

25 April 2017

MEMORANDUM

From: Manager  
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 11 APRIL 2017**

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 Marston, At-Large; Trustee Climo, Southport; Jonathan Ziegra, Manager. **Guest:** None. **Absent:** Trustee Lewis, Boothbay (Treasurer); Trustee Higgins, Boothbay.

1. The board approved the minutes for 28 March 2017 without revisions.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
2. The **Payroll** for weeks ending 28 March 2017 & 4 April 2017 were approved.  
*Trustee Climo motioned, Trustee Reed second, vote unanimous*
3. The **Transactions** for 27 March 2017 through 5 April 2017 were approved.  
*Trustee Gamage motioned, Trustee Climo second, vote unanimous*
4. **FINANCIAL** – The manager presented the board with table 1. *Boothbay Region Water District Cash Account Status Report as of 11 April 2017*. Since the previous meeting the district had paid almost all of the previous two warrants including the \$73K interest payment to the Maine Bond Bank for the consolidation loan. Seasonal Billing had been released with a total value of \$563,405.31 as well as billing for Routes 1 & 2 which equals \$49,152.95 which the manager explained would alleviate the current cash crunch, allow the for the final repayment of the line of credit which had a balance of \$200,000.00 of short term debt and allow the district to begin funding savings to have enough cash to pay our \$400,000.00 fall bond payment.

Table 1 <b>BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 11 April 2017</b>	
<b>Account</b>	<b>Balance</b>
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 220,921.47
<b>Liquidity Total</b>	<b>\$ 245,921.47</b>
<b>DESIGNATED FUNDS</b>	
BBH 2007 Sinking Fund	\$ 18,309.24
Land Acquisition Fund	\$ 14.63
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,378.58
Bank of Maine Unemployment CD	\$ 10,431.66
<b>Designated Fund Total</b>	<b>\$ 70,903.78</b>
<b>TOTAL CASH RESERVES</b>	<b>\$ 316,825.25</b>

a. **2016 Audit** – The manager stated that this effort remained on track.

5. **NATURAL RESOURCES PROGRAM** – The following report is provided to the trustees by Natural Resources Program Manager:

*1) CMBG's revised wastewater disposal plans (outside of Knickerbocker Lake watershed) will be before the Boothbay Planning Board on April 19. We plan to meet with Bill Cullina, Dan Bryer, and their consultant tomorrow to try and reach agreement on stormwater monitoring plans.*

*2) Jon and I met with Jonathan Tindal (Land Trust Lands Committee Chair), Nick Ullo (Land Trust Executive Director) and Chip Griffin (Land trust advisory board) to talk about working collaboratively to conserve (through acquisition, conservation easements or deed restrictions) the top priority watershed land parcels. We meet again at end of month. The Land Trust has a lot of resources and it is great to have them working with us on this.*

*3) With improved weather, we are moving on watershed projects, specifically, stream water sampling, lake water sampling and grant project sites.*

*4) We will replace the 4 "NO, NO, NO" signs around Adams Pond Road and are working with Jeff Brown on the design.*

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

a. **Human Resources** – The manager reported that he had attempted to set a date in April or May for negotiations to begin between the district and Teamsters Local #340 but the two negotiating teams could not sync up schedules for negotiations and was unsuccessful. Negotiations will now not begin until June at the earliest.

The Customer Service Representative (CSR) had, by general manager direction, begun a workers compensation case in that the individual was experiencing pain in both wrists which is determined to be job-related. Mr. John Gaudet had filed the initial report as prescribed by law, and medical evaluations were now underway. We will have another round of ergonomics training next month which will be provided by Mr. Gaudet. Efforts were reported to be underway to ascertain whether ergonomic aids were available to make the CSR's work duties more tolerable.

b. **Training Update** – We will be hosting Class III & Class IV training here over three weeks in May to be conducted by NEWWTA.

7. **TREATMENT DIVISION (TD)** – The manager reported that filter efficiency remained at 94% and clarifier efficiency remained at 91% with chemical additions elevated since the previous report.

Average flow for the previous period had dropped to 0.2533 MGD as compared to 0.3225 MGD in 2016. The drop-off in usage was due to all but 2 bleeders (Factory Cove and Lobster Cove) had been shut down for the season which was earlier than normal (See 8 **DISTRIBUTION DIVISION (DD)**). Other significant TD events include:

- We are still awaiting a report on the districts vertical turbines to be completed by Weston & Sampson; and
- The 1<sup>st</sup> quarter results for disinfection by-products were received and found to be ¼ of the MCL which is very encouraging.

8. **DISTRIBUTION DIVISION (DD)** - The DD's activities since the previous meeting had been devoted almost entirely to work orders and seasonal system turn-on preparations.
- a. **Seasonal Start-up Status Report** – All obvious repairs and alterations to the seasonal system had been completed. The DD had begun filling the system as of noon that day. It was the managers hope to have the system filled, flushed and disinfected by weeks end with biological samples to be pulled on 17 April 2017 with meter installation commencing at noon on 18 April 2017. The manager cautioned the board that the scenario outlined above would be “in a perfect world”. The manager reported that the web-based matrix was up with daily reports seasonal water start-up progress being added.
  - b. **Thompson Standpipe Storage Building** – Bath Vocational was making excellent progress on the new building. The manager informed the board that staff was expecting delivery during the first week in May. The manager then stated that he and staff would be heading to Bath Vocational for a photo-op once the building was complete to publicize the venture and gain positive exposure for students from the Boothbay region who completed this project.
  - c. **New Building Status Report** – Nothing new to report. .

9. **5 RIVERS REGIONAL WATER COUNCIL** – The manager reported:

*“On behalf of the council, Brunswick Topsam Water District has taken the lead fighting the fungus toed, bunny hugging weenies trying to railroad water ownership from the district to the proletariat central committee as proposed by (a multi-national extremist environmental group) as reflected in several illogical bills in front of the current legislature.”*

10. **LAND ACQUISITION UPDATE** – See Natural Resources. The manager reported that he and the NRPM would be meeting with Mr. Pat Farrin to discuss watershed land acquisition possibilities.
11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** — The following report was submitted to the district on 31 March 2017 by Mr. Dan Flaig P.E., Wright-Pierce Engineering.

*Hi Jon,*

*I attended a coordination meeting with John Orne and KBG on Monday afternoon to discuss the project. We reviewed the booster pump station design and general coordination.*

- *KBG is working on an overall construction schedule now for the booster station and fitness pavilion. Construction is expected to start in earnest sometime this spring.*
- *KBG has started to transmit shops for WP to review. I'll make sure any copies of approved shops are also transmitted to the District.*
- *KBG will be issuing PO's to the pump skid supplier Williamson and EII for the PRV control panel, SCADA programming, and general integration work for the project.*
  - *Williamson is providing Goulds pumps, instruments per Sullivan/District specs, Toshiba Drives, and AB PLC.*

- *Titan Mechanical is the mechanical sub.*
- *Milliken is the electrical sub.*

*WP will attend weekly progress meetings as well as provide assistance with general coordination of construction progress and compliance. We will establish a routine schedule for updates to the District via email following progress meetings.*

*Please let me know if you have any questions.*

*Dan*

12. **COASTAL MAINE BOTANICAL GARDENS (CMBG)** - The manager reported that the district was nearing the end of this most unfortunate situation. The manager relayed that he and the NRPM were meeting with Mr. Bill Cullina, Executive Director, CMBG and Mr. Jan Weigman P.E. Wright-Pierce Engineering tomorrow to ascertain whether the CMBG would be interested in now discussing an avenue in which the CMBG would make modifications acceptable to the district, particularly with regard to long-term monitoring of which the CMBG had not complied with the provisions of their permit as of yet. The manager would report fully on this discussion as well as the planning board proceedings of 19 March 2017 where the CMBG was applying for a modification of their current permit with the town of Boothbay to move the 10,000 gallon per day discharge of waste water from the Knickerbocker Lake watershed to the Back River watershed.
13. **TDR METER DOWNSIZE REQUEST** - The manager presented the board a request and supporting documentation for a meter downsize request for TDR Auto Supply Inc., 14 Oak Street, Boothbay Harbor. After review of usage and more importantly fixtures the manager recommended that the board approve a downsizing of the current 3/4" meter to a new 5/8" meter. The board approved the request.  
*Trustee Climo motioned, Trustee Reed second, vote unanimous*
14. **ELEVATED LEAD LEVELS IN THE BOOTHBAY REGION HIGH SCHOOL AND ELEMENTARY SCHOOL** – The manager reported that on 31 March 2017 the superintendent of schools requested he meet her and staff to discuss elevated lead levels found in the drinking water at both schools after random testing had been completed the previous week. The schools had retested and verified that the problem was not a sampling error.

In response to the data the manager reported the school system administration had converted all potable water for the schools to water provided by Poland Springs (aka Nestle Corporation) until such time as a resolution to the problem could be executed. The manager reported that he had since met with school staff on-site and it appears that the cause of the problem was strictly due to internal plumbing. The manger informed the board that he had provided the school district contacts at Dirigo Engineering, Wright-Pierce and Tata & Howard wherein the school district could make a selection to help devise a mitigation plan. All school retrofit activity will be completed during the summer of 2017 with the staff and students remaining on bottled water for the duration this school year. The manager then informed the board with regard to notifications and crisis management, he gave high marks to superintendent's office thus far in managing the situation. He relayed to the board that it appeared the school district response was being handled in a logical, professional and safe manner. As off that point the district had received no directives issued to the district from the Maine Drinking Water Program concerning this situation.

15. **CHAIRMAN OF THE BOARD DIRECTIVE TO MANAGER** - Chairman Pinkham instructed the manager to make it a priority to clean-up the wood line on the eastern bank of Adams Pond, between Adams Pond and Route 27 to remove a portion of the forest and “clean it up because it looks like Hell”. That point was echoed by the remainder of the board present. The manager stated he would make this effort a priority under the Natural Resources program.
16. The meeting was adjourned at 1924 hr.  
*Trustee Reed motioned, Trustee Climo second, vote: unanimous*

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra  
General Manager

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