

10 January 2017

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 27 DECEMBER 2016**

The Board of Trustees convened at 1800 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Reed, Boothbay Harbor (Clerk).

1. The board approved the minutes for 13 December 2016 without revisions.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 13 December 2016 and 20 December 2016 were approved.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
3. The **Transactions** for 12 December 2016 through 23 December 2016 were approved  
*Trustee Climo motioned, Trustee Gamage second, vote unanimous*
4. **FINANCIAL** – The manager presented the board Table 1. *Boothbay Region Water District Cash Account Status Report as of 27 December 2016*

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 27 December 2016</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 186,693.21
<b>Liquidity Total</b>	<b>\$ 211,693.21</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 3.52
Land Acquisition Fund	\$ 14.62
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 4.85
Bank of Maine Unemployment CD	\$ 10,431.66
<b>Designated Fund Total</b>	<b>\$ 15,224.32</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 226,917.53</b>

- a. **2017 Budget Proposal** – The manager presented the board with the 2017 Draft Boothbay Region Water District Budget Proposal. The board took careful consideration of the proposal, questioned the manager on specific points. Vice-Chairman Gamage presented concerns over the budget proposal in that it required an additional 3% infrastructure surcharge and the appropriateness of that action. The manager stated the district had completed a large amount of work since the last rate filing in 2010 and required enhanced revenue streams.

Trustee Lewis raised concerns over additional costs that may be incurred by the district with regard to the Boothbay Roundabout Project to be completed by the town of Boothbay and the Maine Department of Transportation (DOT). Trustee Lewis reiterated his criticism of the town of Boothbay for not fully divulging or funding any additional costs that may be incurred by the district without public input. The board instructed the manager to add the cost estimates for the, what the manager termed “nice to do” projects to be completed possibly in conjunction with the Roundabout project for consideration by the board during the 24 January 2017 meeting with the board making the final decision as to proceed.

Trustee Climo instructed the manager to fund Liner item 620.99 – *Security* to \$3,000.00 for 2017. After more discussion the board approved the budget as revised.

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

- b. **Cash Crunch After Actions** – The manager reported that on 16 December 2016 he paid off the short- term line of commitment from *The First* for \$75,000.00 and paid off \$100,000.00 on the long-term line of credit leaving a balance on that account of \$100,000.00.

5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by NRPM:

*1) CMBG's application was approved by the planning board on 15 Dec and the conditions and finding of fact were signed on 21 Dec. We have 30 days to appeal the planning board decision. We are working with Verrill Dana and will provide a more complete update at the next meeting.*

*2) We completed the long-term management plan and recorded the conservation easement for the Hamrin property acquisition. We can expect a check for \$13,130 soon.*

6. **SAFETY & TRAINING UPDATE** – The manager reported there have been no injuries, safety violations or known missed inspections during the previous period.

- a. **Human Resources** – The manager reported he had completed the employee evaluations on 16 December 2016 in accordance with district's labor agreement. The manager informed the board that all employees would be retained with merit increases ranging from 1.0% to 3.0%

- b. **Training Update** – The manager had nothing new to report.

7. **TREATMENT DIVISION (TD)** – The manager reported that filter and clarifier efficiency remained at 100% for filter with chemical additions below average on a per-unit basis.

Average flow for the previous period, as compared to 2015 remained elevated for the time of year at 0.3976 MGD as compared to 0.3153 MGD during the same period in 2015.

Work by the TD on developing formal standard operating procedures (SOP)'s remained ongoing with positive progress being made.

Bleeders remained in use.

The 2017 chemical vendor was reported to be Harcros, outbidding the competition handily.

The SCADA redundancy project remains in process with contractors scheduling still not nailed down.

The six vertical turbines now in use at the treatment plant would be efficiency tested over the next few weeks by Weston & Sampson as part of the bi-annual testing. If there were any outliers or problems they would be reported to the board.

- a. **Water Reserve Report** - Adams Pond remains full to winter level of 230.9 MG.
- b. **Knickerbocker Lake NRPA Annual Report** - The annual Natural Resources Protection Act (NRPA) report for the Maine Department of Environmental Protection was reported to be 50% complete with a deadline for delivery to DEP before 1 January 2017. The manager assured the board that the required date would be met.
- c. **Drought Monitor** – Since the previous meeting the Boothbay region remains in a D2 – *Severe Drought* condition. NOAA estimate the drought will now last into 2017 through February. The board should consider that a snow drought and extreme cold temperatures may cause many breaks and freeze-ups requiring extra labor to correct.

8. **DISTRIBUTION DIVISION (DD)** – Since the previous meeting the DD had been concentrating on “Whiteboard Projects” fixing valves, boxes and rods. All required backflow testing was reported to be current. .

- a. **Thompson Standpipe Storage Building** – The manager reported that Bath Vocational had begun working on this project with the storage building 25% complete. Staff had pulled the paperwork for a building permit with the town of Southport with a target to be completed and submitted later that week for the town's consideration.

9. **FIVE RIVERS REGIONAL WATER COUNCIL** – Nothing new to report.

10. **LAND ACQUISITION UPDATE** – Nothing new to report.

11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – the manager informed the board that he was waiting for a cost-estimate for the second optional project installing 12” HDPE water main from the intersection of Church Street to the limit of the project on Corey Lane. See 4. FINANCIAL, a. 2017 Budget Proposal for further discussion of this topic.
12. **COASTAL MAINE BOTANICAL GARDENS (CMBG) EXPANSION** — See Natural Resources; we have been in discussion with the district’s attorney as to the next move and will discuss in executive session if needed.
  - a. **System Consolidation Grant** – The manager reported that this effort was abandoned.
  - b. **SRF Application** – This will most likely receive 675,000.00 in funding but the manager recommend to the board that this be abandoned as well.
  - c. **Community Development Block Grant (CDBG)** – The manager reported that this effort was abandoned.
13. **OCEAN RIDGE CONDOMINIUM MAIN EXTENSION PROJECT** – the manager reported that this effort remained in process and was nearing completion. It is the DD’s plan to have this project completed with board acceptance as soon as possible.
14. The board went into executive session pursuant to 1 MRSA, Chapter 13, Sub. Chap. 1, §405(6) (A) *Personnel Matters* at 1854 hr.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
15. The board came out of executive session at 1917 hr.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
16. The board awarded the manager a 2.0% Merit pay increase for 2017.  
*Trustee Climo motioned, Trustee Marston second, vote unanimous*
17. The meeting was adjourned at 1928 hr.  
*Trustee Climo motioned, Trustee Marston second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager