

23 December 2014

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 9 DECEMBER 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: Sue Mello, Water Resources Manager. Absent: None.

1. The minutes of the 25 November 2014 trustees meetings were approved.
Trustee Climo motioned, Trustee Reed second, vote unanimous
2. The **Payroll** for weeks ending 25 November 2014 & 2 December 2014 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 24 November 2014 through 5 December 2014 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager reported that he had not received the bank statements for November 2014 and therefore could not provide a cash status report for the board. The manager did report that the balance in the districts SWEEP Account was approximately \$620,000.00 of which \$200,000.00 would be deposited in the Capital Reserve Account and \$200,000.00 would be deposited into the Land Acquisition Account before year's end.

The manager reported that he was unable to complete the executive summary to the *Boothbay Region Water District 2015 Budget DRAFT*. However the manager did provide the board balance sheets for both, the detail and summary budget. The manager then outlined his objectives for 2015 that he would present in his proposal 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 to radio read;
- f. Addition of another 1FTE 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 renewed emphasis on maintenance of the existing plant.

Lastly the manager asked the board to prioritize the possible public/private main replacement projects for FY 2015 and FY 2016. The preliminary listing was as follows:

Proposed Year	TOY	Project	Municipal	Funding Mechanism
2015	Spring	Campbell Street	BBH	SRF
2015	Anytime	High Street	BBH	SRF
2016	Spring/Fall	Newagen Road (Plummer to Nickerson)	SPT	PayGo/ SRF
2016	Anytime	Rice Road	EBB	PayGo
2017	Anytime	Logan Road	BBH	PayGo

The board took the manager's recommendations under consideration.

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

Employee performance reviews were reported to be in-process.

6. **WATERSHED** – Ms. Mello provided the board the following report concerning watershed and water resource issues.

*Watershed Trustees
Brief December 9,
2014*

A. Watershed runoff survey. Watershed survey report completed and released early October. 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 engineering plans for all but two of the high impact sites and for all sites on BRWD property. They surveyed sites last Thursday. Many of these sites are associated with Adams Pond Road and Back River Road.

To apply for 319 grant, we also need to complete and get EPA approval for a watershed- based protection plan. Plan must be to DEP by March 30; my target for submitting plan, end of January.

B. Forest management plan has been delivered. See bullets and plan. Have asked Erik Carlson to develop a cutting plan for timber harvest along Adams Pond road and for selective removal of trees along Route 27. Will present preliminary plans to Boothbay Planning Board on Dec. 17.

C. GIS - In progress.

D. Town of Boothbay. While three towns share the water, one town controls the land use that affects the watershed. We continue to work with Boothbay to foster better watershed protection.

- Comprehensive plan - Have been to all Boothbay Comprehensive Plan meetings since October. The committee's goal is to have plan before voters in May. Have submitted major revisions to plan to protect watershed and flexibility for future ordinance revisions, so far (after initial complaints) those recommendations have been included.*

- We continue to monitor development in the watershed and have some concerns about code enforcement. Jon and I will meet with Town Manager and CEO in January to discuss these issues with aim to rectify and also to seek town involvement in 319 watershed grant application.*

- Once comp plan is completed, we can begin working with Planning Board on watershed ordinance revision.*

- E. *Education/public outreach - Have engaged Ryan Leighton and Jonne Trees (BRCTV) to develop two, maybe three, short PSA type videos, with goal of showing those on BRCTV, on YouTube via Boothbay Register and BRCTV and at Harbor Theater during summer months. Videos will be completed by May 1 and are paid for by Drinking Water Program grant we received last May. Outreach relative to watershed survey is ongoing. Jon Marsh has been engaged for watershed signs; those will be done by spring (also funded by DWP). I am planning with BRES (Sandy Wheeler) on another school watershed project for next spring; three of Wheeler's students are currently developing a fertilizer education video for watershed property owners.*
 - F. *Training - Attended Lake Smart training and DEP watershed roundtable in November.*
 - G. *Water quality - John Orne has begun summarizing our lake water quality sampling data for watershed protection plan. After that, we will revisit water quality sampling plan and consider need for changes next year.*
7. **TREATMENT** - The manager reported that finish water production was averaging 0.2996 MGD as compared to 0.2616 MGD last year. The increase production rate was directly related to temporary water bleeders associated with the Southport Interconnection Project in addition to the districts regular sanitary bleeders.

The raw water quality remained impaired, but within normal range for the time of year. Both aluminum sulfate and sodium hydroxide dosing levels were well elevated. The filter efficiency remained unchanged from the previous report at 83% while the clarifiers remained at 100% efficiency on a timed basis.

The manager reported that we were experiencing problems with our 12" backwash rate valve. The problem had been attributed to a faulty air supply solenoid valve which was on express order. The manager expected the problem to be corrected within the next 48-hours.

The manager then reported the Maine Drinking Water Program (DWP) issued the district a Notice of Noncompliance (NON) because its laboratory (Maine Water Company, Rockland, Maine) allegedly failed to send the November fluoride results in a timely manner, a fact contested by the lab. The manager reported that he had protested what he felt was an unfair citing to the Director of the DWP stating that district personnel had taken and delivered the required sample to the lab, in a timely manner, in accordance with Maine protocols. The manager then went on to inform the board that the district had received the results back from the lab in a timely and compliant manner and had no reason to believe the DWP were missing the results. Unfortunately the NON will not be revoked and will now appear on the EPA SDWIS database for the entire world to see in perpetuity. The alleged transgression of the district will require no further reporting requirements for the district and no punitive actions against the district will be taken. The manager stated he was angry about the undeserved black mark but explained that the DWP was under intense the pressure from EPA to hand out more violations for that was the benchmark the federal government used to measure "success" of a program.

8. **DISTRIBUTION (DD)** – Since the previous trustees meeting the DD remain extremely busy. Besides normal maintenance, the DD had completed 27 DigSafe mark outs and 71 billable job orders. The temporary water in support of the Southport Interconnection and Tank Replacement Project remained flowing with no breach in service from those being fed from it.

9. **SOUTHPORT INTERCONNECTION AND TANK REPLACEMENT PROJECT** -
 - A. **Contract #1 – Tank Site Prep, Road & Water Main** – Nothing new to report with this project.
 - B. **Contract #2 – Water Main Installation Project** – The project began on 30 November 2014 with the replacement of the Four Corners valve package. Water service was disrupted from 0800hr. to 1215 hr. with very little incident. Since then Crooker has installed 460 feet of 12" PVC pipe and replaced one hydrant assembly.
 - C. **Contract #3 – Tank Installation Project** – The manager reported that the contract had yet to be submitted to RD by Dirigo Engineering. Trustee Gamage instructed the manager to apply pressure on the engineer to get this project moving so that the board could ascertain if there would be enough money left in the project to complete 12” PVC water pipe installation to at least the corner of Rt 238/Newagen Road and the Cross Road. The manager understood this tasking and would report back at the next meeting.

10. **CAMPBELL STREET LOOPING PROJECT** - the manager reported that Wright–Pierce, Reny Construction, Town of Boothbay Harbor and the district would be meeting on 16 December 2014 to discuss pricing and responsibilities for the Campbell Street Water Main Looping project.

11. **MWUA/MRWA BOD** – The manager reported he would be off both boards within the week.

12. **FIVE RIVERS** – The manager reported that he had attended the superintendents meeting on 3 December 2014 and all was progressing well.

13. **GIS** –Nothing new to report

14. **LAND ACQUISITION PROPOSAL** –Chairman Pinkham reported that he had received word that over \$5,000,000.00 was set aside in the Maine SRF program to be lent at an interest rate of 1.0%. The manager stated that access to this funding would “change the game”. The board then went into discussion on prioritization of land acquisition with Ms. Mello informing the board of an automobile repair facility within the Knickerbocker Lake watershed that was for sale for which the water district could buy, remove the grandfathered garage and resell. The board took the proposal under advisement and instructed the manager to revisit tis after the New Year.
 1. **Farrin Property** – Nothing new to report.
 2. **Hamrin Property** - Nothing new to report

15. The board went into executive session pursuant to 1 M.R.S.A. §405(6) D (labor contracts) & A (personnel matters) at 1909 hr.
Trustee Climo motioned, Trustee Gamage second, vote: unanimous

16. The board came out of executive session at 1938 hr.

Trustee Climo motioned, Trustee Marston second, vote: unanimous

17. The meeting was adjourned at 1939 hr.

Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
Manager

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