

25 March 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 MARCH 2014**

The Board of Trustees convened at 1800 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Marston, At-Large (Trustee); Trustee Reed, Boothbay Harbor (Clerk); Trustee Climo, Southport; Trustee Lewis, Boothbay; Jonathan Ziegler, Manager. Guest: Mohamed Osman, Osman-Page; Marcia Wilson, Osman-Page; Dan Bryer, Boothbay Code Enforcement Officer (CEO); Ryan Leighton, Boothbay Register; Sue Mello, Boothbay Region Water District. Absent: Trustee Carter, Boothbay.

1. The minutes of the 25 February 2014 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 25 February 2014 & 4 March 2014, were approved.
Trustee Marston motioned, Trustee Climo second, vote: unanimous
3. The **Transactions** for the period of 24 February through 7 March 2014 was approved.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL REVIEW** – The manager provided the board a status of the District’s Cash accounts as of 2 March 2014 (See Table 1).

Table 1

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 2 March 2014	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 156,991.97
Liquid Cash Total	\$ 181,991.97
BBH 1994 Sinking Fund	\$ 7,724.30
BBH 1997 Sinking Fund	\$ 29,806.67
BBH 1998 Sinking Fund	\$ 28,020.93
BBH 2001 Sinking Fund	\$ 80,897.32
BBH 2004 Sinking Fund	\$ 29,653.63
BBH 2007 Sinking Fund	\$ 12,218.44
Land Acquisition Fund	\$ 3,418.13
Capital Reinvestment Fund	\$ 359.30
EBB Upgrade 91-20	\$ 18,713.50
Designated Fund Total	\$ 210,812.22
TOTAL CASH RESERVES	\$ 392,804.19

Mohamed Osman and Marcia Wilson provided the board with an overview of the refinancing effort underway with the Maine Bond Bank. Much progress had been made with regard to the refinancing effort through the Maine Bond Bank. The application had been submitted and accepted by the Maine Bond Bank. Mr. Osman had to explain that he was forced to drop off consolidating loans 18 & 20 because of internal rules with the Maine Bond Bank in that the savings to the district would be less than 3%. Mr. Osman then discussed the two State Revolving Fund Loans that were compliant and moving in the right direction with all milestones current. .

Because of the need to sign many documents and the need of the district to have the treasurer to be in the area, Trustee Marston motioned that Trustee Lewis become the treasurer for the district. The board approved the change of officer.

Trustee Marston motioned, Trustee Climo second, vote: unanimous

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents, violations or missed inspections within the previous period. On 6 March 2014 the final annual safety training session was completed by NEWWTA and all training files were current. Work continued on safety plan maintenance.

6. **WATERSHED** – The manager informed the board introduced Sue Mello reported on natural resource issues (see written report below). The YMCA camp had clear cut on the shores of Knickerbocker Lake without a permit. Moth Ms. Mello and Dan Bryer explained to the board how that had occurred, largely due to a contradiction of state and local standards and the town not being notified by the YMCA. The conversation did not revolve around the town’s response more than the YMCA’s intentions in that the clear cutting matched with the YNCA’s master plan for Camp Knickerbocker. The manager felt that this was an “end around” by the YMCA to meet a master plan that in accordance with local regulations is illegal to build and recommended a strong response by the district requesting both fines and restoration. The board instructed the manager, by resolution, to take that message from the board to the Boothbay planning board at their 19 March 2014 meeting.

Trustee Marston motioned, Trustee Reed second, vote: unanimous

*Watershed Project Update
March 11, 2014*

- *Review Boothbay zoning ordinances in watersheds and work with CEO/PB to revise for reasonableness, consistency and better conservation. Review complete. Preliminary recommendations in the works.*

- *Zoning review demonstrated need for better data for decision-making, particularly regarding buffer zone placement/ size and development standards. Now working with Wright-Pierce to develop watershed GIS for data management, zoning ordinances and prioritizing land acquisitions. Expect first map layers in next week. Have pulled together town assessor data on all properties within watershed to link to GIS.*

- *Grants - will be submitting grant app to DHHS for Source Water Protection grant for \$5-10K for public education by April 30*

- *DEP 319 non-point source pollution grants RFP will be issued in April*

- *Land for Maine’s Future grants - long-term, will need to develop relationship with Land Trust and prioritize acquisitions, first.*

- *Develop local watershed group/ committee - April/May - Need to sit down with all the players -towns, KLA, YMCA, interested property owners, BRLT, Soil and Water Conservation - to bring everyone up to speed on watershed project, plans, goals and develop partnerships.*
- *Public Education Outreach - spring through fall, then ongoing. Raise awareness of watershed conservation for property owners through various media, watershed signs, signs/ kiosk at Knickerbocker Lake landing, newspaper articles, maybe small workshops, videos.*
- *Summarize water quality data - not begun*

The manager informed the board that Wright-Pierce had submitted the following report authored by Linwood “Woody” Bailey concerning GIS efforts and natural resource integration.

In process of developing base map with various layers for use in watershed study

Assisting Dale with database development and data collection

An update needs to be posted this week followed up with a meeting to go over data collection and roles

7. **TREATMENT PLANT** – The manager reported, No change in status with treatment plant operations. The chief treatment plant operator (CTPO) was unable to provide a bi-weekly report due to excused personal reasons. The manager informed the board that he would catch-up on 25 March 2014 report. The manager did inform the board that the planned SCADA upgrade was now in-process and would take several weeks to complete.
8. **DISTRIBUTION** – The manager reported that the distribution division was still in winter operations, with much work being laid out on the various upcoming projects. The manager informed the board that staff was preparing the existing Southport meters to be installed this spring and then spend the summer retrofitting the new meters in. The new meters had not yet been delivered.

The manager reported to the board that he was very concerned with the weather and extended outlook as far as temperatures were concerned. The manager stated that seasonal startup was already behind and that the usual completion date looked unachievable with the 1 May compliance date now being the goal.

The manager then reported the 2007 Chevrolet Extended Cab truck had a blown motor resulting from unknown reasons. The manager went on to state that the district had sunk several thousand dollars replacing the transmission and other assorted drive-train parts over the past 12-months. He did not intend to buy a vehicle this year but felt his hand was being forced. The manager requested permission to order another Chevrolet diesel and set it up in the same configuration as the existing converter utility truck for duty primarily directed towards Southport. The board asked many direct questions as to the reason for the truck specified and the intended use of the vehicle. Trustee Gamage informed the manager that his \$60,000.00 estimate seemed high and informed the manager he would assist in the selection and procurement process. The board approved the request for \$60,000.00.

Trustee Lewis motioned, Trustee Reed second, vote: unanimous

9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** - As directed, the manager reported that he had provided a set of project (Concept) maps to the Town of Southport for use at the annual town meeting of 3 March 2014. Trustee Climo reported that the feedback was very positive. The manager then reported that he had submitted the utility permits with the State so that ledge probes on Southport could commence as soon as the weather permitted. The manager then stated that Jim Lord P.E. was still working through the permitting issues with the state with no resolution found as of yet. The manager provided the board with a detailed e-mail string he had had with trustee Lewis and Mr. Lord in which Mr. Lord clearly laid out the issues with permitting and why diverting the water main to Plummer Road was the best course of action. The board discussed the need to include, if possible the connection of water from the intersection of Plummer Road and Route 238, north to the Nickerson Road spur so that the redundant connection for the island could move independently for more security.

Lastly the manager reported that he had made contact with attorney Chip Griffin for a needed construction easement for the new Southport Standpipe by adjacent land owners.

10. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** – The manager reported that Chip Griffin & Leighton and Associates were working on the surveys for Dora Highlands and Highland Park. As previously reported the funding was well underway with Osman-Page with the manager further reporting a rough draft (75% plan) of the proposed bid contract to for review, comment and conference. The manager concluded his report by informing the board that there existed intense local contractor interest in the installation contract in that he had been visited by Eric Wood, Wood Construction who informed the manager that he would be competing for the contract. The manager stated he was excited to see good local firms competing for this work
11. **MWUA/MRWA BOD** – The manager had nothing new to report
12. **FIVE RIVERS** – The manager had nothing new to report.
13. **GIS** – The manager had nothing new to report.
14. **MT PISGAH STANDPIPE PAINTING PROJECT** – The stated that he had introduced Mr. Dan Flaig, Wright-Pierce to Mr. Dave Libby, Communications Inc., and they were working through the idiosyncrasies of preparing the tank for repainting.
15. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) C & D. 1920hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
16. The board came out of executive session at 1922hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous
17. The meeting was adjourned at 1859 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager