

11 April 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 28 MARCH 2017**

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 28 February 2017 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 28 February 2017, 7 March 2017, 14 March 2017 & 21 March 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 27 February 2017 through 10 March 2017 & 13 March 2017 through 24 March 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL** – The manager provided the board Table 1. *Boothbay Region Water District Cash Account Status Report as of 28 March 2017.*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 28 March 2017	
Account	Balance
Business Checking	\$ 17,499.02
Deposit Sweep Account	\$ 122,599.12
Liquidity Total	\$ 140,098.14
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,306.91
Land Acquisition Fund	\$ 14.63
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,373.82
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 70,896.69
TOTAL CASH RESERVES	\$ 210,994.83

The manager then informed the board that that morning he transferred \$100,000.00 from the district's line of credit with *The First* and deposited it into the districts Sweep Account. This was done to cover the remainder of the 14 March 2017 warrant including a \$73,000 interest payment to the Maine Bond Bank for the consolidation loan plus the 28 March 2017 warrant and payroll through 1 April 2017. Seasonal Billing was reported to have been released with a total value of \$563,405.31 as well as April billing for routes 1 & 2 which equaling \$49,152.95 which, once received, would alleviate the current cash crunch, allow for the final repayment to the districts line of credit which is now \$200,000.00 of short term debt and hopefully allow the funding of the district's capital reserve account as well as the district's land acquisition account allowing the accumulation of cash to pay the \$400,000.00 fall bond payment due 1 October 2017.

- a. **2016 Audit** – The audit report would be forthcoming with just a few open items Osman-Page and the manager were chasing down. The new board would have a presentation during one of the May trustee meetings which would dovetail well with two new members on the board.
 - b. **Faithful Performance of Duty (FPD)** - The manager requested the treasurer to sign a FPD declaration as part of the annual insurance recertification, which was completed.
5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by Natural Resources Program Manager:
- 1) *Appeals Board meeting scheduled for tonight has been postponed so that CMBG can amend its local permit for the wastewater site change. No date has been set yet; we are on hold. Our lake expert's report that was submitted is attached.*
 - 2) *Contract signed with Town of Boothbay for 319 grant work this year.*
 - 3) *Forrest Bell lake modeling work continues, with data support from us. We applied for a Maine CDC Source Water Protection Grant that will hopefully cover \$7,000 in costs associated with this project.*
 - 4) *The weather has been keeping us from watershed-wide stream work and NPS grant work. Once the snow disappears, we will be busy.*
 - 5) *Boothbay Region Land Trust Lands Committee requested a meeting to discuss our priorities for land preservation in both watersheds. We meet with them tomorrow.*
6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources** – The manager reported that the local teamsters had met on-site and were ready to negotiate the next contract. The manager provided the board correspondence between the manager and Mr. David Barrett requiring the manager and Smith to provide dates to begin the negotiation process. The manager and Trustee Climo worked out potential dates of which the manager was instructed to forward to Mr. Barrett
 - b. **Training Update** – We will be hosting Class III & Class IV training here over three weeks in May to be conducted by NEWWTA.

7. **TREATMENT DIVISION (TD)** – The manager reported that filter efficiency remained at 94% and clarifier efficiency remained at 91% with chemical additions elevated since the previous report.

Average flow for the previous period was 0.3987 MGD which was reported normal for the time of year.

The SOP project was reported to be complete and would now be the responsibility of the chief treatment plant operator to continually trained and improved upon.

System bleeders remained in use.

On 2 March Weston & Sampson completed the inspection of the district's six vertical turbine pumps. FWP #1 and BWP #1 registered vibration of the pump that was slightly out of specification with no problems noted on the other four pumps. The manager explained he was waiting for the written report and recommendations.

Since the previous report Filter Unit #1 rehabilitation had been completed and the filter unit was put back into service on 14 March 2016.

Clarifier media from both clarifiers were sent to Westech for analysis. The clarifier media was reported to be in excellent condition and even though the master plan called for its change out two-years ago, the media would stay in service until there is significant degradation in the media or performance begins to fall off.

8. **DISTRIBUTION DIVISION (DD)** - The DD's activities since the previous meeting had been devoted to Phase III meter replacement program, system maintenance and equipment maintenance. Crews were now concentrating on seasonal repairs where they could access the seasonal system. The seasonal start-up matrix would go on our webpage on 3 April 2017 with daily updates. We have already begun to receive calls for the start-up date but at a reduced rate as compared to the previous two-years.
 - a. **Thompson Standpipe Storage Building** –No change in status
 - b. **New Building Status Report** – The manager presented the board with a preliminary site plan provided by Dirigo Engineering locating the new building directly south, if not attached to, the administration building.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager informed the board that the superintendents met on 16 March 2017 and discussed a coordinated response to the myriad of bills wherein the legislature was attempting to change district charters, without input of the district's, attempting a socialist takeover of groundwater reserves wherein the State would take all groundwater into the public domain in an effort to deny Poland Springs and or Nestle Corporation from withdrawing water and selling bottled water no matter what the human toll would be. The manager presented that in typical state legislation this onslaught against thousands of good paying Maine jobs would leave water districts very vulnerable with regard to accessing the states plentiful groundwater reserves, requiring permission from an amorphous group of eco-zealots on who they could and could not sell ground water too, and strip local water boards of key financial decisions leading to an escalation in costs, reduced sales and unneeded regulation. The board supported the 5 Rivers work in combatting the multinational activists attempting to hijack the Maine's water reserves to meet their social agenda.

On 23 March 2017 the TD drilled with the water plant operators of the Bath Water District so that Bath could cover the Adams Pond Treatment Plant. The next drill/training session will be held next month at the treatment plant at Nequosset Lake.

10. **LAND ACQUISITION UPDATE** – See Natural Resources.
11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** — Since the previous meeting Sebago Technics has redesigned the project and would be modifying district equipment, at their cost, to accommodate the new drainage system for the roundabout. All work would be completed by contract with district personnel on-site inspecting the work.
12. **COASTAL MAINE BOTANICAL GARDENS (CMBG)** – See Natural Resources, that night's Board of Appeals meeting had been postponed due to the CMBG having to amend their permit to move the wastewater discharge out of the Knickerbocker Lake watershed. The board instructed the manager to keep the pressure on the CMBG attempting to make them do the right thing and show some social responsibility.
13. **TDR METER DOWNSIZE REQUEST** - The manager presented the board a request and supporting documentation for a meter downsize request for TDR Auto Supply Inc., 14 Oak Street, Boothbay Harbor. After review of usage and more importantly fixtures the manager recommended that the board approve a downsizing of the current 3/4” meter to a new 5/8” meter. The board approved the request.
Trustee Climo motioned, Trustee Reed second, vote unanimous
14. **19 BY WAY** – The manager reported that he would be meeting with Knickerbocker Group the following day to discuss this project of which he provided the board an overview. The board instructed the manager to keep them informed with this project.
15. The meeting was adjourned at 1935 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

