

23 May 2017

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 MAY 2017**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Climo, Southport (Clerk); Trustee Marston, At-Large; Trustee Tibbetts, Boothbay Harbor; Trustee Anthony, Boothbay; Jonathan Ziegler, Manager. **Guest:** Sue Mello, Natural Resources Program Manager (NRPM); Dale Harmon, Distribution Foreman. **Absent:** Trustee Lewis, Boothbay (Treasurer).

1. Chairman Pinkham opened the meeting by welcoming trustees Anthony and Tibbetts to the board, introducing them to the remaining members of the board and key staff members.
2. Trustee Pinkham was elected Chairman.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
3. Trustee Gamage was elected Vice-Chairman.  
*Trustee Climo motioned, Trustee Anthony second, vote unanimous*
4. Trustee Climo was elected Clerk  
*Trustee Gamage motioned, Trustee Pinkham second, vote unanimous*
5. Trustee Lewis was elected Treasurer  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
6. The board approved the minutes for 25 April 2017 without revisions.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
7. The **Payroll** for weeks ending 25 April 2017 & 2 May 2017 were approved.  
*Trustee Marston motioned, Trustee Climo second, vote unanimous*
8. The **Transactions** for 24 April 2017 through 5 May 2017 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
9. **FINANCIAL** – The manager presented the board Table 1 *Boothbay Region Water District Cash Account Status Report as of 9 May 2017*. Since the last report the SWEEP Account was approaching \$300,000.00 with Boothbay and Boothbay Harbor still to pay quarterly fire protection charges. The manager informed the board that it was his intent to clear the \$200,000.00 line of credit with *The First* within the week.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT</b> <b>Cash Account Status Report as of 9 May 2017</b>	
Account	Balance
Business Checking	\$ 67,798.35
Deposit Sweep Account	\$ 299,511.75
<b>Liquidity Total</b>	<b>\$ 367,310.10</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 18,311.50
Land Acquisition Fund	\$ 14.63
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,383.19
Bank of Maine Unemployment CD	\$ 10,431.66
<b>Designated Fund Total</b>	<b>\$ 70,910.65</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 438,220.75</b>

a. **2016 Audit** – Not received as of yet but supposedly still on track.

10. **2017 Surcharge Filing -** The manager reported that he had made contact with Maine Water Company who was willing to assist with the districts second surcharge filing still scheduled for activation in September. The manager reported that he had directed Dirigo Engineering to provide a proposal for trustee review for an update for our Capital Improvement Plan (CIP) which will reference the largely irrelevant plan produced in 2009. An up-to-date CIP would be submitted to the Maine Public Utilities Commission (PUC) which would allow future reimbursement to the district for any projects identified through the surcharge program.

11. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by the Natural Resources Program Manager:

*1) 319 erosion/runoff grant: We are up and running with this one. We (Harmon, Mello, Town and consultants) are developing our final list of projects for this year. We have added cleaning up the dump site at Clifford Playground to our list (need DEP approval). The YMCA camp erosion/shorefront project will be completed under this grant as well. Still have a lot of outreach to private land owners ahead of us.*

*2) CDC Source Water Protection Grant: Dale and crew will complete the Adams Pond Road improvements that we began last year under this grant. We are still waiting to hear on our request for a grant for this year.*

*3) Watershed wide stream sampling continues. These data on nutrient loading feed into the lake modeling being done by Forrest Bell consultant and have already been useful in identifying problem sites and winnowing down 319 sites. We began pond sampling last week at Adams and will get to Knickerbocker this week. We will add another once monthly site in Little Knickerbocker.*

*4) Last week, the Boothbay planning board began discussing revisions to watershed ordinances, based on materials we have submitted. We anticipate this work to continue over next few months.*

5) *Working relationship with town CEO is right on target. We are working well, with a whole lot going on in the watershed at the moment.*

6) *We have met twice with BRLT to discuss watershed land protection priorities and about reaching out to landowners whose properties are high priority for protection.*

12. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources** – Dates for union negotiations with Teamsters Local #340 have not yet been scheduled with district availability in June already provided to the Teamsters. The customer services representative had had several visits by St. Andrews Occupational Health where in the desk and work environment had been identified as the source for her discomfort. She was still undergoing occupational therapy and would continue until fully fit. The manager informed then board that he had received St. Andrews recommendations and ordered a new desk system as well as other minor appurtenances to meet their recommendations. The total cost to be charged to the safety equipment account was approximately \$2,500.00.
  - b. **Training Update** – The entire distribution staff would be taking a three-week course (one-day per week) for Class III & IV operator licensing commencing on Thursday 11 May 2017. In addition the manager reported that treatment staff attended training in micro electric circuits (4 to 20 mA) which was conducted the previous week offsite. The manager concluded his report by informing the board that that day, select staff members were receiving training on generator operation and maintenance off-site.
13. **TREATMENT DIVISION (TD)** – The manager reported that filter train efficiency for both clarifier and filter efficiency remained at 100%. Key chemical additions had stabilized requiring 10% less aluminum sulfate than expected and sodium hydroxide dropping to normal levels for this time of year.

Average flow for this time of year was slightly below average coming in at 0.3367 MGD. Other significant DD events included:

- The integration of the filter smart analyzer into the SCADA system the following day which, once installed, will help the district maximize filter efficiency and minimize waste, with the installation being performed by Sullivan & Associates and EII.
- **Vertical Turbine Report** The manager provided the board with a report by Weston & Sampson which called for raw water pump (RWP) #2 and finish water pump (FWP) #1 to be pulled and serviced for an estimated \$18,650.00. Vice Chairman Gamage pointed out to the manager that the cost estimate did not take into consideration any repair costs of which the manager was aware of. After more discussion no further action was ordered or recommended.

14. **DISTRIBUTION DIVISION (DD)** - The DD had switched to maintenance and summer job orders. The manager reminded the board that he had previously reported that we were having a problem with broken seasonal service valves which had not subsided; but remained minor expense. There is substantial work being completed on the peninsula with the district responding to 23 DigSafe notifications.
- a. **Thompson Standpipe Storage Building** – All that remained was electrical work within the building at Bath Vocational. The delivery of May is still on-track with a photo op pending.
  - b. **New Building Status Report** – Dirigo Engineering was on-site 4 May 2017 and surveyed the area in which the proposal for a new storage building/garage will be made. Preliminary design and cost analysis was reported ongoing.
  - c. **Meadow Cove Road Dead End** - .On 2 May 2017 staff and Dirigo Engineering investigated the inherited problem with Meadow Cove Road. The manager provided the board a quick report prepared by Dirigo Engineering pertaining to the best solution for the issue, a preliminary cost estimate and a recommendation for ledge probes. It was the manager's intent, unless otherwise directed, to order the ledge probes and tighten the budget numbers to correct this problem. Reny Contruction was tasked with providing a construction cost estimate before the manager would make a recommendation to the board for this unplanned for and unbudgeted potential project.
  - d. **Uni-Directional Flushing Plan** – The distribution foreman stated he was uncomfortable in designing a unidirectional flushing plan wherein the manager directed Dirigo Engineering to assist the distribution foreman in designing a program for this project.
15. **5 RIVERS REGIONAL WATER COUNCIL** – There was nothing new to report.
16. **LAND ACQUISITION UPDATE** – See Natural Resources. - On 28 April 2017 the NRPM and the manager with the Boothbay Land Trust, Attorney Chip Griffin and Jonathan Tindal and were honing in on a plan for land acquisition within the Adams Pond and Knickerbocker Lake watershed concentrating on four, possibly five land owners. The manager reported that the group had not completed a proposal as of yet but will present at a future board meeting prior to any district involvement. Many good decisions are now able to make due to the work Sue is doing with the GIS which will be included in our future presentation.
17. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** — The manager reported a meeting was held on 8 May 2017 with pipe risers now installed to the future booster pump station. There was still no start date determined at this time, with a construction completion date still scheduled sometime in September 2017.

18. **COASTAL MAINE BOTANICAL GARDENS (CMBG)** – As directed the district’s participation with the appeal had been withdrawn and all public files have been provided to the Anthony’s attorney in compliance with the Freedom of Information Act. Earlier Trustee Anthony had informed the board that his family would continue on with the appeal and asked the board if the district would entertain holding conservation easements on specific plots of land within the CMBG. The board stated that they would be interested when and if such an opportunity would present itself
19. The meeting was adjourned at 1948 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager