

14 February 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 24 JANUARY 2017**

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 Lewis, Boothbay (Treasurer); Trustee Marston, At-Large; Trustee Climo, Southport; Trustee Higgins, Boothbay; Jonathan Ziegler, Manager. **Guest:** Ms. Sue Mello, Natural Resource Program Manager (NRPM). **Absent:** None.

1. The board approved the minutes for 10 January 2017 without revisions.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
2. The **Payroll** for weeks ending 10 January and 17 January 2017 were approved.
Trustee Climo motioned, Trustee Reed second, vote unanimous
3. The **Transactions** for 9 January 2017 through 20 January 2016 were approved
Trustee Gamage motioned, Trustee Reed second, vote unanimous
4. **FINANCIAL** – The manager presented the board Table 1. *Boothbay Region Water District Cash Account Status Report as of 24 January 2017*. Due to ongoing meter replacement, a tabulation of the February billing was not complete and would not be complete until the end of the week. As of this morning the total thus far, to be billed 1 February 2016, is \$312,307.93.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 10 January 2017	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 57,112.42
Liquidity Total	\$ 82,112.42
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,302.47
Land Acquisition Fund	\$ 14.62
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,364.76
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 70,883.18
TOTAL CASH RESERVES	\$ 152,995.60

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

1) Coastal Maine Botanical Gardens (CMBG) development proceeds. We submitted substantial comments to Maine Department of Health and Human Services (DHHS) on Friday with questions and comments on the proposed 10,000 gpd subsurface wastewater disposal system; DHHS approved application within 4 hours of receiving our comments. Same day Maine Department of Environmental Protection (DEP) ruled that town consultant report would not be considered if BEP decides to hear Anthony's appeal and Fire Marshall gave his approval. We have agreed that we should expend no further effort at the state level.

We anticipate the Boothbay appeals board will convene in the next month. Right now, we are trying to prevent CMBG from blasting 3.4 acres of Knickerbocker Lake watershed into Back River watershed before appeal is heard by board since this will be irrevocable. No success so far.

DEP issued a letter of warning to CMBG for the lack of adequate erosion controls. With expected large rain today, we will be out tomorrow documenting adequacy of what's in place now.

2) Land acquisition: We met with Chip Griffin to discuss land acquisition and specifically, the ability to raise funds and provide tax exemption to donors and to have those funds separate from overall Boothbay Region Water District (BRWD) funds so no effect on rate structure. Chip could not answer these question but directed us to individuals who may. However, it was clear Chip will be good resource for any land campaign. Next step is to meet again with Chip to consider specific properties and approaches for each.

3) We have signed a contract with DEP for the 319 grant. We now begin planning for spring's work, the lion share of which will be done by Town Department of Public Works (DPW).

4) Pat Farrin contacted me and is back looking for resolution of land situation. Waiting on his next move.

The manager reported that earlier that day he and the NRPM had a conference call with the Verrill & Dana who will be filing “*A Motion to Stay*” with the town of Boothbay. The manager stated that this motion could be somehow linked to the court system as well and was intended to have the CMBG to cease all blasting and realignment of the watershed boundaries until some point as to when the town decides to begin appeal proceedings. The manager stated that this action actually had teeth and if properly put together the town would be compelled to have the CMBG stop all work. The attorneys (ours, the towns, the appeals boards and CMBG's) were conferencing the following afternoon in a pre-appeal conference.

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

- a. **Human Resources** – The union has sent a 120-day notice to begin negotiations for the upcoming contract cycle. The manager believed that this notice was in error, with the union because believing the contract ends on 30 June 2017, not the actual 31 December 2017, in light of the length of time required for completing the last contract, the manager proposed we begin negotiations on the unions time schedule so that it may be completed by the end of the year. The manager asked that Trustee Climo lead the negotiations if he was so willing, who promptly accepted the posting.

The manager informed the board that the Assistant Distribution Foreman was involved in an ATV accident on 16 January 2016 requiring hospitalization. With his permission the manager explained that he had sustained several broken ribs with his internal organs battered and bruised. The manager was very happy to inform the board that he was now home and was expected to make a full recovery. The manager went on to state that it remained unclear when he would be able to return to service and undoubtedly would be placed on light duty for a period of time when he returned. He had requested of the manager to inform the board that he would be back to full duty by seasonal turn-on.

- b. **Training Update** – Mandatory winter safety refresher training was completed on 17 January 2017 by Mr. Greg Kidd. There will be one make-up date to be scheduled either later this month or in early February to pick up two stragglers who missed one session due to illness or permission.

- 7. **TREATMENT DIVISION (TD)** –Due to ice cover of Adams Pond, the incoming water quality had been steadily degrading, which the manager pointed out, was perfectly normal for this time of year. Filter efficiency had dropped to 97% efficiency while clarifier efficiency remained at 100% performance. Corresponding chemical additions were elevated on a per-unit basis particularly sodium hydroxide and sodium hypochlorite dosing levels.

Average flow for the previous period, as compared to 2015 remains elevated for this time of year at 0.3409 MGD as compared to 0.3181 MGD during the same period in 2016.

Work by the TD on developing formal SOP's remains ongoing with positive progress being made.

Bleeders remained in use.

The SCADA redundancy project was completed yesterday with only a few punch list items being addressed today by either Burgess or EII.

The TD was still awaiting a date for the efficiency testing for the district's six vertical turbines used for the treatment plant.

Work on Clarifier #2 was nearing completion with all corrosion repaired, painted and cured. On 25 January 2017 the clarifier media would be floated back into the clarifier and the newly reworked upper housing to be installed. Once complete Filter #2 will be drained and dried for corrosion control maintenance. Both filter units would be receiving the same level of maintenance this winter.

- 8. **DISTRIBUTION DIVISION (DD)** – Since the previous meeting the DD has concentrated on whiteboard projects and is already deep into Phase III meter replacement program concentrating on the downtown of Boothbay Harbor.

- a. **Thompson Standpipe Storage Building** – Nothing new to report
- b. **New Building Status Report** –Nothing new to report. .

- 9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report.

- 10. **LAND ACQUISITION UPDATE** – See Natural Resources.

11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** – Nothing new to report
12. **COASTAL MAINE BOTANICAL GARDENS (CMBG)** – See Natural Resources;
 - a. **SRF Application** – we are still awaiting word to see if we made the primary list for the \$758,510.00 requested.
13. The board voted not to pursue any water main upgrades with regard to the Boothbay Center Roundabout project and to cancel the above mentioned SRF Application for funding.
Trustee Climo motioned, Trustee Reed second, vote: unanimous
14. The meeting was adjourned at 1850 hr.
Trustee Climo motioned, Trustee Reed second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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