

27 June 2017

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 13 JUNE 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 Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Tibbetts, Boothbay Harbor; Trustee Anthony, Boothbay; Jonathan Ziegra, Manager. **Guest:** None. **Absent:** None.

1. The board approved the minutes for 23 May 2017 without revisions.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
2. The **Payroll** for weeks ending 23 May 2017, 30 May 2017 & 6 June 2017 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
3. The **Transactions** for 22 May 2017 through 9 June 2017 were approved.  
*Trustee Marston motioned, Trustee Climo second, vote unanimous*
4. **FINANCIAL** – The manager presented Table 1 *Boothbay Region Water District Cash Account Status Report as of 13 June 2017* to the trustees for their consideration and review. The manager informed the board that the final tabulation of the 1 July 2017 billing was unavailable and would be included in the next report. Lastly the manager informed the board that disconnection notices for seasonal customers with outstanding debt had been sent with a suspension date of 29 June 2017, estimated revenue was equal to or below \$50,000.00 lastly, for the previous period the district received 6 new service applications pending and installed 8 new services/customers system wide.

| Table 1<br><b>BOOTHBAY REGION WATER DISTRICT<br/>Cash Account Status Report as of 13 June 2017</b> |                      |
|--|----------------------|
| <b>Account</b>   | <b>Balance</b>       |
| Business Checking  | \$ 25,225.45         |
| Deposit Sweep Account  | \$ 386,005.42        |
| <b>Liquidity Total</b>   | <b>\$ 411,230.87</b> |
| <b>DESIGNATED FUNDS</b>  |                      |
| BBH 2007 Sinking Fund  | \$ 18,313.83         |
| Land Acquisition Fund  | \$ 14.64             |
| Capital Reinvestment Fund  | \$ 1.17              |
| Mt Dora Easement Escrow  | \$ 4,768.50          |
| EBB Upgrade 91-20  | \$ 37,387.95         |
| Bank of Maine Unemployment CD  | \$ 10,431.66         |
| <b>Designated Fund Total</b>   | <b>\$ 70,917.75</b>  |
| <b>TOTAL CASH RESERVES</b>   | <b>\$ 482,148.62</b> |

- a. **2017 Surcharge Filing** – On track with nothing new to report from the previous period.

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

1) CMBG - They had another runoff event into the little Knickerbocker stream that is adjacent to their construction area on May 26. This is the 5th runoff episode we have documented and it was the worse event to date. This stream and associated wetlands/vernal pools were muddy from at least 11 am (when I arrived) until after 4 pm. We continue to document these events with photos/video and water quality samples. Art Dunlap told me that he stopped work on May 30 until they could get make necessary repairs. We have asked DEP to take action and have had a request from Boothbay Register for information (both attached).

2) Mitch Kihn of Mid-Maine Forestry has provided a tree cutting plan for shoreland zone around Adams Pond. He recommends that we cut, drop and leave dead red pines along Route 27. Because of the slope in most areas, the downed trees will not be visible from the road. Those in view will be taken downslope. Kihn recommends no cutting behind the district office but that we focus our efforts on removing the invasive honeysuckle that is keeping young trees from establishing. We have a permit from Boothbay CEO to do this work, as well as remove vegetation around signs within the Route 27 DOT ROW but await Board decision on whether to proceed along Rt 27 corridor. Invasive removal will be done by BRWD staff.

3) We continue to spend a lot of time collecting water quality data from streams and ponds, which is providing a lot of good information. We have started sampling at Little Knickerbocker for the first time and preliminary results are troubling. In May, there was no oxygen below 4 meters, whereas both Knickerbocker and Adams Pond sites showed good oxygenation throughout the water column. We have not seen anoxic conditions in either of the big ponds this early in the season.

4) Preparations for 319 work continue.

Trustee Anthony presented to the board the status of the appeal *Anthony vs. the Town of Boothbay* discussing the case currently pending with regard to the Coastal Maine Botanical Gardens (CMBG). One provision the Anthony's were intending to ask the town was the initiation of a conservation easement within property owned by the CMBG, which are within the Knickerbocker Lake watershed, with the district holding the easements. Although no official position was taken the board indicated to Trustee Anthony that this matter would be seriously considered by the board when, and if, such services by the district were needed stating that it would be in the best interest of the regions drinking water supply.

The board approved a motion to instruct the manager and provide funding for, tree-cutting activities between the Route 27 corridor and the eastern shore of Adams Pond as delineated by Mid-Maine Forestry and allowed for by all applicable ordinances and law.

*Trustee Marston motioned, Trustee Climo second, vote unanimous*

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources** –The manager informed the board that dates for union negotiations with Teamsters Local #340 remains unscheduled. The office reconfiguration for customer services representative (CSR) was now complete with the new workstation installed the previous week. The old workstation was donated to Boothbay Region Emergency Management Association (EMA) and was now the centerpiece of the existing Emergency Operations Center (EOC) located in Boothbay Harbor at the Boothbay Harbor Public Works Building located on Middle Road. The manager reported that the CSR was continuing treatment at St Andrews with much positive progress being made.
  - b. **Training Update** –The Distribution Division (DD) completed the three-week course (one-day per week) for Class III & IV operator licensing training 25 May 2017. Several DD operators were now scheduled for Maine water operator licensing exams. The manager was very hopeful many success reports of staff achieving higher licensing classification were to follow in subsequent manager’s reports. The manager reported that on 21 June 2017 he would be in an all-day MWUA seminar in Augusta entitled *Water Loss Management Workshop* and hoped to gain knowledge to improve upon the districts already excellent unaccounted for water percentage.
7. **TREATMENT DIVISION (TD)** – The manager reported filter train efficiency for both clarifier and filter efficiency remained at 100%. Key chemical additions for aluminum sulfate and sodium hydroxide were elevated to nearly 100% more than normally expected. The manager postulated that the increase was due in part to Boothbay center construction activities and higher than normal rainfall for April and May 2017. Both the chief treatment plant operator and the NRPM were monitoring this situation closely to draw any conclusions.

Finish water flow for the time of year remained below average at 0.5284 MGD. Other significant DD events included:

- The district had been selected as a sampling station for a Maine Department of Health and Human Services (DHHS) study evaluating the prevalence and distribution of cyanobacteria and the associated cyanotoxins they produce. The DHHS project was headed by Dr. Jessica Meeks who would be on-site for the kick-off of the project on 15 June 2017. DHHS would be taking samples from our raw and finished water feeds over 15 separate sampling events during the summer and autumn of 2017. All sampling events would be confined within the treatment plant with the manager keeping the board advised for the duration of the study. The manager then described to the board the implications of cyanobacteria and their associated by-products which were currently the #1 concern of the United States Environmental Protection Agency (USEPA) for surface water systems, briefly described the federal rulemaking process and the implications that these efforts would have on treatment plant operations and potential new costs to comply should the district find itself out of compliance.

- During the week of 29 May 2017 Mr. Barry Sherman, Boothbay resident chastised the district for, what he perceived, the poor quality and appearance of the district flag pole and the flags affixed to it. The district thanked Mr. Sherman for his observation and since that time the flags had been removed and properly disposed of by Chairman Pinkham, a new replacement set was ordered, and the flag pole has been removed from service with a full overhaul and recoating in process by district personnel within the garage. The manager informed the board that the revamped flagpole with new flags would be up by the next trustees meeting.
8. **DISTRIBUTION DIVISION (DD)** – The DD was reported to be concentrating on maintenance and summer job orders with a steady and consistent decrease in the number of *whiteboard projects*. Construction activity on the peninsula remained hot with the DD responding to, and completing 41 DigSafe notifications, much more than in previous years for the same time of year.
- a. **Thompson Standpipe Storage Building** – The building was complete but was still not delivered. As directed, the Vice Chairman would receive as close to 48-hours of notification prior to its arrival and placement. Reny Construction had been selected for the move with building designed specifically to fit on Reny equipment and to clear the Southport Bridge during delivery. No new delivery date was known at that time.
  - b. **New Building Status Report** – Nothing new to report.
  - c. **Uni-Directional Flushing Plan** – Please see the Dirigo Engineering letter wherein this is part of the scope of service for the CIP (see Section 20 (b)).
9. **5 RIVERS REGIONAL WATER COUNCIL** – There was nothing new to report.
10. **LAND ACQUISITION UPDATE** – The manager reported that on 25 May 2017, 5-Rivers General Managers met to discuss regional issues, chief among them creative funding mechanisms, the torture the town of Wiscasset is putting the Wiscasset Water District through with regard to local road opening permits largely driven by Wiscasset Town Manager, Marian Anderson, and new access to white papers through AWWA and other think tank organizations. The manager stated that for the district creative funding was the most important part of the meeting leading him to attempt to put a meeting together with local prominent experts to help develop a system for the Boothbay Region Water District to issue its own municipal bonds to fund construction for future capital improvement projects. The manager then went on to explain the reason for his interest was three-fold. First, the district may be able to raise capital, through bonds largely funded by local investors, keeping all of the money close to home. Secondly, the district may be able to greatly reduce its interest rates for borrowing with absolutely no strings attached, which from the manager’s position was preferable in that there were no federal “strings attached” by the state or federal government which in reality inevitably lead to cost overruns and the installation of substandard materials by incompetent contractors. Lastly, if bonded locally any future rate actions would have a cadre of influential supporters who would be motivated to help the district and protect their investments. The board informed the manager to keep them informed as this effort moved forward.

11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** — the manager reported that this project was moving forward with Wright-Pierce reviewing all of the construction submittals. The September 2017 delivery date had not changed since the previous report.
12. **MEADOW COVE ROAD WATER MAIN REPLACEMENT PROJECT** – The manager reported that that day was “day 1” of the project with a light blasting scope of service beginning. The 180-foot HDPE water main had been fused and was on-site for installation, of which the manager believed would begin installation within 72-hours. The manager informed the board the district had already received one complaint concerning the project from an East Boothbay resident with staff working on resolution.
13. **ISLE OF SPRINGS PRESSURE ISSUE** – The manager provided the board with report on the alleged pressure problems being experienced by the summer residents of Isle of Springs. The manager stated he had received a call from the caretaker who informed the district that Isle of Springs had hired Wright-Pierce to investigate. Allegedly Wright-Pierce had issued a report for the district to replace approximately 4,000 ft. of seasonal water main to improve flow of which the district had no copy of the report. Investigation by staff and Wright-Pierce was continuing with the manager to provide the board with updates as warranted.
14. The board went into executive session Pursuant to 1 MRSA, Chapter 13, Sub. Chap. 1, §405(6) (A) *Personnel Matters* at 1952 hr.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
15. The board came out of executive session at 1954 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
16. The meeting was adjourned at 1958 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager