

8 March 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 23 FEBRUARY 2016**

The Board of Trustees convened at 1800 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 Lewis, Boothbay (Treasurer); Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Higgins, Boothbay.

1. The board approved the minutes for 9 February 2016 without revision.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 9 February 2016 & 16 February 2016 were approved.
Trustee Climo motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 8 February 2016 through 19 February 2016 were approved.
Trustee Reed motioned, Trustee Climo second, vote: unanimous
4. **FINANCIAL** – The manager reported that due to injury at Osman Page the *January Budget Performance Summary* was not available for this meeting. Both the monthly cash flow statement and the budget performance summary will be included in the 8 March 2016 report.
 - a. **Preliminary Water Rate Review** – The manager reported “The submission for the district’s construction plan should be complete by weeks end and submitted after MWC review by the next meeting. This effort is behind and that is on me. The 6104 rate case will be filed shortly for realignment of fire rates and will be enacted at the discretion of the PUC”.
5. **NATURAL RESOURCES PROGRAM UPDATE** – The manager reported the NRPM had completed a draft of the *Adams Pond & Knickerbocker Lake Recent Water Quality Data Summary and Recommendations, Draft 17 February 2016* wherein the Chief Treatment Plant Operator (CTPO) and the manager would be meeting with the NRPM the following week to discuss, refine and move forward on. The manager then explained that the NRPM and he were weighing the possibilities of taking advantage of a Maine Department of Environmental Protection (DEP) grant program to correct some issues on Adams Pond Road and district property resulting from allowing persons to access Adams Pond for limited recreation and would be meeting the following week to discuss these possibilities as well.

The blue bird house project would be complete by weeks end in time for the 2016 breeding season. The CTPO had taken the lead on these projects.

Per direction of the board, the NRPM was investigating forestry along Route 27 and Adams Pond. Then manager informed the board that the district was now awaiting on the town of Boothbay to divert from being regulated by the DEP for shoreland timber harvesting to the Maine Forest Service. The DEP was described by the manager as an obstructionist agency that is completely paralyzing to this effort with some more common sense movement allowed by the Maine Forest Service.

6. **SAFETY & TRAINING UPDATE** – the manager reported no injuries or violations reported in the previous period.
 - b. **Human Resources** – No change in status.
 - c. **Operator Training** – Class I and II distribution training started today, five session course with Maine Rural Water Association.
7. **TREATMENT DIVISION (TD)** – The manager reported clarifier and filter efficiency are at 91% and 83% respectively with all chemical addition rates remaining unchanged.

Average flow remained elevated since the most recent cold snap of the previous week, averaging .3830 MGD which is elevated from the same period in 2015. The increase in flow had been identified to be in the high pressure zone off of the Kenniston Hill Standpipe. Listening continued but thus far no leak had been detected. This use could be a domestic break or increased commercial use. The DD will continue to monitor.

All bleeders remain monitored and all have legal chlorine residual. The system continues to bleed 71,000 gallons per day being recorded as process water with excellent water quality throughout the system.

Work had begun with replacing specific chemical injectors within the pipe gallery, some requiring re-tapping of the main. The ceilings of the treatment plant, chemical rooms and garage would be repainted as part of the physical maintenance plan by contract due to staging and remote lifting OSHA considerations. The approximate cost was \$7,000.00 and within budget line item constraints with a completion date of no later than 1 May 2015

The manager relaying to the board the previous week all four qualified treatment plant operators went to Poland Springs, Nestle' Corporation and inspected a skid mounted booster pump station which has been specified to support the golf course expansion. A picture of this system, which is consistent with existing district equipment, was reported to have been posted on the district's Facebook page.

The manager concluded his treatment report by presenting the findings of the districts sanitary survey as provided by the Maine Department of Health and Human Services, Center for Disease Control, Drinking Water Program (DWP). The manager confirmed that the DWP findings were either corrected or in active process and that he had made the decision to move forward to make the improvements specified in the section entitled "*Recommended Actions*" chief of which was working hard on elevating the status of the district's valve operation and hydrant flushing program and adding day tank systems on the sodium silicate and aluminum sulfate injection systems.

8. **DISTRIBUTION DIVISION (DD)** – The manager discussed with the board the fact that winter operations have eased a great deal due to the unusually warm weather. Taking advantage of this respite the DD had been working on the seasonal water distribution system, getting a jump on the seasonal turn-on. They have been concentrating on installing blow-offs at strategic points throughout the system as well as removing needless dresser couplings and making planned minor upgrades where necessary. Since the last meeting the DD has responded to 34 DigSafe mark outs requiring 2.2 man-days to complete.

Phase II meter change outs remain on the backburner temporarily as work continues on the seasonal system.

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported he would be meeting later that week at Wright-Pierce Engineering, Topsham, Maine to work on the final version of the regional plan. The manager informed the Bath Water District and the Brunswick-Topsham Water District was now studying a merger with a subcommittee of both boards now formed.

10. **LAND ACQUISITION UPDATE** - The board authorized the manager to enter a purchase and sales agreement for \$120,000.00 with the Hamrin's after released by the district's attorney.

Trustee Climo motioned, Trustee Reed second, vote unanimous

11. **PLUMMER ROAD/NICKERSON ROAD WATER MAIN LOOPING PROJECT** – The plans and specifications were completed after lengthy wrangling with DEP and DWP regulators. The manager informed the board he had delivered the plans to N. Reny Construction, E. M. Wood Construction & Hagar Enterprises with the bid opening set for 22 March 2016.

The manager informed the board that the Maine Bond Bank had committed the bond.

12. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – See **TREATMENT DIVISION**.

13. **SYSTEM CONSOLIDATION GRANT AVAILABILITY** – The manager presented a grant application for trustee review and stated it would be put into play in the near future.

14. **HIGH LEDGE SUBDIVISION** –Then manager had nothing new to report.

15. **LINEKIN BAY RESORTS** – The manager reported that he met with Mr. Steve Malcolm, Knickerbocker Group who will be applying for the district review of the project. One building was in development and fire protection flows was as of yet undetermined and water main upgrades had not been determined.

16. **BIGELOW LABORATORY WATER MAIN EXTENSION** – The manager reported that Knickerbocker Group remained silent as to the status of this project.

17. **BOOTHBAY BOTANICAL GARDENS EXPANSION** – The manager had nothing new to report.

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18. **LD-1586 TESTIMONY & STATUS REPORT** – Trustee Climo informed the board that the hearing for LD-1586 was the following day in front of the Maine Judiciary Committee. The manager stated he would be testifying on behalf of the district and the 5-Rivers Regional Water Council in opposition of the bill. Trustee Climo informed the board that he would try to make it as well to testify in opposition. Vice Chairman Gamage instructed the manager to “summons” Senator Chris Johnson to appear before the board at the 8 March 2016 meeting. The manager stated he would do his best and was satisfied he had his “marching orders”.
19. The meeting was adjourned at 1837 hr.
Trustee Reed motioned, Trustee Climo second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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