

28 April 2015

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 14 APRIL 2015**

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 Climo, Southport; Trustee Marston, At-Large; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. Guest: Ms. Jane Carpenter, Boothbay Register. Absent: None.

1. The minutes of the 24 March 2015 trustees meeting were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 24 March 2015, 31 March 2015 & 10 April 2015 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
3. The **Transactions** for 24 March 2015 through 10 April 2015 were approved.  
*Trustee Gamage motioned, Trustee Reed second, vote: unanimous*
4. **FINANCIAL** – The manager provided Table 1 which was a listing of the cash balances as of 14 April 2015. The manager explained that this period was historically a low cash flow time of year. However the manager informed the board that that morning seasonal minimum billing was completed and sent to the printers which totaled \$556,602.24. In the meantime to cover the most recent warrants the manager would be transferring \$50,000.00 from the Capital Reinvestment Account to the SWEEP Account with the plan to replenish later in May plus additions for saving for bond payments in October.
  - a. **Audit** – The manager reported that all of the work required of the district had been completed and submitted. The manager stated that he was waiting for the final version which he expected soon. Overall, from the preliminary reports, the district did very well.
  - b. **Water Rate Review** – The manager stated that the Maine Water Company (MWC) had just completed their annual audit. Being a publicly traded company subject to federal oversight and regulations as well as shareholders, the annual audit was a very serious and time consuming, high priority matter. The manager informed the board that our rate review project was put on the back burner for a while. The MWC required only our completed 2014 audit (section 4a.) to complete the review. Once that was complete the manager anticipated a final report culminating in a face-to-face conference with recommendations. It was the managers hope to have some concrete recommendations completed by the first meeting in May.

**Table 1.**

<b>BOOTHBAY REGION WATER DISTRICT</b>	
<b>Cash Account Status Report as of 14 April 2015</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,119.94
Deposit Sweep Account	\$ 4,953.80
<b>Liquid Cash Total</b>	<b>\$ 30,073.74</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 14,240.85
Land Acquisition Fund	\$ 240,413.10
Capital Reinvestment Fund	\$ 150,444.36
Mt Dora Easement Escrow	\$ 4,751.84
EBB Upgrade 91-20	\$ 24,920.69
Bank of Maine Unemployment CD	\$ 10,314.87
<b>Designated Fund Total</b>	<b>\$ 445,085.71</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 475,159.45</b>

5. **WATERSHED REPORT** - The manager went over the following which had been provided to him by the Natural Resources Program Manager (NRPM) that morning concerning efforts with water resource protection.
- a. Updated watershed septic info on GIS, identified data gaps, created septic risk weighting and sent data gaps back to town of Boothbay to fill in. Also, revised our mailing lists/watershed files in the process.
  - b. Watershed protection plan, which must be approved by EPA before we can apply for NPS 319 grant, was submitted to DEP in March and we received comments back from DEP 9 April 2015, the plan was revised on 13 April 2015 and resubmitted. We should be in good shape for approval in time for grant application in June.
  - c. The NRPM contacted Dirigo Engineering last week and expects them to deliver NPS storm water designs/cost estimates for 319 NPS grant in next week. The NRPM had verified with Dirigo Engineering that this would be happening during the week of 20 April 2015.
  - d. The NRPM expects a second draft of watershed brochure during the current week. She had met with BRCTV and written a script for watershed video(s) which would be developed with BRCTV within the month.
  - e. The NRPM would be meeting with the Maine Department of Environmental Protection (DEP) on 16 April 2015 to go over design of stream corridor study which dovetails with the 319 Grant Application process.

- f. Lastly the NRPM met with the town of Boothbay and Knickerbocker Group the previous week to discuss Clifford Playground proposal and larger Boothbay Center plan. Wright Pierce has revised the watershed delineation using LIDAR - this new delineation is (at least that's what Sue believes) more accurate than what we had previously and what is included in 2004 watershed ordinance. The new watershed delineation has the town office/BRAS outside of the watershed, as well as the Browne property on the corner of Back River Rd - previously these were considered part of the watershed.

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.

- a. **Human Resources** – Nothing new to report.
- b. **Fire Hydrant Operations Training** – Nothing new to report.

7. **TREATMENT DIVISION** – The manager reported that both water turbidity and pH were seasonally low; requiring more pH buffering and more sodium hydroxide per unit produced but less aluminum sulfate than normal. The manager informed the board that this situation should “flip-flop” shortly after ice-out. The ice on Adams Pond was beginning to recede with ice-out anticipated later in the week or early the following week. Once ice out occurred the manager explained that Adams Pond would be influenced by wind action which would result in circulation from the bottom of the strata to top, raising both pH with added oxygen and raising turbidity with material becoming suspended in the water column and photosynthesis beginning.

Filter and clarifier efficiency remained at 100% on a timed basis.

As seasonal turn-on was progressing with the annual April spike (water need for seasonal main flushing) had begun. The manager anticipated transitioning from single filter to two-filter operations as conditions warrant.

The manager reported that West Harbor Tank had been filled and disinfected with all bacteriological tests reported negative earlier that day. The tank was now in service.

All of the winter bleeders were shut down on 13 April 2015.

Lastly the annual electrical inspection of the plant components as well as the repairs to the Mt. Pisgah tank pit was completed in the previous period.

8. **DISTRIBUTION DIVISION (DD)** - The manager reported the following:

- a. **Seasonal Water Service Turn-on Status Report** – Preceding 13 April 2015 staff could make only a few repairs to the system in that it remained buried in snow and the average temperatures were well below freezing. The manager went on to explain weekend of 11 & 12 April 2015 was excellent weather. The long-term looked good for seasonal start-up with the process beginning the previous day. There remained much repair work, particularly on Southport before the majority of water mains could be charged. Some mains were reported to be filled, chlorinated and were holding for disinfection. The manager reported the matrix was up and being updated daily by him (accessible on both the webpage and Facebook page).

The 1 May 2015 startup date seemed to the manager to be achievable with overtime authorized and possibly forced.

- b. **Meter Upgrade Project Phase I** – To-date the manager reported 127 meters had been upgraded in East Boothbay. This project was now on hold until post-turn on.
- c. **Cross-Connection Control** –The letter was still in process.

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

- a. **Contract #1 – Tank Site Prep, Road & Water Main** – Complete.
- b. **Contract #2 – Water Main Installation Project** – Since the previous meeting the Townsend Gut crossing had been completed. The high density polyethylene (HDPE) main was in the process of being buried on Southport. The manager reported that his latest report from the contractor had the a pipe crew arriving on-site the following week to begin on Plummer Road with the first order of business to change the location of the hydrant, then continue southerly. The middle of the following week would see the second pipe crew show up which would then begin on Route 27 by the bridge and head toward Plummer Road and make the connection there. The manager reassured the board that he had stressed the importance of completing the Route 27 portion of roadway in a timely manner and that Crooker understood. The manager then provided the board a copy of the 2016 paving plan from the Maine Department of Transportation (DOT). The plan called for most of the construction area was due to be overlaid. The plan had been forwarded to Dirigo Engineering who in-turn was trying to set up meeting with DOT to see if any cost savings could be realized. The next Progress Meeting will be in the Conference Room, 29 April 2015 at 0900 hr.
- c. **Contract #3 – Tank Installation Project** – As directed the contracts had been signed and the preconstruction meeting was scheduled for 29 April 2015 at 1000 hr. directly after the contract #2 meeting.

10. **CAMPBELL STREET LOOPING PROJECT** – The manager reported that since the last trustee meeting, with the improvement of the weather the temporary water piping used as part of the Southport project along Route 27 in Boothbay Harbor had been dismantled and transported to Campbell Street. Since then the pipe had been fused and will be tied into the individual homes just prior to the project kick off, most likely 3 May 2015. The project will start at the northerly end of Campbell Street with an exploratory dig on an existing tee off the 16” Pisgah main. If there is a valve the district will attach and progress in a southerly direction to High Street.

The previous week the manager reported that he and the distribution foreman had met with the town of Boothbay Harbor and Reny Construction with everything being “on track”, ordered and coordinated.

On 13 April 2015 Trustee Gamage, Mr. Steve Reny and the manager held the town informational meeting at the Boothbay Harbor Town Hall. Trustee Gamage reported that even though lightly attended the meeting went well.

11. **FIVE RIVERS** – The manager reported the organization was working on a capacity development grant to assess future expansion and water resources.

12. **GIS**—nothing new to report.
13. **LAND ACQUISITION PROPOSAL –**
  1. Farrin Property—Nothing new to report.
  2. Hamrin Property - Nothing new to report.
14. **BOOTHBAY HARBOR COUNTRY CLUB (BHCC)** – The manager reported that on 27 March 2015 he met with Knickerbocker Group and Wright-Peirce after which it was determined that the district would be providing a detailed design of what is to be constructed to Knickerbocker Group. Construction was tentatively scheduled for 2017.
15. The meeting was adjourned at 1929 hr.  
*Trustee Climo motioned, Trustee Gamage second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager