

27 May 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MANAGERS REPORT & MINUTES FOR THE TRUSTEE MEETING 13 MAY 2014**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Lewis, Boothbay (Treasurer); Trustee Reed, Boothbay Harbor (Clerk); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegra, Manager. Guest: Ms. Susan Mello, Natural Resources, Boothbay Region Water District; Mr. Dale Harmon, Distribution Foreman, Boothbay Region Water District. Absent: None.

1. The board welcomed Chris Higgins, newly elected trustee representing the town of Boothbay to the board.
Trustee Marston motioned, Trustee Climo second, vote unanimous
2. Trustee Pinkham, Boothbay Harbor was elected Chairman of the Boothbay Region Water District for the 2014/2015 term.
Trustee Marston motioned, Trustee Climo second, vote unanimous
3. Trustee Gamage, Southport was elected Vice-Chairman of the Boothbay Region Water District for the 2014/2015 term.
Trustee Marston motioned, Trustee Climo second, vote unanimous
4. Trustee Reed, Boothbay Harbor was elected Clerk of the Boothbay Region Water District for the 2014/2015 term.
Trustee Marston motioned, Trustee Climo second, vote unanimous
5. Trustee Lewis, Boothbay was elected Treasurer of the Boothbay Region Water District for the 2014/2015 term.
Trustee Marston motioned, Trustee Climo second, vote unanimous
6. The minutes of the 22 April 2014 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
7. The **Payroll** for weeks ending 22 April 2014, 29 April 2014 & 6 May 2014 were approved.
Trustee Gamage motioned, Trustee Marston second, vote: unanimous
8. The **Transactions** for the period of 21 April 2014 through 9 May 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
9. **FINANCIAL REVIEW** – The manager provided the board with a status report on the districts cash accounts as of 30 April 2014 (See Table 1). Billing for May 2014 was reported to be \$291,674.06

Table 1.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 30 April 2014	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 254,044.34
Liquid Cash Total	\$ 279,044.34
BBH 1994 Sinking Fund	\$ 7,726.24
BBH 1997 Sinking Fund	\$ 29,814.15
BBH 1998 Sinking Fund	\$ 28,027.96
BBH 2001 Sinking Fund	\$ 80,917.60
BBH 2004 Sinking Fund	\$ 29,664.48
BBH 2007 Sinking Fund	\$ 12,221.50
Land Acquisition Fund	\$ 3,419.38
Capital Reinvestment Fund	\$ 359.39
EBB Upgrade 91-20	\$ 18,718.19
Designated Fund Total	\$ 210,868.89
TOTAL CASH RESERVES	\$ 489,913.23

Maine Bond Bank (MBB) Refinance – The manager reported that this effort was on track to be finalized on 22 May 2014 at which time the district would pay off \$5.5M Rural Development debt and assume the same in a MBB note. The manager stated that the FY-14 outlay would be approximately \$62, 000.00 in interest which should give us ample opportunity to frontload the capital reinvestment fund.

SRF Status - The bond for the Campbell Street/Dora Highlands project will be finalized 12 June 2014. The manager reported that the project was “on hold” and with the district and Wright-Pierce Engineering preparing to re-bid the project. (See 15. CAMPBELL STREET AND HIGHLAND PARK LOOPING)

RD Loan Status – The manager stated that the district was in the process of putting together the first pay request. He then went on to inform the board that he had met with the First National Bank of Damariscotta and a proposal for construction financing would be submitted to the district by weeks end. The manager stated that the district was close to initiating this project (See 14. SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT).

10. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents violations or missed inspections within the previous period.
11. **WATERSHED** – Ms. Mello provided the board the following report followed by a detailed question and answer session.

Watershed survey - We will be conducting a watershed survey focused on non-point source pollution (erosion) on June 7, in conjunction with ME DEP, Knox-Lincoln County Soil and Water Conservation District and local organizations and volunteers. Survey results will be used to develop a watershed report that defines the highest priority NPS sites and eventually (hopefully) leads to solutions and a run at 2015 DEP/EPA grant dollars for NPS remediation.

Attached: Letter to watershed property owners and press release for newspaper.

Outreach - We have started the process of developing a community of individuals and organizations interested in watershed conservation. Over the last month, we have met one on one with DEP and the Soil and Water Conservation District, the YMCA, the Knickerbocker Lake Association, the Boothbay Region Land Trust and West Harbor Pond Association. I have also contacted individuals who I know to be interested. All of the above organizations have pledged to work with us on watershed conservation and in developing the watershed protection plans we must complete before we can get any DEP grant \$.

Grants. In April, we submitted a grant application to the Maine Drinking Water Program for \$5K for public education projects. Copy attached.

Timber harvest

YMCA infraction on Knickerbocker Lake The Planning Board approved the YMCA's revised application for timber harvest, which removed the proposed land conversion from forest to ball field. As a permit condition, the Planning Board required the Y to develop a forest replanting plan that was acceptable to the Boothbay CEO and Water District and also directed the Y to remove the large slash piles left on site.

A meeting was held on site on May 28 with YMCA (Hamblett), CEO Bryer, Forester Erik Carlson and myself. Carlson recommended that the area be allowed to regenerate naturally and that slash piles, which are good sediment traps and wildlife draws, be allowed to degrade naturally. Carlson developed a plan that provides for once a year site visits to judge site regeneration, redirects all traffic around the clearcut, and requires planting after three years if natural regeneration is judged insufficient. The YMCA has been encouraged (BRWD and Carlson) to develop a forest management plan before further timber harvest.

Water District land - I met with Carlson to look at the timber harvest potential of the land between the District office and Adams Pond and to discuss appropriate forest management for the Adams Pond woodland along Rt 27. The area behind the water district office will be easy to access and harvest; the area along Rt 27 a lot more complicated.

After we met, Jon Ziegler asked for timber harvest plans for some other Water District properties. After consulting with Carlson, he suggested that it would be appropriate to prepare a forest management plan for all water district properties. Ziegler concurred; Carlson is now engaged by us, his proposal attached.

Watershed GIS - Wright Pierce is making progress with this. We expect a product in the next week and to be able to use this tool for watershed survey.

Education - See proposed activities in Drinking Water Grant application. Will get on watershed signs and website update soon. Watershed inventory provides beginning to public education campaign.

Zoning ordinance review - no activity since last report

12. **TREATMENT PLANT** –The manager informed the board that the district was averaging 0.3492MGD currently as compared to 0.4085MGD over the same period in 2013. The manager attributed the difference in demand to the abnormally cold spring and an ever tightening system. Aluminum Sulfate and sodium hydroxide dosing levels remain within the normal range on a per unit produced basis for this time of year. Filter and Clarifier efficiency remained at 100% of design.

The floats were reported launched on Adams Pond and Knickerbocker Lake in accordance with town of Boothbay regulations as were the sampling boats. The NRPA permit required staff gauge had been installed as had the Teloger with the district now recording data in accordance with the NRPA permit. The manager was asked to explain what the staff gauge was and why it was necessary to install. The manager stated that the weekly readings on the staff gauge were the actual permit measuring requirements and that the staff gauge was installed and removed each year from a mounting port, installed in bedrock, at a known elevation on the North American Vertical Datum (NAVD). It had to be removed each year due to the formation of ice.

The manager next reported that the high level alarm float for the wastewater pump station had been replaced after a failure had been discovered. There was no accidental discharge of sewerage while the float was non-operational

Next the board was informed that the treatment and distribution personnel had begun the annual trash haul within the watershed along the Route 27 corridor. The manager stated that he was amazed on how sloppy motorists were within the drinking water supply watershed. So far, district personnel had removed two dump truck loads to the Boothbay Region Refuse Disposal District with more in the way.

The SCADA upgrade was reported to be complete, tested, integrated and working properly. The district was now in the “shake down” phase, with no appreciable punch list items remaining. The manager stated that substantial completion for the project had been met and that he would be submitting the remaining \$44,000.00 of the contract for trustee approval at the 27 May 2014 meeting.

13. **DISTRIBUTION** – Prior to the manager’s report, Trustee Lewis had the floor and praised the Distribution Foreman for the exemplary service of the distribution division and asked him to forward that sentiment to the remainder of the division. The board echoed that statement.

The manager and distribution foreman took turns reporting that the distribution division had completed 264 backflow tests, 32 Digsafe mark outs and a 500 meter reading cycle during the previous period. The manager reported an uptick in growth with an average 5 new services being added to the system per week.

The board was informed that the district had completed a 160 – foot seasonal water main replacement on Massachusetts Road in Boothbay Harbor on 8 May 2014.

The manager then reported that the district was supposed to assist the contractor from the Golf Course to install a new fire hydrant adjacent to the Whitten House moved to accommodate the new driving range. The district had posted a road closure notice in the *Boothbay Register* but on 12 May 2014 the district discovered the contractor had not issued a Digsafe notification. The district cancelled the project for that day and rescheduled for 20 May 2014. The Digsafe was reported to have been issued.

The manager reported that the majority of the work has been performing repairs the seasonal system after the fact. Several planned outages had been created over the preceding weeks with the distribution foreman reporting the process to be halfway complete.

Lastly the manager reported that the distribution division would next be concentrating on meter replacements in Southport.

14. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – On 23 April 2014, Trustees Pinkham, Gamage and Climo hosted a public meeting at the Southport Town Hall. It was reported to have been well attended and we received yielding much useful feedback.

The manager reported that since the initial meeting with the Southport Planning board and the district will need to appear before the zoning board of appeals to obtain a height variance for the new tank. During the pre-meeting with the planning board the town of Southport asked the district to expand the easement with the Pine Tree Conservancy for which the manager reported in process with attorney Griffin.

The manager reported that he and Trustee Gamage had met with Mr. David Winslow and went over the districts needs for an easement on the Southport side of the bridge. The manager reported that he seemed amenable to the idea but will have his attorney review the easement proposal at the districts cost. It was reported that Mr. Drummond Boord has agreed to terms but had not signed the easement. He manager reported that he had committed to cover his legal expenses with regard to obtaining the easement as well.

15. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** – On 1 May 2014 Chairman Pinkham opened the bids for the project for which the manager provided the board a copy. Only two bids were obtained, one from Harold Warren Construction and one from Harry Crooker. Both bids were over budget and unbalanced. Chairman Pinkham did not award the contract as authorized.

On 2 May 2014 Wright-Pierce and the manager met with State Engineer who declared the bids unusable. The manager explained that the model that the district had developed over the past six-years, through public/private partnerships, would not work without local contractors bidding on the project. Trustee Higgins inquired if the manager had the calculations as to the savings to the district of using the State Revolving Fund (SRF) as previously described as opposed to firing Wright-Pierce and privately borrowing the money to complete the project, thus removing state/federal restrictions on contracting.

The manager stated the savings were “substantial” but did not have any figures available at that time and would provide an analysis/cost-benefit for the district, to the board.

The board authorized the manager to split the current project into two projects and rebid the projects through the SRF at the earliest convenience.

Trustee Gamage motioned, Trustee Climo second, vote unanimous

16. **MWUA/MRWA BOD** – On 1 May 2014 the Maine legislature failed to override Governor LePage’s veto for LD-1809. LD-1809 was then declared “dead”. The board asked the manager to remain vigilant to future efforts by the legislature to remove rights from quasi-municipal water districts.

17. **FIVE RIVERS** – The manager had nothing new to report.

18. **GIS** – The manager stated that the scope of work for Wright-Pierce had been set on 5 May 2014 and Wright-Pierce was gearing up for the final data acquisition to begin the week of 16 June 2014. 400 man-hours had been estimated to complete the task of baseline map data acquisition which was reported to be within budget. The next target date was 15 August for the technical layering to begin and integration to begin.

Trustee Higgins inquired if the GIS system would allow updating by district staff for which both the manager and distribution foreman stated it was.

19. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager had nothing new to report regarding this effort.
20. **ATT LEASE AGREEMENT AMENDMENT** - The manager reported that as directed, he approved an amendment to the existing ATT lease on Mt. Pisgah Standpipe yielding an additional \$2,400.00/year in rental fees. The lease was for an additional 200 lbs. of gear on to the Mt. Pisgah standpipe. The lease agreement was signed and all payments are subject to already negotiated fee escalators.
21. **2007 EXTENDED CAB TRUCK DISPOSAL** - The board authorized the manager to advertise the vehicle, as is for \$7,810.00 firm.
22. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) C & D at 1949 hr.
23. *Trustee Climo motioned, Trustee Marston second, vote unanimous*
24. The board came out of executive session at 1959 hr.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
25. The meeting was adjourned at 2000 hr.
Trustee Marston motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

PAGE LEFT INTENTIONALLY BLANK