

26 March 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 MARCH 2019**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Gamage, Southport (Vice-Chairman); Trustee Climo, Southport (Clerk); Trustee Anthony, Boothbay; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Lewis, Boothbay (Treasurer); Trustee Tharpe, At-Large.

1. The board approved the minutes for 26 February 2019 with revisions.
Trustee Climo motioned, Trustee Tibbetts second, vote unanimous
2. The **Payroll** for weeks ending 26 February 2019 & 5 March 2019.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
3. The **Transactions** for the period of 25 February 2019 through 8 March 2019.
Trustee Climo motioned, Trustee Tibbetts second, vote unanimous
4. **ADMINISTRATION-** The manager presented the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 12 March 2018*. Cash remained steady with a payment to *The First* for \$100,000.00 of the remaining \$300,000.00 in short term financing to be made by months end. Billing for April would be reported at the 26 March 2019 which will include all seasonal minimum billing.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 12 March 2019	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 370,798.58
Liquidity Total	\$ 395,798.58
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 2,413.96
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 17,662.08
TOTAL CASH RESERVES	\$ 413,460.66

- A. **Summer Work Schedule** - The manager informed the board that the distribution division would go into summer hours 28 May 2019. The customer services representative (CSR) had requested a summer work schedule as well which would require manipulating of customer service summer work hours. The manager proposed to change the summer customer services hours go from Monday through Friday 0700 hr. to 1530 hr. to Tuesday through Friday 0600 Hr. to 1630 hr. The manager stated that prior to making the change trustee approval was necessary so that he could thoroughly advertise this change of hours (Newspaper, Website, Theater etc.). The board approved the change of hours for the 2019 summer season as a trial.

Trustee Climo motioned, Trustee Anthony second, vote unanimous

5. **NATURAL RESOURCES PROGRAM** – The following review was presented to the board by the NRPM in writing:

- 1) *Work continues with planning board on watershed ordinance revision.*
- 2) *Working on CDC and Forest Canopy grants for March 29 and April 12 submission, respectively.*
- 3) *We will be advertising for a summer intern soon, primarily to work with natural resources*
- 4) *Farrin land acquisition “negotiations” continue*
- 5) Attached is a draft intern job description to be used in advertising a summer intern position primarily assigned to the Natural Resources Program. I am looking for concurrence from the board to proceed using established labor recruitment policies of the district.

6. **SAFETY & TRAINING UPDATE** – The manager reported that there had been no safety violations or known missed inspections during the previous period.

- a. **Human Resources (HR)** – Nothing new to report.
- b. **Training Update** – As of today all personnel requiring annual safety refresher training have received training by New England Water and Waste Water Training Associates (NEWWTA)
- c. **Licenses Earned** – I am proud to announce that yesterday Shawn Simmons earned his required Class III, Distribution Water Operators License. The board also congratulated chief treatment plant operator (CTPO), John Orne for tutoring Shawn for the exam the previous Saturday at his home to successful conclusion.

7. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since the previous report had declined to 90 % for filter operations and 100% for clarifier performance. Raw water quality, had declined since the previous report with key chemical additions sliding; sodium hydroxide 145% of normal and aluminum sulfate 125% of normal.

Finish water production for the previous period continues to outpace the demand recorded in 2018 with an average daily production increasing to 0.3344 MGD as compared to 2018 production for the same period of time equaling 0.2969 MGD.

- a. **Overhaul Vertical Turbine Raw Water Pump 1 (RWP1) & Finish Water Pump #2 (FWP2)** – *Weston and Sampson* are scheduled to be on-site to begin the inspection of these two pumps to correct vibration and efficiency problems, on 13 & 14 March 2019.
8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was working general work orders, fire hydrant maintenance, shoveling fire hydrants, correcting problem services and is working toward the completion of the Phase IV Meter Replacement Project and supporting work evolutions within the TD. With the weather appearing to break, the DD was gearing up for seasonal turn-on

During the previous period the DD responded to 0 DigSafe requests, an unbeatable record.

The manager reported that on 1 March 2019 the water district experienced a water main break at the corner of Eastern Avenue and Highland Park Right-of-Way of which the DD responded in force and repaired in a timely manner. The break was on the Highland park water main and was a radial break of 6” cast iron water main. Special thanks to the Boothbay Public works Department and Police Department for their rapid response isolating the area and making the area safe for the public. The manager stated that overtime would show up in the 12 March 2019 pay warrant.

- a. **New Building Status Report** – No change in status.
 - b. **New Replacement Vehicle** - I am requesting Vice-Chairman Gamage to negotiate a fair and equitable price for a new ¾ ton Chevrolet service truck as budgeted, at O’Connor’s in Augusta. The Vice Chairman agreed and the manager was to set up the appointment.
9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager requested action on the draft testimony presented to the board at the 26 February 2019 trustees meeting concerning LD-197. The board approved the testimony without revision. The manager informed the board that the next 5-Rivers meeting was scheduled for 28 March 2019 at Great Salt Bay Sanitary District in Damariscotta.
10. **LAND ACQUISITION UPDATE** – Vice-Chairman Gamage tabled action on the Farrin counter-offer until such time as the NRPM could be present at a trustee meeting.
11. **ISLE OF SPRINGS (IOS)** – The manger reported that the distribution foreman and he had met with *Fuller Marine* to discuss the final preconstruction items before beginning this project. The project would be completed by 1 June 2019. *Fuller Marine* was responsible for purchasing and arranging all structural materials with the district to purchase, construct and assist in the installation of the pipe. Prior to seasonal turn-on the district would construct a by-pass at the corner of Samoset Road and Lakeside Drive so that when the time comes to turn Samoset Road to the high-pressure system, the PRV could be slid in, with three valve turns the area would go from low pressure to high pressure seamlessly.
12. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report
13. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – Nothing new to report.

14. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** - The manager reported that *Dirigo Engineering* had completed the Contract Documents for the district to go and solicit quotes for excavation and heavy lifting services. The manager presented the board a copy for trustee inspection and requesting permission to hand off a set of these contract documents to both *E. M. Wood Construction* and *N. Remy Construction* with a quote opening set for the trustee meeting on 23 April 2019. The board concurred.

Trustee Climo motioned, Trustee Tibbetts second, vote unanimous

15. **AFFORDABLE HOUSING PROJECT** – Nothing new to report

16. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** - The district would be relocating the main feed line to Barters Island this summer using the services of *Fuller Marine*. The new main would be twice the length to create a bow, extending to the north of the bridge to move the main into water that has less velocity; hence less likely to be moved and chaffed. The existing main had again begun to leak of which Fuller Marine would attempt to repair just after the water mains were charged this spring. Concurrently new valving would be installed on either side of the island to allow the district to switch from the old water main to the new main without loss of service to our customers on Barters Island.

17. **SQUIRREL ISLAND WATER MAIN** - Prior to seasonal start-up *Fuller Marine* would make all repairs necessary on the Boothbay Harbor side of this water main and attempt to ascertain where leakage, currently at 10,000 GPD, could be mitigated. Again, prior to seasonal startup, DD personnel will visit Squirrel Island and cut in a new valve assembly adjacent to the beach where the permanent fix for this main, will make landfall. The district will have to replace approximately 2,500 feet of water main to move the water main. This project is slated for late summer (September) in that there is no other way to complete the repair without shutting off service to the island.

18. The meeting was adjourned at 1942 hr.

Trustee Climo motioned, Trustee Anthony second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager

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