

22 August 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 AUGUST 2017**

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

1. The board approved the minutes for 25 July 2017 without revisions.
Trustee Climo motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 25 July 2017 & 1 August 2017 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 24 July 2017 through 4 August 2017 were approved.
Trustee Marston motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL** – The manager presented the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 25 July 2017*. The manager informed the board that upon review of the district cash status, there appeared to be little chance of having enough cash to cover the 1 October 2017 bond payment (\$400,000.00) when it became due. The manager informed the board that he would be meeting with the *First National Bank of Damariscotta* (The First) to secure another short term loan. That said the manager was clear that this line-of-credit would be a very short term, in that the district's status was much better than in 2016. It was the managers plan to repay any line-of-credit as soon as seasonal overage was billed and payments began to come in. Over the past period the district has received 5 new service applications and added 5 new customers.
 - a. **2017 Surcharge Filing** – Maine Water Company (MWC) was currently working on the submission to the PUC, working with Osman Page. The review date for the board of trustees was 22 August 2017.
 - b. **Meter Program Cost of Service Study** – No change in status since the previous report
 - c. **Capital Improvement Plan** – No change in status since the previous meeting.
 - d. **Policies and Procedures Revision III Update** – As promised the board was provided with a both the “marked up” and “smooth” copy, via e-mail, on 2 August 2017 for the proposed revisions of the document. A hard copy of both was provided to each Trustee. The manager stated that he looked forward to discussion and further trustee instruction pertaining to this revision. The manager commended Dale Harmon, Distribution Foreman and Trevor Morin, Assistant Distribution Foreman for their detailed review and assistance in creating the submission of which the manager explained he believed this version created a more streamlined policy for

district customers and potential customers that very accurately portrayed current operations and new technology.

- e. **Technical Upgrade** – The manager showed the board the new conference room audio/visual improvements to which he relayed to the board he would have staff present the long overdue demonstration of the district’s SOS and GIS programs As ordered in early 2016 at the 22 August 2017 meeting.

5. **NATURAL RESOURCES PROGRAM** – The following report was submitted to the board by the Natural Resources Program Manager:

- 1) *319 grant work and invasive plant control continues. I will provide full report on project at end of season.*
- 2) *Adams Pond signs have been installed. We will likely order one more sign for north end of pond where there are no signs and we have had a few swimmers. So far feedback has been very positive*
- 3) *Stream and pond surveys continue. Maya will be completing invasive plant surveys of both ponds before she leaves at the end of the month.*
- 4) *Boothbay Fire Department used the Adams Pond draft site last week to fight a fire at the industrial park. The gravel surface is not up to water relays and there was erosion and washouts so we will pave the rest of the pullout.*
- 5) *Knickerbocker Lake Association meeting is August 14 at Camp McEvoy.*
- 6) *Still waiting on tree work estimate.*

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

- a. **Human Resources** – On 2 August 2017 the manager received a request for information from Mr. Brett Miller, President, Teamsters local #340 that he requested action on. The manager stated that he was surprised by the call for data in that Teamsters Local #340 was already in possession of the information requested and was continually updated on a monthly basis. The manager then stated the district’s chief negotiator had reached out to Teamsters Local #340 for perspective dates and to date had not heard back from the union.
- b. **Training Update** – The manager reminded the board that the annual Maine Water Utilities Association Lobster Bake was scheduled for 10 August 2017. Our tapping team, the Watershed Tappers, sponsored with T-shirts by the Watershed Tavern, is pretty good and will make us all proud!

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency had dropped since the previous report for both clarifier and filter efficiency. Filter efficiency was now 90% with clarifier efficiency 91%. TD staff were currently treating water which was full of “stuff” which was dropping the efficiency in the treatment train.

Key chemical additions had changed as well. Aluminum sulfate dosing rates had increased since the last report to 111% of normal with sodium hydroxide additions dropping from 208% more than normally expected on a per unit basis, to 180% more than expected.

Finish water flow for this time of year remained below average for this time of year averaging 0.8914 MGD, with three one-million plus days in the last period. Other significant DD events include:

- a. **Knickerbocker Lake Water Withdrawal** – Table 2 was published on the district’s website 17 July 2017 and updated each Monday thereafter during routine withdrawal activities on Knickerbocker Lake.

Table 2			
Boothbay Region Water District			
Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
12-Jul-17	16-Jul-17	3,567,300	47,932,700
17-Jul-17	23-Jul-17	6,842,500	41,090,200
24-Jul-17	30-Jul-17	6,961,300	34,128,900
31-Jul-17	6-Aug-17	7,699,600	26,429,300
Total Withdrawn		25,070,700	

- 8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was continuing to concentrate on maintenance and summer job orders with a steady increase, and then decrease in “whiteboard projects”. Regional construction activity remained steady with the DD responding to, and completing only 18 DigSafe notifications in the previous period.
 - a. **Thompson Standpipe Storage Building** – The manager reported that staff had identified one carrier to move the building from Bath Vocational to Thompson Family Standpipe including set-up, loading, permitting for travel etc. The preliminary cost estimate for the move was \$4,000.00. The manager asked for board approval prior to moving forward to which the board approved the move using monies already budgeted for such expenses. Because budgeted there was no need to vote to acquire funding for this project.
 - b. **New Building Status Report** – The manager presented to the board two, 3D drawings of the concept for the new building provided by Dirigo Engineering. The board reviewed the new building concept and approved it with revisions; chief of which was to ensure the design had the same area under cover as the previous submission. The board instructed the manager to now move forward with the design phase of this project.
 - c. **Uni-Directional Flushing Plan** – In-Process

- d. **Adams Pond Paving Project** – The manager discussed the status of this project with some of the paving associated with the 319 Grant had been completed as well as the privately funded portion of Adams Road adjacent to the Fire Department Draft site on the north side of Adams Pond. The manager then relayed to the board that on 5 August 2017 there was a structure fire within the Industrial Park wherein the mutual aid was drafting from Adams Pond and shuttling water. During that incident it was found that the pumper truck located adjacent to the Adams Pond Dam created an inordinate amount of runoff. After long discussion with staff, the manager informed the board that it was his intention to continue paving the turnaround area of the draft site so that wasted water from pumping operations would land on an impervious surface, protecting the pond water quality. The manager stated that the already approved paving budget had room for such a project and that it was his intention to pave the area unless directed otherwise by the board. After some discussion, wherein Vice Chairman Gamage questioned that action as being the best to protect water quality of Adams Pond. After the managers answer the board did not object to this add-on to the project.
- e. **Fire Hydrant Maintenance** - DD staff had begun hydrant maintenance system-wide including weed whacking, internal & operational checks, hydro-blasting and repainting.

9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report. .

10. **LAND ACQUISITION UPDATE** – Nothing new to report

11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Mr. Dan Flaig P.E., Wright-Pierce Engineering visited the District and 3 August 2017 and provided staff a report on the Country Club project. The manager stated that so far all of the submittals for the pump station had been accepted and construction was well underway. Mr. Flaig had been working with the Chief Treatment Plant Operator on the SCADA modifications which were all in order and correct. The manager informed Mr. Flaig that when the project was completed in late-September he would be required to appear before the board and provide a face-to-face report which at that time the manager may or may not endorse, after which the board would have all saleable facts to make a decision as to accepting the new infrastructure or not. The manager did state though that Mr. Flaig was on the right track. Lastly the manager reported that all of the water main within the project scope had been pressure tested and biologically tested clean. The water main remained shut down but flooded with the approval of the manager for construction reasons but would not become active until such time as the system was accepted by the board.

12. **ISLE OF SPRINGS (IOS) WATER PRESSURE** – In addition to the report above, at the 3 August 2017 meeting Mr. Flaig provided the district with results of the pressure monitoring completed the month before. Even though there were rather substantial swings in pressure due to usage, the residual pressure for IOS never dipped any lower than 49 p.s.i. with the district's legal delivery driver being no less than 20 p.s.i. Mr. Flaig had been of the assumption that IOS had been fed on the Kenniston Hill (high pressure) zone for which he was corrected by the manager and staff. The manager explained that IOS was at the very end of the Pinkham/Thompson (low pressure) zone which admittedly may be a contributing factor for erratic pressure. The manager informed the board that at that meeting he reiterated the district's commitment to absorbing the cost of reattaching the water main to the Hodgdon Island South Bridge provided Wright-Pierce, funded by IOS, was to provide the district a permit from the Maine Department of Transportation (DOT) for doing so, at no cost to IOS.

The manager then refreshed the board's memory in that that three-inch seasonal water main had been removed, cut and capped, in 2006 after DOT informed the district that the attachment was illegal and was "listing the bridge". There was no opportunity for a channel crossing at that location due to the speed of the tides and the district not having a submerged land lease from the state. The manager stated that it was his position to wait for Mr. Flaig's further efforts and act only if he fulfilled his requirements with DOT, but as of that time the district was meeting all legal requirements and was not compelled, for any reason to further invest in this portion of the seasonal distribution system which was already operating in compliance with state and federal law.

13. **TRUSTEE ANTHONY QUESTION** – The manager reported that the Anthony Appeal of the Coastal Maine Botanical Gardens (CMBG) on 27 July 2017 the Anthony's presented their case to the Appeals Board. The next meeting was scheduled for 31 August 2017 wherein the public would be requested to comment. The manager presented the board with the following excerpt sent to him by Trustee Anthony as a request for district participation in the public comment phase of the Appeal on 31 August 2017:

"We presented. Then there was a little public comment. Then they scheduled the two next meetings. The next meeting will be the 31 of August for additional public comment - would like to see some BRWD comments, then closing testimony. Then another meeting Sept 21 for deliberations."

The manager presented the board with an opinion provided by the district's attorney regarding this question which cautioned the district to re-enter the fray in that the district had pulled out of the proceedings as well as discussion of the appearance for conflict of interest, particularly with Trustee Anthony.

The board the deliberated on this request for quite some time finally instructing the manager to develop draft responses to be deliberated upon at the 22 August 2017 meeting. It was the board's intention to weigh in during the public comment period of the appeal. The board directive to the manager was to develop comments including the following elements:

- A statement of appreciation for the changes CMBG made to their Boothbay permit, moving their wastewater discharge to contaminate Back River instead of Knickerbocker Lake;
- A statement that the board still had concerns regarding the project;
- The willingness of the district to work with the CMBG despite their unwillingness to partner in any way with the district;
- Inform them that they do not have Carte Blanche rights to contaminating the regions drinking water supply;
- To be honest in all recommendations;
- Reiterate provisions for perpetual environmental monitoring;
- Open the door for further meetings with CMBG;
- Inform CMBG that they need to work with other entities instead of steamrolling them; and
- Ensure the protection of the 23-acre newly acquired shorefront property through a conservation easement held by BRWD.

14. **MUIRGEN WAY WATER MAIN EXTENSION PROJECT** - The manager informed the board of a movement with some of the residents in the Muirgen Way subdivision, located off of Back Narrows Road, 6,400 feet from the nearest water main located at the intersection of the Back Narrows Road and Butler Road in East Boothbay. The manager provided the board with a cost estimate prepared by staff requested by a consortium of neighbors to complete seasonal water installation throughout the development.

The manager informed the board that he was very interested in this project in that the potential for new customers was great with a third party paying most of the cost. The manager proposed to the board that the district participate in this development in that with an extension of this magnitude the future potential for new customers was great as well as the potential revenue and that as of now Back Narrows Road in Boothbay is underserved by public utilities.

The manager proposed the district offer to install the main for the project which is currently valued at \$63,000.00 as well as the difference in cost between the four-inch water main, to six-inch water main to accommodate future buildout, to be installed along Back Narrows Road which had a cash value of \$27,710.00 for a total contribution in aid of construction of \$90,712.00. The only caveat with this offer would be that for the portion of water main within the Back Narrows Road right-of-way there would be no 10-year fair share cost for future customers tying in.

Vice Chairman Gamage was concerned if this action would be consistent with the new Policies and Procedures as well as compliant with state law. The manager relayed that in fact the district would be required to participate in funding per PUC rules in that the infrastructure being installed was to satisfy district concerns and not necessary for the project. The labor cost split was also consistent with state law.

The board approved the manager making this offer to the Muirgen Way Homeowners Association scheduled for 12 August 2017.

Trustee Climo motioned, Trustee Marston second, vote unanimous

15. The meeting was adjourned at 2019 hr.

Trustee Climo motioned, Trustee Lewis second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager