

24 June 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 10 JUNE 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. Guest: None. Absent: Jonathan Ziegler, Manager.

1. The minutes of the 27 May 2014 trustees meetings were approved with revisions.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 27 May 2014 and 3 June 2014 were approved.
Trustee Gamage motioned, Trustee Higgins second, vote: unanimous
3. **FINANCIAL** – Chairman Pinkham provided the following report. The status of the districts cash accounts as of 1 June 2014 was reported in Table 1.

Table 1.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 1 June 2014	
Account	Balance
Business Checking (old)	\$ 29,718.37
Business Checking (new)	\$ 25,000.00
Deposit Sweep Account	\$ 379,511.69
Liquid Cash Total	\$ 434,230.06
BBH 1994 Sinking Fund	\$ 7,727.22
BBH 1997 Sinking Fund	\$ 29,817.95
BBH 1998 Sinking Fund	\$ 29,031.53
BBH 2001 Sinking Fund	\$ 80,927.91
BBH 2004 Sinking Fund	\$ 29,668.26
BBH 2007 Sinking Fund	\$ 12,223.06
Land Acquisition Fund	\$ 3,419.81
Capital Reinvestment Fund	\$ 359.44
EBB Upgrade 91-20	\$ 18,720.58
Designated Fund Total	\$ 211,895.76
TOTAL CASH RESERVES	\$ 646,125.82

State Revolving Fund (SRF) Status – The SRF bond was to be issued by the Maine Bond Bank (MBB) tentatively on 12 June 2014. This project includes the Sophia Way/Highland Park Loop and the Campbell Street Loop.

Rural Development (RD) Loan Status – As directed, the manager had secured a construction loan from the First National Bank of Damariscotta for \$2,200,000.00 at 1.42% interest is in process. Pay Request #1 is being compiled by Dirigo Engineering.

4. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The chairman reported no accidents violations or missed inspections within the previous period. In addition the chairman informed the board that the Chief Treatment Plant Operator, Distribution Foreman and Customer Service Representative were attending the American Water Works Association (AWWA) national conference in Boston that week.
5. **WATERSHED**– Chairman Pinkham reported that on 7 June 2014 the Citizens Watershed Survey was conducted within the Adams Pond and Knickerbocker Lake watersheds. Chairman Pinkham stated that Ms. Mello thought that the effort exceeded her expectations in information gathered. Ms. Mello asked the chairman to acknowledge the Maine Department of Environmental Protection (DEP), Knox-Lincoln Soil and Water Conservation District, West Harbor Pond Association, YMCA, The Church of Jesus Christ of Latter Day Saints and all of the interested volunteers for their participation. In addition Chairman Pinkham relayed special thanks to employees John Orne, Matt Wade and Scott Campbell for their representation of the district. Ms. Mello was now compiling the information and would provide the board a summary at her next scheduled briefing.
6. **TREATMENT PLANT** – Chairman Pinkham informed the board that the manager had left him a very sparse report on treatment plant operations but was able to inform the board that all was working within acceptable norms with little change from the last report.

The Chairman went on to report that EII had presented an estimate of in excess of \$15,000.00 to install a tandem SCADA Computer in the treatment plant for emergency redundancy. The chairman relayed that the manager was not happy with that quote whatsoever and had already gone to their chief competitor, Woodard and Curran, requesting a proposal.

7. **DISTRIBUTION** –The chairman reported the distribution division handling summer operations.
8. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** –The chairman reported that the manager had met with Attorney Griffin to revisit the proposed easement with Mr. David Winslow, Mr. Drummond Boord and the Pinetree Conservancy. The Boord Easement should be completed on or after 8 June 2014. The chairman stated that Trustee Gamage and the manager would try to meet with Mr. Winslow in the near future to see where he was, and Attorney Griffin's office had made contact with the Pinetree Conservancy.

Next the chairman stated that the district had appeared before the Southport Zoning Board of Appeals on 2 June 2014. After a lengthy discussion it was determined because the proposed Southport Standpipe was in resource protection, surrounded by resource protection property, the town of Southport ordinances did not reference a structure such as the proposed standpipe and therefore was permitted. The matter was referred back to the Southport planning board for approval. On 4 June 2014 the district appeared before the Southport planning board and received a permit to construct the standpipe with conditions.

Lastly the chairman reported that the DEP permitting package for Townsend Gut and associated wetlands had been submitted on 5 June 2014.

9. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** – The Chairman reported that the Highland Park/Sophia Way Looping project it was put out for bid on 4 June 2014. He reported that N. Reny Construction and Eric Wood Construction had taken out plans. The chairman informed the board that the bid opening was to occur on 27 June 2014 at 1400 hr. in the conference room. The chairman stated that the manager was requesting a trustee be present for the bid opening. Chairman Pinkham was appointed to officiate the bid opening.
10. **MWUA/MRWA BOD** – The chairman had nothing new to report.
11. **FIVE RIVERS** – The chairman had nothing new to report.
12. **GIS** – The chairman reported that additional training for staff had been conducted by Wright-Pierce with the focus being natural resources inventory. All other elements of this contract were back on schedule.
13. **MT PISGAH STANDPIPE PAINTING PROJECT** – The chairman had nothing new to report.
14. **2007 EXTENDED CAB TRUCK DISPOSAL** – The chairman reported that the manager had seen some interest for the vehicle but nothing concrete. The board was to take up further discussion
15. The meeting was adjourned at 1917 hr.
Trustee Marston motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegler
Manager