

27 September 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 SEPTEMBER 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; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Higgins, Boothbay.

1. The board approved the minutes for 23 August 2016 without revisions.
Trustee Climo motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 23 August 2016, 30 August 2016 & 6 September 2016 were approved.
Trustee Marston motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 22 August 2016 through 9 September 2016 were approved.
Trustee Climo motioned, Trustee Marston second, vote unanimous
4. **FINANCIAL** – The manager presented the board with Table 1. *BRWD Cash Account Status Report as of 13 September 2016*

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 13 September 2016	
Account	Balance
Business Checking	\$ 24,860.01
Deposit Sweep Account	\$ 322,919.50
Liquidity Total	\$ 347,779.51
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 16,283.72
Land Acquisition Fund	\$ 115,885.79
Capital Reinvestment Fund	\$ 633.10
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 31,167.44
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 179,170.21
TOTAL CASH RESERVES	\$ 526,949.72

- a. **Cash Flow Issues** – The manager alerted the board that 2016 had seen a significant depletion of district cash reserves due to major land acquisition and an unexpected project (*Southport School Water System Consolidation Project*) which even though well subsidized by the State of Maine, the district had to pay a significant amount to complete the mission resulting in a depletion of district reserves. The manager then reminded the board that on 1 October 2016 the annual consolidated bond payment to the Maine Bond Bank (MBB) of just over \$399,000.00 was due which at present would clean out the SWEEP Account, and most of the remaining cash accounts.

The manager then added that this situation was a “*short-term thing*” in that the district would be billing in November public fire protection to the three towns and seasonal overage billing, which by all indicators may be record revenue. The manager stated his strategy to stay afloat during this cash-flow situation through October 2016 was for the district to first deplete its reserves, including any federally mandated sinking fund balances, making up any shortfalls with the \$200,000 line of credit with *The First*.

The board did not object at that time to the manager’s proposed financial strategy but did instruct the manager to keep them closely advised as to the situation.

- b. **System Development Surcharge** – This is effort had fallen behind schedule with a conference call scheduled on 15 September 2016 with the Maine Water Company (MWC) to develop and submit a proposal to the board at the 27 September 2016 meeting.
- c. **Fire Protection Rate Realignment Filing** – This tear sheet was reported enacted.
- d. **Billing** – Billing for September is just over \$50,000.00 which was approximately a 20% increase as compared to the same billing cycle in 2015. The manager stated that he was hopeful that this trend would continue throughout the tabulation of summer water usage billing.
- e. **Vehicle Replacement** – The manager reported that he had received the following update from Mr. Jeremy Parker, O’Connor GMC, concerning the status of the replacement service truck currently on order.

Good Morning Jon, the KSS service body truck is supposed to be done sometime this week. The body was to land at Messer Friday. I will confirm with you soon. Thanks

*Sincerely,
Jeremy Parker
Fleet and Commercial Representative
O’Connor Auto Park*

5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager presented the board with the following report prepared by the Natural Resources Program Manager (NRPM).

1) Our DEP 319 grant application was successful this year. We will receive \$43K to address the significant erosion/runoff problems in the watershed. We will pass through \$28K to the town of Boothbay to fix road and culvert-related problems on Back River Road, improve parking lot drainage and eroding culvert at fire station and improve Knickerbocker Lake access. The rest of the money will go to two stream restoration/erosion control sites in Adams Pond watershed and to as many private property sites as we can convince owners to participate. Work will begin next spring and should be done by fall.

2) Stream restoration work at our newly acquired property (former Hamrin) was completed by water district staff, under the direction of John Field, Sept. 7-8. All went great. Project completion report attached. Next step is conservation easement and long-term management plan. We are on track to complete all work and paperwork - except annual monitoring - by end of the year. To date, we have received \$72,500 of the \$85,630 grant.

3) Boothbay planning board has begun the overhaul of town zoning ordinances and has asked us to participate in shaping the watershed/well head ordinances.

4) Improvements along Adams Pond Road to address erosion, funded under a CDC Source Water Protection Grant, are scheduled to be done by crew before seasonal shut down begins.

Susan Mello
Natural Resources Program Manager
Boothbay Region Water District
184 Adams Pond Road
Boothbay, ME 04537

The board instructed the manager to thank the NRPM, Dr. John Fields, and staff who participated in the Hamrin property restoration for a job well done. The manager stated he would do that within the week.

6. **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 began on 8 & 9 September 2016 and would conclude on 15 & 16 September 2016 for the new employees. Certification exams had been scheduled for 19 September 2016 in Portland, Maine.

7. **TREATMENT DIVISION (TD)** – The manager reported that over the previous period clarifier efficiency remained unchanged at 87% and filter efficiency was steady at 91% efficiency. Key chemical additions remained below what would be expected due to high quality incoming raw water.

Average flow for the previous period, as compared to 2015 was reported to be approximately 10% above average for this time of year at 0.7246 MGD.

Knickerbocker Lake withdrawals were concluded on 6 September 2016 at 43,163,300 gallons withdrawn leaving a permitted balance of 8,336,700 gallons available should it be needed.

- a. **Water Reserve Report** – The manager reported Adams Pond usable capacity had dropped from the previous report of 205.7MG to 200.8MG as of that morning.
- b. **Drought Monitor** – Since the previous meeting the Boothbay region had been downgraded from a D1- Moderate Drought to a D2- Severe Drought condition. NOAA's latest estimates of Boothbay drought conditions remained unchanged at this time with drought expected to persist through 30 November 2016.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD had completed 21 Digsafe work orders and completed 2 new service installations with 10 new service applications received with estimates prepared. Cross-connection control testing for September was in process.
 - a. **Phase II Meter Replacement Project** –Route # 3 was complete. Route #4 had been started and would continue until the supply of replacement meters was exhausted; only four boxes remain on the pallet.
9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report
10. **LAND ACQUISITION UPDATE** – See 6. **NATURAL RESOURCES PROGRAM UPDATE.**
11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Then manager provided the board with preliminary drawings of the Boothbay Harbor Country Club Booster Pump Station which remained unscheduled for construction.
12. **BOOTHBAY BOTANICAL GARDENS EXPANSION** — The manager reported that since the last meeting the following efforts had been initiated for funding:
 - a. **System Consolidation Grant** through the Maine Drinking Water Program for \$100,000.00 to be realized after all of the buildings are tied into the district distribution system, pending pieces of information to be provided by Wright-Pierce;
 - b. **SRF Application** due by 30 September 2016 again with pieces languishing with Wright-Pierce (I will be jumping all over Dan Flaig to get his act together!); and
 - c. **Community Development Block Grant** with the help of CEI in Wiscasset with a targeted potential of \$600,000.00.

The manager reported that he had met with Boothbay chairman of the board of selectman, town manager, fire chief, public works foreman and reported that the group were in agreement that the fire chief would appear before the Boothbay Planning Board, making the case to require the Botanical Gardens to expand fire protection to the site as a minimum due to the health and safety risks this expansion would create. The board instructed the manager to keep them posted as to these events as they happen as well as alert them if help is needed.

13. **ADAMS POND FIRE DEPARTMENT ACCESS PROJECT** – As directed the manager reported he had presented N. Reny Construction with the notice of award and later signed a contract for construction valued at a lump sum price of \$26,649.00 for the construction of the new North Adams Pond Fire Department Draft Site. This project is now active with Reny Construction waiting for the steps to be completed and delivered on-site.
14. **CAPTAIN'S WAY SUBDIVISION WATER MAIN INSTALLATION PROJECT** - Mr. Edward Jewett had met all of the requirements for this 150-foot 6” HDPE water main extension with 5 service connections and has paid a deposit to the district, in full, as specified in the district prepared construction estimate. This project was in-process with fusing to begin that week.

In describing the project Trustees Gamage and Climo proposed that the district force Mr. Jewett to install fire hydrant at the end of water main extension. The board agreed and instructed the manager to add a hydrant previously deleted from the project.

(Note: Upon further review by the Trustees Gamage & Climo, reconsidering the location of existing hydrants, this order was rescinded on 14 September 2016)

15. **OLD STONEWALL WATER MAIN EXTENSION PROJECT**– The manager reported that the Old Stonewall Road Consortium had paid in-full for a 1,900 foot, 2” HDPE seasonal water main extension as described in the construction estimate. This project would begin within the week with pipe already delivered and on-site. This project suspense date was by turn-on in 2017.
16. Chairman Pinkham motioned for the district to make a donation of \$100.00 to the Boothbay Harbor Public Library in memory of Mrs. Wendy Curtis, wife of former trustee, Major General Lew Curtis, USAF Ret., who passed away earlier in the year. The board approved the expenditure of funds.
Trustee Reed motioned, Trustee Climo second, vote: unanimous
17. Chairman Pinkham motioned to have the fields mowed immediately citing that “they look like Hell”. The manager responded to the chairman that because of the habitat afforded Monarch Butterflies and migratory birds the district had received requests to not mow the fields until after 1 October 2016. Chairman Pinkham forcefully voiced his displeasure and resentment of outside forces dictating to the district how the fields are managed. The board took no action on Chairman Pinkham’s motion.
18. The meeting was adjourned at 1930 hr.
Trustee Reed motioned, Trustee Climo second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager