

27 March 2018

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 27 FEBRUARY 2018**

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 Marston, At-Large; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Lewis, Boothbay (Treasurer); Trustee Anthony, Boothbay.

1. The board approved the minutes for 13 February 2017 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 13 February 2018 & 20 February 2018.
Trustee Climo motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for the period of 12 February 2018 through 23 February 2018.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
4. **FINANCIAL-** The manager presented to the board Table 1 *Boothbay Region Water District Cash Account Status Report as of 27 February 2018*, Table 2 - *Boothbay Region Water District Budget performance Summary as of 31 January 2018* & Table 3 – *Boothbay Region Water District Capital Improvement & Equity as of 1 February 2018*.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 27 February 2018	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 67,082.51
Liquidity Total	\$ 92,082.51
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,332.28
Land Acquisition Fund	\$ 14.65
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,410.35
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,958.61
TOTAL CASH RESERVES	\$ 128,041.12

- a. **2018 Rate Case** – On 22 February the manager met with Ms. Kirsten Hebert, Executive Director, Maine Rural Water Association (MRWA) and their rate analyst, and former Maine Public Utilities Commission (PUC) official, Ms. Cathy Robinson to discuss the district’s upcoming rate review and rate case. The manager reported that the group discussed the demographics and current trends as they relate to customer activity on the Boothbay peninsula along with the special needs of the district (*ultra-high seasonal population to be served, and extent of the seasonal distribution system*). Upon a successful interview, as directed, the manager entered the district into a contract with the MRWA to complete this tasking. The estimated value of the contract is \$5,000.00.
- b. **2017 Replacement Vehicle** – The manager reported that thanks to the town of Southport and their prompt quarterly public fire protection charge payment, on 16 February 2018 the district took delivery of the new lift-gate service vehicle. The manager reported that the district’s insurance carrier, Maine Municipal Association (MMA) had been alerted; adding the new vehicle to the districts insurance policy as well as the district had registered the vehicle and the vehicle currently receiving signage at *John Marsh Signs*.
- c. **Disposal of 2008 Ford F250 Lift Gate Service Vehicle.** As directed, on 26 February 2018 the district sold the old truck to *Hawke Auto, Boothbay Harbor* for the sum of \$4,300.00 and transferred title and ownership. MMA was alerted as well and removed this vehicle from the district’s insurance inventory.

5. NATURAL RESOURCES PROGRAM –The following written report was provided by, and delivered by the Natural Resources Program Manager:

1) CMBG. CMBG was scheduled to appear before the Boothbay planning board last week to continue its permit application but has postponed that application indefinitely. The Boothbay Board of Selectmen, CMBG and Anthony’s meet this week to attempt mediation.

2) Water quality reports, including lake modeling and buildout analyses completed by Forrest Bell Environmental, should be completed and posted on the website this week.

3) Planning board meets twice monthly on ordinance revision. We are attending those meetings and providing information as needed.

4) We have been evaluating GIS systems and have modified our existing contract with ESRI to give us more control over the system. We were able to do this at little additional cost - \$500 for this year. We are moving away from the Wright-Pierce administered model to in-house administration.

Table 2
Boothbay Region Water District Budget performance Summary as of 31 January 2018

	Jan 18	YTD Budget	Annual Budget
414-Gain on Sale-Misc Inc.	0.00	0.00	0.00
415 - Jobbing	4,726.13	4,619.81	107,111.79
419 - Interest Income	20.00	29.35	350.00
461 - Revenue Accounts	71,937.65	69,324.75	2,615,650.79
	<u>76,683.78</u>	<u>73,973.91</u>	<u>2,723,112.58</u>
	76,683.78	73,973.91	2,723,112.58
403-Depreciation Expense	55,000.00	55,000.00	660,000.00
408 -- Taxes other than Income	4,515.39	4,321.54	53,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	0.00	0.00	0.00
427-Interest Expense	22,098.00	22,541.66	271,760.45
601 - Wages	46,980.54	43,684.60	566,057.31
603 - Trustee Fees	0.00	0.00	10,056.40
604 - Employee Pen. & Benefits	27,029.16	25,844.51	386,475.93
615 - Electricity	7,777.14	3,516.61	58,950.00
618 - Chemicals	0.00	686.34	38,600.00
620 - Materials & Supplies	7,797.44	13,601.77	207,850.00
620.7 - Postage	0.00	0.00	0.00
631 - Contr.-Engineering	0.00	1,000.00	12,000.00
632 - Contr. Accounting	4,000.00	5,166.74	62,000.00
633 - Contr. Legal	0.00	2,458.37	29,500.00
634 - Other Professional Fees	2,830.00	833.37	10,000.00
635 - Contr-Other	5,804.73	18,646.57	204,750.00
642 - Rental of Equipment	0.00	0.00	250.00
650 - Transportation	6,458.44	3,125.55	38,250.00
657 - Insurance - Gen. Liab.	15,910.00	16,250.00	32,500.00
658 - Insurance-Workers Comp.	4,953.60	3,677.60	13,000.00
660 - Advertising	0.00	0.00	1,500.00
667 - Regulatory Expense	0.00	1,250.00	15,000.00
670 - Uncollectables	0.00	0.00	0.01
675 - Misc. Expenses	174.93	750.00	9,050.00
680.00 · Uncategorized	143.69	0.00	0.00
	<u>211,473.06</u>	<u>222,355.23</u>	<u>2,680,550.10</u>
	-		
	134,789.28	-148,381.32	42,562.48
	-		
	<u>134,789.28</u>	<u>-148,381.32</u>	<u>42,562.48</u>

Table 3

BRWD Capital Improvement & Equity as of 1 February 2018

Accnt #	Description	18-Jan	Amount
	Capital Improvements		
105.01	Marine Construction	\$ -	\$ 4,500.00
105.02	Engineering & Excavation	\$ -	\$ 22,000.00
105.05	GIS	\$ -	\$ 6,000.00
105.10	Storage Building Project	\$ -	\$ 10,000.00
105.15	Country Club Phase II	\$ -	\$ 5,000.00
105.16	Meter Upgrades	\$ -	\$ 80,000.00
105.20	Meadow Cove Water Main Project	\$ -	\$ -
105.21	Natural Resource Projects	\$ -	\$ 15,000.00
105.50	Work in Progress - Other	\$ 2,488.00	\$ 1,500.00
	Total Capital Improvements	\$ 2,488.00	\$ 144,000.00
	Principal Repayments		
221.31	MBB Highland Park	-	\$ 32,000.00
221.32	MBB Pinkham Standpipe Rehab	-	\$ 5,220.00
221.33	RD Southport Interconnection	\$ -	\$ 31,781.27
221.89	SRF Cape Newagen MMBB	\$ -	\$ 10,600.00
221.92	RD 91-20	\$ -	\$ 23,379.42
221.93	FNB Consolidation	\$ 10,696.33	\$ 11,240.00
221.95	MMBB Sea Street	\$ -	\$ 12,578.00
221.97	FNB Fluoride Bond	\$ -	\$ 7,400.00
221.9	Highland Park	\$ -	\$ -
221.94	Mt Pisgah Tank	\$ -	\$ -
221.99	RD 91-18	\$ -	\$ 6,295.22
221.99	MMBB Consolidation	\$ -	\$ 332,548.06
	Total Principal Repayments	\$10,696.33	\$473,041.97
	Sinking and Reserve Fund Contributions		
131.82	Capital Reinvestment	\$ -	\$ -
131.86	Land Acquisition	\$ -	\$ -
131.87	Southport Interconnection	\$ -	\$ 9,328.00
131.88	RD 91-18	\$ -	\$ 1,995.87
131.89	RD 91-20	\$ -	\$ 6,196.63
	Total Sinking & Reserve Fund Contributions	\$ -	\$ 17,520.50
	Fixed Asset Budget		
	2019 Chevrolet 3500 Lift Gate		55,000.00
	Replacement Compactor	\$ -	8,000.00
	Mcelroy Travel Trailer	\$ -	5,000.00
	Total New Fixed Asset Additions	\$ -	\$ 68,000.00

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – The effort was reported to be ongoing regarding tying up loose ends with the personnel policy. The district was awaiting the personnel file review and no date for a draft personnel policy had been set.
 - b. **Training Update** – Staff had begun, in ever increasing numbers to work on upgrading license classifications with nearly all of the distribution division working towards one or both Class IV licenses.

New England Water and Wastewater Training Associates (NEWWTA) successfully completed the annual safety training. The manager presented the board a listing of training accomplished since the previous meeting.

15 February 2018

- Trenching & Excavation – Competent Person
- Work Zone Traffic Control
- PPE# & Hearing Conservation
- Lockout/Tagout Inspection – Hands-on Demonstrations

27 February 2018

- Chainsaw Safety & Chainsaw PPE
- Fire Extinguisher (portable ABC only - Hands-on Demonstrations)
- Respiratory Protection (Cartridge Respirators) & Review Voluntary Use of N95

7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency had remained unchanged since the previous report. Filter efficiency remained at 93.3% with clarifier efficiency remaining at 100%. Both sodium hydroxide and aluminum sulfate dosing rates remained well below normal dosing rates for this time of year. Finish water flow remained significantly below average with daily production from 0.3000 MGD as compared to 2017 production for the same period of time equaling .3058 MGD.
- a. **Transfer Switch Problem** – The manager relayed that there was no change in status and it appeared to be a supplier issue for the hardware.
 - b. **Treatment Plant Operator Training** – The chief treatment plant operator (CTPO) had been busily training the three relief treatment plant operators in the fine points of competency of the Adams Pond Treatment Plant. To date: all SOP's had been reviewed with practices administered; several table-top exercises have been conducted simulating treatment issues; all subsystems had been reviewed and most maintenance procedures have been covered with only a few minor systems left. The students, Trevor Morin, Weston Alley and Mike Hills reported to the manager that this had been an “awesome experience” very much helping their training for further licensing.

8. **DISTRIBUTION DIVISION (DD)** – The manager reported that since the previous meeting the DD continued concentrating on correcting “whiteboard projects” and hydrant maintenance in that each hydrant was being checked weekly during the winter to ensure the barrel was dry and operating correctly. With the stretch of mild weather the manager and distribution foreman hoped that for the first time in many years the DD would have the opportunity to get on the seasonal distribution system in March and begin winter damage repairs as well as any required modifications necessary prior to seasonal water start-up.

There were no water main breaks in the previous period.

- a. **New Building Status Report** –No change in status.
 - b. **Unidirectional Flushing Plan** – No change in status.
9. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status.
 10. **LAND ACQUISITION UPDATE** – See Natural Resources
 11. **CAPITAL IMPROVEMENT PLAN UPDATE** – No change in status.
 12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – No change in status
 13. **ANTHONY VS. CMBG APPEAL** – See Natural Resources
 14. **SEASCAPE COMMERCIAL DEVELOPMENT** – The manager provided the board with a first draft of the easement for this development which included district standard language. The manager included this in the report as an example for the trustees to refer to in that any work with public infrastructure on private property would need this document, executed and registered with the Lincoln County Registry of Deeds which would allow the district to perform future maintenance and repair on the new infrastructure.
 15. **ISLE OF SPRINGS (IOS)** –No change in status
 16. **TRUSTEE ELECTION CHANGE INVESTIGATION** - No change in status
 17. **ALTERNATIVE ELECTIC POWER OPTIONS** – The manager reported that he had initiated a review of the district’s electrical power usage in total with Revision Energy, Liberty, Maine, with the intent to ascertain the viability and cost effectiveness of installing a solar power farm at the Adams Pond Treatment Plant with the intent of obtaining credit for the district’s power usage. This effort is at no cost to the district and very early in the investigation stages but with changes in the PUC rules, particularly those for “municipalities” may create a viable alternative for electric power. The manager reported he would be having an initial conference with Revision Energy later that week and would report any economic analysis when and if it should become available.
 18. The meeting was adjourned at 1835 hr.
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Trustee Climo motioned, Trustee Gamage second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager