

22 July 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 8 JULY 2014**

The Board of Trustees convened at 1900 hrs. In attendance: Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Reed, Boothbay Harbor (Clerk); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Ed Jewett, Southport. Absent: Trustee Lewis, Boothbay (Treasurer).

1. The minutes of the 24 June 2014 trustees meetings were approved with revisions.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
2. The **Payroll** for weeks ending 24 June 2014 and 1 July 2014 were approved.
Trustee Climo motioned, Trustee Marston second, vote unanimous
3. The **Transactions** for 23 June 2014 through 3 July 2014 were approved.
Trustee Marston motioned, Trustee Gamage second, vote: unanimous
4. **ADDRESS THE BOARD – MR. ED JEWETT** - The board recognized Mr. Ed Jewett, Developer, Southport who inquired as to the completion of the water main linkage between Nickerson Road and the intersection of Plummer Road and Route 238 as part of the Southport Water Main Installation and Tank Replacement project, affecting the construction of his proposed subdivision. The manager followed by stating to the board that he and Mr. Jewett had met the previous week and after that discussion the manager had concluded that this subdivision was a “special case” as far as water main extensions were concerned. The manager explained that normally the district would require any developer to fully fund any main extensions to service any subdivision per district policy but the manager could not, “in good conscience” follow that methodology in this case because that even though unfunded as of yet, because of the criticality for redundancy in the system, one way or another the district was to complete this loop either during the above mentioned project or shortly thereafter. The manager therefore stated that he did not expect Mr. Jewett be responsible for any of the work in Rt. 238 but fully funding all of the required work within his subdivision.

The board restated the priority for the Plummer Road/Route 238 intersection to Nickerson Road looping project, regardless of funding mechanism, the timing and the priority. Therefore the manager’s methodology was deemed to be sound.

5. **FINANCIAL** – The manager provided the board the following status report on the districts cash accounts as of 1 July 2014 (See Table 1).

Table 1.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 30 June 2014	
Account	Balance
Old Business Checking	\$ 21,883.36
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 209,991.14
Liquid Cash Total	\$ 256,874.50
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 12,224.57
Land Acquisition Fund	\$ 179,619.18
Capital Reinvestment Fund	\$ 359.48
EBB Upgrade 91-20	\$ 18,722.88
Designated Fund Total	\$ 210,926.11
TOTAL CASH RESERVES	\$ 467,800.61

SRF Status – The manager provided the board with letters authorizing the bonds by the Maine Bond Bank for both the looping project and the Mt. Pisgah Standpipe painting project.

RD Loan Status – Nothing new to report

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents or safety violations in the 4 previous period.
7. **WATERSHED**– The manager informed the board that the new road signs were in the process of being made at John Marsh Signs. The water district had submitted an application with the town of Boothbay to install the signage which may need to go to the Boothbay planning board for approval. Wright-Pierce Engineering was reported to be continuing the support for the mapping efforts and data collection for the natural resource layers to the district’s GIS system in concert with Ms. Sue Mello.
8. **TREATMENT PLANT** – The manager reported the average finish water flow for the past 7 days was 0.7626MG (2.8867 ML) as compared to 0.8025 MG (3.0377 ML) last year. The manager felt that the leading contributing factor to the disparity was above-average rainfall. The manager stated that for the month of July, as of that morning, the district had recorded 4.37 inches (111 mm) of rain, as compared to 0.51 inches (13mm) during the same period last year.

The water in reserve for both Adams Pond and Knickerbocker Lake was reported to be in excess of 100%. That said the manager reported that staff was making preparations to begin moving water out of Knickerbocker Lake within the next two-weeks and looking toward a 40MG to 40MG first haul of the year.

The manager then explained that that because of the heavy rain, as to be expected, aluminum sulfate dosing was up 33% from average with sodium hydroxide being up 47% which for the time of year, equated to a significant treatment cost increase. Concurrently the filter efficiency was reported to be at 80% with clarifier efficiency hovering around 91%, both down from 100% two-weeks ago, adding significantly sewerage disposal costs.

Trustee Higgins reported that the heavy rainfall was creating capacity issues at the Sea Street Treatment Plant for the Boothbay Harbor Sewer District. He attributed the increased flow to a yet discovered illicit connection to the system allowing rainwater to enter the sanitary sewer system.

The manager then reported that the treatment plant operators, at the request of the Boothbay Harbor YMCA, provided environmental sampling training to Ms. Tracy Hall who will be sampling the small pond adjacent to the Knickerbocker YMCA camp. This was to be strictly for informational, non-regulatory compliance sampling.

As requested by the board the manager reported that he had met with Control Point Inc. to ascertain if there was value contracting with them for the SCADA upgrade currently being looked at for redundancy with the main drive computers. The manager reported that after meeting with Control Point Inc., even though they do support excellent software, they do not service the district's Interlution software, coincidentally used by the majority of the 5-Rivers group for consistency, and would contract with Woodard and Curran for installation; currently the engineering firm the district is already awaiting a quote.

9. **DISTRIBUTION** – The manager reported that the primary focus of the distribution division remained to be seasonal-meter upgrades and GIS. Since the previous meeting the district had received seven new service applications and installed 1 new service with 3 more scheduled to be added that week. Since 1 June 2014 the district had added 21 new customers for which the manager stated as abnormal. Coupled with the new services, there were two water main extensions in-process, scheduled to active by weeks end or early the week 14 July 2014. The new water mains, one of which was a Maine Public Utilities Commission (PUC) defined emergency (no water), included:

1. **Greenleaf Lane**, Trevett, 840-feet, 2” HDPE seasonal; and
2. **Wall Street**, East Boothbay, 360 feet, 2” HDPE seasonal.

Vice-Chairman Gamage inquired as to whom would fund the above-mentioned water main extensions. The manager stated that in accordance with PUC regulations the water main extensions were completely funded by third-party individuals, subject to a 10-year fair share payback.

10. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** – The manager stated that he would be making contact with Mr. David Winslow to finish off the final easement required for the project. The manager stated that even though the easement was needed it was not holding up the project at this point. The manager then reported that he would be meeting with Mr. Jim Lord P.E. and Mr. Tim Sawtelle, Dirigo Engineering on 16 July 2014 to go over the final plans and start moving towards construction.

The manager went on to explain the environmental permitting was still running its course, not allowing the piping project to begin. However by splitting the project into two parts the tank/main to the tank/new road work could begin post-haste. The manager reiterated that the goal of the project at this point was to focus on the standpipe project. The manager hoped to have a more defined timetable of events at the next meeting.

11. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** – The board voted to award the construction contract for the Highland Park to Sophia Way looping project to N. Reny & Son Construction as recommended by Wright-Pierce Engineering. As of the meeting the manager had no time-table for construction.
12. **MWUA/MRWA BOD** – The manager had nothing new to report.
13. **FIVE RIVERS** – The chairman had nothing new to report.
14. **GIS** –The manager reported the Wright-Pierce intern and selected staff had mapped the eastern side of Boothbay Harbor and were now concentrating on the west-side of Boothbay Harbor. As of the meeting, work was progressing along Corey Lane in Boothbay and Boothbay Harbor, Lakeside Drive, Elvira Drive and Middle Road.
15. **MT PISGAH STANDPIPE PAINTING PROJECT** – The manager stated that the submission of plans had been delayed with the new target being the week of 14 July 2014. Bid documents were scheduled to go out in within two weeks.
16. **2007 EXTENDED CAB TRUCK DISPOSAL** – The board gave the manager authorization to negotiate the best price possible for the excess truck with the priority to get it out of district inventory.
17. **LAND ACQUISITION PROPOSAL – FARRIN** – The board accepted a proposal made by Mr. Pat Farrin concerning the sale of selected lands to the water district. Because of health reasons Mr. Farrin could not be present at the meeting. The board instructed the manager to obtain backup information from Mr. Farrin.
18. **ADDRESS THE BOOTHBAY SELECTMEN** – The board approved the manager to represent the district in front of the Boothbay Board of Selectmen to voice the opinion regarding plans to take existing “rights of way” and disband them to land owners. The manager stated that the district supports the town’s effort to release ownership of roads that are nothing more than driveways but was insistent the town keep all rights-of-way because of the future necessity for not only the town but all utilities as well. The manager would address the Boothbay Selectmen on 9 July 2014.
19. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) C & D at 1944 hr.
Trustee Marston motioned, Trustee Climo second, vote unanimous
20. The board came out of executive session at 2003 hr.
Trustee Marston motioned, Trustee Climo second, vote unanimous
21. The meeting was adjourned at 2006 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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