

13 August 2019

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 JULY 2019**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Gamage, Southport (Chairman); Trustee Climo, Southport (Vice-Chairman); Trustee Tharpe, At-Large (Treasurer); Trustee Anthony, Boothbay (Clerk); Trustee Tibbetts, Boothbay Harbor; Trustee Bellows, Boothbay; Trustee Blakeslee, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** William Harwood J.D., Verrill & Dana.

Absent: None.

1. The board approved the minutes for 9 July 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
2. The **Payroll** for weeks ending 9 July 2019 & 16 July 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
3. The **Transactions** for the period of 8 July 2019 through 19 July 2019.
Trustee Climo motioned, Trustee Blakeslee second, vote unanimous
4. **MUNICIPAL OFFICER TRAINING** – To comply with Maine law, attorney Harwood provided the board with the required municipal officer training of which each trustee successfully completed and was documented as being trained.
5. **ADMINISTRATION** – The manager presented the board Table 1 – *Boothbay Region Water District Cash Account Status Report as of 23 July 2019*, Table 2 - *BRWD Profit & Loss Budget Performance as of 31 June 2019* & Table 3 - *BRWD Capital Improvement & Equity as of 31 June 2019*. Additionally, it was reported that meter reading was current with August billing equaling \$447,399.50 to be released to the public 1 August 2019. In the previous period the district added one (1) new customer and received 5 additional new applications for service. Currently the district had 14 applications for new service pending.
6. **NATURAL RESOURCES PROGRAM** – The following report has been provided by the Natural Resource Program Manager (NRPM):
 - 1) *Draft land acquisition policy report is attached for your consideration. We have been in consultation with Ronald Clifford regarding 33-acre parcel behind Little Adams Pond. No further contact from Pat Farrin. We have been contacted by Paul Sherman (3-acre parcel adjacent to Linda and Barry Sherman property). He would like to sell property to water district for \$60K.*
 - 2) *Trustees are invited to lake meeting at Harbor Theater on July 30. See attached. We have been helping to coordinate meeting; will have short presentation and posters are being developed.*
 - 3) *Working with Town to improve conditions at Knickerbocker Lake access. Boats left overnight will be removed after July 31; will develop plan to address runoff, push parking back from waterfront.*
 - 4) *Bid package went out for Pine Woods Road and will be opened tonight. If no takers or price too high, may be back to Town of Boothbay looking for a serious commitment to do prep work in spring.*

5) *Water quality monitoring and invasive work continues. Water quality in both ponds in poorer than it has been in recent years likely due to all the rain.*

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 23 July 2019	
Account	Balance
Business Checking	\$ 25,050.00
Deposit Sweep Account	\$ 225,603.28
Liquidity Total	\$ 250,653.28
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 32.11
Land Acquisition Fund	\$ 14.68
Capital Reinvestment Fund	\$ 200,001.17
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	\$ 217,662.08
TOTAL CASH RESERVES	\$ 468,315.36

7. **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)** – Treatment Plant Operator, Scott Campbell returned to work at the beginning of the shift that morning putting the treatment division back to full strength.
 - b. **Training Update** – The manager alerted the board to the Maine Water Utilities Association (MWUA) Clambake, which was to be held at Thomas Point Beach with the majority of the district tickets provided courtesy of *E. J. Prescott*. The clambake was scheduled for 8 August 2019 and the manager requested a number of trustees who would like to attend. Trustees Blakeslee, Climo, and Tharpe expressed interest in attending. Trustee Climo, upon the urging of Chairman Gamage motioned to allow Mr. Harry Pinkham to attend as a special representative of the district.
Trustee Climo motioned, Trustee Tharpe second, vote unanimous
 - c. **Managers Vacation**- Th manager alerted the board that he would begin vacation 24 July 2019 and return to work on 30 July 2019.

Table 2
BRWD Profit & Loss Budget Performance as of 31 June 2019

	Jan - Jun 19	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	0.00	0.00	0.00
415 - Jobbing	56,249.68	61,366.69	112,675.22
419 - Interest Income	270.46	150.22	350.00
460-RD Grant Revenue (KHS-RD Grant & Loan)	0.00	20,000.00	30,000.00
461 - Revenue Accounts	1,746,880.55	1,703,105.48	3,212,803.77
Total Income	1,803,400.69	1,784,622.39	3,355,828.99
Gross Profit	1,803,400.69	1,784,622.39	3,355,828.99
Expense			
403-Depreciation Expense	339,000.00	339,000.00	678,000.00
408 -- Taxes other than Income	26,848.83	30,000.00	60,000.00
427-Bond and Loan Interest (Long Term Liab. Interest)	800.40	0.00	0.00
427-Interest Expense	127,029.10	127,065.02	245,050.00
601 - Wages	285,366.33	320,766.50	623,750.00
603 - Trustee Fees	9,196.72	10,000.00	10,000.00
604 - Employee Pen. & Benefits	222,996.29	199,540.78	405,500.00
615 - Electricity	23,768.86	28,885.58	61,750.00
618 - Chemicals	17,800.81	20,556.00	38,600.00
620 - Materials & Supplies	111,110.34	119,730.91	213,300.00
620.7 - Postage	540.57	0.00	0.00
631 - Contr.-Engineering	7,510.27	6,000.00	12,000.00
632 - Contr. Accounting	37,000.00	25,000.00	63,000.00
633 - Contr. Legal	4,624.00	7,500.00	15,000.00
634 - Other Professional Fees	212.50	7,500.00	15,000.00
635 - Contr-Other	131,239.25	128,402.55	223,150.00
642 - Rental of Equipment	0.00	500.00	500.00
650 - Transportation	10,448.11	17,799.96	32,850.00
657 - Insurance - Gen. Liab.	15,918.50	15,000.00	15,000.00
658 - Insurance-Workers Comp.	13,122.80	17,500.00	35,000.00
660 - Advertising	705.00	250.00	750.00
667 - Regulatory Expense	11,910.00	14,000.00	20,000.00
675 - Misc. Expenses	6,665.61	5,550.04	11,050.00
680.00 · Uncategorized	0.00	0.00	0.00
Total Expense	1,403,814.29	1,440,547.34	2,779,250.00
Net Ordinary Income	399,586.40	344,075.05	576,578.99
Net Income	399,586.40	344,075.05	576,578.99

Table 3
BRWD Capital Improvement & Equity as of 31 June 2019

Accnt #	Description	31 June 2019	Amount
Capital Improvements			
105.01	Marine Construction	\$ 6,970.87	\$ 10,000.00
105.02	Engineering & Excavation	\$ 7,349.50	\$ 10,000.00
105.05	GIS	\$ 285.00	\$ 3,000.00
105.10	Storage Building Project (roof) treatment plant	\$ 3,277.50	\$ 5,000.00
105.22	Logan Road Water Main Replacement	\$ 2,002.50	\$ 100,000.00
105.21	Natural Resource Projects	\$ 1,360.00	\$ 45,000.00
105.50	Work in Progress - Other	\$ 31,347.35	\$ 2,000.00
Total Capital Improvements		\$ 52,592.72	\$ 175,000.00
Principal Repayments			
221.31	MBB Highland Park		\$ 32,000.00
221.32	MBB Pinkham Standpipe Rehab		\$ 5,500.00
221.33	RD Southport Interconnection		\$ 33,000.00
221.89	SRF Cape Newagen MMBB	\$ 10,669.00	\$ 11,000.00
221.92	RD 91-20		\$ 25,000.00
221.93	FNB Consolidation	\$ 10,462.01	\$ 11,500.00
221.95	MMBB Sea Street		\$ 13,000.00
221.97	FNB Fluoride Bond	\$ 6,483.02	\$ 7,700.00
221.992	FNB Line of Credit	\$ 300,000.00	\$ 300,000.00
221.99	RD 91-18	\$ 6,400.00	\$ 6,500.00
221.993	MMBB Consolidation		\$ 340,000.00
Total Principal Repayments		\$ 334,014.03	\$ 785,200.00

8. **TREATMENT DIVISION (TD)** — The manager reported filter train efficiency since switching to Knickerbocker Lake has plummeted due to poor raw water quality. The current efficiency had fallen to 93% efficiency for filter performance and clarifier performance at 91%. Raw water quality, as compared to Adams Pond had fallen off with key chemical additions remain approximately 30% above of normal with no taste but slight odor issues. Water reserves are currently at 100+% with Adams Pond at 228MG and Knickerbocker Lake at 583 MG.

The average daily production increased to 0.8971 MGD as compared to 2018 production for the same period of time equaling 0.8255 MGD.

- a. **Knickerbocker Lake Withdrawals** – Withdrawal from Knickerbocker Lake began with filling and flushing on 17 July 2019. Table 4 -*Boothbay Region Water District Knickerbocker Lake Water Withdrawal Report* lists the permit compliance parameters as of 21 July 2019.

Table 4			
Boothbay Region Water District			
Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
17-Jul-19	21-Jul-19	3,881,400	47,618,600
Total Withdrawn		3,881,400	47,618,600

9. **DISTRIBUTION DIVISION (DD)** – The manager reported that the DD remained focused on completing the color coding of fire hydrants in accordance with National Fire Protection Association (NFPA) standards of which the district is at 75% completion. The DD is current on all cross-connection control testing system wide.

In the previous period the DD responded to 14 Dig Safe requests in the previous period.

- a. **New Building Status Report** –No change in status
- b. **New Replacement Vehicle** - No change in status.

10. **5 RIVERS REGIONAL WATER COUNCIL** – The meeting of 27 June 2019 was cancelled
11. **LAND ACQUISITION UPDATE** – The manager informed the board that on 10 July 2019 the district closed on the Linda Sherman property, Boothbay Tax Map R-7, Lot 12C at *Griffin Law Offices*. The final cost for the acquisition was \$52,880.72. Erosion control and replanting the property was ongoing. Trustee Bellows inquired of the manager that he had stated the district would not replant the property to which the manager clarified his report stating the plants were free saplings of native species trees provided to the district by the NRPM and limited in number. Additionally, most of the effort on the new property was focused on erosion control measures, mitigated by the use of wood chips procured courtesy of the Boothbay Region Refuse Disposal District (BRRDD).
12. **ISLE OF SPRINGS (IOS)** – The manager this overdue project was still waiting for *Fuller Marine* availability with a tentative date for completing this project either late that week or the week of 29 July 2019.
13. **ALTERNATIVE ELECTRIC POWER OPTIONS** – Nothing new to report

14. **MASSACHUSETTS ROAD WATER MAIN REPLACEMENT PROJECT** – The manager informed the board that the homeowner group at Massachusetts Road had contracted with *Dirigo Engineering* to complete a detailed cost estimate, design and bidding services.
15. **LOGAN ROAD WATER MAIN REPLACEMENT PROJECT** – Nothing new to report
16. **AFFORDABLE HOUSING PROJECT** – Nothing new to report
17. **BARTERS ISLAND WATER MAIN RELOCATION PROJECT** – Nothing new to report
18. **SQUIRREL ISLAND (SI) WATER MAIN** – Chairman Gamage informed the board that on 20 July he had met with the Squirrel Island Village Corporation (SIVC) and reached tentative agreement with the concept of the SIVC obtaining ownership, care and custody of the water main originating at Spruce Point and terminating on SI (SI main feed line) at the conclusion of the 2019 summer season. Upon the advice of district counsel, *Verrill & Dana* would provide the district with a list of objectives with the turnover of infrastructure to be presented to the SIVC and if agreed upon, would provide the district with the appropriate documentation to complete the transaction.
19. The board went into executive session pursuant to 1 MRSA §405(6)(E) *consultations with legal counsel* at 2017 hr.
Trustee Climo motioned, Trustee Anthony second, vote unanimous
20. The board came out of executive session at 2030 hr.
Trustee Climo motioned, Trustee Bellows second, vote unanimous
21. **GRANDVIEW AVENUE WATER MAIN UPGRADE PROJECT** – The manager reported that *Dirigo Engineering* was hired by the Spruce Point Homeowners Association to provide an engineering cost estimate and design.
22. **JON LEWIS** – Upon reminding the board of the oversight of not recognizing the service of this former trustee with the traditional send-off dinner, the board asked the manager to arrange this event.
23. **WEST HARBOR POND SIPHON** – Trustee Blakeslee provided the board with a proposed article to be run in the *Boothbay Register* in support of the contested West Harbor Pond Siphon. The manager informed the board that he was not comfortable taking a stand on this project and uttering a district position without board approval. Trustee Bellows was not in favor of relaying the district's contribution to the project as "great cost", which after the discussion it was determined the district had contributed pipe, which if not used in this application, would have been disposed of as solid waste, with only donated labor a cost to the district. The board instructed the manager to be quoted with a position with the subject, at the managers discretion.
24. The meeting was adjourned at 2112 hr.
Trustee Climo motioned, Trustee Bellows second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
General Manager