

26 July 2016

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 12 JULY 2016**

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 Jonathan Ziegra, Manager. **Guest:** Ms. Sue Mello, Natural Resource Program Manager (NRPM). **Absent:** Trustee Higgins, Boothbay.

1. The board approved the minutes for 28 June 2016 with revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 28 June 2016 & 5 July 2016 were approved.
Trustee Climo motioned, Trustee Marston second, vote unanimous
3. The **Transactions** for 27 June 2016 through 8 July 2016 were approved.
Trustee Gamage motioned, Trustee Reed second, vote: unanimous
4. **FINANCIAL** – The manager provided the board with Table 1. *BRWD Cash Account Balances as of 12 July 2016*

Table 1.

BOOTHBAY REGION WATER DISTRICT	
Cash Account Status Report as of 12 July 2016	
Account	Balance
Business Checking	\$ 25,328.68
Deposit Sweep Account	\$ 423,221.07
Liquidity Total	\$ 448,549.75
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 16,279.58
Land Acquisition Fund	\$ 115,856.35
Capital Reinvestment Fund	\$ 100,622.28
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 31,159.48
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 279,117.85
TOTAL CASH RESERVES	\$ 727,667.60

- a. **System Development Surcharge-** Since the previous meeting work in developing the rate surcharges was reported to be progressing towards a presentation to the board. The manager stated that the board was asked to keep in mind that it would have to adopt a surcharge policy in a public meeting. The NRPM had volunteered to help with an article in the *Boothbay Register*. The effort is still on track for a 16 October 2016 start date.
- b. **Fire Protection Rate Realignment Filing** - After much discussion with the Maine Water Company (MWC) and the Maine Public Utilities Commission (PUC), and because this rate proposal was revenue neutral, changing the rate share to the municipalities had turned into a relatively easy process in that the district need only submit the following:
 - 1. new rate tariff sheets for public fire protection Charges (see attached draft);
 - 2. a cover letter to the PUC explaining the realignment (see attached draft); and
 - 3. letters of endorsement from the municipalities (see Boothbay & Boothbay Harbor letters attached).
- c. **Vehicle Replacement** – The manager reported that he had scheduled a meeting for Chairman Pinkham, Vice-Chairman Gamage and Himself to begin negotiating a price for two new vehicles Mr. Jeremy Parker at O’Connor’s on Thursday, 14 July 2016 at 0900 hr.

5. NATURAL RESOURCES PROGRAM UPDATE – The NRPM presented the board the following report:

- a. work continues towards the completion of the final environmental assessment for the Hamrin property which once completed will release the first payout of the conservation grant into the coffers of the district;
- b. work continues on a permit-by-rule (PBR) with the Maine Department of Environmental Protection (DEP) for the storm water work scheduled to be completed on Adams Pond Road;
- c. work continues on a legally defensible and useful standard operating procedure for environmental sampling and record accessibility;
- d. the first round of sampling for total organic carbon loading to be used for research at the University of Maine was completed in three, separate sampling rounds of Knickerbocker Lake and Adams Pond;
- e. the kiosk at the public landing of Knickerbocker Lake was upgraded over the past week to better display educational materials; and
- f. we are looking into purchasing a small kayak for Sue and Maya to complete sampling and observation of the littoral zone habitats of both lakes requiring sampling in shallow and rocky areas unsuitable for the boats we own now.

6. The board went into executive session pursuant to 1 M.R.S.A. §405(6)(C) *Acquisition of Real Property* at 1921 hr.
Trustee Reed motioned, Trustee Climo second, vote unanimous
7. The board came out of executive session at 1930 hr. at which time the board instructed the manager to resurvey district property bordering property owned by Mr. Pat Farrin.
Trustee Marston motioned, Trustee Climo second, vote unanimous
8. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – Nothing new to report
 - b. **Training Update** – Nothing new to report
9. **TREATMENT DIVISION (TD)** – The manager reported that clarifier efficiency remained at 100% while filter efficiency had dropped to 93% efficiency. Key chemical additions remain below what would be expected due to high raw water quality. The drop in filter efficiency was due to a needed increase in the rate of water (gallons-per-minute) treated. The filters were simply seeing a very increased volume per operational cycle, sparked by a sharp increase in customer demand, driving up the head loss for both filter units.

Average flow for the previous period, as compared to 2015 remained well elevated, averaging 0.8990 MGD with four, 1 MGD days so far for the season. The manager informed the board that to put the latter into perspective, the district had recorded only three 1 MGD days during 2015 and 2014 combined and it was dry and there existed a healthy tourist population at that time.

Adams Pond's usable capacity has dropped to 205 MG with Knickerbocker Lake's usable capacity coming in at 572 MG.

The **U.S. Drought Monitor** shows Boothbay experiencing *D1 Moderate Drought* which remains unchanged from the previous report. However now a large portion of the state has extended into a *D0 Abnormally Dry* status with parts of Oxford and York Counties classified as *D2 Severe Drought*.

Surprisingly the soil moisture as released in the agricultural tool of the **Palmer Drought Index** remained near normal in Maine. However the manager cautioned that as the dry conditions persisted, Maine conditions as reported in the Palmer Drought Index would deteriorate. The manager went on to state that if there was a depletion of soil moisture the effect on the district's surface water sources would be less groundwater discharge maintaining level in the lakes and when rain did arrive it would be first transferred below ground, with less run-off and therefore transfer less beneficial effect for the surface water supply.

The manager reported that as authorized the roof of the old pump station and well house #1 were replaced by Mr. Chuck House. Both buildings had significant rot which was addressed and corrected.

Lastly the manager reported that the district will switch to Knickerbocker Lake as the source of raw water on 26 July 2016.

10. **DISTRIBUTION DIVISION (DD)** – Since the previous meeting the DD had completed 21 Digsafe work orders and completed 3 new service applications. Cross-connection control testing for July was nearly complete with next month’s meter reading complete and transferred to the customer service representative.

The district experienced a small water main break in Southport the previous day which disrupted service for approximately two-hours in the Newagen area. The main break did not meet the criteria for a boil water order and by days end all customers were back in service.

11. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report

12. **LAND ACQUISITION UPDATE** – See 6. **NATURAL RESOURCES PROGRAM UPDATE.**

13. **CAPE NEWAGEN ROAD WATER MAIN LOOPING PROJECT** – The manager stated that the retainage had been approved at the final construction meeting held on 12 July 2016 with the town given permission to remove the construction sign. The manager informed the board that the project was officially complete and closed.

14. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – The manager updated the board by stating that the construction was moving along well. To date the contractor had installed 700’ of 12” HDPE water main, 200’ of 8” HDPE water main, 2 new fire hydrants and full 8” valve package for the new hotel. Listed below was the most recent report on construction as provided by Mr. Dan Flaig P.E., Wright-Pierce Engineering.

Hi Jon,

Here is the report:

- *Discussed status of water main install*
 - o *12” feed to PS complete (not tested yet.)*
 - o *Starting to work on 8” line.*
 - o *Discussed decision on type of hot box enclosure for PRV. Following meeting I was told to go with the “Rock”*
 - o *Schedule calls for construction of pump station foundation end of August. WP was none committal of schedule for design milestone until further discussion with team internally. WP to provide a schedule update on design next week.*
 - o *Water main related shop drawings complete. Adam from Sargent has been in routine communication with Dale*
 - o *I emphasized District needs to be invited to all meetings. Dan told Brent James he would set up outlook invite on calendar*
 - o *WP discussed pump station foundation coordination*
 - *Pump skid dimensions need to be finalized to set inlet and outlet pipe under foundation to be concrete encased. Dan is working on this with the vendor*
 - *Pipes to be installed and concrete encased under building.*
 - o *WP is coordinating the pump skid vendor today to discuss design details of skid.*

Dan

15. **SYSTEM CONSOLIDATION PROJECT** – Construction meeting #1 was held that morning, with Pay Request #1 approved for \$77,042.25 for work completed through 1 July 2016. As of this morning 5 new services, 1 fire hydrant, one catch basin with associated piping and 600-feet of 12” HDPE water main have been installed.

The manager relayed that it is the intention of Hagar Enterprises to complete all of the road work (i.e. water main) installation and any services within the state road as soon as possible (target by weeks end) and have all of the trench paving completed soon thereafter. This aggressive scheduling was being driven by paving of the state roads in Southport. Hagar Enterprises needed to have all of the paving completed by 20 July 2016 to avoid liquidated damages (LD) that could be imposed by the Maine DOT. Hagar Enterprises was working on an extension for the initiation of LD's with DOT.

16. **LINEKIN BAY RESORTS** – No change in status
17. **BIGELOW LABORATORY WATER MAIN EXTENSION** – The manager reported that on 7 July 2016, the distribution foreman and he had attended the pre-construction meeting for the water main installation at Bigelow Labs. The manager informed the board that Crooker Construction would be completing the installation. The construction was to begin on 25 July 2016 with all in order.
18. **BOOTHBAY BOTANICAL GARDENS EXPANSION** – Nothing new to report.
19. **ADAMS POND FIRE DEPARTMENT ACCESS PROJECT** – The manager pointed out that in that evenings warrant there was a charge for the district to apply for a permit –by-rule (PBR) with the Maine Department of Environmental Protection (DEP), to allow construction of the project. Dirigo Engineering was working on a revised cost estimate for the project and bid documents to be provided to the district’s “big three”. There is no schedule for construction as of yet but if pushed into the late fall the district may see significant savings.
20. The meeting was adjourned at 1946 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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