

26 September 2017

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 SEPTEMBER 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 Tibbetts, Boothbay Harbor; Trustee Anthony, Boothbay Jonathan Ziegler, Manager. **Guest:** Sue Mello, Natural Resources Program Manager. **Absent:** None.

1. The board approved the minutes for 22 August 2017 without revisions.  
*Trustee Gamage motioned, Trustee Marston second, vote unanimous*
2. The **Payroll** for weeks ending 22 August, 29 August 2017 & 8 September 2017 were approved.  
*Trustee Marston motioned, Trustee Anthony second, vote unanimous*
3. The **Transactions** for 21 August 2017 through 8 September 2017 were approved.  
*Trustee Marston motioned, Trustee Gamage second, vote unanimous*
4. **FINANCIAL** – The manager provided the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 12 September 2017*. The manager went on to state he had met with *The First* with our \$300,000.00 line of credit to be ready by weeks end. Over the past period the district has received 5 new service applications but added 3 new customers. 1 October 2017 billing for routes 1 & 2 had been tabulated and would be \$42,587.90.
  - a. **2017 Surcharge Filing Status Report** – The surcharge was filed with the Maine Public Utilities Commission (PUC) on 24 August 2017. The manager reported that he had spoken with PUC Staff several times since then and all seemed to be in place with the exception of the Maine Public Advocate (MPA) who has petitioned to intervene in this matter. The manager reported that he contacted MPA senior counsel as to why, in that the district had followed the letter of the law with the filing and received no negative feedback thus far. The MPA counsel stated that the district did not have a Capital Infrastructure Plan filed with the PUC of which the manager informed the board that he corrected them and sent them the pdf file that was used for the filing in July 2016 as well as the web address where it could be found on the PUC website. As of this morning PUC staff reports it is back on-track for approval in a week or so.
  - b. **Meter Program Cost of Service Study** – Now in-process with a target date for trustee review 10 October 2017.
  - c. **Capital Improvement Plan** – No change in status since the previous meeting.

<b>Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 September 2017</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 221,493.27
<b>Liquidity Total</b>	<b>\$ 246,493.27</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 18,320.76
Land Acquisition Fund	\$ 14.64
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,402.09
Bank of Maine Unemployment CD	\$ 10,431.66
<b>Designated Fund Total</b>	<b>\$ 70,938.82</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 317,432.09</b>

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

*1) 319 grant work continues. DEP was here for site inspections last week and was pleased with all work accomplished to date. At end of work season, I will provide a full report.*

*2) A second sign for Adams Pond Road has been delivered.*

*3) Boothbay CEO is following up on a difficult situation with a Knickerbocker Lake resident, whose property has a lot of NPS problems that we are correcting under the 319 grant. CEO is following up on a camper that has been moved on the property as a permanent residence and a cesspool, that was supposed to be replaced with new septic system that was designed but never built.*

*4) Land acquisition: Bob Schyberg, Knickerbocker Lake waterfront property owner of 50+ acres, is that the Cliffords, who own 34 acres behind Adams Pond backwater, are interested in selling. This is one of our highest priority sites for acquisition. Ruth has been in contact with the Cliffords and we have engaged Stan Paton to appraise the property. Attached is a map showing both properties, as well as watershed boundaries and BRWD land.*

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

a. **Human Resources** – The manager provided the board with correspondence he had provided to the union providing information already readily available to Teamsters Local #340. The manager informed the board that the district was waiting for the union to engage in negotiations.

b. **Training Update** – Nothing new to report at this time.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency had improved since the previous report for both clarifier and filter efficiency. Filter efficiency is now at 100% with clarifier efficiency also at 100%

Since the previous report both sodium hydroxide and aluminum sulfate dosing rates were now normal for this time of year.

Finish water flow for the time of year remained below average for the time of year averaging 0.6087 MGD. Other significant DD events included:

- a. **Drought Monitoring** – The Boothbay region remained in a D1-*Moderate Drought*. The U.S. Drought Monitor is a scale which extends from D0 – *Unusually Dry* to D4 – *Exceptional Drought*. As of that morning Adams Pond had in reserve 157.1 MG. The manager relayed to the board that as of that time his concern for quantity was low but he would continue to monitor available resources and update the board as to status.
- b. **Transfer Switch Problem** – The manager explained that on 4 September 2017 an automobile accident in or around Boothbay center caused a massive power surge which took out the main transfer switch our primary backup generator in spectacular fashion. Upon inspection by licensed electricians, the control panel and various other components were destroyed in the event rendering the transfer switch inoperable. . Power Products had surveyed the damage and the manager authorized the \$8,173.20 repair which he hoped would be very soon.
- c. **Electricity Contract** - After reviewing our historical usage trends and due to the district’s inability by the very nature of the business to operate during off-peak hours and many after thorough review of different energy provider proposals, the manager informed the board that he had locked the district in for 48-months with the subsidized Maine Power Options proposal which translated to a fixed rate of \$0.07920 per kwh.

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”. Much work on 319 Grant projects had been completed (see Natural Resources) Construction activity remained steady with the DD responding to, and completing only 29 DigSafe notifications.

- a. **Thompson Standpipe Storage Building** – The storage building was delivered 27 August 2017 and really looks great. Staff was now painting the building which was reported to be already in service.
- b. **New Building Status Report** –the manager provided the board with revised conceptual drawings of the new garage along with more detailed site plans. The board reviewed the plans and concepts and found it more to their vision. The manager was instructed to press on with the concept presented.
- c. **Uni-Directional Flushing Plan** – In-Process
- d. **Fire Hydrant Maintenance** – Maintenance work remained ongoing.

- e. **New Vehicle Acquisition** – The manager reported that Vice-Chairman Gamage, the Distribution Foreman and he had met with Mr. Jeremy Parker, Municipal Sales Representative, O’Connor Sales and Service and negotiated the purchase of a new 1-ton service truck with box and lift gate. The manager informed the board that the procurement of this truck, scheduled to replace the 2006 Ford 1-ton already in service was within budget with a scheduled delivery date of late fourth quarter 2017.

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** – Work continued with no problems, however slowly the booster-pump station. The manager relayed that Wright-Pierce believed the testing had been pushed back to late October. The manager added that the district was now in full-swing lowering gate boxes to support the Route 27 movement and repaving as part of this project.

12. **ISLE OF SPRINGS (IOS) WATER PRESSURE** – Nothing new to report

13. **ANTHONY VS. COASTAL MAINE BOTANICAL GARDENS (CMBG) BOARD OF APPEALS (BOA) UPDATE** – The manager reported that on 31 August 2017 the BOA held the most recent meeting concerning the CMBG permit challenge by the Anthony family. As directed, the manager informed the board that he had delivered the board’s comments to the BOA. The manager then stated that he answered a few questions from the BOA including an inquiry as to the financial arrangement between the town of Boothbay and the district for the Boothbay code enforcement officer (CEO) and the managers thoughts on CMBG behavior throughout the design and construction process and other various minor items to which the manager stated he answered to the best of his abilities.

Mr. Cullina, Executive Director, CMBG was then given the opportunity to respond to the manager comments and or observations with much less than accurate answers and descriptions of utility policies to the BOA, presenting them as fact.

The manager then informed the board that he went back up to the podium, steadied himself and then interrupted Mr. Cullina, stating he was providing the BOA with grossly inaccurate information and set the record straight with no embellishment. The manager did inform the board that the discussion got “chippy”.

The manager apologized to the board for what some may be considered by some as unprofessional behavior of the senior manager of the district. However, the manger explained that in the context of the gross inaccuracies stated by Mr. Cullina, the venue, and the gravity of the situation it was his judgment that that was the correct course of action to take.

Trustee Climo inquired of the manager if the information he provided was correct to which the manager responded “it was”.

Trustee Climo then directly asked the manager if he had been foul in language or in any way disrespectful to Mr. Cullina on a personal level to which the manager responded he had not.

The board then thanked the manager for effectively delivering their concerns to the BOA.

14. **SEASCAPE COMMERCIAL DEVELOPMENT** – The manager reported that since the last board meeting, all of the required documents for construction of this water main extension had been submitted to the district and were in order. The manager refreshed the board by explaining the district would be completing the water main construction as a sub-contractor to E.M. Wood Construction with through a signed payment agreement with E.M. Wood Construction. The manager described that for district remuneration, the district will invoice E.M. Wood Construction each month as a jobbing bill for all district expenses incurred the previous month. The manager relayed that in his opinion this was a good partnership for everyone because it would allow for the cost effective spread of fire protection if embraced by developers. The manager recommended to the board was to authorize the water main extension.
  
15. **BOOTHBAY REGION COMMUNITY TELEVISION (BRCTV) REQUEST** – The manager informed the board that BRCTV was exploring the possibility of installing a webcam on the Harry L. Pinkham Standpipe in Boothbay Harbor for regional promotional purposes. In theory the board was supportive of the request but needed more information. The manager informed the board he was awaiting technical specifications from BRCTV and would inform the board as more information became available.
  
16. The meeting was adjourned at 1940 hr.  
*Trustee Climo motioned, Trustee Tibbetts second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler  
General Manager