John Deere tractor was reported to be repaired and would be delivered back to the district via contract with Reny Construction.

The manager informed the board that on 3 January 2016 Mr. Steve Reny, Reny Construction passed away. The manager informed the board that he had since met with Mr. Neal Reny, at his request, and was instructed by Mr. Reny to inform the board that Mr. Dale Hahn had been appointed Reny Construction Operation Manager. The manager informed the board that he had passed along this own and the board's condolences.

Winter and general operations are all current and with the entire facility spiffed up in preparation of tomorrows inspection

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

**Contract #3 – Tank Installation Project** – As directed the manager engaged the town of Southport Public Works Department to fix the security issue adjacent to the Thompson Standpipe main gate which was completed the previous week. The manager stated that he had followed up with the Southport town office to ensure a bill to the water district for that service which he expected would be forthcoming.

10. **5 RIVERS REGIONAL WATER COUNCIL** – The preliminary report will be submitted to the council by Wright-Pierce on Thursday.

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

12. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The manager reported that Dirigo Engineering would be on-site later that week or early next to restart the project. Please see 19 **FINANCIAL, SRF Bond Bank Application**, for current status on project funding.
13. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report.
14. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – Nothing new to report.
15. **HIGH LEDGE SUBDIVISION** – The manager reported he would be meeting with the current owner of the subdivision and CEO for the town of Boothbay Harbor, Geoff Smith, on 15 January 2016 to discuss a possible water main extension for the subdivision.
16. **LINEKIN BAY RESORTS** – The manager reported he had received a request by the engineer designing the new Linekin Bay Resort with regard to water service to meet. So far no meeting had been scheduled and no plans received.
17. **BIGELOW LABORATORY WATER MAIN EXTENSION** – Bigelow Laboratory was planning a water main extension at its facility in East Boothbay. I have been contacted by their design engineer who will be scheduling a meeting to discuss a new extension.
18. The meeting was adjourned at 1832 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager

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