

26 April 2016

MEMORANDUM

From: Manager  
To: Board of Trustees

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

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 Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 22 March 2016 without revision.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
2. The **Payroll** for weeks ending 22 March 2016, 29 March 2016 & 5 April 2016 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote unanimous*
3. The **Transactions** for 21 March 2016 through 8 April 2016 were approved.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*
4. **FINANCIAL** – The manager reported the following cash status report to the trustees:

<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 12 April 2016</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 110,866.77
Deposit Sweep Account	\$ 154,860.75
<b>Liquidity Total</b>	<b>\$ 265,727.52</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 16,273.51
Land Acquisition Fund	\$ 240,774.74
Capital Reinvestment Fund	\$ 100,584.76
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 31,147.86
Bank of Maine Unemployment CD	\$ 10,431.66
<b>Designated Fund Total</b>	<b>\$ 403,981.03</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 669,708.55</b>

5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager provided the board with the following report provided by the natural resources program manager (NRPM):

1. *Hamrin property acquisition. We have a signed purchase and sale agreement with Hamrins, with expectation of closing on property NLT 6/30/16. We have signed a grant project agreement with The Nature Conservancy and DEP. We met last week with John Field, who will do stream restoration work for us. BRWD crew will be able to work with Field to get project done so no need to hire outside contractors. (See P&S Agreement, MNRCP Grant Agreement and Project Schedule*
2. *We submitted a Source Water Protection Grant application in March for \$10,000 to address road erosion problems on Adams Pond Road and Knickerbocker Pipeline. If we get the grant, BRWD will do work.*
3. *Still waiting for selectmen to approve town/BRWD contract. Still waiting for town to begin process of revising zoning ordinances.*
4. *Water quality data have been summarized and the agreed upon goal is to ensure lake WQ samples collected every month from May- September so we can assess trends. Lots of data gaps, so hard to assess WQ patterns. Still working on finalizing report and looking at ways to use GIS to model flows and also depict data.*

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries or violations reported in the previous period. SHAPE application is in-process.

a. **Human Resources** – Nothing new to report.

b. **Training Update** – Nothing new to report

7. **TREATMENT DIVISION (TD)** – The manager reported that clarifier and filter efficiency were at 100% and 93% respectively with chemical additions remaining unchanged from the previous report.

Average flow remains steady averaging 0.3392 MGD which was consistent with the same period in 2015. With the opening of the seasonal water distribution system now underway, the manager informed the board that the plant was ramping up production to not only meet the operational requirements of disinfecting the seasonal water mains but adding the seasonal commercial customers demand as well.

Adams Pond Dam Flashboards were installed on 7 April 2016 with Adams Pond now at full capacity, 228 MG.

All bleeders were shut down on 10 April 2016.

As directed, key regional players were interviewed on strategies for redundancy within the drive computers for the SCADA System. Entities interviewed included: Boothbay Harbor Sewer District, Superintendent; Bath Water District Treatment Plant; Chief Treatment Plant Operator; Brunswick – Topsham Water District, Assistant General Manager; and Mr. Tim Sawtelle, P.E, Principal, Dirigo Engineering. The manager stated he was working on a point proposal for the board's consideration.

The day-tank project was ongoing with both the sodium silicate and aluminum sulfate systems ready for a 1 May 2016 conversion. Ms. McKenzie Parker, Maine department of Human Services, Drinking Water Program Engineer had inspected the construction and was very happy with the district's proactive approach. She took photographs for future use by the state.

On 30 March 2016 the TD organized a trash pick-up with all available personnel and removed 420 lbs. of trash from along Rt.27 adjacent Adams Pond. The pick-up was covered by the Boothbay Register which we picked up on our Facebook Page with a surprisingly good [public response.

8. **DISTRIBUTION DIVISION (DD)** –The manager reported that the DD continued pre-seasonal upgrades and had begun the seasonal start-up as of that day. A small repair on Southport was still needed prior to turn-on but disinfection and flooding was expected to begin Wednesday/Thursday there. It was the goal to have the bulk of the seasonal system flooded with disinfectant by weeks end with flushing/sampling early the following week, preceding meter installation.

The daily website seasonal water start-up status report with a daily narrative explaining progress was now active.

Since the previous meeting the DD has responded to 52 DigSafe Requests and various job orders. Five new services have been established since the previous meeting with several pending.

- a. **PUC Notice of Enforcement Investigation (NOEI) 16-113** – Corrective actions complete.

9. **5 RIVERS REGIONAL WATER COUNCIL** – Final report has been received, I will print and distribute to the board this week unless electronic copy is requested.

## 10. **LAND ACQUISITION UPDATE** –. See 5. **NATURAL RESOURCES PROGRAM**

11. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The manager explained that just prior to the 22 March 2016 trustee meeting the bids for heavy services for the project was opened and Hagar Enterprises won the bid for which the manager provided the board the Bid *Tabulation for Cape Newagen Road Water Main Replacement Project*. As directed, the bids were reviewed for completeness and the manager received a written report from Dirigo Engineering stating that the project was possible even though the bid was slightly over engineers estimate. As previously authorized the manager signed the notice of award with Hagar Enterprises on 29 March 2016.

On 8 April 2016, with chairman and vice-chairman officiating, the contract signing and preconstruction conference was held at the district offices with the district, Dirigo Engineering, Hagar Enterprises and the Maine Drinking Water Program all represented. The project was a go with construction to begin 2 May 2016 with district participation

Hagar Enterprises anticipated a construction window of no more than two-week necessary to complete the project. On a related note, Hagar Enterprises will be the paving contractor for the Maine Department of Transportation (DOT), helping to potentially streamline the projects paving constraints.

12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Since the previous meeting the manager reported that he had met twice with Wright-Pierce concerning this project and much progress had occurred. Knickerbocker Group’s agent, Sebago Technics had submitted a detailed analysis and plans and specifications for nearly the entire proposed project for district review. The manager stated that all looked to be in order. Likewise Knickerbocker Group and Leighton & Associates had laid out an acceptable easement plan for the district. On 4 April 2016 Wright-Pierce issued a letter to the district which recommended the district issue the capacity letter to Knickerbocker Group to be used for its Maine Department of Environmental Protection (DEP) permit. On 8 April 2016 the manager reported he had released the capacity letter to Knickerbocker Group. The manager recommended the to the board to issue a notice to proceed with construction acknowledging that Knickerbocker Group owed the district in excess of \$32,000.00 in engineering support provided by the district and as a condition of service of course that bill would have to be settled prior activating the project. The board approved a notice to proceed for the project.

*Trustee Climo motioned, Trustee Reed second, vote: unanimous*

13. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – As directed, on 31 March 2016 the manager submitted the final revision of the System Consolidation Grant Application to the Maine Department of Health & Human Services, Drinking Water Program (DWP). Late on 7 April 2016 the manager reported he had received a call for Mr. Nate Saunders P.E. Assistant State Drinking Water Engineer who informed me that the DWP would be awarding the Southport School the full grant with the water district to control the project funding as its agent. The manager explained that the way the grant was written, this project could not be rolled into the SRF project because of funding agency constraints. At the 8 April 2016 pre-construction meeting for the Newagen Road project, with all of the players present, the manager reported that he proposed that this project be sole sourced to Hagar Enterprises if a favorable price could be negotiated under a separate project once the SRF project was complete for many reasons chief among them, it would save the district rate payers much money. The manager stated that the DWP was amenable to the request he that he was awaiting word.

The following is an e-mail from Dirigo Engineering to the DWP memorializing that request.

*Nate,*

*I believe Jon spoke with you about bidding or being able to sole source the work for the Southport School where the District will act as the General and perform all piping work with their own crews and provide the material for the work. The District would like, in an attempt to save time, award this work to Hagar Enterprises. Here are the reasons:*

- 1. The Maine DOT is performing a Light Capital Paving (LCP) project in Southport this year with an aggressive schedule to have all paving done by July 15. They intend to start by June 1. Route 27 by the School is to be paved.*
- 2. Hagar Enterprises was the low bidder on the Cape Newagen Road water main just bid by the District*
- 3. The work items would be essentially the same, and nearly the same length of pipe, though we do expect less ledge*
- 4. Hagar enterprises was the low bidder for the DOT paving work so they would be able to work the schedule to have the water work done prior to paving*
- 5. Would saving advertising and bidding costs and time.*

*This would be a totally separate project and contract, but very similar work to the Cape Newagen Road water main project. If they would honor unit pricing they gave for the Cape Newagen Road water main (when applicable), would the Drinking Water Program consider letting the District hire Hagar Enterprises do this work to facilitate an expedited schedule and getting the work done ahead of the roadway paving? Please let me know.*

*Jim*

On 8 April 2016 the manager reported that he executed an engineering agreement with Dirigo Engineering to proceed with design and various other activities with regard to this project.

14. **LINEKIN BAY RESORTS** – The manager reported that since the previous trustee meeting he had had limited contact with Knickerbocker Group who stated that they had a design to present to the board, which as of that date had not materialized. The manager reported that he had informed Mr. Malcolm to stop attempting to circumvent the system in that he had ordered his subcontractor to upgrade a water district water main without district permission or justification to, in his mind, meet fire flow requirements for a project he is working on. The manager assured the board that he was ready to assist this developer on the developer's timeline.
15. **BIGELOW LABORATORY WATER MAIN EXTENSION** –Nothing new to report
16. **BOOTHBAY BOTANICAL GARDENS EXPANSION** – The manager informed the board that on 8 April 2016 the NRPM and he met with the Mr. William Cullina, Executive Director and Mr. Adam Harkins, Facility Manager to discuss the design of the upcoming expansion project and its relation to storm water runoff as well as exploring grant potentials for the Botanical Gardens. The manager reported that he had expressed his concern that the Botanical Gardens needed to get moving on lining up funding for the water and sewer expansion which will be required for this project. The manager reported he was asked to be available to meet with grant writer.
17. The meeting was adjourned at 1932 hr.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager