

8 August 2017

MEMORANDUM

From: Manager
To: Board of Trustees

Subj: **MINUTES FOR THE TRUSTEE MEETING 25 JULY 2017**

The Board of Trustees convened at 1900 hrs. **In attendance:** Trustee Pinkham, Boothbay Harbor (Chairman); Trustee Gamage, Southport (Vice-Chairman); Trustee Climo, Southport (Clerk); Trustee Marston, At-Large; Trustee Tibbetts, Boothbay Harbor; Jonathan Ziegler, Manager. **Guest:** None. **Absent:** Trustee Lewis, Boothbay (Treasurer); Trustee Anthony, Boothbay.

1. The board approved the minutes for 11 July 2017 without revisions.
Trustee Gamage motioned, Trustee Marston second, vote unanimous
2. The **Payroll** for weeks ending 11 July 2017 & 18 July 2017 were approved.
Trustee Gamage motioned, Trustee Climo second, vote unanimous
3. The **Transactions** for 10 July 2017 through 21 July 2017 were approved.
Trustee Climo motioned, Trustee Marston second, vote unanimous
4. **FINANCIAL** – The manager presented the board Table 1 - *Boothbay Region Water District Cash Account Status Report as of 25 July 2017*, Table 2 - *Boothbay Region Water District Profit & Loss Budget Performance as of 30 June 2017* and Table 3 – *Boothbay Region Water District Capital Improvement Projects Budget as of 30 June 2017*. Upon review, the manager reported the district's cash status although low, was steady and maintaining. Over the past period the district had received 5 new service applications and added 2 new customers. The total billing for August 2017 to be sent to customers 1 August 2017 was \$318,333.14.

Table 1 BOOTHBAY REGION WATER DISTRICT Cash Account Status Report as of 25 July 2017	
Account	Balance
Business Checking	\$ 25,000.00
Deposit Sweep Account	\$ 106,426.00
Liquidity Total	\$ 131,426.00
DESIGNATED FUNDS	
BBH 2007 Sinking Fund	\$ 18,316.83
Land Acquisition Fund	\$ 14.64
Capital Reinvestment Fund	\$ 1.17
Mt Dora Easement Escrow	\$ 4,768.50
EBB Upgrade 91-20	\$ 37,392.95
Bank of Maine Unemployment CD	\$ 10,431.66
Designated Fund Total	\$ 70,925.75
TOTAL CASH RESERVES	\$ 202,351.75

- a. **2017 Surcharge Filing** – Maine Water Company (MWC) informed the district they would charge the district \$500.00 to assist the district with the upcoming PUC. I accepted that offer and work now on completing the submission for trustee review and approval is underway with a draft for trustee consideration no later than 22 August 2017.
 - b. **Meter Program Cost of Service Study** – No change in status since the previous report
 - c. **Capital Improvement Plan** – No change in status since the previous meeting.
 - d. **Policies and Procedures Revision III Update** – The technical requirements are still under review by staff (Distribution Foreman & Assistant Foreman). This morning's staff meeting invited many excellent suggestions in that this was a major focus of the meeting. The first meeting for coordinating all of the comments and revisions will take place for most of the day on 1 August 2017 with a draft plan for trustee review targeted on 8 August 2017.
5. **NATURAL RESOURCES PROGRAM** – The following instructions to the Natural Resources Intern were provided to the trustees by the Natural Resources Program Manager while on vacation:

1) I am attaching a weekly/monthly summary of lake sampling. If we sample Adams tomorrow as planned, you will need to do DO/Temp/Secchi/in-house samples on Knickerbocker and Little Knickerbocker next week (week of 17-July) and the same on Adams Pond the following week (week of 24-July). We do not need any additional TP/Chla/NO at KL1, KLA or AP1 this month. Please make a copy of original data sheets for me and put in my mailbox.

2) Please also get one TP grab sample from both KL2 and KL3 once before the end of the month. Also, measure depth at the logs in both channel locations once each week and be sure to note depth and date in 2017 Lake Sample.xlsx. With the District withdrawing water and little rain plus sun, I expect the Knickerbocker to start dropping and we want to know water levels in the channels as it does. You can either borrow a kayak from YMCA (Bob Jackson's # is 380-3290) or you can grab the gray one from my house.

3) Please update this file with water quality sampling data that you gather while I am gone and with any results we receive from MEHTL. Please leave original MEHTL reports in my mail box. Please forward updated data file to Kevin Anthony at tidewatercon@gmail.com.

4) If we get greater than 1.5 inch of rain over a 24 hour time period, you could do a round of stream samples BUT you do not need to. If you do, John Orne or Weston should accompany you. We can go over the process and necessary files tomorrow.

5) If we get a serious storm, then it's time to go exploring with camera: Check out the streams and wetlands near CMBG. If you find erosion/runoff, let JonZ know and collect TP samples at KS1, KS2, KS3 and KS7 (at the minimum). Drive around the various 319 sites (see #9 below) and get lots of photos of sites while water is running.

6) If we get greater than 1 inch of rain over 24 hours, you need to photo document stream sites at Hamrin - stone wall site, logging road site, impoundment, and timber fiord.

7) Invasives eradication behind the District office is a priority - as honeysuckle fruit is starting to ripen. Be sure to use tarps and minimize dragging berried plants over the ground. Not sure if you finished Adams Pond Road but

please get back to that too and also coordinate with Hamrins and Dale for a solution to that site (lowest priority of the three). There is also an invasive honeysuckle in the garden bed outside treatment plant that needs to be removed.

8) Invasive aquatic plant surveys are on your list as you are able to fit them in. And you know the drill on Hamrin monitoring - goal is to do what you can and document before you head back to Bar Harbor.

9) For 319/CDC project, your role is to photograph construction as it is occurring (once during the event is probably enough) and to help Dale as asked. So check in with Dale and take an occasional cruise up Back River Road to see if Town is working at any sites. If you have any concerns about anything you see, talk to Dale. I am attaching the work site lists for BRWD and Boothbay Public Works.

10) Check trash at dog poop station on Adams Pond Road at least once a week and change as needed. Clean bags are in the treatment supply room.

Thanks for all your good work! I will be in in the morning to sample Adams Pond and talk about this list and anything else.

6. **SAFETY & TRAINING UPDATE** – The manager reported no injuries, safety violations or known missed inspections during the previous period.
 - a. **Human Resources** – No news from the Teamsters Local #340.
 - b. **Training Update** – On 17 July 2017 staff welcomed Ms. Kathleen Chapin, Administrative Manager, Kennebunk, Kennebunkport and Wells Water District who was here as part of the MRWA Management School and On a fact finding mission to study our use of paperless job orders and seasonal water service management. All staff did an excellent job in hosting Ms. Chapin who was very impressed with our operation.

7. **TREATMENT DIVISION (TD)** — The manager reported that filter train efficiency had dropped since the previous report for both clarifier and filter efficiency. Filter efficiency was now 96% with clarifier efficiency 91%. The drop in efficiency was due to the raw water quality of Knickerbocker Lake which was usually much more “lively” than Adams Pond and we are nearing system peak demand, usually the second weekend in August, which is putting more demand on the treatment train.

Key chemical additions have changed as well. Aluminum sulfate dosing rates have dropped to 95% of normal with sodium hydroxide additions 208% more than normally expected on a per unit basis.

Finish water flow for this time of year remains below average for this time of year averaging 0.8200 MGD. Other significant DD events include:

- a. **Knickerbocker Lake Water Withdrawal** – Table 4 was published on the district’s website 17 July 2017 and updated each Monday thereafter during routine withdrawal activities on Knickerbocker Lake.

Table 2

Boothbay Region Water District Profit & Loss Budget Performance as of 30 June 2017

	Jan - Jun 17	YTD Budget	Annual Budget
Ordinary Income/Expense			
Income			
414-Gain on Sale-Misc Inc.	1,800.00		
415 – Jobbing	49,609.28	80,300.96	125,000.00
419 - Interest Income	389.43	250.10	500.00
461 - Revenue Accounts	1,395,311.85	1,422,461.98	2,582,244.00
Total Income	1,447,110.56	1,503,013.04	2,707,744.00
Gross Profit	1,447,110.56	1,503,013.04	2,707,744.00
Expense			
403-Depreciation Expense	330,000.00	330,000.00	660,000.00
408 -- Taxes other than Income	26,138.52	24,735.52	50,174.16
427-Bond and Loan Interest (Long Term Liab. Interest)	1,127.39		
427-Interest Expense	144,478.28	137,256.00	274,512.34
601 – Wages	292,380.35	278,761.02	539,500.00
603 - Trustee Fees	9,345.70	9,859.21	9,859.21
604 - Employee Pen. & Benefits	199,008.03	165,233.73	339,200.00
615 – Electricity	24,324.93	30,149.82	60,300.00
616 - Generator Fuel	0.00	250.02	500.00
618 – Chemicals	8,686.30	17,453.46	37,000.00
620 - Materials & Supplies	87,025.50	122,338.96	229,700.00
620.7 – Postage	517.49	0.00	0.00
631 - Contr.-Engineering	10,580.00	6,230.00	10,000.00
632 - Contr. Accounting	36,400.00	33,499.96	66,000.00
633 - Contr. Legal	2,890.30	20,000.00	20,000.00
634 - Other Professional Fees	2,080.65	4,999.98	10,000.00
635 - Contr-Other	125,160.06	114,400.54	221,850.00
642 - Rental of Equipment	0.00	400.00	1,000.00
650 – Transportation	11,938.88	16,303.99	31,700.00
657 - Insurance - Gen. Liab.	15,915.00	32,000.00	32,000.00
658 - Insurance-Workers Comp.	12,297.15	7,000.00	13,000.00
660 – Advertising	1,414.50	300.00	300.00
667 - Regulatory Expense	12,431.50	15,426.00	19,000.00
670 – Uncollectables	0.00	0.01	0.01
675 - Misc. Expenses	4,573.47	6,272.63	14,300.00
680.00 · Uncategorized	0.00	0.00	0.00
Total Expense	1,358,714.00	1,372,870.85	2,639,895.72
Net Ordinary Income	88,396.56	130,142.19	67,848.28
Net Income	88,396.56	130,142.19	67,848.28

Table 3

Boothbay Region Water District Capital Improvement Projects 2017 Budget

Accnt #	Description	YTD Jan-June	Amount
	Capital Improvements		
105.01	Marine Construction		\$ 1,200.00
105.02	Engineering & Excavation	\$ 17,624.29	\$ 20,000.00
105.05	GIS	\$ 6,987.49	\$ 15,000.00
105.10	Storage Building Project	\$ 1,410.00	\$ 10,000.00
105.16	Meter Upgrades	\$ 70,583.32	\$ 80,000.00
105.20	Meadow Cove Water Main Project	\$ 12,333.19	\$ -
105.19	North Adams Pond Fire Access		\$ 8,000.00
105.50	Work in Progress - Other	\$ 1,100.00	\$ 500.00
	Total Capital Improvements	\$ 110,038.29	\$ 134,700.00
	Principal Repayments		
221.3	Truck Leases		\$ 12,000.00
221.31	MBB Highland Park		\$ 30,997.00
221.32	MBB Pinkham Standpipe Rehab		\$ 5,170.00
221.33	RD Southport Interconnection		\$ 30,893.10
221.89	SRF Cape Newagen MMBB	\$ 10,458.00	\$ -
221.92	RD 91-20		\$ 22,801.62
221.93	FNB Consolidation	\$ 10,900.17	\$ 11,200.00
221.95	MMBB Sea Street		\$ 12,417.00
221.97	FNB Fluoride Bond	\$ 7,321.28	\$ 7,400.00
221.99	RD 91-18	\$ 5,700.00	\$ 6,045.83
221.992	FNB Line of Credit	\$ 100,000.00	\$ 100,000.00
221.993	MMBB Consolidation		\$ 329,221.96
	Total Principal Repayments	\$ 134,379.45	\$ 568,146.51
	Sinking and Reserve Fund Contributions		
131.82	Capital Reinvestment	\$ -	\$ 7,461.35
131.86	Land Acquisition	\$ -	\$ -
131.87	Southport Interconnection	\$ -	\$ 9,328.00
131.88	RD 91-18	\$ -	\$ 2,015.79
131.89	RD 91-20	\$ -	\$ 6,196.63
	Total Sinking & Reserve Fund Contributions	\$ -	\$ 25,001.77

Table 4 Boothbay Region Water District Knickerbocker Lake Water Withdrawal Report			
Start Date	End Date	Gallons Pumped	Gallons Remaining
Gallons Allowed to be Withdrawn by NRPA Permit			51,500,000
12-Jul-17	16-Jul-17	3,567,300	47,932,700
17-Jul-17	23-Jul-17	6,842,500	41,090,200

8. **DISTRIBUTION DIVISION (DD)** – The manager reported the DD was continuing to concentrate on maintenance and summer job orders with a steady increase, and then decrease in “whiteboard projects”. Construction activity had tempered with the DD responding to, and completing only 14 DigSafe notifications.
- a. **Thompson Standpipe Storage Building** – Treatment Plant Operator Campbell was doing an excellent job trying to find a carrier that could move the building. He would be meeting with a carrier tomorrow on-site and if all goes well have an estimate in hand by days end. Staff was well aware that they must contact the Vice-Chairman at least 48-hours prior to moving the building.
 - b. **New Building Status Report** – The manager was in the process of setting up a meeting with Dirigo Engineering, to express the trustees concerns with the conceptual plans and commission a revision for trustee evaluation.
 - c. **Uni-Directional Flushing Plan** – In-process
 - d. **Adams Pond Paving Project** –The pre-work for the paving was being completed this week with paving by Bruce Fabiano to commence early next week.
 - e. **Fire Hydrant Maintenance** - DD staff had begun hydrant maintenance system-wide including weed whacking, internal & operational checks, hydro-blasting and repainting.

9. **5 RIVERS REGIONAL WATER COUNCIL** – Nothing new to report. .
10. **LAND ACQUISITION UPDATE** – Nothing new to report
11. **BOOTHBAY HARBOR COUNTRY CLUB, PHASE II** –. Construction of the pump station had begun with floor poured and utilities routed. September turnover was still on-track.
12. **ISLE OF SPRINGS WATER PRESSURE** – Nothing new to report.
13. Vice-Chairman Gamage instructed the manager to arrange a dinner for past trustees Reed and Higgins and report back at the 8 August 2017 meeting as to status.
14. The meeting was adjourned at 1927 hr.
Trustee Climo motioned, Trustee Marston second, vote: unanimous

END OF MINUTES

Respectfully Submitted,

Jonathan E. Ziegra
General Manager

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