

13 September 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 AUGUST 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:** Ms. Amanda Andrews, Office Manager, Reny Construction. **Absent:** None

1. Chairman Pinkham opened construction quotes sent to N. Reny Construction, E.M. Wood Construction & Hagar Enterprises for the *North Adams Pond Fire Access Project (Construction Estimate \$30,000.00)* to be completed by year end. The following were the results of that process.

1. N. Reny Construction - \$26,649.00

Chairman Pinkham announced that N. Reny Construction was the apparent low bidder and instructed the manager to verify the quote for correctness and if deemed to be legitimate, award the contract to N. Reny Construction

2. The board approved the minutes for 9 August 2016 without revisions.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
3. The **Payroll** for weeks ending 9 August 2016 & 16 August 2016 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
4. The **Transactions** for 8 August 2016 through 16 August 2016 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
5. **FINANCIAL** – The manager presented the board with Table 1. *BRWD Budget Performance Summary as of 31 July 2016*
 - a. **System Development Surcharge** – It was reported that this effort remained on-schedule. The manager was waiting for the draft tear sheet from Maine Water Company (MWC) for board approval to begin the next step for initiating the surcharge program.
 - b. **Fire Protection Rate Realignment Filing** –On course.
 - c. **Billing** –August billing was being tabulated and will be out by 1 September 2016. Table 2 *Boothbay Region Water District Cash Account Status Report as of 23 August 2016* shows marked improvement from the previous report.

Table 1

	Jul 16	Budget	Jan - Jul 16	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
415 - Jobbing	5,572.29	7,353.34	109,666.20	69,491.17	100,000.00
419 - Interest Income	89.82	128.13	670.55	590.47	1,000.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00		45,488.96		
461 - Revenue Accounts	222,650.69	58,537.91	1,570,210.87	1,430,038.72	2,465,082.78
Total Income	228,312.80	66,019.38	1,726,036.58	1,500,120.36	2,566,082.78
Gross Profit	228,312.80	66,019.38	1,726,036.58	1,500,120.36	2,566,082.78
Expense					
403-Depreciation Expense	50,000.00	56,666.00	347,500.00	396,662.00	680,000.00
408 -- Taxes other than Income	4,422.06		29,157.58		
427-Interest Expense	22,970.55	24,344.80	164,573.69	167,842.72	288,952.12
601 - Wages	48,680.32	57,555.47	334,490.70	338,278.72	575,173.44
603 - Trustee Fees	0.00	0.00	8,926.02	9,723.09	9,723.09
604 - Employee Pen. & Benefits	32,276.74	32,207.25	200,149.71	191,960.22	324,471.34
615 - Electricity	5,847.97	5,623.34	28,203.40	33,696.89	66,523.90
616 - Generator Fuel	0.00	0.00	0.00	750.00	750.00
618 - Chemicals	1,782.26	4,316.95	23,642.20	25,711.69	37,171.57
620 - Materials & Supplies	15,130.65	20,158.86	139,540.08	107,767.38	215,250.00
620.7 - Postage	152.38		439.67		
631 - Contr.-Engineering	0.00	403.68	6,737.09	12,014.23	15,000.00
632 - Contr. Accounting	12,600.00	2,500.00	46,120.00	67,500.00	70,000.00
633 - Contr. Legal	0.00	983.86	259.50	1,952.61	5,000.00
634 - Other Professional Fees	1,048.62	1,261.44	16,010.91	27,457.71	40,000.00
635 - Contr-Other	26,462.01	16,970.29	119,613.11	122,521.19	197,450.00
642 - Rental of Equipment	0.00	0.00	462.92	1,000.00	1,000.00
650 - Transportation	218.63	4,497.20	13,176.51	17,950.11	32,650.00
656 - Insurance-Vehicles	0.00	0.00	0.00	2,600.00	2,600.00
657 - Insurance - Gen. Liab.	0.00	0.00	15,282.00	30,000.00	30,000.00
658 - Insurance-Workers Comp.	1,797.45	1,587.70	10,185.55	11,412.29	13,000.00
659 - Insurance - Other	0.00		15,915.00		
660 - Advertising	0.00	0.00	120.00	468.35	500.00
667 - Regulatory Expense	4,613.00	4,122.35	17,820.74	17,678.92	18,000.00
675 - Misc. Expenses	351.94	612.30	4,300.18	10,308.03	13,179.17
680.00 - Uncategorized	0.00		0.00		
Total Expense	228,354.58	233,811.49	1,542,626.56	1,595,256.15	2,636,394.63
Net Ordinary Income	-41.78	-167,792.11	183,410.02	-95,135.79	-70,311.85
Net Income	-41.78	-167,792.11	183,410.02	-95,135.79	-70,311.85

Table 2

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 23 August 2016	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 477,532.20
Liquidity Total	\$ 502,532.20
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 16,281.65
Land Acquisition Fund	\$ 115,871.07
Capital Reinvestment Fund	\$ 633.02
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 31,163.44
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 179,149.34
TOTAL CASH RESERVES	\$ 681,681.54

- d. **Vehicle Replacement** – The manager reported he was waiting delivery of the next vehicle. I plan to pay for this through the line-of credit which is at 1% interest and finance through early 2017.
6. **NATURAL RESOURCES PROGRAM UPDATE** – The manager reported that during the past period the district received the first grant payment of just over \$64K. Since that time the district work plan has been accepted by the Natural Resources Council of Maine (NRC) with an additional \$8,100.00 in grant approved and on the way. On 7 & 8 September 2016 district personnel will complete the stream restoration under the Supervision of Dr. John Fields who is the NRC appointed expert for environmental restoration who was charged with ensuring the district’s work was completed in a satisfactory manner. Upon completion of this work evolution the final grant payment would then be released. Still remaining with regards to this effort was a meeting with the Boothbay Region Land Trust (BRLT) to complete a conservation easement with a payout of approximately \$10,000.00 for said services to the BRLT to follow.

The Adams Pond Road restoration work will begin as soon as three estimates for Geoweb® tiles had been obtained and purchased from the low bidder. This material will be installed in the parking areas along the pond as well as trail restoration with non-erosion materials.

The manager informed the board that the summer intern would be leaving us on 2 September 2016. Her final project began that morning which included a detailed assessment of Knickerbocker Lake and Adams Pond for invasive aquatic species.

Lastly the manager reported that he, the Natural Resources Program Manager (NRPM), Chief Treatment Plant Operator (CTPO) and the summer intern attended the annual Knickerbocker Lake Association (KLA) meeting at the Watershed Tavern. The manager reported proudly that the NRPM & CTPO provided the gathering with an excellent PowerPoint presentation on the status of Knickerbocker Lake including lake health and level information and the manager fielding the more abstract/political questions. The summer intern presented the room with a synopsis of her activities and alerted the Knickerbocker Lake residents that she would be in a kayak surveying in front of the camps for invasive plants over the next week.

Overall the manager informed the board that the annual KLA meeting was a positive experience punctuated by long-time BRWD critic, Mr. Dennis Brown thanking district personnel for the work being done in support of Knickerbocker Lake.

- 7.
8. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – Nothing new to report
 - b. **Training Update** – Class II Distribution License Training was scheduled for 8,9,15 & 16 September for the new employees with Class III & IV treatment training to follow.
9. **TREATMENT DIVISION (TD)** – Over the previous period clarifier efficiency remained unchanged at 87% and filter efficiency steady at 91% efficiency. Key chemical additions remained below what would be expected due to uncommonly high incoming water quality.

Average flow for the previous period, as compared to 2015 had returned to average for the time of year at 0.8304 MGD. The manager explained that as expected water production for 2016 peaked around 19 August 2016 with the slow taper now beginning.

 - a. **Water Reserve Report** - Adams Pond usable capacity improved by 1 MG from the previous report to 205.7 MG. As of 22 August 2016 the district had withdrawn 27,941,000 gallons from Knickerbocker Lake with operations continuing to about 45,000,000 gallons, well within the permit allocation leaving an emergency balance for any unforeseen circumstance requiring further withdrawals from Knickerbocker Lake.
 - b. **Drought Monitor** – The Boothbay region remained in a *D1- Moderate Drought* with the advancing of the *D2- Severe Drought* conditions in southern Maine remaining unchanged. National Oceanographic and Atmospheric Agency’s (NOAA) latest estimates have lengthened the probability of drought conditions to persist in the Boothbay region through 30 November 2016.
10. **DISTRIBUTION DIVISION (DD)** – Since the previous meeting the DD had completed 18 Digsafe work orders and completed 1 new service installations with 7 new service applications pending with construction estimates prepared. Cross-connection control testing for August was reported compliant and current.
 - a. **Phase II Meter Replacement Project** -Out of the 206 scheduled meter upgrades, to date, the DD has completed 175 leaving 31 to go, many of which are already scheduled.

- b. **SCADA Redundancy Paper** – As requested, the manager presented the board with a memorandum entitled *REDUNDANT SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) COMPUTER INVESTIGATION* which was the culmination of research completed by staff justifying the need to establish failover capability within the district's SCADA system. After lengthy discussion the board approved the manager's request to install failover capabilities within the Boothbay Region Water District SCADA system.
Trustee Climo motioned, Trustee Gamage second, vote unanimous

- 11. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report
- 12. **LAND ACQUISITION UPDATE** – See 6. **NATURAL RESOURCES PROGRAM UPDATE.**
- 13. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report
- 14. **SYSTEM CONSOLIDATION PROJECT** – The manager reported that he and Mr. Jim Lord P.E., Dirigo Engineering had successfully brought the final bill presented by Hagar Enterprises back to a realistic expectation for compensation making it fully clear the district would not pay Hagar Enterprises for bills generated through loopholes that may or may not be found specifically within the contract language. A final payout of \$141,509.25 had been agreed to by all parties with Chairman Pinkham signing off for the district earlier that week.
- 15. **BOOTHBAY BOTANICAL GARDENS EXPANSION** — The manager reported that on 18 August 2016 he had met with Mr. Adam Harkins, Facilities Manager, Botanical Gardens; Mr. Jan Woodman P.E., Wright-Pierce; Mr. Dan Bryer, Town Manager, town of Boothbay; NRPM, BRWD; Mr. Chris Higgins, Superintendent, Boothbay Harbor Sewer District and Mr. Bill Cullina, Executive Director, Botanical Gardens to discuss water and sewer system expansion and grant funding. The manager reported that this meeting did not yield a positive response with regard to utility expansion for the Botanical Gardens as originally hoped for; a point echoed by Trustee Higgins

On 22 August 2016 the manager again met with Mr. Cullina alone. As a result of that meeting, it appeared that the Botanical Gardens did have interest in establishing water service only to meet the fire protection requirements as well as the expected potable needs which will inevitably increase after the expansion is complete. The manager stated that Mr. Cullina believed that the current waste water management was sufficient for the proposed expansion.

The manager reported that he had offered his time to the Botanical Gardens to pursue funding sources for construction of a water main extension and was already moving forward with that process. The board concurred that this was an acceptable use of the manager's time and supported his efforts.
- 16. **ADAMS POND FIRE DEPARTMENT ACCESS PROJECT** – See 1.
- 17. **AMBULANCE BARN WATER & FIRE SERVICES** – The manager reported the DD had fused 200 feet each of 6" HDPE and 2" HDPE water pipe to support fire and potable needs for the new structure. E.J. Prescott Inc. (EJP) would provide tapping services with staff assisting with the installation only. The manager anticipated this [project to be completed on or around 24 August 2016.
- 18. **ED JEWITT SUBDIVISION WATER MAIN PROJECT** - Nothing new to report

19. **OLD STONEWALL WATER MAIN EXTENSION PROJECT**– Nothing new to report.

20. The meeting was adjourned at 1940 hr.

Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager