

24 July 2018

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 JULY 2018**

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

1. The board approved the minutes for 26 June 2018 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 26 June 2018 & 8 July 2018.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for the period of 24 June 2018 through 9 July 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 10 July 2018*. Within the previous period the district had received 3 new service applications with 0 new services installed.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 July 2018	
Account	Balance
Business Checking	\$ 28,571.71
Deposit Sweep Account	\$ 218,565.54
Liquidity Total	\$ 247,137.25
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,338.99
Land Acquisition Fund	\$ 14.66
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,411.54
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 35,966.52
TOTAL CASH RESERVES	\$ 283,103.77

- a. **2018 Rate Case** – The rate engineer and the customer services representative (CSR) were reported to be working out scenarios to protect elderly users on fixed incomes with the upcoming rate proposal. The manager admitted that he had been somewhat optimistic in the fact that he expected a draft of perspective rates by that meeting but had not received any correspondence as of that time. The manager informed the board that he would make sure to deliver to the trustees any correspondence should it be received between meetings.
 1. **Draft Terms and Conditions of Service** – Earlier that day the manager informed the board that he had received the first installment of the rate filing with the draft revisions to the district's Terms and Conditions of Service, of which the board was provided a draft copy. This document was now under review by staff.
- b. **Meter Reading Cost of Service Study** – Shortly after the board's action last meeting the manager reported that he had contacted Mr. Lamie telling him the board was very impressed with the draft report and had already accepted it. The manager relayed to the board that he had requested a final version om Mr. Lamie, of which, after received would be presented to the Boothbay Harbor Sewer District as they would be the most effected entity who purchase meter readings from the district.

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

- 1) *Work with planning board on watershed ordinance revision is going well. PB meets twice a month. Board chair Alan Bellows has retired from the Board but is continuing to participate in the process and help with development of low impact development standards.*
- 2) *Shoreline survey of Knickerbocker Lake will be completed next week with help of Forrest Bell Environmental (and John Orne).*
- 3) *Field and water quality sampling continues. We sampled all watershed streams on June 29, after the two-inch rain.*
- 4) *Met with Jeff Dennis of DEP on May 27. DEP has agreed to define a separate phosphorus allocation for Little Knickerbocker (up to now only for Adams and all of Knickerbocker) and to revisit the calculations for Adams and Knickerbocker in light of better data from us.*
- 5) *Met with Dan Bryer and Jason Lorrain to discuss progress on meeting terms of CMBG consent agreement (we are interested that proposed conservation land in Knickerbocker Lake watershed is protected), grant possibility for Clifford Playground, 319 grant work, managing use at Knickerbocker access and Rt27/Adams Pond emergency response equipment and training for fire department. Bryer and CEO Lorrain plan to attend July 24 Trustees meeting.*
- 6) *Knickerbocker Lake Association will hold its annual meeting on August 22 and has asked District staff to attend.*

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
- a. **Human Resources (HR)** – The manager reported that Utilities Technician Weston Alley completed his two-weeks of annual active duty with the United States Coast Guard at the Portsmouth (NH) Coast Guard Annex. The manager then reported that upon return Mr. Alley became seriously ill and was hospitalized for five-days at Maine Medical Center in Portland and as of now remained unable to work.
 - b. **Sick Leave Bonus** – The manager presented the board with Table 2 which was a listing of individuals covered under the current collective bargaining agreement (unratified), who qualified for a “sick leave bonus” wherein these individuals used less than three-days of sick leave in the previous year. The individuals were paid this bonus on 6 July 2018.

Table 2	
2017/2018 BRWD Employee Sick Leave Bonus	
per Collective Bargaining Agreement Section Article 17	
Name	Bonus
Weston Alley	\$ 350.00
Clarence Campbell III	\$ 350.00
Dale Harmon	\$ 350.00
Mike Hills	\$ 350.00
Trevor Morin	\$ 350.00
Taylor Timberlake	\$ 350.00
TOTAL	\$ 2,100.00

- c. **Training Update** – Nothing new to report.
 - d. **General Manager Vacation for July** – The manager informed the board that he would be departing for vacation after he completed payroll on 11 July 2018 and would return to duty on 23 July 2018. During his absence the manager informed the board that the distribution foreman would be in-charge. The manager informed the board that he had no intention of leaving the state during his vacation and would be in town for a large proportion of the time off. The manager informed the board that staff had been notified to contact him if necessary. All staffing issues had been addressed with Osman Page handling payroll duties on 18 July 2018.
7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency since the previous report remained at 100% for both filter and clarifier performance. Both sodium hydroxide and aluminum sulfate dosing rates remained slightly less than normal for the time of year. Finish water production for the previous period continued to exceed that of 2017 production rates with an average daily production 0.8770 MGD as compared to 2017 production for the same period of time equaling .8059 MGD. Treatment plant operator Clarence Campbell III did a wonderful job rehabbing the plantings along the north side of the treatment plant which had grown shabby. The board instructed the manager to pass along their thanks to Mr. Campbell.

- a. **Backwash Rate Valve (BRV)** – The new BRV had been ordered with no date for installation scheduled as of yet.
- b. **Knickerbocker Lake Withdrawal Operations** – On 9 July 2018 the TD prepared the Knickerbocker Pump Station and the feed line to the Adams Pond Treatment Plant for resumption of Knickerbocker Lake operations. As of that morning the district was invoking its rights under its legislative charter and Natural Resources Protection Act (NRPA) permit, beginning the extraction of 51.5MG. Knickerbocker Lake withdrawals are expected to continue through the end of August 2018.
- c. **Raw Water Pump (RWP) #1** – RWP #1 was showing signs of wear translated into diminishing performance in that the pump is having a hard time meeting the demand of flush cycles during high flow periods of the year. The matter was turned over to *Dirigo Engineering* for study and recommendations, wherein they agreed it was most likely an impeller/wear plate issue. Because to a lesser extent, Finish Water Pump (FWP) #1 was scheduled for rebuild this upcoming winter, in the opinion of *Dirigo Engineering* the district should run RWP #1 until winter and have it overhauled at the same time as FWP #1.

Trustees Tharpe and Climo inquired of the manager the status of both RWP's with regard to their latest overhauls. The manager responded to the board stating neither had been overhauled since construction of the plant. The manager stated that these had been slated "run to fail" during recent budget cycles as a cost-cutting strategy. With an overhaul scheduled for finish water pump (FWP) #1 already scheduled for the winter of 2018/2019 the board instructed the manager to add to that order both RWP's to be overhauled at that time as well.

- d. **Drought Monitoring** – Since the previous meeting the Boothbay region had been downgraded to drought condition D-1 – *Moderate Drought* on the U.S. Drought Monitoring Scale with the area of the State in drought condition continuing to expand. Thus far York, Cumberland, Sagadahoc, Knox and Lincoln counties were now in D1 condition with parts of Oxford, Androscoggin and Waldo counties included as well. The manager then went on to explain that the drought seemed to be moving in Maine from the south eastern portion of the state, northeastward. As expected drawdown from Adams Pond remained much ahead of normal with Adams Pond approximately now 8/10ths of a foot below normal as compared to the post-Knickerbocker Lake Pump Station era Adams Pond long-term water level averages (see Figure 1.). Adams Pond now had a usable capacity of approximately 200MG in reserve.

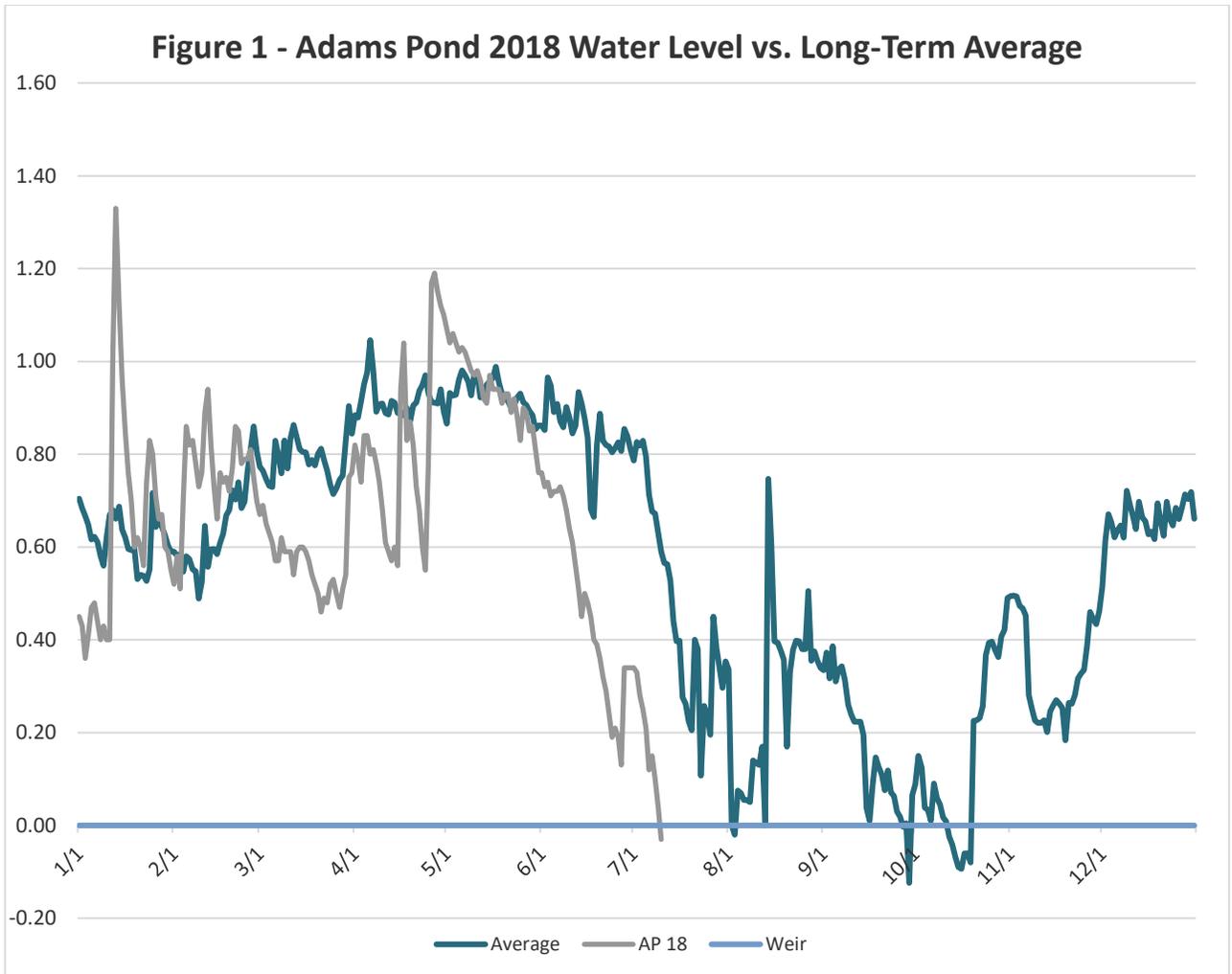


Figure 1

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD had experienced some labor shortages over the past few weeks but has remained able to meet its many commitments. In the previous period the DD responded to 17 Dig Safe notifications and installed 0 new services, however 5 new estimates were completed and are considered pending. All administrative and time sensitive demands on the DD are current.
 - a. **New Building Status Report** –Under staff review
 - b. **Unidirectional Flushing Plan** – No change in status
 - c. **Fire Flow Mapping** – Will go into effect once CIP is accepted

9. **5 RIVERS REGIONAL WATER COUNCIL** –No change in status.

10. **LAND ACQUISITION UPDATE** – No change in status

11. **CAPITAL IMPROVEMENT PLAN (CIP) UPDATE** – The plan was reported to be still under review the manager awaiting any further trustee comments. The manager informed the board that it was his intention to assemble the comments and submit those to Dirigo Engineering as soon as possible.
12. **ISLE OF SPRINGS (IOS)** – This project was active and remained in-process.
13. **ALTERNATIVE ELECTRIC POWER OPTIONS** – On 29 June 2018 the manager reported he had met with both the Mr. Steven Dean, President and Mr. Calvin Ames, Superintendent of the Madison Electric Works (MEW) in Madison, Maine. MEW had just completed the installation of a 4MW solar array adjacent to its administrative office which was financed in the same fashion as proposed to the district by *Revision Energy*. The installation of the solar arrays was completed much differently than proposed for BRWD in that the area where this array was located was very ledge heavy with the arrays affixed to concrete skids unattached to the underlying ledge. Both Mr. Dean and Mr. Ames reported to be extremely satisfied with the funding mechanism and subsequent 25% decrease in wholesale power costs. As of now, according to Mr. Dean the MEW was planning to purchase the solar arrays at the end of the 6-year period and continue to update the array as technology improved. The manager did inform the board that mission of MEW was much different than BRWD's but the underlying principles were exactly the same (i.e. funding mechanism and reduced energy costs). It was an enlightening and very useful visit.

The manager then informed the board that he had relayed to Mr. Pagano the boards message from the previous meeting and he was very happy the project was still very much alive. Besides the South Berwick Water District, he had also provided the manager with contact information for the following installations for the manager to investigate including the Mt. Desert Highway Department and the Claremont, New Hampshire Wastewater Treatment Facility. The manager hoped to have another report for the board in upcoming meetings.

14. **BULK WATER SALES FOR EPISODIC USE TO SUPPORT CONSTRUCTION OR SPECIAL PROJECTS** – On 29 June 2018 the contractor for the Boothbay Center project requested a bulk water meter to be installed on a hydrant adjacent to Boothbay Center to be used for irrigating the plethora of new plantings as a result of the project. The contractor was looking for the hook-up to be established as soon as possible and continue into the fall.

The CSR calculated a bill for this request that would have generated a \$6,000.00 bill plus water usage. The manager reported that he overrode that determination charging the contractor district costs for maintaining the meter plus bulk usage.

The distribution foreman then independently did research with many other like sized water district's and found policies for bulk sale of water to be inconsistent. Bulk sales to contractors is not covered by PUC rules as to procedurally, moreover PUC is only concerned that the cost of water be reimbursed.

As a result of this chasm in philosophies between staff members the manager was in the process of establishing a bulk sale policy for board review and future action.

15. The board went into executive session, pursuant to 1 MRSA §405(6)(E) *consultation with legal counsel* at 1944 hr.

Trustee Climo motioned, Trustee Anthony second, vote unanimous

16. The board came out of executive session at 1955 hr.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
17. The meeting was adjourned at 1957 hr.
Trustee Climo motioned, Trustee Tharpe second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager