

25 August 2015

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 AUGUST 2015**

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 Marston, At-Large; Trustee Climo, Southport; Jonathan Ziegra, Manager. Guest: Bill Pearson, Boothbay Register. Absent: Trustee Reed, Boothbay Harbor (Clerk); Trustee Higgins, Boothbay.

1. The board approved the minutes for 28 July 2015 without revision.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
2. The **Payroll** for weeks ending 28 July 2015 & 4 August 2015 were approved.  
*Trustee Marston motioned, Trustee Gamage second, vote unanimous*
3. The **Transactions** for 27 July 2015 through 7 August 2015 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote: unanimous*
4. **FINANCIAL** – The manager provided the board a listing of the district’s cash accounts as of 31 July 2015 (See Table 1) which he described as a fair representation of the district’s available cash in that no grant money was included at that point of time. Overall the cash position was solid but the manager did inform the board that the district was 60-days away from a \$330,000 +/- consolidated bond payment.

Table 1

<b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 31 July 2015</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 476,376.77
<b>Liquid Cash Total</b>	<b>\$ 501,376.77</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 14,246.18
Land Acquisition Fund	\$ 240,503.03
Capital Reinvestment Fund	\$ 100,484.81
Mt Dora Easement Escrow	\$ 4,751.84
EBB Upgrade 91-20	\$ 24,930.02
Bank of Maine Unemployment CD	\$ 10,314.87
<b>Designated Fund Total</b>	<b>\$ 395,230.75</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 896,607.52</b>

- a. **Preliminary Water Rate Review** – the manager reported that since the previous meeting the Maine Water Company (MWC) had completed the preliminary rate review with a final version forthcoming. In order to meet the district’s current commitments as well as implement the five-year capital improvement/maintenance plan, the district needed to implement an 11.4% rate increase. MWC was recommending that this be accomplished as soon as practicable. The manager informed the board that there were various strategies and options available for an upcoming rate case and asked the board if it was permissible to move forward in formulating a recommended strategy. The board approved the manager’s request to implement a plan for an upcoming rate restructuring with MWC. The estimated cost of moving forward is within a \$3,500 to \$4,000 range. The board approved the manager’s request and informed him to move forward.

*Trustee Climo motioned, Trustee Marston second, vote unanimous*

- b. **On-Line Bill Pay & Presentation** –The manager informed the board that the “Go Live” date had been moved up to 1 October 2015. The response from district customers was reported to be overwhelmingly positive and the manager expected a significant percentage (target 25%) to take full advantage of this program within a year.

**SOS Android Application** – The manager reported that on 10 August 2015, Mr. Dan Dickenson, VP Northern Data Systems, demonstrated the SOS Android Application to Chairman Pinkham and him. Chairman Pinkham reported that he found the application simple to use. The manager stated that this application would allow the district to digitize the work order and inventory process. The manager stated that he would review current workflow, obtain a cost-estimate and present justification for pursuing this process change if in his judgement procuring this software was warranted

5. **WATERSHED** – The manager reported that on 3 August 2015 the Natural Resource Program Manager (NRPM), Chief Treatment Plant Operator (CTPO) and he had attended the Annual Knickerbocker Lake Association (KLA) meeting. The manager described the event as “very cool”. The manager relayed to the board that the NRPM gave the group a great presentation and the CTPO discussed the environmental sampling to-date on the lake. The group discussed the various grant programs either being pursued by or funded in part by the district, land acquisition efforts and various other activities within the Knickerbocker Lake watershed. It was very worthwhile.

The manager informed the board that the district had made it through the first selection round for the Maine Natural Resource Conservation Program to help preserve the 63-acre, Hamrin Property purchase. The property had been appraised again by an independent third-party appraiser for which both parties (Hamrins and District) had agreed upon. The manager reported that he expected a full report by the end of August and would be submitting a full grant proposal by 15 September 2015.

The 319 Non-Point Source Grant RFP had been issued with the manager reporting the district would be submitting a full grant application to the Maine Department of Environmental Protection (DEP) by 15 September 2015.

Lastly the manager informed the board that an appraisal for the Chapman property had been ordered for future trustee deliberation.

6. **SAFETY, TRAINING & EMERGENCY RESPONSE UPDATE** – The manager reported no injuries, violations or missed inspections during the previous period.
  - a. **Human Resources** – The manager had nothing new to report with regard to this.
  - b. **Fire Hydrant Operations Training** – The manager reported this to be in-process.
7. **TREATMENT DIVISION** - The manger provided the board with a report of Knickerbocker Lake withdrawals as of 8 August 2015 (see Table 2) and reminded the board that this information could also be found on the district’s webpage and Facebook page.

Table 2

<b>As-of Date</b>	<b>Weekly Withdrawal</b>	<b>Total Withdrawal</b>	<b>NRPA Remaining</b>
11-Jul-15	0	0	51,500,000
18-Jul-15	4,642,800	4,642,800	46,857,200
25-Jul-15	5,841,800	10,484,600	41,015,400
1-Aug-15	6,184,300	16,668,900	34,831,100
8-Aug-15	7,512,200	24,181,100	27,318,900

The manager went on to inform the board that clarifier efficiency remained at 91% with filter efficiency remaining at 87% on a timed basis. Correspondingly sodium hydroxide and aluminum sulfate consumption rates remain elevated but were stable. The district’s finish water production was reported to be up nearly 100,000 gallons per-day on average as compared to the same time in 2014 at 971,700 gallons per day.

The first round of E-coli & coliform sampling for Knickerbocker Lake and Adams Pond was complete and yielded no “red flags”.

8. **DISTRIBUTION DIVISION (DD)** - The manager reported that all work orders were being kept up with and attention was directed towards hydrant maintenance. Prepayment for the 900-ft. *Albion Road Water Main Extension Project* had been received with the project was to commence in-house over the next week.
  - a. **Meter Upgrade Project Phase I** – This project phase was nearing completion with now 261 year-round meters upgraded in East Boothbay
  - b. **Cross-Connection Control** – Testing was reported to be currently up-to-date.

- c. **North Adams Pond Draft Site** – The manager reported that on 30 July 2015 Dirigo Engineering proposed a modification to the scope of the project which would dramatically reduce the need for additional road installation and would still meet the needs of the regional fire chiefs. The project would now require an engineered dry hydrant be installed; parking lot modifications to allow drafting for pump tests and bollards for safety lines and securing drafting equipment. In addition the existing access egress would be modified to support water shuttling in an organized and efficient manner. The plan has preliminary approval of the Fire Chiefs of Boothbay and Southport. A revised plan would be forthcoming.

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

- a. **Contract #1 – Tank Site Prep, Road & Water Main** – Complete.
- b. **Contract #2 – Water Main Installation Project** – The manager informed those present that the final pay request for Contract #2 had been approved by Chairman Pinkham and Vice-Chairman Gamage as of 30 July 2015. The grant money had been deposited in the district’s checking account and the final payout to Crooker, was in the current warrant. The manager provided the board with Complaint #9 which he reported as already being addressed. The final punch list was reported to be complete. The manager received complaints from Southport residents about the project sign. The manager reminded the board that in accordance with federal regulations the sign must remain in place until the final pay request and substantial completion for the project in its entirety is complete, which would be sometime in early October.
- c. **Contract #3 – Tank Installation Project** –As of that morning the board was informed that all of the wall panels had been erected and the roof was in place. Dirigo Engineering had inspected all work to-date with no structural deficiencies noted. The manager provided the board with the revised schedule provided on 30 July 2015 by DN Tanks which the manager described as “very accurate”.
- d. **Contract #4 – USDA FORCE Account Project** –the manager reported that he had received the plans and specifications for pricing the materials needed to complete the project but was holding off to see what the contractor cost would be. It was the manager intention to “eat” the material costs through the district’s 620 –material and Supply accounts should the district find itself with little grant money. The manager asked and received permission to wait and bid materials if the contractor prices came in favorably. Trustee Lewis inquired of the manager as to why he was waiting. The manager responded that he was interested in reinstating a security fence option for the new standpipe under the auspices of the contract in that inspection, liability and warranties would be the responsibility of Dirigo Engineering and the fencing contractor.

- 10. **CAMPBELL STREET LOOPING PROJECT** – The manager reported that the final paving was complete and substantial completion was accepted earlier that day. The manager reported that the next progress meeting would be 13 August 2015. It appeared there was a surplus of \$90,000 left over of which a portion would be used for paving. The manager reported that any funding left over would be used towards direct district costs over the duration of the project.

11. **FIVE RIVERS** – The manager informed the board that he would be reviewing engineering capacity development proposals with the other superintendents/general managers later that week and reports to the board the findings of the Council.
12. **GIS PROJECT** –The manager reported that the system mapping of the seasonal system was completed earlier that day. The manager stated that before the engineering intern left she would be cleaning-up any stragglers for both the seasonal and year-round system and will completing the Adams Pond watershed mapping effort. The manager reported that the distribution foreman was very satisfied with her performance and production over the summer.
13. **LAND ACQUISITION PROPOSAL** –(See Section 4, WATERSHED REPORT)
14. The meeting was adjourned at 1929 hr.  
*Trustee Climo motioned, Trustee Reed second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
Manager

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