

9 December 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 25 NOVEMBER 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 Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Mr. Ed Jewett, Southport, Maine. Absent: None.

1. The minutes of the 11 November 2014 trustees meetings were approved.
Trustee Gamage motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 11 November 2014 & 18 November 2014 were approved.
Trustee Marston motioned, Trustee Gamage second, vote unanimous
3. The **Transactions** for 10 November 2014 through 5 December 2014 were approved.
Trustee Marston motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – the manager provided the board a copy of the *31 October 2014 Profit & Loss Budget Performance Statement*. As of 31 October 2014, for the month, the district's total revenues were \$269,833.19 with total expenses equaling \$191,436.99 of which \$41,666.66 was depreciation expense leaving a net profit on cash accounts of \$120,062.86. For the year the district had taken in \$2,128,285.63 and expended \$1,995,662.46 of which \$416,666.60 was depreciation expense leaving a year-to-date cash profit of \$549,289.77.

The manager then provided the board a copy of the *Boothbay Region Water District 2015 Budget DRAFT Summary*. He explained that it was a very preliminary cut of his budget proposal for 2015 and would not be completed for trustee review until 9 December 2015. He was currently working on the executive summary and review of the 2014 Budget performance. The manager did provide his budget objectives which included:

- a. No private/public capital improvement projects other than those already funded by SRF;
- b. a rate review by Maine Water Company including a minimum rate case to realign fire protection charges to the towns adding Southport into the mix;
- c. no vehicle replacements;
- d. possible discontinuance of CEO Agreement with town of Boothbay;
- e. substantial investment in year-round meter replacements and radio read;
- f. addition of another FTE be added to the distribution division;
- g. seed money to complete storage building annex design and permitting;
- h. completion of GIS and associated integration; and
- i. a huge emphasis on maintenance of the existing plant.

5. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no accidents violations or missed inspections within the previous period.

The manager informed the board that Bangor was the site of the annual MRWA conference December 10 & 11 for which some of the staff that needed the training desperately to maintain licenses. The manager then informed the board that the bi-monthly MWUA conference would be held Thursday, 4 December 2014 in Biddeford Saco and hosted by Maine Water Company. Trustee Pinkham informed the manager that he was to go to the MWUA meeting.

6. **WATERSHED** – Ms. Mello provided the following written report concerning natural resource issues.

*Watershed
Trustees Brief
November 25,
2014*

- 1) *Watershed runoff survey. Watershed survey report completed and released early October. Report available on website. Now, we work toward securing DEP 319 grant next spring to fix worst sites in both watersheds. In support of grant application, Dirigo Engineering is developing preliminary plans for most significant sites, many in conjunction with town roads. To apply for 319 grant, we also need to complete and get EPA approval for a watershed management plan. Target for submitting plan, end of January.*
- 2) *Forest management plan has been promised for this week. With this document, can then pursue permit for timber harvest behind water district office for this winter. Tree removal within the shore land zone on the Route 27 side will take more effort to get permit through DEP/Town but I think it is doable.*
- 3) *GIS - In progress. Nothing specific to report.*
- 4) *Comprehensive plan - Have been to all Boothbay Comprehensive Plan meetings since October. Have submitted revisions to plan to protect watershed and flexibility for future ordinance revisions.*
- 5) *Education/public outreach - other than watershed report release and information sent to property owners, nothing new to report.*
- 6) *Training - Attended LakeSmart training and DEP watershed roundtable in November.*

The manager presented the board a Notice of Violation (NOV) provided to the district by the Maine Department of Environmental (DEP). The manager informed the board that the previous week the manager had received notification from DMR and was now authorized to remove the offending mud from the existing mudflat but leave the naturally occurring beer bottles in-tact. The permit by rule (PBR) was being finalized and would be delivered to the DEP within the week.

7. **TREATMENT** - The manager reported finish water was averaging 0.3183MGD as compared to 0.2628MGD 2013. The increase was due to the temporary water associated with the Southport Interconnection Project on Western Avenue in Boothbay Harbor and the need to bleed the temporary lines.

The raw water quality remained impaired, but normal for the time of year. Both Aluminum Sulfate and Sodium Hydroxide dosing levels remained well elevated. The filter efficiency had also dropped to 83% while the clarifiers remained at 100% efficiency on a timed basis.

All of the floats and buoys had been removed and secured for the winter.

Lastly the Drinking Water Program contacted the manager the previous week and was concerned that the lead and copper results being too low. They had contacted the laboratory to see if there had been problems in the reporting of the results. After questioning the manager replied that the lab was owned by Connecticut Water Company, was well established with the highest reputation, holding all of the necessary certifications for the tests. The district paperwork was in order and the Drinking Water Program (DWP) had assured the district that it had done everything correctly. The board asked the manager to report back once any further information became available.

8. **DISTRIBUTION (DD)** – Since the previous trustees meeting the DD remained extremely busy. Besides normal maintenance, the DD had completed 27 DigSafe mark outs and 71 billable job orders.

Seasonal Shutdown was reported to be complete. The DD completed the temporary water for the Southport Interconnection Project to save money for the project as well.

9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -

- A. **Contract #1 – Tank Site Prep, Road & Water Main** – the manager provided the board a report prepared by Mr. Greg Ireland, Dirigo Engineering. The project had met substantial completion with the next progress meeting scheduled for 0900 hr. 26 November 2014. Trustees Pinkham and Gamage stated that they would preside over that meeting. The manager concluded the report by stating Pay Request #3's value was \$132,130.25.

- B. **Contract #2 – Water Main Installation Project** – The manager provided the board with a preliminary schedule for the project provided by Crooker. The project was scheduled to begin on 30 November 2014, requiring a shutdown and valve package replacement at Four Corners. All affected customers were presently being contacted directly and flyers were being distributed. Temporary water was installed and is operational. On 19 November 2014 Trustees Gamage, Climo and Pinkham hosted a public meeting at the Southport Town Hall that was moderately well attended and very informative. A representative of the Boothbay Register was there and the manager was hopeful the word would get out.

- C. **Contract #3 – Tank Installation Project**– This project was not yet released for bid by USDA.

10. **CAMPBELL STREET/HIGHLAND PARK LOOPING PROJECT** - Done and paid for the Campbell Street negotiations with the contractor for unit pricing not previously bid will be held on 12 December 2014. This project is in hibernation right now.

11. **MWUA/MRWA BOD** – Nothing New to Report

12. **FIVE RIVERS** – Nothing new to report

13. **GIS** – Nothing new to report

14. **MT PISGAH STANDPIPE PAINTING PROJECT** – Awaiting the final pay request.

15. **BOOTHBAY COUNTRY CLUB** – Nothing new to report.
16. **LAND ACQUISITION PROPOSAL** – The manager reported on the two land acquisition tracks currently under consideration.
 1. Farrin Property – Nothing new to report.
 2. Hamrin Property – Nothing new to report.
17. The board voted to go into Executive Session pursuant to 1 M.R.S.A. §405(6) D (labor contracts) & A (personnel matters) at 1900 hr.
Trustee Climo motioned, Trustee Marston second, vote unanimous
18. The board came out of executive session at 1911 hr.
19. The meeting was adjourned at 1912 hr.
Trustee Gamage motioned, Trustee Climo second, vote: unanimous

END OF MINUTES