

13 December 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 22 NOVEMBER 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 Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** Susan Mello, Natural Resources Program Manager (NRPM) & Dan Bryer, Town Manager, Boothbay. **Absent:** None.

1. The board approved the minutes for 8 November 2016 without revisions.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 8 November 2016 & 13 November 2016 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 7 November 2016 through 18 November 2016 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL** – The manager presented the board Table 1. *BRWD Cash Account Status Report as of 22 November 2016* and Table 2. *BRWD Budget Performance Summary as of 31 October 2016.*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 8 November 2016	
Account	Balance
Business Checking	\$ 23,305.70
Deposit Sweep Account	\$ 194,555.52
Liquidity Total	\$ 217,861.22
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 3.52
Land Acquisition Fund	\$ 14.62
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 4.85
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 15,224.32
TOTAL CASH RESERVES	\$ 233,085.54

Table 2
BRWD BUDGET PERFORMANCE AS OF 31 OCTOBER 2016

	Oct 16	Budget	Jan - Oct 16	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
415 - Jobbing	19,131.50	6,455.75	137,096.35	84,073.18	100,000.00
419 - Interest Income	12.97	68.72	806.96	914.44	1,000.00
460-RD Grant Revenue	0.00		45,488.96		
461 - Revenue Accounts	71,187.19	81,208.57	2,023,700.18	1,872,757.75	2,465,082.78
Total Income	90,331.66	87,733.04	2,207,092.45	1,957,745.37	2,566,082.78
Gross Profit	90,331.66	87,733.04	2,207,092.45	1,957,745.37	2,566,082.78
Expense					
403-Depreciation Expense	50,000.00	56,666.00	497,500.00	566,660.00	680,000.00
408 -- Taxes other	3,695.44		41,198.66		
427-Interest Expense	23,260.63	23,769.80	235,292.72	240,291.08	288,952.12
601 - Wages	41,380.71	54,869.24	468,734.61	478,618.16	575,173.44
603 - Trustee Fees	0.00	0.00	8,926.02	9,723.09	9,723.09
604 - Employee Pen&Benefits	31,444.31	25,828.22	285,151.50	256,675.83	324,471.34
615 - Electricity	5,584.23	4,029.78	50,176.73	54,646.08	66,523.90
616 - Generator Fuel	0.00	0.00	0.00	750.00	750.00
618 - Chemicals	2,336.26	3,445.78	42,023.95	35,131.18	37,171.57
620 - Materials & Supplies	12,581.08	13,740.75	171,972.22	150,630.38	215,250.00
620.7 - Postage	0.00		439.67		
631 - Contr.-Engineering	590.00	254.44	7,957.09	14,019.21	15,000.00
632 - Contr. Accounting	0.00	2,500.00	53,120.00	70,000.00	70,000.00
633 - Contr. Legal	0.00	0.00	259.50	3,774.57	5,000.00
634 - Other Professional Fees	4,234.82	3,008.10	22,205.08	35,080.19	40,000.00
635 - Contr-Other	18,219.10	13,731.91	167,774.23	173,272.94	197,450.00
642 - Rental of Equipment	0.00	0.00	2,937.92	1,000.00	1,000.00
650 - Transportation	2,019.57	3,688.07	20,372.04	25,546.12	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-Work's Comp.	1,797.45	1,587.71	11,524.00	13,000.00	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	150.00	0.00	18,044.74	17,902.14	18,000.00
675 - Misc. Expenses	3,044.61	1,020.75	11,605.70	12,479.09	13,179.17
680.00 · Uncategorized	0.00		0.00		
Total Expense	200,338.21	208,140.55	2,148,533.38	2,192,268.41	2,636,394.63
Net Ordinary Income	-110,006.55	-120,407.51	58,559.07	-234,523.04	-70,311.85
Net Income	-110,006.55	-120,407.51	58,559.07	-234,523.04	-70,311.85

5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by NRPM:

Trustees report

1) Our last lake-friendly grant of the season has been processed and is ready for payment. We had three grant applications received this year and awarded \$2,096.50 in grants. We expect all of this to be reimbursed under our 2015 Drinking Water Program Source Water Protection Grant.

2) The CMBG proposed expansion was back before the Boothbay Planning Board last week. CMBG provided additional requested information a few days before the meeting and the Town is still waiting for the town's independent consultant's report. We are pushing for connection to water/sewer and scale back on parking. Right now they are proposing 9 acres of parking and 918 spaces. A lot of material to digest and not presented in a coherent manner so this is taking a lot of time right now. CMBG will be back before PB on 15 December.

3) We are on track for recording Hamrin conservation easement and submitting long-term management plan to TNC by 13 December. Once that is done, grant will be closed and we will receive final reimbursement.

6. **ADDRESS TO THE BOARD** – The board welcomed Mr. Dan Bryer, Boothbay town manager and had a lengthy discussion with him concerning the present status of the Coastal Maine Botanical Gardens (CMBG) and the adverse impact that project will have on the district's water supply, value added service the district can expect from the town for the annual \$30,000.00 payment the district is compelled to make to the town of Boothbay in exchange for enforcing state law within the district's watersheds and the potential schedule for the upcoming Boothbay Roundabout Project. The board was committed with the town of Boothbay on all fronts for the upcoming year.

7. **SAFETY & TRAINING UPDATE** – The manager reported there have been no injuries, safety violations or known missed inspections during the previous period.

- a. **Human Resources** – The manager reported that the previous day the HR Consultant, John Gaudet met with staff members to resolve internal conflict with the manager reporting all seemed good as a result. All eligible employees have been signed up for health insurance for 2017.
- b. **Training Update** – The manager reported that the Maine Water Utilities Association (MWUA) Bi-Monthly meeting will be held 1 December 2016 at the Harraseeket Inn in Freeport and asked trustees interested in attending to let him know as soon as possible. The Maine Rural Water Association (MRWA) Winter Conference will be held in Bangor on 7 & 8 December 2016 and again there will be a shuttle running to the meeting every day.

The manager then reported that Mr. Greg Kidd came in on 10 November 2016 for a one-on-one session with Utilities Technician, Shawn Simmons who in turn passed his Class II Water Distribution Exam on 18 November with many points to spare.

Annual safety training will commence after 1 January 2016 with Mr. Kidd.

8. **TREATMENT DIVISION (TD)** – The manager reported that filter and clarifier efficiency remained at 100% for filter and clarifier performance with chemical additions below average on a per-unit basis.

Average flow for the previous period, as compared to 2015 remained elevated for this time of year at 0.3633 MGD as compared to 0.2810 MGD during the same period in 2015.

Work by the TD on developing formal SOP's remains ongoing with positive progress being made.

Bleeders remain in use with the Southport bleeder located at the intersection of Route 27 and Cross Road being moved to the terminus of the year round water main along Route 27 adjacent to the cemetery and Southport General Store. The Town of Southport has provided the district with a safe discharge pattern to ensure no accidental flooding damage as a result of this bleeders operation.

The manager then described the situation wherein the district was experiencing a problem with the security system making erroneous intrusion alarms in the middle of the night. The TD was working with Northeast Security to rectify the problem. This glitch had resulted in overtime by treatment staff as well as undue calls to the Lincoln County Sheriff's Office. The manager expected resolution that week.

Level monitoring for Knickerbocker Lake had been suspended for the year with the results still being analyzed. Likewise the environmental sampling program had been completed for 2016 as well.

The TD was close to pulling the trigger on the SCADA redundancy project as the cash flow situation improved.

- a. **Water Reserve Report** - Adams Pond usable capacity has shown no improvement since the previous report remaining steady at 189.9 MG.
- b. **Drought Monitor** – Since the previous meeting the Boothbay region remains in a D2 – *Severe Drought* condition. NOAA estimate the drought will now last into 2017 through January.

9. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD had completed the seasonal shutdown in entirety. Upon completion of the shut down the DD dove into repairing the list of deficiencies identified during seasonal shutdown and before (known as “whiteboard projects”). During the previous period the DD responded to 26 DigSafe work orders, repaired 6 “box & rod” assemblies, and completed November meter reading, the first round of winter hydrant inspections and begun work on moving the Southport bleeder. Earlier that day the valve package at the terminus of Atlantic Avenue adjacent to the pillars had been replaced.

- a. **Thompson Standpipe Storage Building** – In process

10. **FIVE RIVERS REGIONAL WATER COUNCIL** – The manager reported that on 16 November 2016 he had met with the Maine Public Utilities Commission (PUC) to discuss their notice of inquiry (NOI) and the district's comments regarding it. No measurable progress was made with the PUC soliciting more responses from other districts.

Interestingly the PUC may become and ally with regard to impending Chapter 587 restrictions for Adams Pond by the Maine department of Environmental Protection (DEP) with regard to water level orders for Adams Pond. The manager reminded the board that he felt the district was still a year or two away from taking on the DEP.

Lastly the manager reported on a measure that was taken up in Kennebunk which may have implications for the district. The Kennebunk, Kennebunkport and Wells Water District (KKW) were an advocate for the removal of fluoride from its water supply and the voters overwhelmingly supported its removal on Election Day. The following announcement was made by KKW:

On November 8, 2016, the voters within the Kennebunk, Kennebunkport & Wells Water District's service area voted 66% to 34% to stop the addition of fluoride to the public water supply. At 7:00 am on November 9, the Water District shut off its fluoridation equipment, thereby ending the practice of fluoridating its water.

11. **LAND ACQUISITION UPDATE** – The manager advocated for a temporary suspension of land talks with Mr. Farrin concerning the purchase of watershed land until further notice. The board agreed with the manager's position.
12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported that he met with Mr. Jim Lord P.E., Dirigo Engineering the previous day to discuss the roundabout water bypass that the district may or may not install. Mr. Lord had been tasked with negotiating with the design engineer (Sebago Technics) to get some sort of sharing situation to install an approximate 400-foot bypass to be constructed of schedule 52, 12" ductile iron pipe west of the roundabout. This will be a cost dependent decision for the board of which the manager anticipated the board would have to make a decision early in 2017. The manager stated that he would have a cost estimate within the month which will be incorporated as a scenario in the 2017 budget.
13. **COASTAL MAINE BOTANICAL GARDENS (CMBG) EXPANSION** — On 15 November 2016 the planning board met to consider the application of the \$30M+ CMBG expansion. The CMBG stacked the room with cronies to very little effect. The manager relayed that the NRPM did a magnificent job outlining the false information prepared by Wright-Pierce presented to the planning board with regard to phosphorous transport to Knickerbocker Lake.

The manager stated that unfortunately the district did not receive a copy of the "completed" application until 36-hours prior to the meeting. Even though the CMBG demanded passage, the planning board tabled further discussion or action until 15 December 2016. Staff was now processing more detailed comments addressing environmental concerns and the responsibility of the CMBG to invest in public infrastructure to protect its complex with legitimate fire protection, potable water and waste water management. The manager reminded the board that water and sewer upgrades would only account for 12% of the total budget which in the real world is an acceptable requirement to be put on the CMBG. The district received the following e-mail concerning the drastic wastewater problem at the CMBG:

Hi Sue,

I just ran into Chris Higgins in the Hannaford parking lot.....guess what failed on the first weekend of 'chinese illuminated vegetation'.....yep.....the toilets backed up and Chris had to open up the treatment plant so Ideal Septic could shuttle 6000 gallons of sewage sludge from the holding tank at CMBG to the plant. So the folks who are really talented at designing superior gardens, selecting and growing an amazing diversity of plants, shrubs, and trees, might not also be experts at running the various essential support systems.....like the huge 500 foot long leach fields, the layered percolation system under the big box store sized porous asphalt parking lot, the porous asphalt itself, the lighting array, and oh yes, the fire suppression system that concerns Jon Ziegra.....yet assure the public they have the skills to maintain all of these systems; but, fail to prepare the current septic system before an onslaught of 30-50K visitors. The Non-profit gets \$20+ a head, while the watershed containing the local drinking water supply gets the stuff they leave behind. You couldn't make this up....

Best

Gary

- a. **System Consolidation Grant** – Wright-Pierce continues to drop the ball with this effort and the manager has no leverage to make it happen in a timely fashion.
 - b. **SRF Application** – Submitted and awaiting ranking.
 - c. **Community Development Block Grant (CDBG)** – This was still moving forward and will until such time as either we are absolved of any contribution to the upgrade or the planning board approves the CMBG as written.
14. **ADAMS POND FIRE DEPARTMENT ACCESS PROJECT** — The manager reported this project to be complete with the exception of paving added by the board and not within the scope of the contracted project.
 15. **OCEAN RIDGE CONDOMINIUM MAIN EXTENSION PROJECT** –In process.
 16. The meeting was adjourned at 1920 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Jonathan E. Ziegra
General Manager