

28 November 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 NOVEMBER 2017**

The Board of Trustees convened at 1800 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 Anthony, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** Ms. Susan Mello, Natural Resources Program Manager; Mr. Pat Farrin, Boothbay; & Mr. Kip Farrin, Boothbay. **Absent:** None.

1. The board approved the minutes for 24 October 2017 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 24 October 2017, 31 October 2017 & 7 November 2017.
Trustee Anthony motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 23 October 2017 through 10 November 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL** – The manger provided the board with Table 1 - *Boothbay Region Water District Cash Account Status Report as of 14 November 2017*, Table 2 - *Boothbay Region Water District Profit & Loss Budget Performance January through September 2017* & Table 3 - *Boothbay Region Water District Capital Improvement Projects 2017 Budget as of 30 September 2017*. Since the previous meeting the seasonal overage bills had been tabulated and sent to the printers for distribution. The seasonal overage billing was reported to be \$257,566.99 with accounts less than \$10.00 in seasonal overage not billed until spring 2018 as part of the billing at that time.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 14 November 2017	
Account	Balance
Business Checking	\$ 119,521.02
Deposit Sweep Account	\$ 69,036.50
Liquidity Total	\$ 188,557.52
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,325.35
Land Acquisition Fund	\$ 14.65
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,409.75
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,951.08
TOTAL CASH RESERVES	\$ 224,508.60

Table 2.

Boothbay Region Water District Profit & Loss Budget Performance January through September 2017

	Jan - Sep 17	YTD Budget	Annual Budget
Income			
414-Gain on Sale-Misc Inc.	1,800.00	0.00	0.00
415 - Jobbing	68,420.37	94,171.90	125,000.00
419 - Interest Income	485.28	375.05	500.00
461 - Revenue Accounts	1,831,444.00	1,872,084.63	2,582,244.00
Total Income	1,902,149.65	1,966,631.58	2,707,744.00
Gross Profit	1,902,149.65	1,966,631.58	2,707,744.00
Expense			
403-Depreciation Expense	495,000.00	495,000.00	660,000.00
408 -- Taxes other than Income	39,089.79	37,889.39	50,174.16
427-Bond and Loan Interest (Long Term Liab. Interest)	1,127.39	0.00	0.00
427-Interest Expense	215,219.83	205,884.00	274,512.34
601 - Wages	433,555.13	412,601.85	539,500.00
603 - Trustee Fees	9,345.70	9,859.21	9,859.21
604 - Employee Pen. & Benefits	290,357.28	252,443.09	339,200.00
615 - Electricity	46,666.33	45,224.73	60,300.00
616 - Generator Fuel	0.00	375.03	500.00
618 - Chemicals	25,484.57	24,338.94	37,000.00
620 - Materials & Supplies	141,362.60	175,601.69	229,700.00
620.7 - Postage	628.12	0.00	0.00
631 - Contr.-Engineering	10,580.00	6,860.00	10,000.00
632 - Contr. Accounting	48,400.00	53,499.94	66,000.00
633 - Contr. Legal	4,070.30	20,000.00	20,000.00
634 - Other Professional Fees	2,080.65	7,499.97	10,000.00
635 - Contr-Other	175,743.22	174,409.49	221,850.00
642 - Rental of Equipment	0.00	700.00	1,000.00
650 - Transportation	21,668.55	23,471.14	31,700.00
657 - Insurance - Gen. Liab.	31,830.00	32,000.00	32,000.00
658 - Insurance-Workers Comp.	9,771.15	11,500.00	13,000.00
660 - Advertising	1,414.50	300.00	300.00
667 - Regulatory Expense	13,451.50	18,500.00	19,000.00
670 - Uncollectables	0.00	0.01	0.01
675 - Misc. Expenses	5,432.42	11,576.97	14,300.00
680.00 · Uncategorized	0.00	0.00	0.00
Total Expense	2,022,279.03	2,019,535.45	2,639,895.72
Net Ordinary Income	-120,129.38	-52,903.87	67,848.28
Net Income	-120,129.38	-52,903.87	67,848.28

Table 3

Boothbay Region Water District Capital Improvement Projects 2017 Budget as of 30 September 2017

Accnt #	Description	YTD Jan-Sept	Amount
Capital Improvements			
105.01	Marine Construction	\$ 1,470.00	\$ 1,200.00
105.02	Engineering & Excavation	\$ 17,954.29	\$ 20,000.00
105.05	GIS	\$ 7,482.49	\$ 15,000.00
105.10	Storage Building Project	\$ 7,410.00	\$ 10,000.00
105.16	Meter Upgrades	\$ 70,583.32	\$ 80,000.00
105.20	Meadow Cove Water Main Project	\$ 40,911.19	\$ -
105.19	North Adams Pond Fire Access	\$ 6,600.00	\$ 8,000.00
105.50	Work in Progress - Other	\$ 37,774.71	\$ 500.00
Total Capital Improvements		\$ 190,186.00	\$ 134,700.00
Principal Repayments			
221.3	Truck Leases		\$ 12,000.00
221.31	MBB Highland Park		\$ 30,997.00
221.32	MBB Pinkham Standpipe Rehab		\$ 5,170.00
221.33	RD Southport Interconnection	\$ 30,892.84	\$ 30,893.10
221.89	SRF Cape Newagen MMBB	\$ 10,458.00	\$ -
221.92	RD 91-20		\$ 22,801.62
221.93	FNB Consolidation	\$ 10,900.17	\$ 11,200.00
221.95	MMBB Sea Street	\$ 12,417.00	\$ 12,417.00
221.97	FNB Fluoride Bond	\$ 7,321.28	\$ 7,400.00
221.99	RD 91-18	\$ 5,700.00	\$ 6,045.83
221.992	FNB Line of Credit	\$ 100,000.00	\$ 100,000.00
221.993	MMBB Consolidation	\$ 329,222.91	\$ 329,221.96
Total Principal Repayments		\$ 506,912.20	\$ 568,146.51
Sinking and Reserve Fund Contributions			
131.82	Capital Reinvestment	\$ -	\$ 7,461.35
131.86	Land Acquisition	\$ -	\$ -
131.87	Southport Interconnection	\$ -	\$ 9,328.00
131.88	RD 91-18	\$ -	\$ 2,015.79
131.89	RD 91-20	\$ -	\$ 6,196.63
Total Sinking & Reserve Fund Contributions		\$ -	\$ 25,001.77

5. **ADDRESS TO THE BOARD** – Chairman Pinkham recognized Mr. Pat Farrin and Mr. Kip Farrin who proposed a land swap of approximately 3 acres contained within Boothbay R4-165E tied with the outright sale to the district of Boothbay R4-169D. The board listened to the Farrin contingent and understood their intent. The board then instructed the manager to compile a report as to any barriers or concerns with the Farrin proposal and submit them to the board for their review in executive session pursuant to 1 M.R.S.A. §405(6) (C) *acquisition of real property*, to be conducted on 28 February 2017 to be used in the formulation of an offer, if any, concerning a future real estate transaction(s).

6. NATURAL RESOURCES PROGRAM –The following written report was provided by the Natural Resources Program Manager:

1) *Land acquisition: We have an appraisal (attached) from Stan Paton on the Clifford property. Pat and Kipp Farrin will be in to discuss their property and possible acquisition (appraisal attached).*

2) *CMBG: On 9 November, the Boothbay Board of Appeals ruled that CMBG is a museum, which is a prohibited use in the Knickerbocker Lake watershed, and upheld the Anthony appeal. As it stands, the entire project has been denied but CMBG could come back and gain an easy approval on work in Back River watershed. We expect a Superior Court appeal of the Appeals Board decision. We have asked the Town CEO/Manager for a clear understanding of what will be allowed to occur on the property in the currently unpermitted work zone and await a response.*

3) *We submitted the first year monitoring report to Maine Natural Resources Conservation Program for the Hamrin grant (attached).*

4) *We met with BRLT executive director (Nick Ullo), Lands chair (Jonathan Tindal) and Chip Griffin (as a BRLT volunteer) to discuss watershed priorities. The group continues to focus on the 4 properties already identified as top priorities but have expanded focus to include CMBG and Schyberg property on Knickerbocker Lake. This group represents a very big step forward for us, as the land trust has resources, contacts and expertise that we lack.*

5) *We ended 2017 lakes monitoring on Nov 1. Once all the lab results are in, we will compile and report water quality results for 2017.*

6) *DEP was here on Nov. 8 for a desk audit of the 319 grant. All was found to be acceptable and the DEP grants manager said we are way out in front on this grant compared to other same year recipients.*

7) *The Boothbay planning board is behind schedule and will not pick up the watershed ordinance revision until January. We expect the Forrest Bell Environmental Lake loading and buildout analyses, which will help us with this process, in December.*

Managers Note: I am pleased to inform the board that the Maine Rural Water Association has selected the BRWD for the 2017 Source Water Award. Sue will be accepting the award on behalf of the District at the annual meeting in December in Bangor. (See attached correspondence)

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

- a. **Human Resources** – The manger reported that the district received confirmation from Teamsters Local # 340 to begin negotiations for the next triannual contract on 30 November 2017. The manager requested later in the meeting an executive session pursuant to 1 M.R.S.A. §405(6) (D) *labor negotiations* to discuss this process, concerns and/or strategy (if any). The manager confirmed the management negotiation team would consist of David Barrett, Maine Municipal Association (MMA) Negotiator; Trustee Climo and the manager with the Teamsters Local #340 representation consisting of Mr. Dale Harmon, local steward and Mr. Brett Miller, President, Teamsters Local #340.
- b. **Training Update** – The manager reported the fire chiefs meeting had been cancelled due to the recent weather issues and had yet to be rescheduled. .

8. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency remained at 100% for both filter and clarifier efficiency. Both sodium hydroxide and aluminum sulfate dosing rates remained in the normal range for this time of year. Finish water flow had dropped off significantly to 0.2872 MGD.

Clean Harbors Inc. was requested to provide an estimate for the district's oil/water separators which the manager reported due for cleaning and inspection in compliance with Boothbay Harbor Sewer District Terms & Conditions of Service. The manager expected the project to be completed by the end of the month

The manager informed the board that on 13 November 2017 the circulator pump which provided heat to the fluoride room and the Distribution Division (DD) office malfunctioned beyond repair. The TD ordered the repair and on 13 November 2017 Seacoast Energy had affected the repairs and put the heating system back in service.

All bleeders had been established, or would be established by weeks end with only the Southport General Store and Factory Cove bleeders left to be completed.

The manager reported that the United States Environmental Protection Agency (EPA) as a sample site for the Unregulated Contaminant Monitoring Rule (UCMR), which as explained the manager, is a mechanism for EPA to select suspected contaminants nationwide, ascertain these contaminants prevalence is the nation's drinking water supply and to develop future regulations for the treatment, health concentration goals, and future rules. The manager informed the board that this unfunded mandate for proper collection, chain-of-custody and shepherding of legally defensible samples was an invitation the district could not, by law, decline.

Sample floats, docks and buoys for both Adams Pond and Knickerbocker Lake had yet to be removed. This was a priority item with the current week's good weather and reasonable staffing levels ensuring these would be put to bed for the winter by weeks end.

- a. **Drought Monitoring** – The Boothbay region had been downgraded from D1- *Moderate Drought* as recorded on the U.S. Drought Monitor to D0 – *Unusually Dry*. The scale measures from D0 – *Unusually Dry* to D4 – *Exceptional Drought*. As of this morning Adams Pond has in reserve 202 MG as compared to the previous report of 179.2 MG.

Transfer Switch Problem – The manager informed the board that Power Products had finally arrived to complete repairs on 1 November 2017 with the long awaited part that they ordered found to be the incorrect part, leaving at the end of the day, the vital transfer switch still inoperable. The manager confided to the board that he was very irritated with the subpar performance of Power Products Inc. and was currently reevaluating the districts contractual relationship. The manager informed the board that he was having MidCoast Electric draft a proposal to change the entire unit and move this maintenance item to their scope of service. The manager hoped to have a proposal for the board at the 28 November 2017 trustee meeting, as well as a recommendation as to a course of action to be taken.

9. **DISTRIBUTION DIVISION (DD)** – The manager reported with seasonal shutdown the DD had identified an larger than expected amount of “whiteboard projects” of which they were working through, scheduling or kicking up to the manager for resolution. In the previous period the DD responded to, and completed and unusually high 37 DigSafe notifications. The manager then reported that he and the distribution foreman would be travelling to O’Connor’s to finalize the configuration for the utility box for the new utility truck so that delivery of the new replacement truck could be expedited.

The manager informed the board that the DD was assisting the town of Boothbay Harbor with preparations for paving Middle Road by excavating all gate boxes and lowering them. The manager commended the Town of Boothbay Harbor, Public Works Department for their forward thinking and ongoing exceptional working relationship with the district.

- a. **Seasonal Water Service Shutdown Report** – Complete with the system put to bed for the winter.
 - b. **New Building Status Report** – Nothing new to report
 - c. **Uni-Directional Flushing Plan** – Nothing new to report
 - d. **Thompson Standpipe Security Breach** –See attached order for correcting the vandalism damage by Aroostook Fence for \$185.00. This repair should be made within the next two-weeks.
 - e. **Union Street Sewer Lift Station and Force Main Replacement** – The manager relayed that from the water district’s perspective this project was going very well with most of the bridging of water mains with regard to the new sewer force main now complete. In the estimation of the manager the contractor selected to do the work by the Boothbay Harbor Sewer District was very competent and the communication between the contractor, sewer district and the district excellent. As of right now, the manager reported only one service was “dinged” and quickly repaired under the supervision of the district.
10. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report
11. **LAND ACQUISITION UPDATE** – Nothing new to report
12. **CAPITAL IMPROVEMENT PLAN (CIP) UPDATE** – Nothing new to report
13. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager reported the district was working out final issues with the new pump station with the pump skid to be delivered on 15 November 2017. Work on the new pressure reducing valve (PRV) was ongoing as well, with a recommendation to be brought to the board, for final acceptance, still on-schedule for 12 December 2017.

14. **ISLE OF SPRINGS (IOS) WATER PRESSURE** – The manager reported that Wright-Pierce had met with staff and DOT officials at the Hodgdon/Sawyers Island Bridge. There appeared to be a mechanism to install the districts water main within the bridge and a willingness of DOT to allow the district to hang infrastructure on the bridge. Wright-Pierce, as employed by IOS, would deliver a permit and design to the district after which the district would then be allowed to fabricate hangers and install the water main on the bridge, creating the historical looping for that portion of the service area, discontinued in 2006 due to a DOT mandate to remove its water main from the same bridge. The manager considered the project open ended with ball in Wright-Pierces court.
15. **SEASCAPE COMMERCIAL DEVELOPMENT** – The district received just over \$17,000.00 in reimbursement from the developer for materials purchased. The manager then reported that day the district received the road opening permit from Maine Department of Transportation (DOT) making the project ready to start.
16. **RICE ROAD EXPLORATORY EXCAVATIONS** – The manager reported that customers on Rice Road were experiencing several abnormal pressure issues. That day the DD had dispatched technicians to perform an exploratory excavation to see if a cause of these problems could be ascertained. The manager was instructed by Chairman Pinkham to provide the board a report at the next meeting. The manager also reminded the board that the feeder main to this road was scheduled for upgrade, currently in 2019/2020 as part of the *Barlow Hill Water Main Replacement Project*.
17. The board voted to go into executive session pursuant to 1 M.R.S.A. §405(6) (E) *consultation with attorney* & 1 M.R.S.A. §405(6) (D) *labor negotiations* at 1904 hr.
Trustee Tibbetts motioned, Trustee Climo second, vote unanimous
18. The board came out of executive session at 1916 hr. with no further action taken.
Trustee Climo motioned, Trustee Lewis second, vote unanimous
19. The meeting was adjourned at 1929 hr.
Trustee Climo motioned, Trustee Anthony second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager